BIOENERGY, CLIMATE, AND ENVIRONMENT
FOOD PRODUCTION AND SUSTAINABILITY
YOUTH, FAMILY, AND COMMUNITY
FOOD SAFETY AND NUTRITION
INTERNATIONAL PROGRAMS

# NIFA

How To Submit to PubAg

Tuesday, October 17th, 2023
Maggie Foust (she/her)

Agenda

- Public Access Requirements
- Criteria for Submission
- What is a peer-reviewed, accepted manuscript?
- How do I submit my publication?
- Step-by-step Submission Instruction
  - o USDA eAuth
  - o DOI Information
  - o Finding your award/grant & accession number
- What happens next?
- If your submission is rejected…
- Questions?
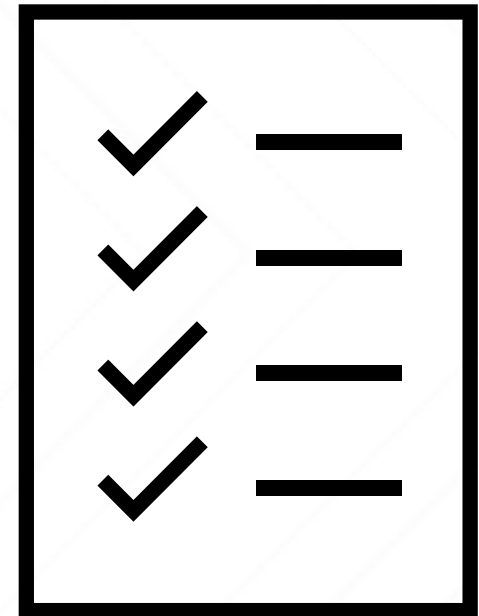
Pre-Webinar Poll

How would you rate your understanding of USDA public access requirements?
(1 – 5 with 5 = very good)

How aware of the PubAg submission process are you?
(1 – 5 with 5 = very familiar)
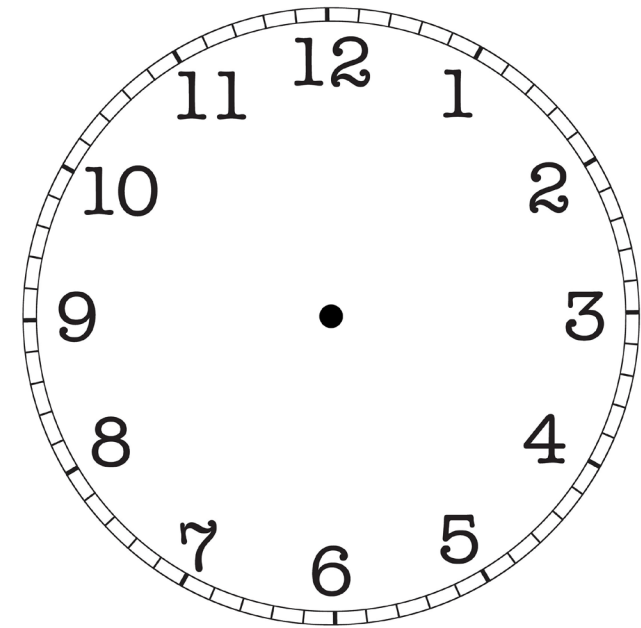
60 seconds

Public Access Requirements

All peer-reviewed, scholarly publications and digital scientific research data assets arising from unclassified research and programs funded wholly or in part by the USDA must be made accessible to the public, to the fullest extent practicable.

- Publications covered by this policy must be made freely accessible through the USDA public access repository (PubAg).

To learn more about public access requirements, follow https://www.nal.usda.gov/services/public-access

Criteria for Submission

Criteria for submissions of manuscripts to PubAg are:

- USDA partially or completely funded the research and

- the article has been accepted for publication in a peer-reviewed journal.

