RightsLink for Scientific Communications – Author Funding Workflow for CSAL

Author submission question: Editorial Manager

- During the submission process the author should select 'yes' to the open access question

- The text of the question may vary from journal to journal

- Authors answering yes to this question will be able to request funding for the APC per their institutions agreement with the publisher if their article is accepted for publication

Questionnaire

I would like my paper to publish open access

[NOTE: This question is in regard to Open Access, a publication option; this should not be confused with the author requirement under Public Access Funding Policy to disclose-- via the required author form-- whether the manuscript has received funding from NIH or other organizations that require public access posting].
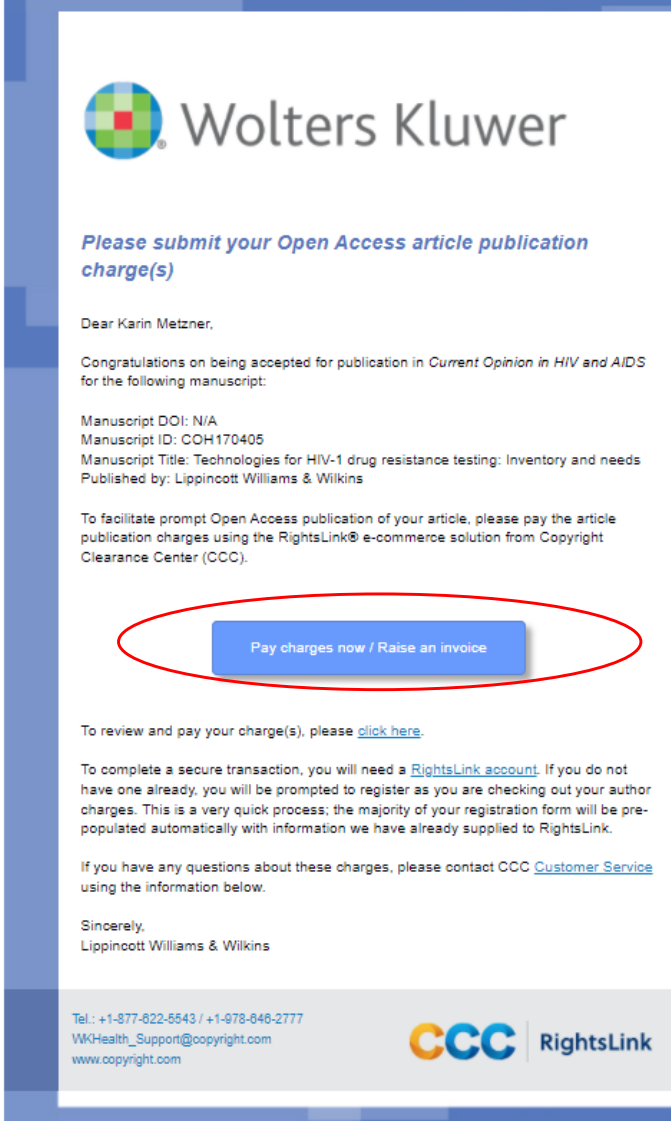
Answer Required:
- ○ Please select a response
- ● Yes
- ○ No

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Initial Offer Funding Workflow

- The author will receive this email on acceptance and must still transact for the funding workflow

Funding Workflow – Funding Option Screen

Messaging on the funding option screen helps the author make appropriate institution selection or pay APC charges on their own.

Authors must may select the CC BY NC ND License

- In RightsLink authors are instructed to choose either NONE /OTHER CCBY NC ND License or ULA – CCBY License from a drop down menu

Open Access charge (mandatory) ⌄   2,720.00 USD

Please check that the funding type/license you have selected matches your license to publish and funder requirements, if applicable.

Article Publication Charge

None / Other - CC BY NC ND ⌄   2,720.00 USD

DISCOUNTS APPLIED   -2,720.00 USD

Uni BE:

Here you can find more information about the Creative Common licences: https://www.creativecommons.ch/

- Authors should also choose the matching license on the <u>License To Publish</u> form the <u>journal</u> requires them to complete i.e. Schedule A for CCBY and Choose 'ULA' or Schedule B for CCBY NC ND

MANDATED FUNDING POLICY DISCLOSURE

1.   Choose a funder from the drop down list. If any of the following are selected please complete Item 2.

ULA ▾

MANDATED FUNDING POLICY DISCLOSURE

3.   ☐   This <u>Schedule B</u> is inapplicable to the Work.

