

Imperial College
London

Paying for open access top tips

A guide for Imperial College London researchers



Check eligibility to apply for funding

1

We have five funds (conditions apply):

- Imperial Fund for articles in open access journals listed at <https://doaj.org/> only
- Research Councils UK / UKRI
- Wellcome Trust
- British Heart Foundation
- Cancer Research UK

In addition we have agreements with some publishers, see "Publisher discounts" on the Open Access webpages.



Apply via Symplectic

2

On acceptance, upload your accepted manuscript (AM) to Symplectic, and tick "yes" when asked if you would like to apply for APC funding.

When uploading, please accept the licence when prompted.

We will reply in 1–3 working days.

Note: AM will not be live in Spiral until one of the OA team has checked it.



We will advise about next steps

3

If your application is approved, the approval email will explain how to pay.

If your application is rejected, the rejection email will explain why, and advise you of the next steps.

If possible, please wait for this email before filling in forms with the publisher.

Contact the OA team if in doubt.



Some dos and don'ts

Do

- Upload the accepted version of your manuscript to Symplectic
- Link / acknowledge grants
- Let us know in the APC comments field if the article type is something other than original article (e.g. commissioned or invited review, editorial, letter)
- Follow the instructions for payment as soon as possible if your application is approved



Don't

- Wait for publication before applying for funding
- Worry if you can't fill in all the non-compulsory details on Symplectic (e.g. APC cost, DOI)
- Tell the journal you are choosing open access (where there is a choice) until you have had your application approved by the OA team
- Assume you need to select the paid-for (gold) open access option. For REF, and for many funders, green open access (self-archiving in a repository such as Spiral or PubMed Central) is sufficient



ORCID at Imperial

ORCID is a unique researcher identifier which can be added to your research outputs to ensure that your work is easily findable and distinguishable from that of other researchers, even those that share the same name as you.

Your ORCID ID can be added to your Symplectic profile, and then Symplectic can add publications claimed on your ORCID record during regular trawling of data sources.

Get your unique identifier: orcid.org/register

Contact: orcid@imperial.ac.uk



DORA

Imperial College London is a signatory to the Declaration on Research Assessment. This is a commitment to ensure that no journal-based metrics, such as journal impact-factors, will be considered when assessing the research achievements of staff or candidates for recruitment.

For RDM support email rdm-enquiries@imperial.ac.uk

For OA support email openaccess@imperial.ac.uk

For ORCID support email orcid@imperial.ac.uk

One to one training can also be booked via the OA and RDM websites.

