

Submitting Final Approval

1. Go to the **NIH Manuscript Submission System**: <http://www.nihms.nih.gov>
2. Click the **Proceed** button in the yellow **Log In** box in the right hand corner.

The screenshot shows the NIH Manuscript Submission System website. The browser address bar displays <http://www.nihms.nih.gov>. A yellow callout box with an arrow points to the address bar, containing the text "Go to http://www.nihms.nih.gov". The website header includes "NIH Public Access" and "NIH Manuscript Submission System" with a "Log in" button. Below the header, there are navigation links for "News & Updates", "Statistics", "Grant Lookup Tool", and "Help & F.A.Q.". The main content area features a "News & Updates" section with a sign-up prompt and a list of submission sources. A yellow callout box with an arrow points to the "Proceed" link in the "Log In" section, containing the text "Then click Proceed.". The "Log In" section also includes a "Proceed to the NIHMS system" link and a "Grant Lookup Tool" section. The "Help" section contains several links for user assistance.

NIH Public Access

NIH Manuscript Submission System

The NIH Manuscript Submission system allows you to submit an electronic version of your peer-reviewed final manuscript for inclusion in [PubMed Central](#).

News & Updates

Sign up with the [NIHMS News list](#) to get email notification of significant updates with the system.

NIHMS (NIH Manuscript Submission) system is currently accepting submissions from:

- eRA Commons (for NIH Extramural principal investigators, grant administrators, and reviewers)
- NIH Login (for Intramural NIH scientists and staff)
- HHMI Login (for HHMI-funded investigators)
- My NCBI (for third party submitters)
- Publishers that have registered for an NIHMS Publisher Login account
- Wellcome Trust (submissions of Wellcome Trust funded articles now need to be made with the [UK Manuscript Submission System \(UKMSS\)](#))

Help

- What is the NIH Public Access Policy? The NIH maintains a [web page](#) with information relating to the [Public Access Policy](#).
- Do you have questions about the submission process? Refer to the [NIHMS FAQ](#). Illustrated [submission tutorials](#) are also available.
- Publishers may find information on how to submit on behalf of authors as well as other concerns in the [Publisher FAQ](#).
- The NIHMS also maintains a help desk to assist users with manuscript submissions, and answer any questions related to the submission process. [Contact the help desk](#) with your queries.
- Email questions and comments regarding the NIH Public Access Policy to PublicAccess@nih.gov.

Log In

Proceed to the NIHMS system if you are ready to submit a manuscript.

Grant Lookup Tool

Search the NIHMS grant database to find current grant numbers.

Statistics

Review NIHMS submission statistics that are compiled on a monthly basis.

- Log into **NIHMS** using either your **ERA Commons** login (for NIH PIs, Grantees, or applicants) or your **MyNCBI** login (for all other scientists).

NOTE: Please use your ERA Commons login if you have one.

ERA Commons login

NIH Public Access
NIH Manuscript Submission System

Login Options

The NIH Manuscript Submission allows you to submit an electronic version of your peer-reviewed final manuscript for inclusion in Pub. Eligible manuscripts must have been funded by one of the participating groups listed in the login table below.

Choose a login route:

Route	Users
NIH & eRA Commons	NIH intramural and extramural scientists NOTE: eRA Commons account holders now enter login credentials on the "NIH Login" screen.
publisher	publishers
HHMI	Howard Hughes Medical Institute investigators
myNCBI	others

You should use the same login for all subsequent visits.

NIHMS does not maintain these login routes. If you experience problems with your login, please contact the Institution that is responsible for your account. If you do not have an account, myNCBI allows users to create new accounts; click on the myNCBI route to create one.

If you are a PI, you can register for an eRA Commons account at <https://commons.era.nih.gov/commons/registration/registrationInstr>. For more information on how to use this system to submit your manuscript see [User's Guide](#).

MyNCBI login

NIH Public Access
NIH Manuscript Submission System

Login Options

The NIH Manuscript Submission allows you to submit an electronic version of your peer-reviewed final manuscript for inclusion in Pub. Eligible manuscripts must have been funded by one of the participating groups listed in the login table below.

Choose a login route:

Route	Users	Policy
NIH & eRA Commons	NIH intramural and extramural scientists NOTE: eRA Commons account holders now enter login credentials on the "NIH Login" screen.	
publisher	publishers	
HHMI	Howard Hughes Medical Institute investigators	
myNCBI	others	

You should use the same login for all subsequent visits.