NOTE: If author has selected Item 3, <u>Section 3.a.</u> on the Agreement will apply to the Work, and neither <u>Section 3.b.</u> nor <u>Section 3.c.</u> of the Agreement will apply to the Work.

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The Order Confirmation screen the author sees after requesting funding

PAY AUTHOR CHARGES FOR

"Agreement Manager Approved Article 7-20-21"

Author: Firstname Lastname
Manuscript ID: **NEUROLOGY/2020/072021-03**

ⱽ Manuscript Details

| Funding Options | Charges Estimate | Order Review | **Confirmation** |

Order Confirmation

✓ **Thank you for submitting your funding request! Your request is now under review by your Institution.**

How will I know if my request is approved?

How will I know if my request is denied?

Order number: *Not available until funding is approved.*
Order date: 20-Jul-2021

Tell us how we're doing!

How was your experience? Click here to give us your feedback!
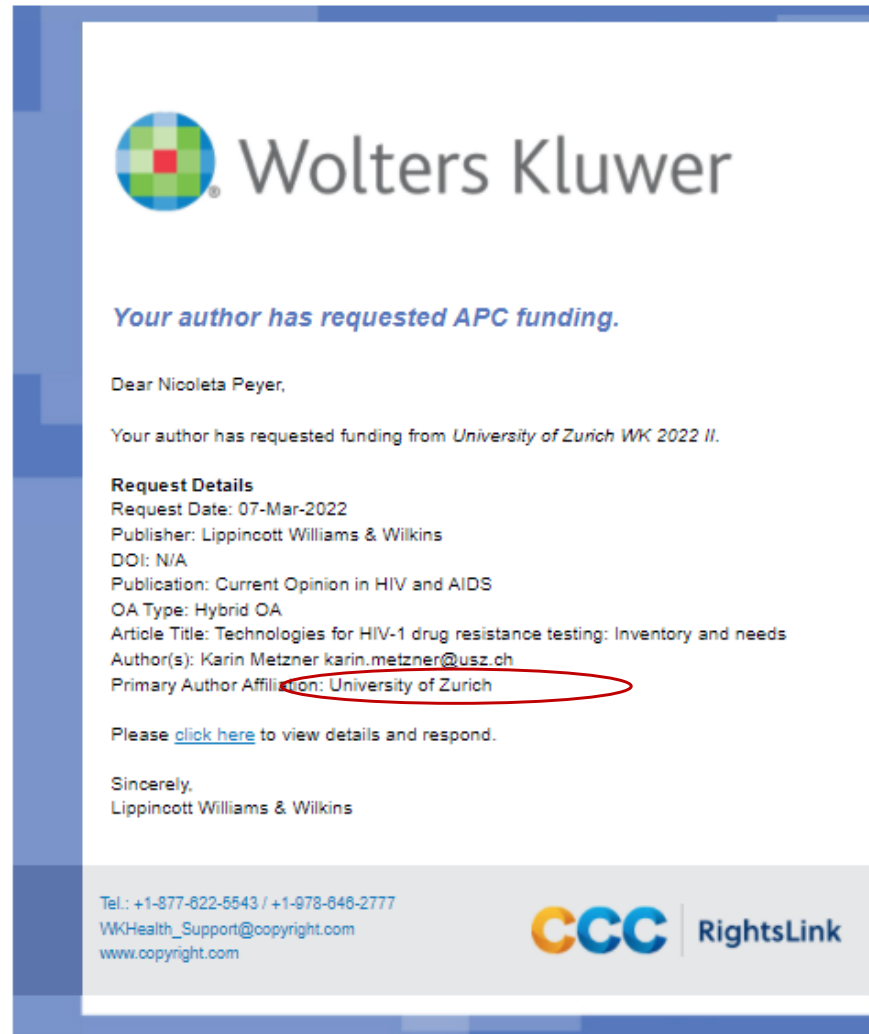
TOTAL DUE: **0.00 USD**

📄 Terms and conditions

☰ Order Details   🖶 Print Order

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Funding Workflow - The Institution is notified

- At acceptance, if the metadata (e.g., either the institution name, Ringgold ID or email domain) matches an existing agreement, the article is sent to the author's institution for approval.

