



**by the author, the PI, the publisher,  
or another third party.**

1  
00:00:09,830 --> 00:00:06,970

[Music]

2  
00:00:12,169 --> 00:00:09,840

nASA has developed an agency plan and

3  
00:00:14,509 --> 00:00:12,179

associated policy outlining a framework

4  
00:00:16,609 --> 00:00:14,519

for activities to increase public access

5  
00:00:18,620 --> 00:00:16,619

to scientific publications and digital

6  
00:00:21,470 --> 00:00:18,630

scientific data resulting from NASA

7  
00:00:23,689 --> 00:00:21,480

funded research NASA funded authors and

8  
00:00:24,920 --> 00:00:23,699

co-authors will now deposit copies of

9  
00:00:27,890 --> 00:00:24,930

their peer-reviewed scientific

10  
00:00:30,250 --> 00:00:27,900

publications and associated data into

11  
00:00:33,080 --> 00:00:30,260

nasa's publication repository club space

12  
00:00:46,530 --> 00:00:33,090

for more information on NASA's plans for

13  
00:01:09,620 --> 00:00:47,860

[Music]

14  
00:01:11,600 --> 00:01:09,630  
www.netsupportdna.com tracks and grants

15  
00:01:14,330 --> 00:01:11,610  
will receive instructions on registering

16  
00:01:17,810 --> 00:01:14,340  
in orchid with nasa contact NASA

17  
00:01:19,609 --> 00:01:17,820  
- open access at nasa.gov if you

18  
00:01:21,980 --> 00:01:19,619  
need assistance with obtaining an orchid

19  
00:01:23,870 --> 00:01:21,990  
account this ID is integral in

20  
00:01:26,179 --> 00:01:23,880  
establishing the relationship of the PI

21  
00:01:29,630 --> 00:01:26,189  
with NASA funding and authentication

22  
00:01:32,450 --> 00:01:29,640  
into NIH m/s the National Institute of

23  
00:01:34,010 --> 00:01:32,460  
Health manuscript submission system the

24  
00:01:36,080 --> 00:01:34,020  
orchid is necessary for both p.i

25  
00:01:39,319 --> 00:01:36,090  
initiated deposits and third-party

26  
00:01:41,330 --> 00:01:39,329  
deposits anyone other than the PI such

27  
00:01:44,749 --> 00:01:41,340  
as Co eyes should contact NASA

28  
00:01:46,840 --> 00:01:44,759  
- open access at mail nasa.gov to

29  
00:01:51,469 --> 00:01:46,850  
register for an orchid account if needed

30  
00:01:53,719 --> 00:01:51,479  
step 2 user deposits files a manuscript

31  
00:01:56,480 --> 00:01:53,729  
may be submitted by the author the PI

32  
00:01:58,969 --> 00:01:56,490  
the publisher or another third party

33  
00:02:01,280 --> 00:01:58,979  
anyone other than the PI may need to

34  
00:02:03,830 --> 00:02:01,290  
search within NIH MS for their

35  
00:02:05,600 --> 00:02:03,840  
Associated funding source third party

36  
00:02:08,540 --> 00:02:05,610  
submitters must designate an author or

37  
00:02:09,980 --> 00:02:08,550  
PI to serve as the reviewer for an NIH

38  
00:02:12,380 --> 00:02:09,990

MS submission

39

00:02:15,500 --> 00:02:12,390

in these cases the reviewer will receive

40

00:02:24,200 --> 00:02:15,510

notification of the deposit via email to

41

00:02:29,200 --> 00:02:24,210

do this go to WWN | HMS NIH gov / DB /

42

00:02:32,150 --> 00:02:29,210

sub CGI to login to the nih ms system

43

00:02:36,500 --> 00:02:32,160

scroll down to the nasa researchers line

44

00:02:43,970 --> 00:02:36,510

and click on orchid login enter your

45

00:02:46,280 --> 00:02:43,980

orchid credentials to login locate and

46

00:02:48,680 --> 00:02:46,290

click the submit new manuscript button

47

00:02:52,340 --> 00:02:48,690

you're now ready to enter the manuscript

48

00:02:54,850 --> 00:02:52,350

and journal titles once you've made your

49

00:02:57,590 --> 00:02:54,860

entries click the add funding button

50

00:03:00,290 --> 00:02:57,600

select the appropriate funding source if

51  
00:03:02,150 --> 00:03:00,300  
you are not the PI of the project you

52  
00:03:05,060 --> 00:03:02,160  
may need to use the search button to

53  
00:03:08,180 --> 00:03:05,070  
find the appropriate project ID click

54  
00:03:10,340 --> 00:03:08,190  
upload files when you're ready you can

55  
00:03:12,350 --> 00:03:10,350  
now upload all files associated with

56  
