



University of Nottingham gold open access webform: a user guide

The gold open access webform should be completed in order to apply for **UKRI, Wellcome Trust** and **British Heart Foundation** open access funding or to pay article processing charges (APCs) from a project code or School operational code. You can access the webform through the following link:
<https://www.nottingham.ac.uk/library/research/open-access/requestingoa-funding/webform>

! COAF UPDATE

The COAF partnership, which began in October 2014, ceased on 30 September 2020. All partners are committed to open access and will continue to fund open access costs for the researchers they support. However, the mechanisms for supporting open access will vary across the individual charities. Please visit our [Health Charities webpage](#) for more information.

We regret that no central source of University funding exists to pay open access costs.

The form adapts to your answers and will pre-assess if a publication is eligible for the available open access funding. If it is not eligible, the form asks you to provide the name and email address of a person authorised to charge the cost to a preferred project code or School operational code.

Please note that for UKRI-funded papers, we expect the applicant to be the lead or corresponding author, while for Wellcome Trust and BHF-supported papers it needs to be the funded author who applies.

All fields with a red asterisk are required fields. You will not be able to submit the application until all these fields are completed.

A progress bar at the top lets you know how many fields remain to be completed.

There are six sections in this form:

■ Section 1 – Information about the applicant

Applicants will be asked to enter their name, affiliation, contact details and email address.

■ Section 2 – Information about the funder(s) of research

This section captures the research funding information.

■ Section 3 – Information about the publication

Applicants are required to provide the publication details. This section also includes key questions to determine UKRI, Wellcome Trust and BHF eligibility. Please note that the “Date of Acceptance” might retrospectively become a required field according to your answers in **section 4**.



■ Section 4 – Information about the APC (Article Processing Charge)

This section captures APC information. This information can normally be found in any publisher correspondence or on the journal's website. An estimate of the cost is acceptable. Please note that the "APC Currency" field won't accept any symbols (e.g. £, \$, € etc.)

If publishing with a publisher which has a discount agreement with the institution, please select this from the drop-down menu. Your answer here might make the "Date of Acceptance" in section 3 a required field.

■ Section 5 – Statement

Applicants are asked to read the statement and provide a digital signature.

■ Section 6 – Authorisation

This section will only be displayed if a publication is not eligible for UKRI, Wellcome Trust or BHF funding. Applicants will be required to provide the name and email of the person who will authorise the charge against a project or school operational code. Once the application is submitted, the designated person will receive an email about the authorisation request and the instructions to follow. If the authoriser fails to receive that email, please contact us at openaccess@nottingham.ac.uk. If authorisation is given, both applicant and authoriser will receive an email to confirm the application has been completed and successfully submitted to the open access team for review.

Please note that for Brill and Microbiology Society papers, the applicant does not need to complete section 6. If this is still displayed, please provide the open access team email (openaccess@nottingham.ac.uk) as the authoriser address and we will contact you with more information about your application.

Before submitting, applicants will be asked to accept the terms of service and Privacy Policy.

Terms of Service and Privacy Policy *

I consent to the University processing the information I provide and agree to receive emails regarding my application.

We collect and use your data to process your application form and to enable the timely deposit of your research outputs into RIS. Consequently, we make use of a third-party platform, [Jotform.com](https://www.jotform.com), a secure and [GDPR compliant](#) online form provider, which also collects and stores your data. We will retain your personal data for only as long as it is necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting, reporting or statutory requirements. For further details, see read the University's [Data Protection Policy](#).

If you have any technical problems using the form or a comment regarding your application, please email us at openaccess@nottingham.ac.uk.