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Your author has requested APC funding.

Dear Nicoleta Peyer,

Your author has requested funding from *University of Zurich WK 2022 II*.

Request Details
Request Date: 07-Mar-2022
Publisher: Lippincott Williams & Wilkins
DOI: N/A
Publication: Current Opinion in HIV and AIDS
OA Type: Hybrid OA
Article Title: Technologies for HIV-1 drug resistance testing: Inventory and needs
Author(s): Karin Metzner karin.metzner@usz.ch
Primary Author Affiliation: University of Zurich

Please click here to view details and respond.

Sincerely,
Lippincott Williams & Wilkins
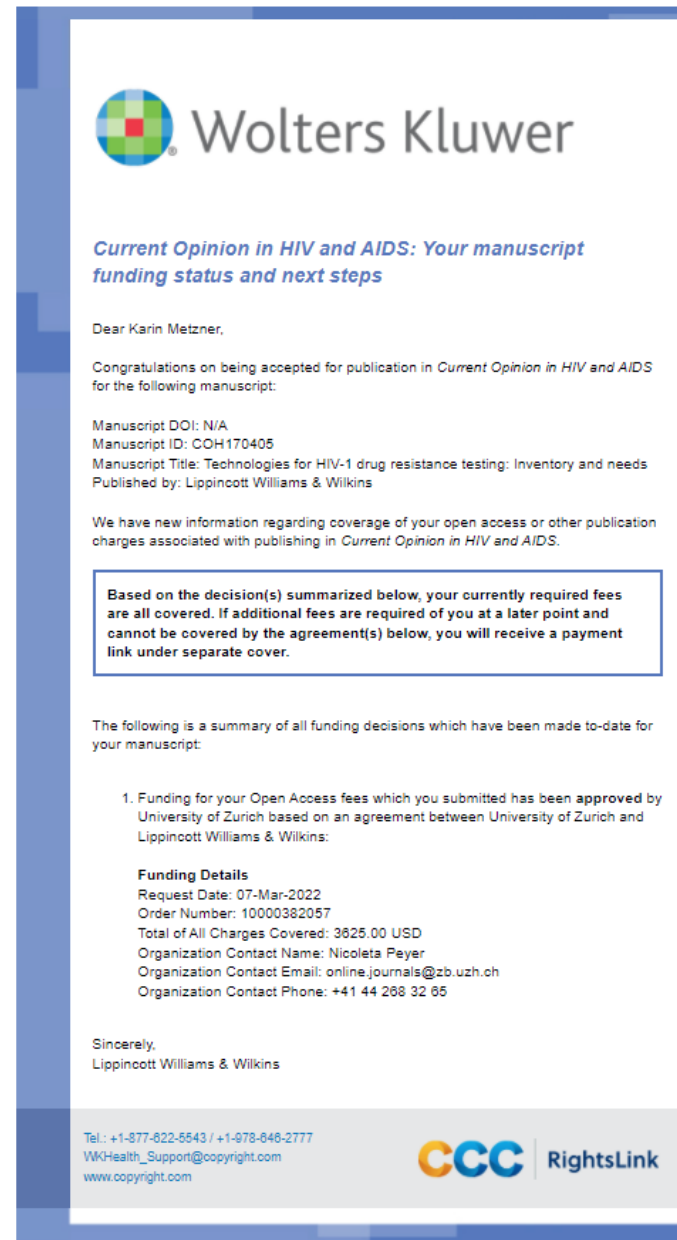
Tel.: +1-877-622-5543 / +1-978-646-2777
WKHealth_Support@copyright.com
www.copyright.com

CCC | RightsLink

Author receives Order Confirmation for Funding Request

Transaction complete: funding approved

- The Funding Status email the author receives when funding is approved

Funding Denied Email to Author

If funding request is Denied, the reason will be included:

- APC exceeds max fee limit

- Missing required Creative Commons license

- Funding no longer available

- Questioning Author Affiliation

- Other (notes listed)

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Author Resources

- WKHealth_Support@copyright.com
  - Author should have received funding from an institution
  - Cancel an order

- Terms and Conditions
  https://s100.copyright.com/App/PaymentTermsAndConditions.jsp

