Electronic Research Administration
National Institutes of Health, Office of Extramural Research

My NCBI How-to Steps

Creating and Linking Accounts

How to create a My NCBI account and access the My Bibliography feature

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/
- In the center of the My NCBI – Home page, click 'Register for an account'
- Complete the fields, making sure to follow the requirements for choosing a username and password, and click 'Register'
- If successful, you will be returned to the NCBI homepage, where you can click 'My NCBI' in the top right corner to access your account
- To access My Bibliography, click the 'My Saved Data' link in the left navigation menu
- Under Collections, click 'My Bibliography'

How to sign in to My NCBI using your eRA Commons username and password and link the accounts (if you don't have a My NCBI account)

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/
- Click the link to see more sign in options for My NCBI partner organizations
- Click on the eRA Commons link
- You will be redirected automatically to the Commons log in screen to enter your username and password
- Navigate in Commons to the Personal Profile tab, then the Publications tab, in order to access the My NCBI Web site in Commons (link to My NCBI system appears in the Notes & Tips section)
- Click the 'Create Account' link inside the 'If you don't have a My NCBI account' box, and the system will automatically create an account for you and link it to your Commons account

How to sign in to My NCBI using your eRA Commons username and password and link the accounts (if you have an existing My NCBI account)

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/
- Click the link to see more sign in options for My NCBI partner organizations
- Click on the eRA Commons link
- You will be redirected automatically to the Commons log in screen to enter your username and password
- Navigate in Commons to the Personal Profile tab, then the Publications tab, in order to access the My NCBI Web site in Commons (link to My NCBI system appears in the Notes & Tips section)
- Sign in with your My NCBI username and password and click the 'Link Accounts' link inside the 'Signin if you have a My NCBI account' box for the system to link the accounts

Verifying and Maintaining Compliance with Public Access Policy

How to check the Public Access compliance status of a paper in My Bibliography

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/
- To access My Bibliography, click the 'My Saved Data' link in the left navigation menu
- Under Collections, click 'My Bibliography'
- Beside 'View,' click the Awards icon (it appears as a dollar sign and will only appear if you log in to My NCBI with your Commons username and password)
- The resulting screen includes your citations; each will be marked with its individual compliance status as follows:
  - Statuses of Public Access Compliance:
    - Public Access Compliance: Error: NIHMS ID: NIHMS does not exist
    - Public Access Compliance: Error: NIHMS ID: NIHMS has been removed. Please provide a new NIHMS ID.
    - Public Access Compliance: Non-compliant. No PMCID 3 months post publication.
    - Public Access Compliance: In process at NIHMS
    - Public Access Compliance: PMC Journal – In Process
    - Public Access Compliance: Method B Journal – Pending PMC Submission
    - Public Access Compliance: Complete (PMCID appears in this status)
    - Public Access Compliance: Not applicable (applies to authored works that are not subject to the NIH

Public Access Policy or to works that are not journal articles)
- A question mark within the Public Access Compliance status box indicates that compliance with the 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.
- To address a citation's compliance status, click on the 'NIH Funding' link
- Follow the steps to begin a manuscript submission, link to a previously submitted manuscript, or determine if the citation is exempt from the policy.
    - In steps 1 and 2, indicate whether the citation was supported by NIH funding and choose the award(s) that funded the citation (click on 'Edit')
    - In step 3, select the appropriate route to address compliance and follow the prompts accordingly
- Click to Save & Close or to Cancel

How to check the Public Access compliance status of a paper in Commons

- Log in to eRA Commons at https://commons.era.nih.gov/commons/
- Click on the Personal Profile tab, then on the Publications tab, to read the List of Publications
- This screen now displays all of your citations that reside in My NCBI's My Bibliography
- If a citation does not have a valid NIHMSID, the word NO will appear in that column next to the citation
- The Citation Source column displays the citation's original source (PMC or NIHMS)
- The Citation ID column displays the citation's PubMed Central Reference Number (PMCID) or PubMed reference number (PMID) (if available); if unavailable, the column will display the citation's NIHMS ID
- You may click on the Citation ID link for a particular citation in order to view the citation at its source. You will be automatically logged in to the correct source with your Commons credentials

