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 a personal online tool, My NCBI. My NCBI includes a portal, “My Bibliography” (MyBib) that allows Project Directors and Principal Investigators (PD/PIs) to maintain and manage a list of all of their authored works such as journal articles; manuscripts accepted for publication; books and book chapters; meeting abstracts; conference papers; presentations; seminars; patents; and other materials.

The partnership between eRA Commons and NCBI allows (PD/PIs) to benefit from MyBib’s ability to populate citation data from PubMed, PubMed Central, and the NIH Manuscript Submission system (NIHMS) to facilitate management of publication compliance with the National Institutes of Health (NIH) Public Access Policy. MyBib allows users to:

- associate NIH awards with their publications
- determine whether their publications are compliant with the NIH Policy
- assign delegates to manage their bibliography

As of July 23, 2010, PD/PIs will be unable to enter citations manually into eRA Commons and must use MyBib to manage their professional bibliographies. See NOT-OD-10-103.

MyBib is also required for use of the PHS 2590 progress report and the eRA Research Performance Progress Report (RPPR).

- For the PHS 2590, MyBib allows users to generate a PDF report of publications that may be printed and submitted as Section 2.2.6, Section E. Publications, of the PHS 2590 progress report. See NOT-OD-13-017.

- For the eRA Research Performance Progress Report (RPPR), MyBib allows users to automatically populate Section C - Products, C.1 Publications section. All publications must be entered into MyBib. It is not possible to manually add publications in the C.1 Publications section. The eRA Research Performance Progress Report (RPPR) Module for submitting Streamlined Noncompeting Award Process (SNAP) and Fellowship progress reports is required for awards with start dates on or after July 1, 2013 (i.e., due dates on or after May 15, 2013, for SNAP awards and May 1, 2013, for Fellowships). See NOT-OD-13-035.

Required Actions:
All Project Directors and Principal Investigators (PD/PIs) must create a My NCBI account and link the My NCBI account to their eRA Commons account to activate their MyBib account.

How to Create a My NCBI Account and Link Your eRA Commons Account to Activate a MyBib Account:

1. Go to PubMed.
2. Select “Sign in to NCBI” from the upper right side of the page.
3. Create a Username and Password, and select “Sign In.”

![Sign in to NCBI](image)

4. After you sign in, select your Username from the upper right side of the screen (this example displays “cathy5” as a username) to view your My NCBI Account Settings:

![Username](image)

5. From the NCBI Account Settings page, check the Linked Accounts section.

![Linked accounts](image)

If “eRA Login (your email)” appears, this means your eRA Commons account is already linked and your MyBib page in your My NCBI account will display the eRA icon to allow for viewing in “Awards” to manage compliance with the NIH Public Access Policy. No further steps are required. See the Managing Compliance with the NIH Public Access Policy section below for further guidance.
If the Linked Account displays as “None,” select the “Change” button to the right.

6. The next step is to link your eRA Commons account to your My NCBI account. From the “Login Account Options” menu, scroll down to find “NIH & eRA Commons.” Select “NIH & eRA Commons.”

7. The next screen will indicate that your My NCBI account is now successfully linked to your eRA Commons account.
Managing Compliance with the NIH Public Access Policy:

- Go to PubMed, sign in to My NCBI and select “My NCBI” to view your My NCBI page.

- Select the “Manage My Bibliography” link from the bottom of the My Bibliography box.

- The MyBib page should note the icon at the top of the page. This confirms that your eRA Commons account is linked.

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

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

    ![Public Access Compliance: Non-compliant. Citation not in NIHMS or PMC. NIH Funding: No funding has been associated with this citation.]

  - A yellow dot means that the citation has been submitted to the NIH Manuscript Submission system and is considered **in process**.

    ![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.

    ![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 Publications to MyBib:
Publications can be added to MyBib from PubMed (up to 500 in a single instance) or using a template in MyBib 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 in MyBib:
As a Project Director or Principal Investigator (PD/PI), you can assign a delegate your MyBib.
- **Sharing My Bibliography**
- **Confirming a My Bibliography Connection for Delegates**
Managing Non-compliant Publications:

- Managing Compliance with the NIH Public Access Policy
- My NCBI: Managing Compliance with the NIH Public Access Policy Using My Bibliography
- My Bibliography: Award Compliance Reports in PDF for eRA Commons Users
- eRA Commons Help Desk OR Toll-free: 1.866.504.9552
- NIHMS Help Desk
- Finding Journal Policies for Submission Methods

If you are an author to a publication from a Method C or D Submission Method journal and the author responsible for the review and approval process (the default author responsible for the review and approval process for Method D submission method journals is the corresponding author) is not completing the approval steps required to obtain a PMCID, please contact the NIHMS Help Desk and request to be assigned the role of review and approval. Include the full citation to the publication and the PMID from PubMed, if available.

Sample language to the NIHMS Help Desk:

Please assign me [INSERT NAME AND EMAIL] as the responsible author for review and approval for the following work per NIH Public Access Policy: [INSERT CITATION TO THE WORK AND PMID]

NOTE: Only authors to a publication can be assigned the role of review and approval. If you are a PI and not an author to a non-compliant publication that cites your award, the PI will need to follow-up with the authors to ensure compliance.

Have questions? Need Assistance?

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