00:03:14,990 --> 00:03:12,360  
your manuscript including supplemental

57  
00:03:17,840 --> 00:03:15,000  
files when you're done click on check

58  
00:03:20,570 --> 00:03:17,850  
files your submitted files will now be

59  
00:03:22,820 --> 00:03:20,580  
converted to PDF format please open and

60  
00:03:24,740 --> 00:03:22,830  
review the PDF receipt to confirm that

61  
00:03:26,900 --> 00:03:24,750  
you have provided all the materials that

62  
00:03:28,790 --> 00:03:26,910  
make up your manuscript and that are

63  
00:03:30,890 --> 00:03:28,800

referenced in the text including any

64

00:03:31,430 --> 00:03:30,900

placeholders for supplemental files if

65

00:03:33,830 --> 00:03:31,440

applicable

66

00:03:36,050 --> 00:03:33,840

you must review the PDF receipt file to

67

00:03:38,390 --> 00:03:36,060

advance to the next step you may now

68

00:03:40,130 --> 00:03:38,400

choose your reviewer if you would like

69

00:03:40,820 --> 00:03:40,140

someone else to be the reviewer besides

70

00:03:43,250 --> 00:03:40,830

yourself

71

00:03:45,470 --> 00:03:43,260

select the second button and enter the

72

00:03:47,720 --> 00:03:45,480

reviewers first and last names in the

73

00:03:51,020 --> 00:03:47,730

boxes the embargo will be set by the

74

00:03:53,260 --> 00:03:51,030

designated reviewer you'll now see a

75

00:03:55,850 --> 00:03:53,270

summary of your manuscript information

76

00:03:59,720 --> 00:03:55,860

the reviewer will receive notification

77

00:04:02,930 --> 00:03:59,730

of the deposit via email step 3 reviewer

78

00:04:04,490 --> 00:04:02,940

approve and submit the reviewer reviews

79

00:04:06,800 --> 00:04:04,500

the submission confirms our ads

80

00:04:08,840 --> 00:04:06,810

associated funding and either reject or

81

00:04:11,870 --> 00:04:08,850

approves the material for processing and

82

00:04:15,590 --> 00:04:11,880

nih ms the National Institute of Health

83

00:04:17,900 --> 00:04:15,600

manuscript submission system step 4 NIH

84

00:04:20,630 --> 00:04:17,910

MS manuscript conversion

85

00:04:22,280 --> 00:04:20,640

nihm s staff reviews the approved files

86

00:04:23,630 --> 00:04:22,290

for completeness and complete

87

00:04:25,610 --> 00:04:23,640

submissions are converted to an

88

00:04:28,160 --> 00:04:25,620

appropriate format the pubmed central

89

00:04:29,930 --> 00:04:28,170

ready documents are checked to ensure

90

00:04:32,300 --> 00:04:29,940

they accurately reflect the submitted

91

00:04:34,430 --> 00:04:32,310

files processing time for this step is

92

00:04:36,080 --> 00:04:34,440

usually two to three weeks but may vary

93

00:04:38,420 --> 00:04:36,090

depending on the volume of submissions

94

00:04:40,070 --> 00:04:38,430

at a given time an email notification is

95

00:04:43,070 --> 00:04:40,080

sent to the reviewer when the record is

96

00:04:45,740 --> 00:04:43,080

available for final review step 5

97

00:04:47,510 --> 00:04:45,750

reviewer final approval the reviewer

98

00:04:49,250 --> 00:04:47,520

reviews the pubmed central ready

99

00:04:50,810 --> 00:04:49,260

documents and either requests

100

00:04:52,280 --> 00:04:50,820

Corrections or approves them for

101

00:04:54,650 --> 00:04:52,290

inclusion in PubMed Central

102

00:04:59,330 --> 00:04:54,660

final approval is required to complete

103

00:05:03,020 --> 00:04:59,340

manuscripts in nih ms step 6 pubmed

104

00:05:04,850 --> 00:05:03,030

central ID assigned a PMC ID is assigned

105

00:05:07,190 --> 00:05:04,860

when final approval is complete and the

106

00:05:09,380 --> 00:05:07,200

manuscript is matched to a PubMed record

107

00:05:11,120 --> 00:05:09,390

with complete citation information the

108

00:05:12,830 --> 00:05:11,130

manuscript is made available in PubMed

109

00:05:15,280 --> 00:05:12,840

Central following the publisher required

110

00:05:17,060 --> 00:05:15,290

embargo period if applicable

111

00:05:19,070 --> 00:05:17,070

congratulations you have now

112

00:05:22,720 --> 00:05:19,080

successfully deposited your submission