**NIHR | Applied Research Collaboration East Midlands**

## Open Access Funding: ARC decision-making process

The ARC Executive (meeting 29/11/2022) have agreed the following process regarding the funding of Open Access publications for all ARC East Midlands funded work, in order to meet the NIHR policy on that all NIHR funded research outputs should be freely available (via the Open Access Publication approach). Ideally, each study will have a budget for Open Access publication costs. if not, the following process should be followed.

1. Where possible, journals should be chosen that the host academic organisation holds an institutional subscription to. For details of this, researchers / students should contact Library Services within their own academic host organisation.

2. If no suitable pre-paid journal can be identified, the author should approach their ARC theme lead to discuss if the theme's budget is able to cover the Open Access fee.
   a. BCREI: Adam.Gordon@nottingham.ac.uk
   b. MLTC & EHI: KK22@leicester.ac.uk
   c. MH&W: Richard Morriss@nottingham.ac.uk
   d. D2H: LG48@leicester.ac.uk
   e. TISSI: Natalie.Armstrong@leicester.ac.uk

3. If the theme lead is unable to identify any ARC budget to support publication costs, they (or the academic supervisor / study lead investigator as appropriate) should approach the host academic institution and enquire if any financial support is available.

4. If steps 1-3 have been exhausted without resolution, and if the paper is considered high profile, world-class science, an approach can be made to the ARC Director for agreement to approach the NIHR to request funds for publication. The following details should be provided:

| | |
|---|---|
| Name(s) of authors | |
| Title of paper | |
| Journal | |
| Impact Factor | |
| Abstract | |

Such approaches should be made via the Programme Managers or the Training Lead as appropriate:
   a. BCREI, MH&W & TISSI: Yvonne.Price@nottingham.ac.uk
   b. MLTC, D2H, EHI Carol.Akroyd@uhl-tr.nhs.uk

     c.   Training: Emma.Rowley@nottingham.ac.uk

5. If agreement to proceed to NIHR is given by the ARC Director, the lead author will need to complete the NIHR form for "additional open access funding": https://www.nihr.ac.uk/researchers/manage-your-funding/nihr-open-access-request-forms/.

6. The lead author will be required to provide the following information to the NIHR:
    a. Award ID [to be supplied by ARC upon agreement to proceed]
    b. Programme / Scheme > Applied Research Collaborations
    c. Award Holder name (as per NIHR contract) [to be supplied by ARC upon agreement to proceed]
    d. Contact email address (Author)
    e. Request amount in £  (Open Access fee only)
    f. Publications already made against this award (give DOIs)
    g. Original costed / allocated open access amount for the award [to be supplied by ARC]
    h. Justification