



University of Nottingham gold open access webform: a user guide

The gold open access webform should be completed in order to apply for UKRI open access funding or to pay article processing charges (APCs) through a COAF charity, from a project code or School operational code.

! COAF UPDATE (22 June 2020)

The University's block grant from the Charity Open Access Fund (COAF) for 2019/2020 has been fully spent.

From now on until 30 September 2020, UoN authors funded by the five COAF partners (**Blood Cancer UK, British Heart Foundation, Cancer Research UK, Parkinson's UK and Versus Arthritis**) should follow the process below to seek open access funding:

1. First contact their individual charity directly to request that they exercise their discretion to pay Article Processing Charges.
2. If unsuccessful, enquire whether their UoN School/Faculty will pay.

Please note that for UKRI-funded papers, we expect the applicant to be the lead or corresponding author, while for COAF-supported papers it should be the COAF-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.

If you hover your mouse over a field, a small text box may pop up with additional information to help you complete the form.

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

There are six sections in the form:

■ Section 1 – Information about the applicant

Please enter your name, affiliation, contact details and email address.

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

Please record information about the funder(s) of the research underpinning the publication.

■ Section 3 – Information about the publication

Please enter details about the publication to enable us to determine your eligibility for UKRI or COAF open access funding.

The "RIS output ID" is the ID number that RIS allocates to an output when it is deposited.



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

You can usually find APC information in correspondence from the publisher or on the journal's website. An estimate of the cost is acceptable. Please note that the "APC Currency" field does not accept currency symbols (e.g. £, \$, € etc.).

If your publisher has a discount agreement with the University, please select the publisher from the drop-down menu. Your selected answer may make the "Date of Acceptance" in **section 3** a required field, so please revisit the previous section if this applies.

■ Section 5 – Statement

Please read the statement and provide a digital signature.

■ Section 6 – Authorisation

This section will only display if a publication is not eligible for UKRI or COAF open access funding. Please provide the name and email address of the person who will authorise the charge against a project code or School operational code. Once you submit the application, the designated person will receive a notification about the authorisation request and the steps to follow. If authorisation is given, both you and authoriser will receive an email to confirm the application has been completed and successfully submitted to the open access team for review.

Before submitting, you will be asked to accept the Terms of Service and Privacy Policy.

After submission, you and the person authorising the expenditure (if applicable) should receive an email confirming your submission. If you fail to receive an email, please email us as soon as possible at openaccess@nottingham.ac.uk.

Contact us at the same email address if you encounter any technical problems using the form or if you wish to add a comment regarding your application.