

## A QUICK GUIDE TO THE MND ASSOCIATION'S OPEN ACCESS POLICY

Full details can be found in our Grantee Guide to Open Access  
[www.mndassociation.org/openaccess](http://www.mndassociation.org/openaccess)

**1. Check which MND Association compliant open access option your journal offers:** There are several routes of publishing your paper via open access – see our Grantee Guide for more information.

**2. Inform the MND Association of your plans. Formally request open access fees via our application form, if necessary:** Only two routes require the payment of a fee – either publishing in an open access journal, or selecting open access in a so-called 'hybrid' journal. Other journals allow self-archiving within 6 months of publication. If we agree to pay your open access fees, we will raise a purchase order to your institute to pay for them.

**3. Let publisher know that you're taking up the open access option:** If it's a hybrid journal, you need to let the journal know that you'd like to publish your article open access.

**4. Tell the publisher that your paper should be deposited in Europe PMC – and how:** Hybrid journal or open access journal, both of these journals need to know that it is a requirement of your grant funding that your paper is added to the Europe PMC database, using a CC-BY copyright licence. Sometimes mentioning that the MND Association is in the 'Europe PMC Funders Group' may help clarify things.

**5. Paper is published! Celebrate a milestone in your research – share your success with us!** Congratulations! We're always keen to know when a paper comes out, so please remember to tell us! We like to show the impact of our research funding, and share advances made with people with MND. Also, please remember that the MND Association should be acknowledged as a funder in the paper. (See your grant T&Cs, or contact us for more information).

**6. Arrange payment of any open access charges:** The payment of open access fees should be arranged between your institution and the publisher, the MND Association will then reimburse your institution, when we receive an invoice against the pre-arranged purchase order.

**7. Check your article is available open access in Europe PMC:** After the paper's been published it is important to check that the full text of the paper is available in Europe PMC. Where fees have been paid, it should be there immediately on publication. Where self-archiving is permitted, please make a note to deposit the paper after the embargo period has ended (a maximum of 6 months to comply with our T&Cs).