NIHMS does not maintain these login routes. If you experience problems with your login, please contact the institution that is responsible for your account. If you do not have an account, myNCBI allows users to create new accounts; click on the myNCBI route to create one.

If you are a PI, you can register for an eRA Commons account at <https://commons.era.nih.gov/commons/registration/registrationInstr>. For more information on how to use this system to submit your manuscript see [User's Guide](#).

Note: the myNCBI website should open in a new window or tab. Once you login, you will need to return to this window to access your account.

4. Follow the directions on the applicable login screen.

NOTE for MyNCBI users: After logging in, you may be directed to the MyNCBI page. The NIHMS site should have opened in a different tab or window in your browser. If you are unable to find the NIHMS site, return to <http://nihms.nih.gov>, click **Proceed** in the right hand corner, then click the **MyNCBI** link again on the following page, and the site should load.

ERA Commons login

NIH Login

Enter User name and Password.

User Name:

Password: [Change Password](#)

OR

[Log in](#)

If you need password assistance, do not use the above link. Instead, go to the eRA Commons website <http://public.era.nih.gov/commons>.

Warning Notice
This is a U.S. Government computer system. Use of this computer system may subject violators to...
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes. Information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any unauthorized person, constitutes consent to these terms. There is no right of privacy in this system.

If you need assistance - Please call the NIH IT Service Desk 301-496-4357 (G-HELP); 866-319-4357 (toll-free) or [Submit a Request](#)

CIT NATIONAL INSTITUTE OF HEALTH

MyNCBI login

NCBI Resources How To

Sign in to NCBI

Username:

Password:

Keep me signed in unless I sign out (others)

[Sign In](#)

[Forgot username or password?](#)

[Register for a NCBI account](#)

Or use a 3rd party sign in option

[Sign in with Google](#) [Sign in with NIH Login](#)

[See more 3rd party sign in options](#)

If you already have an account Input your username and password

...then click Sign In

If you do not have an account you can register here

...or if you would prefer to login through one of the 3rd party partner organizations, click here

My NCBI retains user information and database preferences to provide customized services for many NCBI databases.

My NCBI features include:

- Save searches & automatic e-mail alerts
- Display format preferences
- Filter options
- My Bibliography & NIH public access policy compliance

My NCBI Overview

My NCBI features include:

My NCBI features include:

My NCBI features include:

NCBI Resources How To My NCBI Sign Out

My NCBI

Search NCBI databases

Search: [Search](#)

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

My Bibliography

Your bibliography contains 9 items.

Your bibliography is private. ([settings](#))

After logging in, you may get to this page. As previously noted, the NIHMS site should have opened in a different tab/window.

If you are unable to find the NIHMS site, please return to <http://www.nihms.nih.gov>, click on the myNCBI login route again, and your NIHMS account should load.

Customize this page | NCBI Site Preferences | Video Overview | Help

[Manage Saved Searches >](#)

Collections

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard
My Bibliography	edit 9	Private	Standard
Other Citations	edit 0	Private	Standard

5. On the **Manuscript** page, click the link for the manuscript that you want to approve.

NIH Public Access

NIH Manuscript Submission System

Pierce Test Log off

My Manuscripts Grants Reporting Preferences

Manuscript List for Pierce Test

Start Here → Submit New Manuscript

After login in, you will be taken to your Manuscript List.

Attention (1) Optional (0) In process (0) Stalled (0) Completed (0) Published (0)

1 manuscript that require your attention

#	Title	Status
149957	NIHMS Test Submission Grants: R01 HO0123456-0...	Waiting for author approval of final WEB version of manuscript

Click on the manuscript title to process the submission.

[I don't see one of my manuscripts.](#)

The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI.

[Contact Us](#) | [Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)

[National Center for Biotechnology Information](#) | [U.S. National Library of Medicine](#) | [National Institute of Health](#) | [United States Department of Health and Human Services](#)
[USA.gov: Government Made Easy](#)

- On the **Review and Approve** page, click the **PMC-ready manuscript** link to review the Web version of your manuscript. The **Original submission** in PDF is also available for comparison. If changes need to be made, refer to the **manuscript with paragraph numbering** to make note of the location of the error(s). Click the **Approve** button if everything looks correct or click the **Request Corrections** button to submit corrections.

