

Instructions for adding acknowledgement to the CCSG in PubMed

Signing in:

1. From the [PubMed](#) website or from the [NCBI](#) website, sign in to NCBI by clicking the link in the upper right corner
2. Sign in one of the following ways:
 - a. Google (not recommended)
 - b. NIH Login (only for employees of NIH)
 - c. eRA Commons
 - d. NCBI directly (create your own NCBI account, if you don't already have one. You will then need to link your NCBI account to your eRA Commons account, if you have not already done so. Do this by clicking on your login ID in the upper right corner and going to "Linked Accounts." Click on "Change" and then choose "NIH & eRA Commons" from the list and sign in at the prompt with your eRA Commons account)
 - e. Other 3rd party options → UW-Madison (sign in with your NetID; however, it is recommended that you first sign up with an eRA Commons or a NCBI login and then link to UW-Madison)

NOTE: you are advised to sign in the same way each time in order to avoid having two separate lists of publications. Accounts can also be linked to ORCID.

Adjusting Grant Information for Citation Records:

1. Once you are in your My Bibliography, you can add a grant to one of your citations by clicking on "Add Award" and selecting from the listed grants that pop up (one list will include the NIH grants on which you are listed as PI or Co-PI; a second list will include a complete list of grants that are part of all citations in your My Bibliography); then click "Save."

Grant Information

- **Cancer Center Support Grant: P30 CA014520**, cite for all Flow Lab Usage.
 - **Special BD LSR Fortessa Grant: 1S100OD018202-01**, cite for any data generated using the BD LSR Fortessa
 - **Multi-color Benchtop Flow Cytometer Grant: 1S10RR025483-01**, cite for cell sorting or data generated using BD FACS ArialI BSL-2 Cell Sorter ("Jill", includes UV laser and located in 7016 WIMR)
2. Grant associations can also be removed from citations unless they show a gray or golden lock symbol.
 3. To add a citation to your My Bibliography, find your citation in PubMed, select the relevant citation, and click on "Send To" and then click "Save."
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Non-compliance Issues:

1. The compliance with the NIH Public Access policy is evident in your My Bibliography if your account is correctly linked with your eRA Commons account. If the citation shows up with a **red** exclamation point in front of the citation, it is currently flagged as non-compliant; this needs to be corrected in order for grant funding to be released.
2. If there is a **yellow** dot in front of the citation, the citation is in process and it is temporarily compliant.
3. If there is a **green** dot in front of the citation, the citation is completely compliant with the policy.
4. If there is question mark, the NCBI system can't tell whether the citation is compliant or not.
5. Finally, if there is an N/A in front of the citation, the NIH Public Access policy is not applicable to that citation.

NOTE: Julie Schneider, Director of the Ebling Library, has offered NIH Public Access compliance assistance to researchers and PIs. That process can be made easier by adding Julie as a delegate to your NCBI account so that she can help remotely. Julie can be contacted at jschneider@library.wisc.edu or (608) 263-5755.