

## Instructions for acknowledging the CCSG, SAIRF & NIH S10 grants in manuscripts

If an instrument funded by an NIH S10 grant was used, it must be acknowledged in the acknowledgement section of the manuscript. The following statement should be added: “**The authors would like to acknowledge the Cancer Center Support Grant: NCI P30 CA014520, University of Wisconsin Small Animal Imaging & Radiotherapy Facility and [insert one of the following NIH S10 Shared Instrumentation Grants] for supporting this work**”

- **MiLabs microSPECT/CT SIG: NIH S10OD028670-01**
- **Faxitron Digital X-Ray SIG: NIH S10OD023676-01**
- **VisualSonics US/PA SIG: NIH S10-OD018505**

If you forget to do this before the manuscript is submitted or published, please follow the instructions below to add this statement to your manuscript. The SAIRF will not be allowed to credit your paper in our next CCSG renewal if this is not done. **THIS IS IMPORTANT AND YOUR RESPONSIBILITY!** Manuscript acknowledgments are checked and confirmed via UWCCC database managers.

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## Instructions for retroactively adding acknowledgment statement in PubMed

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 at 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.

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## 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:

- **For all publications that used SAIRF resources: Cancer Center Support Grant: NCI P30 CA014520**
- **MiLabs microSPECT/CT SIG: NIH S10OD028670-01**
- **Faxitron Digital X-Ray SIG: NIH S10OD023676-01**
- **VisualSonics US/PA SIG: NIH S10-OD018505**

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](mailto:jschneider@library.wisc.edu) or (608) 263-5755.