Types of documents accepted are:

- final, peer-reviewed accepted manuscripts or

- the final, accepted article: if the author has the right to submit the published version
  - o Published article/publisher's version of record **if it is open access**
  - o PubAg **will not accept** pre-prints

Peer-Reviewed, Accepted Manuscript

As defined in USDA DR 1020-006 Public Access to Scholarly Publications and Digital Scientific Research Data, this is an author's final version of a publisher-accepted, peer-reviewed article. It contains the same content as the final published article but does not include the publisher's copyediting, stylistic, or formatting edits that will constitute the final "version of record" that appears in a trustworthy, peer-reviewed, scholarly journal.
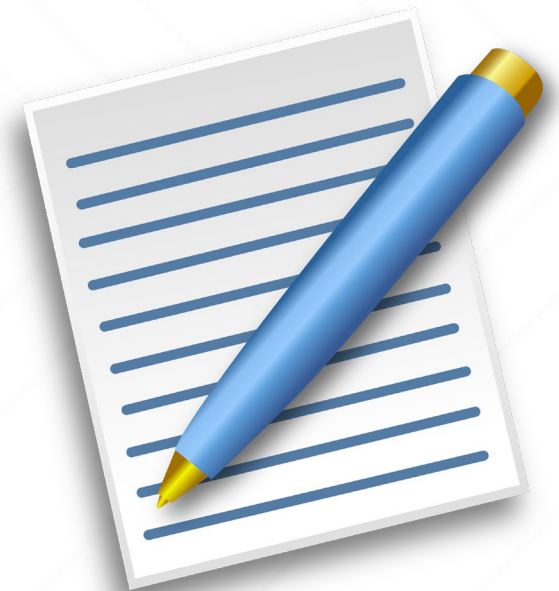
Benefits of Public Access & Open Science
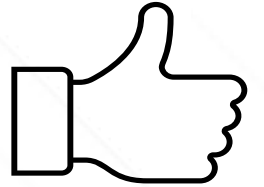
- Facilitates information sharing across the globe
  - o A central collection of NIFA-funded research publications preserves vital findings for years to come

- Allows us to show the impact of your USDA research
  - o An information resource for scientists to research publications and for NAL to manage better its entire research investment

- Enhances discovery and access to research outcomes and products across USDA
  - o Creates an environment and standard of collaboration across federal departments

How do I submit my publication?

Begin a submission

- Go to https://submit.nal.usda.gov
  - o Log in using USDA's eAuthentication (eAuth) service as prompted. If you do not have a login, follow the links to the eAuth site to register for a customer account.

- Enter the DOI assigned to your publication to populate the form with information from the publisher
  - o If you do not have a DOI, you can enter the information directly into the form
  - o Select NIFA from the funding agency drop-down menu
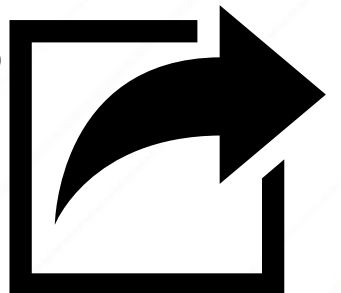
USDA National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE

Step-by-step Submission Instruction

1. Submission Landing Page

Begin submission at https://submit.nal.usda.gov/ and login via eAuth.

Begin Submission

To submit a manuscript, USDA staff and researchers and USDA awardees must log in via eAuth.

