

# **Deposit Publications**

The National Science Foundation (NSF)'s Public Access policy requires NSF-funded investigators to deposit peer-reviewed, published journal articles and juried conference papers in the NSF Public Access Repository (NSF-PAR). This policy expands public access to the results of its funded research and aligns with the Foundation's long-standing commitment to clear and open communication of research results, which is central to fulfilling NSF's primary mission of promoting the progress of science, advancing the frontiers of knowledge, and helping to ensure the nation's future prosperity. NSF-PAR enables NSF-funded investigators to meet this deposit requirement and to include the relevant information in their annual and final project reports. NSF-PAR also provides a new search tool that enables the public to find and use these articles and papers, and it integrates with existing search mechanisms, such as Award Search and Research Spending & Results.

#### Does Public Access apply to me?

If your organization receives an award based on a proposal submitted, or due, on or after January 25, 2016, then the Public Access requirement applies. You will then need to <u>deposit publications in the NSF Public Access Repository (NSF-PAR)</u> (sign in to Research.gov and choose 'Deposit publication' from My Desktop).

#### If it doesn't apply, is there anything I need to do?

If your organization receives an award based on a proposal submitted and due before January 25, 2016, then the Public Access requirement does not apply. If the award is not subject to the Public Access requirement, you are still encouraged to deposit publications in NSF-PAR as noted above, even though they will not be automatically included in project reports.



### Logging in to Research.gov

The PI/co-PI can deposit peer-reviewed published journals and juried conference papers in the NSF Public Access Repository (NSF-PAR) by **logging in to Research.gov**.

In order to deposit the publication, the PI/co-PI will need to:

- 1) Know their Research.gov/FastLane credentials
- Know their Award ID (a list will be automatically provided)
- 3) Have the Digital Object Identifier (DOI)
- 4) Have a copy of the journal or juried conference paper (formatted in the PDF/A standard)

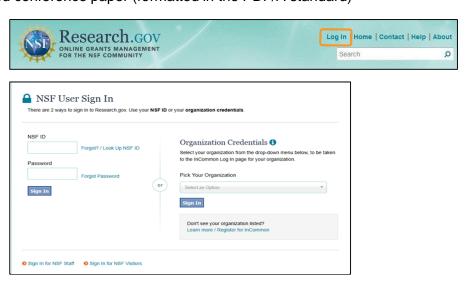
To log in to Research.gov:



On the Research.gov homepage, select **Log In** at the top of the page.



On the NSF User Log In page, enter your NSF ID and Password and click **Log In**. If your organization appears in the drop-down list, you can log in with your organization credentials.



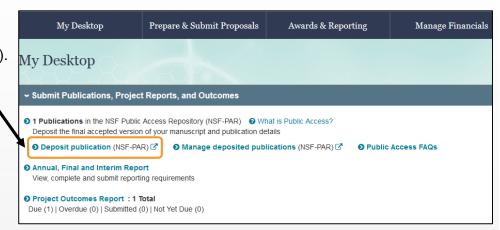




## **Preparing and Depositing Your Publications**



Select the Deposit publication link to access the NSF Public Access Repository (NSF-PAR).





You are now in the NSF Public Access Repository (NSF-PAR).

### NSF Public Access Repository (NSF-PAR)

A partnership with the Department of Energy, Office of Scientific and Technical Information

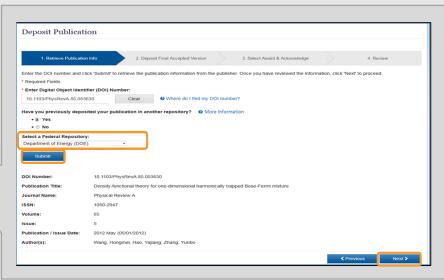
In NSF-PAR, follow the 4 step wizard to quickly deposit your publication. If you have a Digital Object Identifier (DOI), select "Yes, the DOI number is available" and select Next to proceed.

