

A PMID number allows you to find the article in PubMed.

An NIHMSID number indicates the manuscript has been deposited in NIHMS.

A date in this field means the manuscript was deposited. The **NIHMS Person** (usually the corresponding author) was sent an email from NIHMS on this date. **If empty, the manuscript needs to be submitted to NIHMS.**

A date in this field means the **NIHMS Person** responded to the email from NIHMS and completed the first approval task.

A date in this field means the **NIHMS Person** completed the second approval task. The PMCID should be assigned soon!

Ignore this field.

Use this info as a starting point to determine the Submission Method for the work (Method A, B, C, D).

NIHMS has sent emails to this person so they can perform approval tasks. Typically this is the corresponding author and it is *not always the PI*. If this person does not respond to emails, another author can be assigned the tasks by contacting the NIHMS Help Desk.

PMID	PMCID	NIHMSID	Grant Number	PI Name	Publication Date	NIHMS file deposited	NIHMS initial approval	NIHMS tagging complete	NIHMS final approval	Article Title	First Author Name	Journal Title	Journal Publisher	Method A Journal	NIHMS Person
98765432			U01 HL080729	FARADAY, MICHAEL J	1/1/2008					Targeted cor	DAVY, HUMPHREY	Investigative	Lippincott Williams	no	
87654321			U01 RR56789	FARADAY, MICHAEL J	1/1/2010					Imaging of h	DEWAR, JAMES	Journal of nuc	Society of Nucle	no	
76543210			R01 QQ456789	FARADAY, MICHAEL J	11/1/2013					Capillary act	MAXWELL, JAM	Arterioscleros	Lippincott Willia	no	
65432109			R01 PP345678	CRUMPLER, REBECCA	1/1/2008					Reduced me	ALEXANDER, HA	Journal of bio	Published by SP	yes (09/01/2009)	
43210987		333333	N01 OO234567	CRUMPLER, REBECCA	8/4/2011	8/25/2011				Quantitative	BLACKWELL, EL	The New Engl	Massachusetts t	no	Smith, Jane
54321098		8675309	K04 NN123456	LISTER, JOSEPH	8/1/2013	1/8/2014	1/8/2014			Reduced war	SEMMELEWEIS, J	Molecular ima	Springer	no	Brown, Mary
54321098		8675309	K01 MM012345	LISTER, JOSEPH	8/1/2013	1/8/2014	1/8/2014			Reduced war	SEMMELEWEIS, J	Molecular ima	Springer	no	Brown, Mary
43210987		222222	U01 AC987654	LIPPMANN, GABRIEL	9/1/2012	7/26/2012	7/31/2012	8/14/2012		Portable X-ra	CURIE, MARIE	Cancer resear	American Assoc	no	Liu, Christopher

Note that publications may be listed multiple times on the report if they have multiple PIs or grant numbers associated with them.

Allow NIHMS up to **8-10 weeks** to prepare the manuscript for posting to PMC. When it is ready – "**NIHMS tagging complete**," NIHMS enters the date here & sends a second email to the NIHMS Person.

PACM User Guide:
<http://www.pubmedcentral.nih.gov/utis/pacm/static/pacm-user-guide.pdf>

Finding Journal Policies and Submission Methods:
https://becker.wustl.edu/sites/default/files/Journal_Policies_and_Submission_Methods_NIH_Policy_Feb2013.pdf

Steps for Retroactive Compliance of Works Under the NIH Public Access Policy
https://becker.wustl.edu/sites/default/files/Retroactive_Compliance_Steps.pdf

Questions? Cathy Sarli: sarlic@wustl.edu or Amy Suiter: suitera@wustl.edu

Please note: all numbers and names were used strictly for demonstration purposes.