- Don't have an eAuth account? Create an account
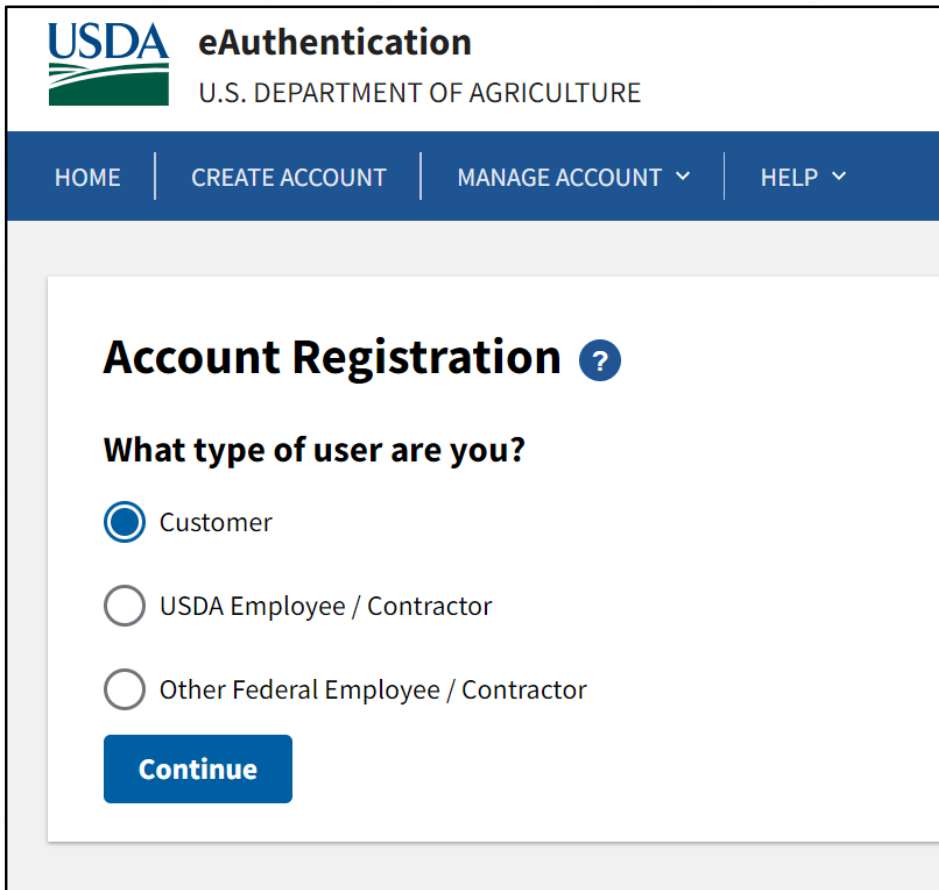- Trouble logging in? See eAuth quick help resources
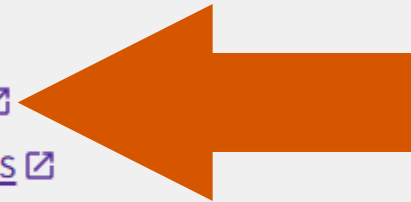
1a. USDA eAuth

eAuth is the system used by USDA to enable individual customers and employees to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

