Changing Article Status to "Not Applicable"

Articles that were accepted for publication prior to April 7, 2008 are not covered by the NIH Public Access Policy. These citations should be marked as "not applicable."

Patents, presentations, editorials, article comments should all be marked "not applicable."

If a book chapter appears on the non-compliance list, please contact the library for assistance. For all other published materials, please follow these directions.

To change the status of an article:

Step 1: Create a My NCBI account – *if you already have a My NCBI account skip to Step 4*.

Note: My NCBI is the only place to update your bibliography, eRA Commons no longer supports bibliography updates.

- 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

(From http://www.lbl.gov/Workplace/CFO/assets/docs/ospip/OSPIP_Process_Meetings/2010-07/HO-2%20My%20NCBI%20How-to%20Steps.pdf)

Step 2: If you have an eRA Commons account, link My NCBI account to your eRA Commons.

- 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 'Signing if you have aMy NCBI account' box for the system to link the accounts

(From http://www.lbl.gov/Workplace/CFO/assets/docs/ospip/OSPIP_Process_Meetings/2010-07/HO-2%20My%20NCBI%20How-to%20Steps.pdf)

Step 3: Manually add any missing citations to My Bibliography with directions below.

- Make sure you are signed in to My NCBI
- In another window or tab, go to PubMed: https://www.ncbi.nlm.nih.gov/pubmed/
- To find your articles, you can do one or more of the following:
  - Run an author search
  - Search by PMID numbers
  - Search by article titles
- Select the citations you want to add to My Bibliography and then click the "Send to" link to expand the drop-down menu. Select the destination "My Bibliography" (a message indicates the number of citations selected to be copied to your bibliography) and click "Add to My Bibliography."

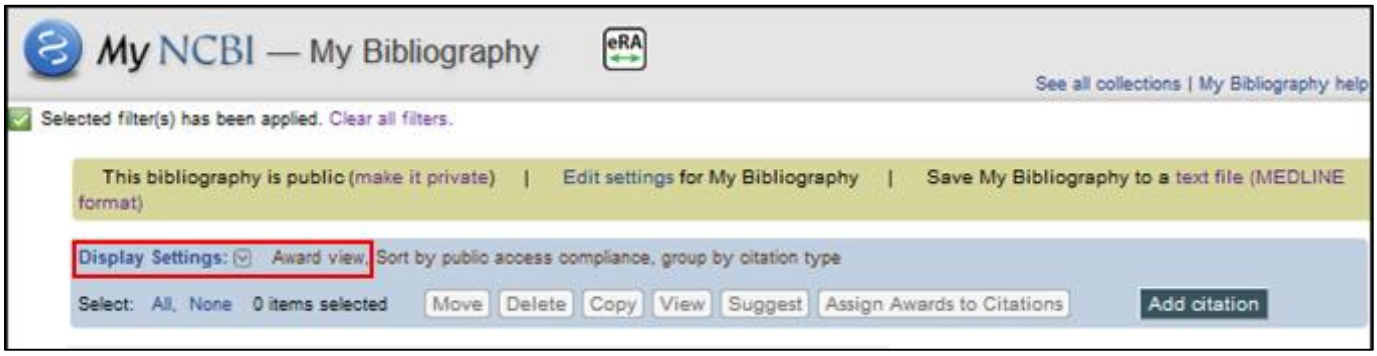
(From http://www.ncbi.nlm.nih.gov/books/NBK53595/pdf/mybibliography.pdf)

Step 4: Update My NCBI account

- Log out of both My NCBI and eRA Commons accounts
- Log back into My NCBI

Step 5: Display Award View

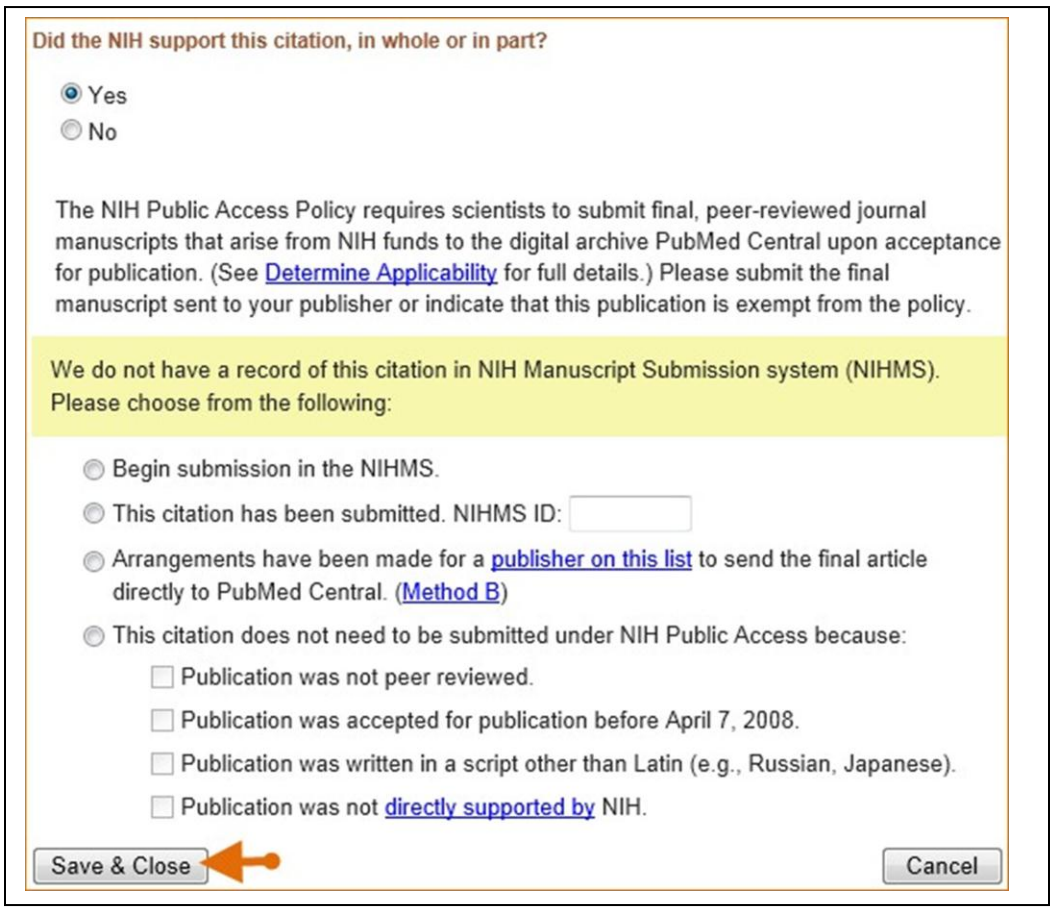
- In your My NCBI account, go to My Bibliography.
- Select “Manage My Bibliography
- In Display Settings, choose “Award View” from the drop down menu



From: http://www.nlm.nih.gov/pubs/techbull/ja12/ja12_myncbi_new_features.html#fig2

Step 6: Activate Pop Up Wizard

- Click on either a red dot or click the question mark or "Edit Status"
- The pop Up Wizard should appear, as below:



From: http://www.ncbi.nlm.nih.gov/books/NBK53595/

Step 7: Select appropriate "not applicable" reason.

- Check the appropriate box
- Select "Save & Close"
- Updates may take two weeks to appear in the NIH Public Access Compliance Monitor System