**Note:** You can also enter the publication information manually by selecting "No, proceed without the DOI number."

If using the DOI, the metadata will be automatically populated. You can verify the information and select **Next** to proceed.

If you have previously deposited your publication in another federal repository, select "Yes", and choose a repository from the dropdown box, and submit to proceed.

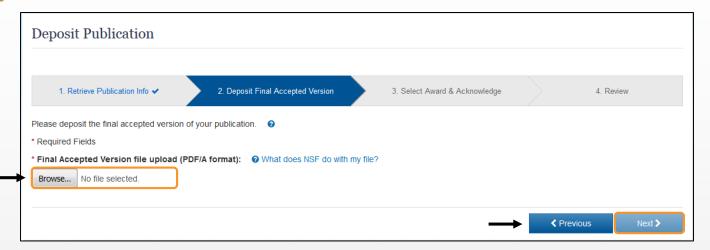






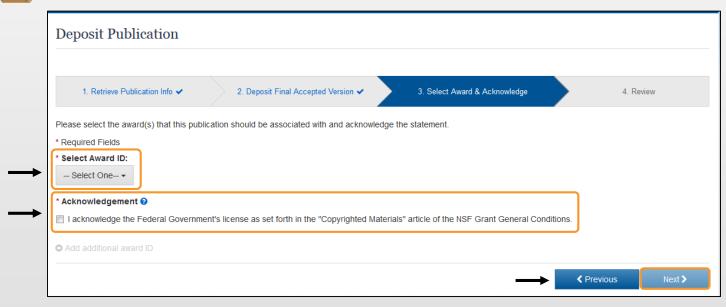
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Upload the Final Accepted Version of the manuscript (must be in PDF/A format) by selecting the **Browse** button and navigating to the appropriate file location. Once uploaded, select **Next** to proceed.



4.

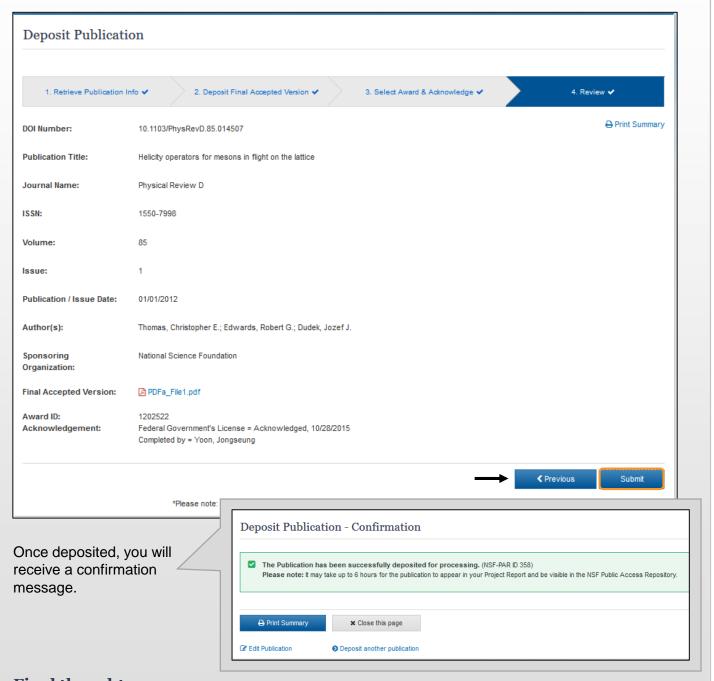
Select the Award that the publication should be associated with and check the box to acknowledge the statement. Select **Next** to proceed.







Review the publication information and select **Submit** to complete your deposit. Please note: It may take up to 6 hours for the publication to appear in your project report and be visible in the NSF Public Access Repository.



### **Final thoughts:**

- After you deposit your publication, it may take up to 6 hours for it to appear in the NSF Public Access Repository (par.nsf.gov).
- If your organization receives an award based on a proposal submitted, or due, on or after January 25, 2016, the publication deposited in NSF-PAR will be automatically included in your project report.