- Create a customer account at https://www.eauth.usda.gov/eauth/b/usda/registration
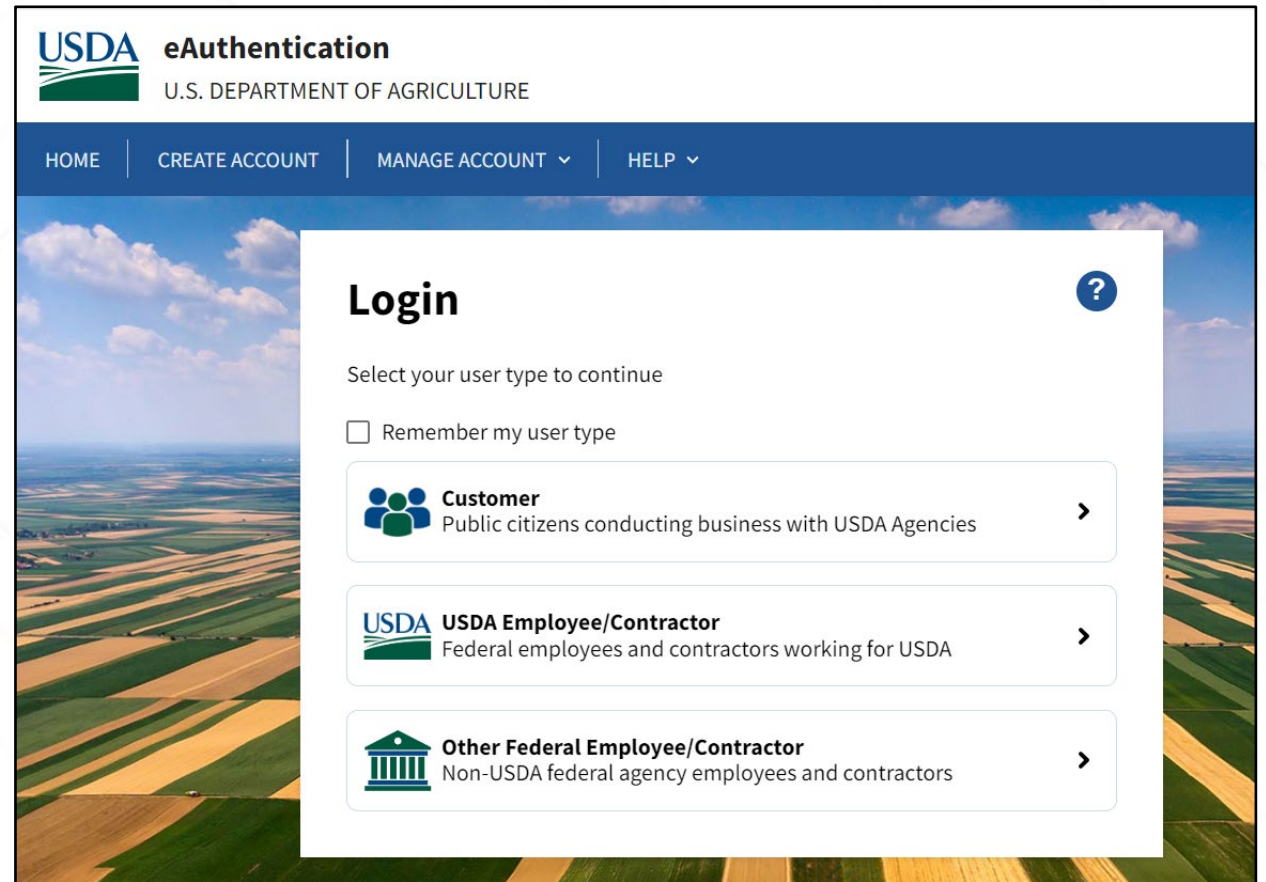 - o You can begin your PubAg submission once your account is created
  - o View the eAuth frequently asked questions & help desk at https://www.eauth.usda.gov/eauth/b/usda/faq

1b. USDA eAuth Registration & Login

2. Begin Submission

Once logged in, start your submission with or without the DOI.
If submitting with DOI, your article's information will populate from CrossRef.

3. Verify the DOI

Enter the DOI assigned to your publication to populate the form with citation information from the publisher.

