Prior to attending this session please review the following basic definitions--each will be discussed in more detail.

**PubMed**
A database of citations and abstracts for biomedical literature from MEDLINE and additional life science journals. Links are provided when full text versions of the articles are available via PubMed Central (described below) or other websites. These citations are indexed with a PMID, a series of numbers.

**Citation ID**
The reference number used when citing papers falling under the NIH Public Access Policy on applications, proposals, or progress reports. The citation ID will be a PMCID or an alternative (e.g., an NIHMSID) when the PMCID has not been assigned yet.

**PMID**
The unique number assigned to a PubMed citation for an article published in a journal. This number does NOT indicate compliance with the NIH Public Access Policy.

**NIH Public Access Policy**
The NIH policy designed to ensure that the public has access to the published results of NIH-funded research.

“The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine’s PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.”

See [http://publicaccess.nih.gov/](http://publicaccess.nih.gov/). This policy was voluntary from 2005-2008; became mandatory in 2008 (but was temporary) and became permanent in 2009. In 2010 NIH required the use of MyNCBI to manage citations resulting from NIH-funded research and in 2012 incorporated the use of MyNCBI to document compliance in annual research performance progress reports (RPPRs).

**NIHMS**
The NIH Manuscript Submission (NIHMS) System is used to submit manuscripts that arise from NIH funding to the PubMed Central digital archive, in accordance with the NIH Public Access Policy and the law it implements. The law and Public Access Policy are intended to ensure that the public has access to the published results of NIH-funded research.

**NIHMSID**
The unique number assigned to a submission via the NIHMS system. The NIHMSID is used in citations until a PubMedCentral ID (PMCID) is assigned. NIHMSIDs are valid only until three months after publication of the article. If no PMCID has been assigned at that time the publication becomes non-compliant with the NIH Public Access Policy.

**PubMedCentral**
PubMed Central (PMC) is the NIH digital archive of full-text, peer-reviewed journal papers. These papers are indexed with a PMCID, a series of numbers preceded by ‘PMC.’ PMC content is publicly accessible and integrated with other databases. See [http://www.pubmedcentral.nih.gov/](http://www.pubmedcentral.nih.gov/).

**Peer-reviewed**
A form of objective review. It is an assessment of scientific or technical merit of manuscripts by individuals with knowledge and expertise equivalent (peer) to that of the individuals whose manuscripts they are reviewing; that is, reviewers who are the professional equals of the authors and who often are engaged or were previously engaged in comparable activities.

**Author’s final peer-reviewed manuscript**
The author’s final manuscript of a peer-reviewed article accepted for journal publication, including all modifications from the peer review process (not the article as printed in a scientific journal, for which the journal holds the copyright).

**Final Published Article**
The journal’s authoritative copy of the article, including all modifications from the publishing peer review process, copyediting and stylistic edits, and formatting changes.

**PMC Journal**
A journal that deposits all NIH-funded final published articles in PMC without author involvement (contracted with NIH) or a journal that will make arrangements with an author to deposit a specific final published article in PMC (may involve a fee). These journals fall under Methods A and B when discussing how a paper is deposited to PMC and authors can use the phrase “PMC Journal – In Progress” at the end of a citation until a PMCID has been assigned.

**PMCID**
The reference number assigned to an article or manuscript archived in PubMed Central. The PMCID is the number that must be cited on applications, proposals or reports as part of compliance with the Public Access Policy.

**NLM**
The National Library of Medicine within the National Institutes of Health. The world’s largest biomedical library, NLM maintains and makes available a vast print collection and produces electronic information resources on a wide range of topics that are searched
billions of times each year by millions of people around the globe. Two examples of free resources the NLM has developed are PubMed and PubMedCentral.

**NCBI**
The National Center for Biotechnology Information (NCBI) is part of the United States National Library of Medicine (NLM), a branch of the National Institutes of Health. The NCBI houses genome sequencing data in GenBank (not relevant to our use and this workshop) and an index of biomedical research articles in PubMed Central and PubMed, as well as other information relevant to biotechnology. All of these databases are available online.

**NCBI Account**
An NCBI account is necessary to be able to use the MyNCBI and My Bibliography tools that are housed in NCBI. While a researcher may use the account for other scientific tasks, the use of the account for our purposes is strictly to be able to track compliance with the NIH Public Access policy and to prepare RPPRs. For this purpose an account is obtained and used by logging in with your eRA Commons UserName and password. It is essential that your NCBI account be linked to your eRA Commons login.

**MyNCBI**
A tool integrated with PubMed to track literature searches, collections of citations, and public access compliance. Key features: Can be linked to eRA Commons accounts; Commons-linked users can associate publications with NIH grants; Tracks NIH Public Access compliance; The only way to enter publications into RPPR; Creates the publications section (Section E) of PHS 2590s.

**MyBibliography**
My Bibliography is a reference tool that helps you save your citations (journal articles, books/chapters, patents, presentations and meetings) directly from PubMed or, if not found there, to manually enter citations using My Bibliography templates. My Bibliography provides a centralized place where citations are easily accessed, exported as a file, and made public to share with others. A feature of interest to eRA Commons users, Award View, allows them to see whether their publications comply with the NIH Public Access Policy, to start the compliance process for journal articles, and to associate their publications to awards.

**Delegate**
A person receiving permission to access another person’s records. A researcher (the delegator) will often make a staffperson a delegate of their “My Bibliography.”

**eRA Commons**
A secure meeting place on the Web where research organizations and grantees electronically receive and transmit information about the administration of biomedical and behavioral research grants. Registration is required. At this site applicants access the status of their applications and grantees access the status of their awards, submit reports and make requests electronically. Go to eRA Commons.

**eRA Commons Account/UserName/Password**
User Name (not case sensitive) is unique to an individual and affiliates that individual to one or more institution(s). Once assigned the user creates a password (case sensitive) and uses the User Name and password to log into the eRA Commons to perform a variety of tasks. To be able to work with NIH RPPRs and MyNCBI/My Bibliography an eRA Commons UserName/Password is necessary.

**Progress Report**
A periodic, usually annual, report submitted by the grantee and used by NIH to assess progress and, except for the final progress report of a project period, to determine whether to provide funding for the budget period subsequent to that covered by the report. This report may also be called the non-competing continuation progress report. The federal-wide research performance progress report (RPPR) is now used by NIH and includes some standard sections used by all federal agencies as well as some customized sections (e.g., use of MyNCBI/My Bibliography to cite publications resulting from the award).

**Streamlined Non-Competing Award Process (SNAP)**
The streamlined process that includes a number of provisions that modify annual progress reports, NoAs, and financial reports. Funds are automatically carried over and are available for expenditure during the entire project period. All NIH award notices identify whether the grant is subject to or excluded from SNAP. When SNAP applies, the progress report must be submitted electronically using the eSNAP module in eRA Commons (and beginning in Spring 2013 the RPPR module).

**Electronic Streamlined Non-Competing Award Process (eSNAP)**
Electronic submission of a Non-competing continuation progress report, through the eRA Commons, for an award subject to the SNAP (Streamlined Non-Competing Award Process) provisions. Use of eSNAP is mandatory (and beginning in Spring use of the RPPR will be mandatory) for SNAP awards.

**RPPR**
Progress reports are required annually to document grantee accomplishments and compliance with terms of award. They describe scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year. See [http://grants.nih.gov/grants/rppr/](http://grants.nih.gov/grants/rppr/)