Using the My Bibliography Tool in My NCBI and Linking Your eRA Commons Account

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) in providing My NCBI. My NCBI is a portal that retains user information and database preferences to provide customized services for many NCBI databases. It allows you to save searches from PubMed and other resources, select display formats, and set up automatic searches. My NCBI also includes My Bibliography and SciENcv.

My Bibliography is a tool to help investigators manage a list of citations to works such as journal articles; manuscripts accepted for publication; books and book chapters; meeting abstracts; conference papers; presentations; seminars; patents; and other research products. Investigators are required to use My Bibliography as of July 2010. See NOT-OD-10-103.

My Bibliography allows investigators to:
- populate citation data from PubMed, PubMed Central, and the NIH Manuscript Submission system (NIHMS)
- associate NIH awards with their publications
- determine whether their publications are compliant with the NIH Public Access Policy
- assign delegates to manage their bibliography
- populate the Research Performance Progress Report (RPPR): Section C - Products, C.1 Publications

Investigators must link My NCBI to their eRA Commons account to activate My Bibliography.

Link Your eRA Commons Account to My NCBI to Activate My Bibliography

1. Go to NCBI. Select the eRA Commons button to sign in.

2. Enter your eRA Commons user name and password.
From there, you will be directed to your My NCBI portal page as noted in the upper left side of the page.

Find the My Bibliography box on your My NCBI portal page (it may be at the bottom of the page). Select the Manage My Bibliography link from the bottom of the My Bibliography box.

The eRA icon should display in the in the upper left side of your My Bibliography page. The eRA icon indicates that your eRA Commons account is linked to your NCBI account.

If you receive an error message when trying to link accounts or if you do not see the eRA icon as noted above, please email NCBI (info@ncbi.nlm.nih.gov) for assistance. Include the following information in your email:

- eRA Commons username (not password)
- Email address associated with your eRA Commons account
Managing Compliance with the NIH Public Access Policy

From the Display Settings drop-down menu on the upper left side of the page, select Award view to confirm that the Public Access Compliance sort/group options are active. Select Apply to see a list of your compliant and non-compliant citations to publications.

The results page will display your citations to publications along with a colored dot indicating compliance status.

- A red dot indicates that an article is **non-compliant**.

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Public Access Compliance: Non-compliant. Citation not in NIHMS or PMC
NIH Funding: No funding has been associated with this citation.
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- A yellow dot means that the citation has been submitted to the NIH Manuscript Submission system and is considered **in process**.

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Public Access Compliance: PMC Journal – In Process
NIH Funding: No funding has been associated with this citation.
```

- A green dot indicates that the citation is **compliant** with the NIH Public Access Policy. Note that the PMCID number displays in this status.

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Public Access Compliance: Complete. PMCID: PMC2632597
NIH Funding: No funding has been associated with this citation.
```

- Articles that were accepted for publication prior to April 7, 2008 are not covered by the NIH Public Access Policy. These citations will be marked as N/A for **Not Applicable** (this status is also automatically applied to citation types that are not journal articles, e.g., book chapters, patents, presentations).

```
N/A Public Access Compliance: Not applicable
NIH Funding: No funding has been associated with this citation.
```

- A question mark indicates that compliance with the NIH Public Access Policy cannot be determined without additional information. Click on the question mark icon or the “Edit Status” link to enter supporting information for the citation.

```
? Public Access Compliance: Edit Status
NIH Funding: No funding has been associated with this citation.
```
Guidance

Managing Your My NCBI Account
- My NCBI Help
- Customizing Your My NCBI page

Adding Citations to My Bibliography
Citations to publications and other research products can be added to My Bibliography from PubMed (up to 500 in a single instance), in bulk using files in MEDLINE or RIS format, or using a template in My Bibliography for publications not found in PubMed. PubMed queries can be run by author name or by grant award number.
- My Bibliography
- Creating a Bibliography
- You Tube video on My Bibliography

Assigning Delegates to My Bibliography
Investigators can assign delegates to help manage their My Bibliography accounts.
- Sharing My Bibliography
- Confirming a My Bibliography Connection for Delegates

Managing Non-compliant Publications
- Steps for Retroactive Compliance of Works Under the NIH Policy
- Managing Compliance with the NIH Public Access Policy
- My Bibliography: Award Compliance Reports in PDF for eRA Commons Users
- Finding Journal Policies for Submission Methods

Have questions? Need Assistance?

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