Not all fields are mandatory, mandatory fields are marked with a red asterisk and listed below:
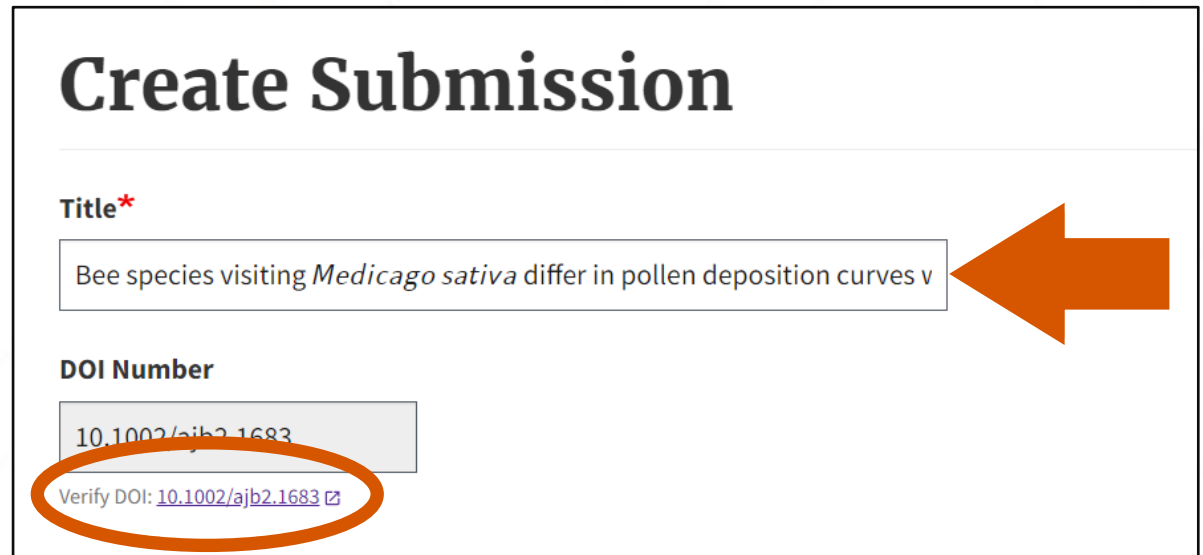
- Title
- Author name
- Funding agency
- Journal name
- Abstract
- Manuscript
- Certify the article is peer-reviewed

Create Submission

Title*

Bee species visiting *Medicago sativa* differ in pollen deposition curves v

DOI Number

10.1002/ajb2.1683

Verify DOI: 10.1002/ajb2.1683

4. Review information populated

Review authors listed and confirm affiliations. Form will automatically populate from CrossRef.

First Name*

Emmanuel

Last Name*

Santa-Martinez

Affiliation

Department of Entomology University of Wisconsin Madison Wisconsin5:

Biology Department Salt Lake Community College Salt Lake City Utah84.

4a. Review information populated

5. Enter without DOI

If you do not have a DOI, you can enter the citation information directly into the form. Fill in fields with corresponding information.

5a. Input information

Submitter will input information into relevant fields.

![USDA National Institute of Food and Agriculture, U.S. DEPARTMENT OF AGRICULTURE]

6. Select funding agency

Select the funding agency from the drop-down menu.

7. Enter award/grant number

Enter your award/grant number.

7a. Finding your award & accession number

- If you are reporting a publication funded by a NIFA competitive grants program, please provide your 14-digit award number in this format (20XX-XXXXX-XXXXX) in the **Award/Grant Number field.** Your NIFA award number can be found in both your Award Face Sheet (field 1) or in the information at the top of your REEport Project Initiation.

Sample NIFA Award Face Sheet

United States Department of Agriculture
National Institute of Food and Agriculture
AWARD FACE SHEET

1. Award No. ####-#####-#####	2.Amendment No.	3. Proposal Number ####-#####	4. Period of Performance ##/##/#### through ##/##/####	5. Type of Instrument Grant	
6. Type of Action New	7. CFDA Number ##.###	8.FAIN ###############		9. Method of Payment ASAP XXXXXXXXXXXX	10. CRIS Number ######
11.Authority: XXXXXXXXXXXX					

7a. Finding your award & accession number

Sample REEport Project Initiation

United States Department of Agriculture
Project Initiation

Title:	XXXX XXXXXXX			
Accession No.	#######	**Sponsoring Institution**	National Institute of Food and Agriculture
Project No.		**Project Status**	ACTIVE
Funding Source	Non Formula		
Grants.gov No.	GRANT########	**Proposal No.**	####-#####
UEI	XXXXXXXXXX	**DUNS Number**	#########
Start Date	##/##/#####	**End Date**	##/##/#####
Award Number	####-#####-#####	**Award Amount**	$ ###,####
Award Date	##/##/#### XXXX	**Award Fiscal Year**	####

7b. Finding your award & accession number

- If you are reporting a publication funded through one of our capacity programs (e.g. Hatch, McIntire-Stennis), please report your 7-digit accession number (XXXXXXX) in the **Award/Grant Number field.**
  - The NIFA assigned accession number can be found in the NIFA Reporting System entry for your project or program.