Associating Citations with Grant Awards

How to associate a paper with a grant award in My Bibliography

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/
- To access My Bibliography, click the 'My Saved Data' link in the left navigation menu
- Under Collections, click 'My Bibliography'
- Beside 'View,' click the Awards icon (it appears as a dollar sign and will only appear if you log in to My NCBI with your Commons username and password)
- The resulting screen includes your citations
- Click the NIH Funding link associated with the desired citation
- A pop up box will appear in which you can select the desired grant awards to associate with the citation
- If your grant does not appear on the list, clicking the 'Edit' link will direct you to complete a report for the NIHMS Help Desk
- To associate multiple citations with the same grant award at one time, click the checkboxes to select the desired citations
- Next, click on the Assign Awards to Citations icon in the Actions bar
- Click the checkboxes to select the desired awards to be associated with the citations
- Click Save to complete the association
- In the List of Publications screen in the Personal Profile section of eRA Commons, the grant-paper association will appear automatically with a status of 'Proposed.'
- By navigating to Commons, the PD/PI can confirm or reject the proposed grant-paper association, resulting in a status of 'Rejected' or 'PD/PI Confirmed'

How to associate a paper with a grant award in Commons

- Log in to eRA Commons at https://commons.era.nih.gov/commons/
- Click on the eSNAP tab, then on the Upload Science tab, to reach the Upload Science screen
- This screen now displays all of your citations that reside in My NCBI's My Bibliography
- If a citation does not have a valid NIHMSID, the word NO will appear in that column next to the citation
- The Citation Source column displays the citation's original source (PMC or NIHMS)
- The Citation ID column displays the citation's PubMed Central Reference Number (PMCID) or PubMed reference number (PMID) (if available); if unavailable, the column will display the citation's NIHMS ID. You may click on the Citation ID link for a particular citation in order to view the citation at its source. You will be automatically logged in to the correct source with your Commons credentials.
- Under the column 'Associate with this eSNAP,' select the checkbox next to the appropriate citation and click Save to associate the citation with the eSNAP report

Managing Your My Bibliography Citations

How to add a citation to My Bibliography

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/
- To access My Bibliography, click the 'My Saved Data' link in the left navigation menu
- Under Collections, click 'My Bibliography'
- Beside 'Actions,' click the plus sign to add citations to your My Bibliography
- You can choose to 'Add Journal Articles' either via PubMed or manually
    - Citations in PubMed (choose this option to find papers by standard PubMed search fields, including PubMed ID (PMID)): Choose 'New Citations only' or 'All Citations,' enter author and title words, and any matching results in PubMed will appear, with an '+Add' button to add the citation to your bibliography
    - Manually (choose this option if you cannot find your paper in PubMed): Complete the required fields and click 'Add Citation.' (As you are entering information in the fields, the system will alert you automatically to any citations you have in PubMed that may be similar to the information you are entering.)
    - 'Citation Added' will appear, along with options to view your bibliography, suggest the citation to another user, manually add more journal citations, and add other citations
- Additionally, you can choose to 'Add Other Citations' including books and chapters, meeting abstracts, presentations, patents and other non-standard citations
    - For each of these citations, click on the type you would like to enter, complete the required fields, and click 'Add Citation'
    - 'Citation Added' will appear, along with options to view your bibliography, suggest the citation to another user, and add other citations

How to move citations from Commons to My Bibliography

- Principal Investigators will have to manually add their citations that appear in Commons (but not in My Bibliography) into My Bibliography prior to July 22, 2010 (see **How to add citations to My Bibliography in your My NCBI account**). This can be made easier by following these steps:
    - Log in to eRA Commons at https://commons.era.nih.gov/commons/
    - Click on the Personal Profile tab, then on the Publications tab, to read the List of Publications
    - The Citation ID column displays the citation's PubMed Central Reference Number (PMCID) or PubMed reference number (PMID) (if available); if unavailable, the column will display the citation's NIHMS ID
    - Copy the PMCID or PMID from Commons and paste it into the search field in My Bibliography (see **How to add citations to My Bibliography in your My NCBI account**) and the system will automatically pull up the desired citation (provided that all information is entered accurately)

How to delegate the authority to maintain your My Bibliography content (for Program Directors/Principal Investigators)

Note: Delegations created in My NCBI do not have the capabilities of a PD/PI Delegate in eRA Commons. My NCBI delegates can propose grant-paper associations in My NCBI; however, if you want your delegate to have access to reject/confirm grant-paper associations in your Commons Personal Profile, you will have to perform a separate delegation in eRA Commons. If you are a PD/PI, follow these steps to delegate Commons PD/PI authority to another user.

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/
- Click the 'My Saved Data' link in the left navigation menu
- Click the 'Manage' link
- On the resulting screen, click on the link under "Sharing"
- On the resulting screen, click the 'Add a Delegate' link to enter your delegate's e-mail address
- Upon completing the delegation, your delegate will receive an e-mail notification of permission to view and manage your bibliography. Delegates who do not have a My NCBI account will be invited to register

This page last reviewed: May 25, 2010