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Open Access Funding Request Quick Reference Guide



The author MUST select their institution at the time of article submission. If the article is not affiliated with the institution included in the open access agreement, the CCC RightsLink transaction will not prompt them to request funding from that institution.

The screenshot shows the 'Edit My Profile' form with a warning message overlay. The form has four numbered steps: 1. E-Mail / Name, 2. Address, 3. Areas of Expertise, and 4. Other Profile Details. The 'Address' section is expanded, showing a dropdown menu for 'Institution' with several options. A warning message box is displayed over the form, stating: 'Message from webpage: You have not selected an institution from the drop-down list. Please make a selection from the drop-down list to ensure you receive all of the benefits that ACS provides to your institution. Note that the name of the institution on your manuscript can appear differently from the naming convention in the list.' The message box has an 'OK' button. Below the message box, the form fields for 'Country / Region', 'State/Province', 'City', 'Postal Code', 'Phone', and 'Fax' are visible.

Edit My Profile

- 1 E-Mail / Name
- 2 Address
- 3 Areas of Expertise
- 4 Other Profile Details

Primary Address

Institution: Massachusetts Inst

Department: **Massachusetts Institute of Technology**

Address: Cambridge, MA, US, academic

Country / Region: **Massachusetts Institute of Technology Ente**

State/Province: **Forum**

City: Cambridge, MA, US, academic/gen

Postal Code: **Massachusetts Institute for a New Commonwealth**

Phone: **Massachusetts Institute of Technology Emergent**

Fax: **Behaviors of Integrated Cellular Systems**

Message from webpage

! You have not selected an institution from the drop-down list. Please make a selection from the drop-down list to ensure you receive all of the benefits that ACS provides to your institution. Note that the name of the institution on your manuscript can appear differently from the naming convention in the list.

OK

Country / Region: --- Select One --- req

State/Province: --- Select One ---

City: req

Postal Code:

Phone:

Fax:

At manuscript acceptance, the author receives an email invitation to enter the Journal Publishing Agreement (JPA) Tool. This tool interactively drives the author to the appropriate JPA based on journal, agreement affiliation and author response.



Journal Publishing Agreement

Do you need or wish to purchase Open Access (for example, to comply with certain licensing requirements such as Plan S or other funder requirements*)?

- Yes, I would like to purchase Open Access. I acknowledge that I am **required to pay a licensing fee** for a public use license. This licensing fee may be covered by an existing institutional [Read + Publish Agreement](#) with ACS.
- No, I do not want to purchase Open Access

* If you are uncertain about licensing requirements, please contact your funder agency for clarification.

Save and Continue

Save and Close

 Back

 Need Help?



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If the author selects to purchase open access at the start of the journal publishing agreement process, then the author is provided the link to CCC RightsLink to complete the funding request at the end of the JPA process:

Journal Publishing Agreement

Next steps

Thank you for taking the time to complete the Journal Publishing Agreement for the Manuscript "Direct Experimental Characterization of the Ferrier Glycosyl Cation in the Gas Phase" for the Journal *Organic Letters*. Now that you have submitted your agreement, you will receive an email confirmation shortly that includes a copy of the completed form for your records.

Your ACS Journal Publishing Agreement stipulates that your article will be made open, and therefore you will retain copyright. However, please note that **an order must be completed** before ACS can publish your manuscript.

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[Take Survey](#)

  [Need Help?](#)



The author will be linked to CCC RightsLink where they can request funding** through an Open Access agreement or affiliation with an institution.

The screenshot shows the 'Pay Author Charges' page on the RightsLink platform. At the top, there is a navigation bar with the Copyright Clearance Center logo, the RightsLink logo, and a user profile for Heather Parrett with options for 'Manage Account', 'Help', and 'Live chat'. Below the navigation bar is a progress indicator with five steps: 'FUNDING OPTIONS' (selected), 'CHARGES ESTIMATE', 'PAYMENT OPTIONS', 'ORDER REVIEW', and 'CONFIRMATION'. The main content area contains the following text:

You may be eligible for funding under one or more agreements.

If you would like to seek funding approval under one of these agreements, please make the appropriate selection below. Note: the invoicing agreements will pre-populate key data elements in your transaction including currency, billing address and VAT information, if applicable.

If you don't wish to pay your open access charges using an existing agreement, please choose **Bill Me**.

Seek funding from

Bill Me

Charges Covered: Open Access

Institution Contact Information

Show address

NEXT

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If the author does not complete the funding request transaction from the Journal Publishing Assistant Tool, they may also use the Author Publishing Center to get to CCC RightsLink.

[https://publish.acs.org/publish/research share and oa](https://publish.acs.org/publish/research_share_and_oa) Simply enter in the DOI and click “Go” to access the CCC RightsLink transaction page.

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