Sample NIFA Reporting System Screenshot

8. Add the abstract

Add the abstract to the submission.

- Sometimes CrossRef does not have an abstract, so the DOI won't populate the field and you need to input manually.

Abstract*

9. Uploading manuscript

Upload manuscript and supplementary materials if needed and check the box to certify the article is peer-reviewed.

Manuscript upload requirements

- One file per entry
- 200mb size limit
- Allowed file types of PDF, DOC, DOCX, TXT

Supplementary file upload requirements

- Five files maximum
- 200mb size limit
- Allowed file types of PDF, DOCX, TXT, XLSX, JPG, JPEG, GIF, PNG, TIFF

Supplementary Materials

Add a new file

Choose Files   No file chosen

❓ Upload requirements
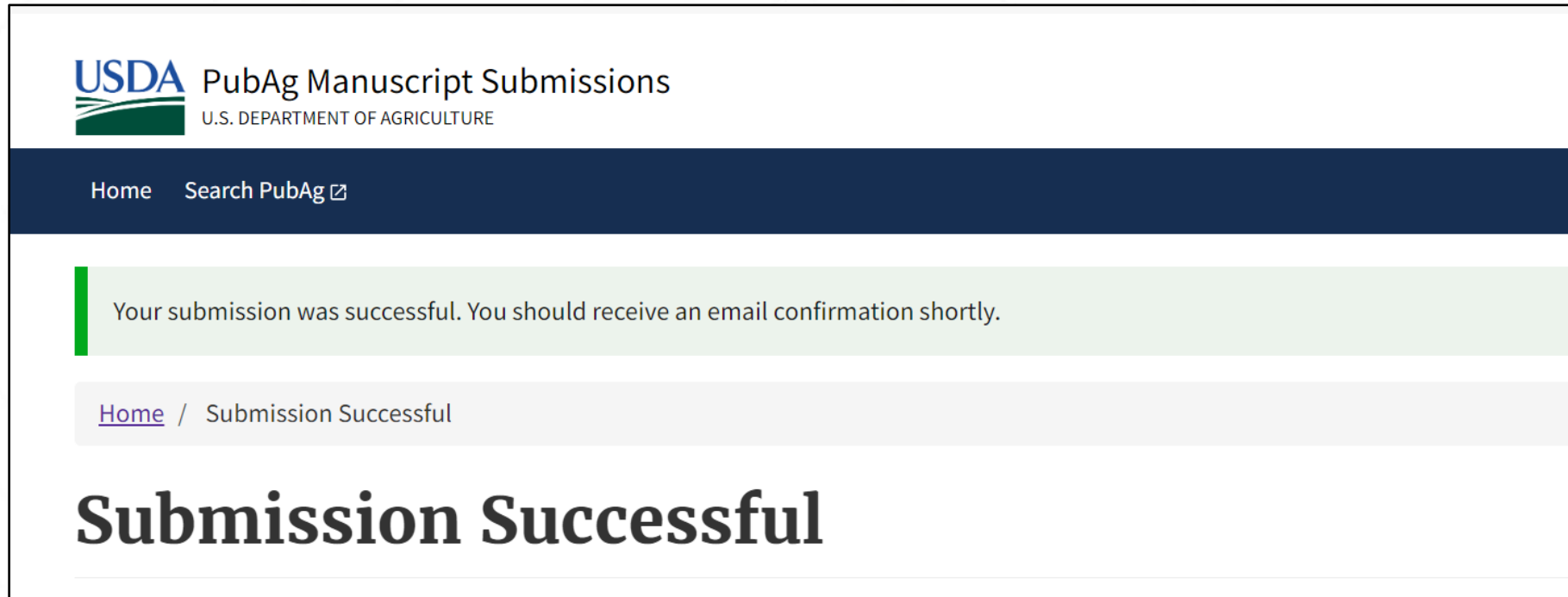
✔ I certify that this is a peer-reviewed article*

