Instructions for Submitting Open Access Articles to the UC Publications Management System (UCPMS)

1. Instructions for authors of RGPO-funded publications on which the PI is one of the authors

If you have not yet activated your account, set up your password

- 1. Go to: <u>https://submit.escholarship.org/subi/forgotPassword</u>
- 2. Enter your email address you've used to access SmartSimple. Make sure you use the email address RGPO has on file for you! This is the email we used to set up your account in UCPMS.
- 3. You will be sent a link to set your password from <u>eschol-no-reply@escholarship.org</u>
- 4. Once your password is set, go to <u>https://oapolicy.universityofcalifornia.edu</u>

Enter your publications

UC Users: Select the appropriate campus/location. Non-UC Users: Select the "Non-UC" button.



- 1. Login to the system with your SmartSimple email address and your UCPMS password.
- 2. Once logged in, click on "View All" under Publications to see the publications the search engine has found for you.



3. Please claim all publications listed in your Progress Report, though please ensure this RGPO grant/fellowship funded the published research. If not, then please remove the publication from the Progress Report.

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4. After claiming a publication, please upload the final author manuscript or, if your article is already available in open access form, enter the open access URL.

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5. Link your RGPO grant to your publication.

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6. Let your Program Officer know when you have finished.

II. Instructions for authors on RGPO-funded publications that do not include the PI of the grant

A. UC Investigators

Follow the instructions at <u>https://osc.universityofcalifornia.edu/for-authors/open-access-policy/deposit/</u> to sign into your UCPMS/eScholarship account and deposit your publication. Include the DOI number in the upload of the publication.

B. Non-UC Investigators

If you have an account in UCPMS, use this to submit your publications. If not, submit directly to the eScholarship open access repository. This requires registering for an eScholarship account, verifying your address, and depositing the publication. (Note: Use the email address you've used to access SmartSimple as this is the email address RGPO has on file for you.)

1. **Create your eScholarship account**: Fill in the form at <u>https://submit.escholarship.org/subi/register</u> Tips for filling out the registration form:

- Institution: choose "Other", then input the name of your institution
- Academic unit: input the most relevant entity name, e.g., Department of Research, Institute of Studies.
- Email: input your institutional or other frequently used email address

2. **Verify your email address**: Check your inbox for a message from "<u>eschol-no-reply@escholarship.org</u> with the subject "eScholarship Verification Required"; click the link to verify your address. If you do not receive a verification message within 30 minutes, please contact <u>help@escholarship.org</u> for assistance.

3. **Identify deposit location (funding group)**: Based on the funding group of the grant, choose to deposit in one of the following series by clicking the "Deposit" button at the top right of the eScholarship page:

- California Breast Cancer Research Program (CBCRP): <u>https://escholarship.org/uc/cbcrp</u>
- California HIV/AIDS Research Program (CHRP): <u>https://escholarship.org/uc/chrp</u>
- Tobacco-Related Disease Research Program (TRDRP): <u>https://escholarship.org/uc/trdrp</u>
- University of California Research Initiatives (RGPO): <u>https://escholarship.org/uc/RGPO</u>
- UC National Laboratory Fees Program (LFRP): <u>https://escholarship.org/uc/ucri_lfrp_rw</u>
- UC Cancer Research Coordinating Committee: <u>https://escholarship.org/uc/ucri_crcc_rw</u>
- Multi-Campus Research and Initiatives: <u>https://escholarship.org/uc/ucri_mrpi_rw</u>

If uncertain, you can deposit to the general Research Grants Program Office (RGPO) series: <u>https://escholarship.org/uc/rgpo</u>

4. **Deposit your article**: When prompted, log into eScholarship and fill in the submission form (in general, choose "Journal article", then "Published" to get started). If you have a DOI or PMID for the article, save time filling in the form by inputting the DOI or PMID and clicking the "GO" button -- within a minute, the form will update with the article's title, author, and journal metadata. For more information on filling in the submission form, see: <u>https://help.escholarship.org/support/solutions/articles/9000083811</u>

5. **Save and submit your** article for review and approval by the RGPO team. You should immediately receive an email from eScholarship confirming submission.

6. **Await RGPO confirmation**: eScholarship will send an automated notice once the publication is accepted and live in eScholarship.