- Editorial manager: A tutorial for authors

https://www.wolterskluwer.com/en/expert-insights/authors-editorial-manager-tutorial

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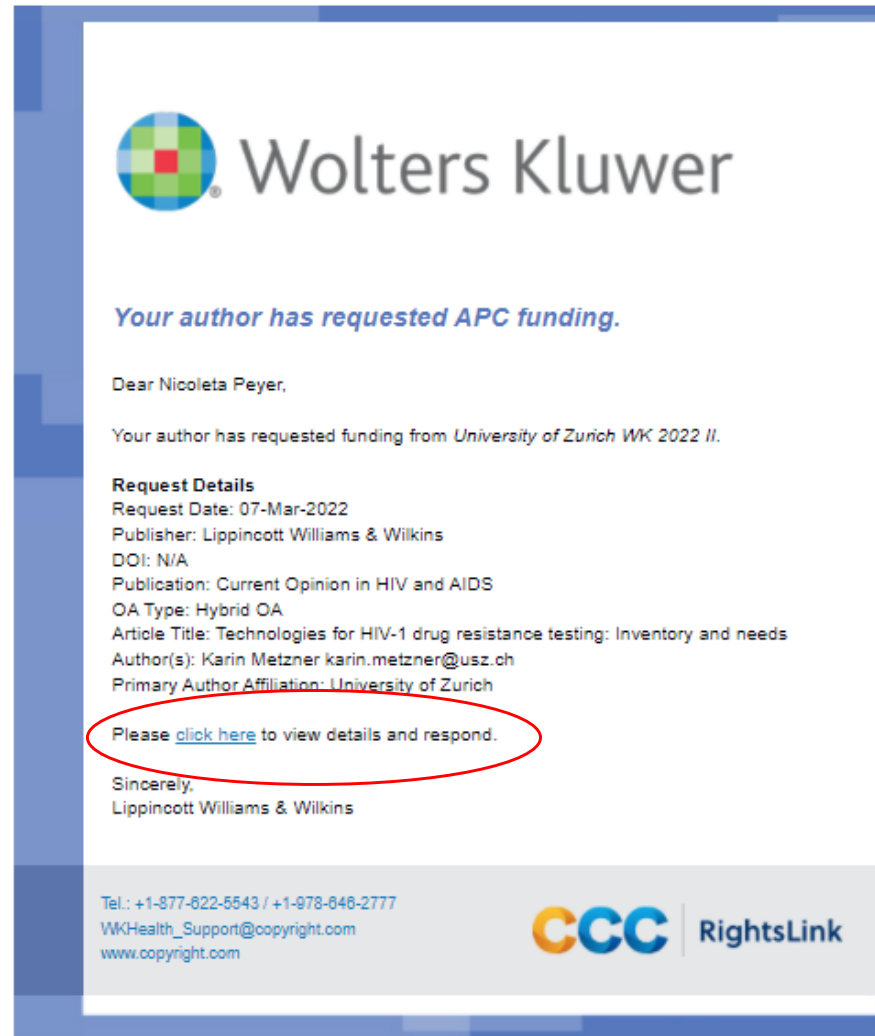
RightsLink for Scientific Communications – Institutional Workflow for CSAL

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Institutional Notification of Author Request for Funding

- The Funding Request Email that the institution receives when the author requests funding

The Funding Dashboard in Institutional Portal that shows a manuscript in need of a decision

The 'Approve' Funding response box

The 'Deny' Funding response box, with the denial reason dropdown menu

The 'Deny' Funding response box, showing custom text space for institution to explain decision

The Funding Dashboard after manuscripts have been approved and denied

Institutional Resources

- WKHealth_Support@copyright.com

    - General customer service queries

    - Cancel an order

- Institution Resource Center on copyright.com:
  https://www.copyright.com/rlinstitutionalportalrc/

- Instructional videos and helpful pdf guides available here:
  https://www.copyright.com/rlinstitutionalportalrc/guides/

- The Guide dedicated to how Funding Requests work in Institutional Portal:
  https://www.copyright.com/rlinstitutionalportalrc/wp-content/uploads/sites/18/2021/06/User-Guide_RLSC-Institutional-Portal-Funding-Requests_June-2021.1.pdf

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Thank you!

Tarryn Greenberg, Lead Publisher, Open Access

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