Submit   Cancel

Manuscript*

Choose File   No file chosen

Larger files may take longer to upload. Contact nal-pubag-curator@usda.gov ✉ if you have a file that exceeds the maximum size.

10. Submission successful

Submission complete!

What happens next?

- PubAg will send you an email confirmation from NAL-PubAg-Curator@usda.gov for each submission to the email address associated with your eAuth account.

- A reviewer will review your submission and contact you by email if additional information is needed.

- If your submission is accepted, you'll receive another email with the permanent URL for your work which is a unique persistent identifier that NAL assigns to manuscript records in PubAg.
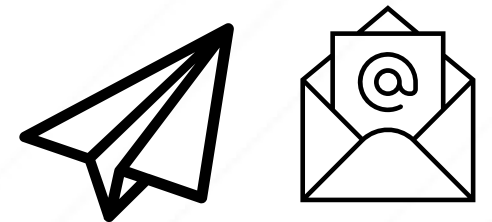
If your submission gets rejected…

A few common reasons a submission is rejected

- Manuscript isn't an accepted type
  - Example: preprint, book chapter or not journal article, letter to the editor, or not peer-reviewed
- Some information is not included to accurately identify the publication
  - Example: submitted manuscript doesn't match DOI or citation
- Duplicate submission

You will have to either re-upload your manuscript or resubmit with correct information
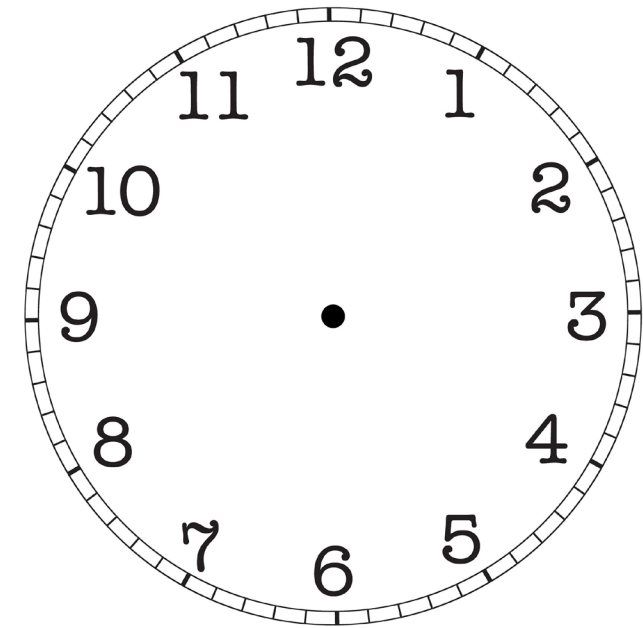
Send questions to https://www.nal.usda.gov/ask-question

Post-Webinar Poll

How would you rate today's webinar overall?
(1 – 5 with 5 = very good)

Following this webinar, how confident do you feel about submitting publications to PubAg? (1 – 5 with 5 = very confident)

What would you like to learn more about regarding PubAg and USDA public access requirements?

60 seconds

Non-Discrimination Statement

https://www.usda.gov/non-discrimination-statement

- In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

- To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax (202) 690-7442; or (3) email: program.intake@usda.gov.

- USDA is an equal opportunity provider, employer and lender.

Thank you! Any questions?

USDA National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE

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Chat with us or email at:

https://www.nal.usda.gov/ask-question