The screenshot shows the 'Review and Approve' page in the NIH Manuscript Submission System. The page title is 'Review and Approve' and it indicates the journal is 'Nanotechnology'. A 'Review' button is highlighted with an orange arrow. Three links are provided: 'PMC-ready manuscript', 'Original submission (for your reference)', and 'Manuscript with paragraph numbering (for error reporting)'. A 'Go to Manuscript List' button is at the bottom left. At the bottom right, 'Request Corrections' and 'Approve' buttons are shown with arrows pointing to them from a yellow callout box. A table of grants is visible in the middle of the page.

NIH Public Access
 NIH Manuscript Submission System
 My Manuscripts | Grants Reporting | Preferences
 Pierce T. Smith | Log off

NIHMS Test Submission
 Journal: [Nanotechnology](#)

Review and Approve
 Please review the PubMed Central version of your manuscript.
 This is the final step in the manuscript submission process.
 What should I do?

Review → [PMC-ready manuscript](#) [Original submission](#) (for your reference) [Manuscript with paragraph numbering](#) (for error reporting)

Grants

Grantee	Grant #	Title
Pierce T. Smith	R01 H00123456-01	Nanotech Grant

[Go to Manuscript List](#)

[Request Corrections](#) [Approve](#)

After reviewing your PMC-ready manuscript, click either [Request Corrections](#) or [Approve](#).

The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI.
[Contact Us](#) | [Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)
[National Center for Biotechnology Information](#) | [U.S. National Library of Medicine](#) | [National Institute of Health](#) | [United States Department of Health and Human Services](#) | [USA.gov: Government Made Easy](#)

7. On the **Request Corrections** page, enter the paragraph number for the error, as well as the correction. To add more than one request, click the **Add another Request for Corrections** link. Once you are finished, click the **Send** button.

If you have no corrections, click the **Cancel** button.

The screenshot shows the 'Request for Corrections' page in the NIH Manuscript Submission System. The page header includes 'NIH Public Access', 'NIH Manuscript Submission System', and user information for 'Pierce T. Smith'. The main content area is titled 'Request for Corrections' and includes instructions on how to describe required changes. A 'Corrections List' table is visible, with columns for 'Location' and 'Correction'. At the bottom, there are 'Cancel' and 'Send' buttons, and a link to 'Add another Request for Corrections'.

Callout 1: You can use either this link, or the one from the previous page to access the PMC-ready manuscript with paragraph numbering.

Callout 2: Use the paragraph numbering to reference the location of the correction.

Callout 3: To add another correction request, click here, and enter the request in the new field.

Callout 4: Once you have requested all necessary corrections, click **Send**.

8. After submitting your correction request or approving your manuscript, you can click the **Go to Manuscript List** button to return to your manuscript or click the **Log Off** button.

The screenshot displays the NIH Manuscript Submission System interface. At the top, there is a blue header with "NIH Public Access" on the left and "Pierce Test Log off" on the right. Below the header, the page title is "NIH Manuscript Submission System" with navigation links for "My Manuscripts", "Grants Reporting", and "Preferences". The main content area shows "NIHMS Test Submission" for the journal "Nanotechnology" with NIHMSID # 149957. A green heading reads "Corrections Sent to NIHMS for Processing". Below this, a status message states: "Status: Your correction request has been sent to the NIHMS System. Your corrections will be reviewed, and if deemed within the scope of allowed changes, they will be incorporated into your manuscript. You will be contacted via email when your manuscript is ready for your review." At the bottom of the status message, there are two buttons: "Log Off" on the left and "Go to Manuscript List" on the right. A yellow callout box with a black border and a drop shadow is positioned between these two buttons, containing the text: "After submitting your correction request you can choose to either log off or go back to your manuscript list." Two yellow arrows originate from the callout box, one pointing to the "Log Off" button and the other pointing to the "Go to Manuscript List" button. At the bottom of the page, there is a footer with the text: "The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI." followed by links for "Contact Us", "Privacy Notice", "Disclaimer", and "Accessibility". Below that are links for "National Center for Biotechnology Information", "U.S. National Library of Medicine", "National Institute of Health", "United States Department of Health and Human Services", and "USA.gov: Government Made Easy".