

FOUR-PAGE WORKING ARTIFACT

Open access route decision record

A current funder-policy guide and four-page record for identifying the required manuscript version, repository, timing, license, rights language, and funding route.

AWARD, OUTPUT, AND POLICY OWNER

JOURNAL AND ACCEPTED MANUSCRIPT DATE

REQUIRED VERSION AND REPOSITORY

DECISION OWNER AND VERIFICATION DATE

Completion gate

☐ Award and output scope confirmed

☐ Required version retained

☐ Repository and timing recorded

☐ License and rights language verified

☐ Charge and funding eligibility approved

☐ Public completion evidence checked

How to use this record. Complete it with the people who control the relevant policy, rights, evidence, and decision. An empty field is an unresolved decision, not permission to proceed.

MANUSIGHTS PLANNING MODEL

Open Access Route Record

Answer each question with evidence that another qualified person can inspect. The framework organizes a decision; it does not replace the controlling authority.

Decision	Question, proof, and working record
1. Policy owner and scope	Which award, funder, institution, or contract controls this output? Proof: Award number, policy URL, in-scope output, effective date, and checker.
2. Required version	Must the version of record, author accepted manuscript, or another version be made open? Proof: Named version, publisher workflow, retained file, and acceptance-date trigger.
3. Repository and timing	Where and when must the version become available? Proof: Repository, deposit owner, identifier, availability date, embargo rule, and verification.
4. License and rights	What license and rights-retention language are required or permitted? Proof: License, rights statement, publisher acknowledgement, third-party material exceptions, and evidence.
5. Cost and funding	Is a publication charge necessary, eligible, budgeted, and transparent? Proof: Route without fee considered, exact current charge, eligible funding source, waiver result, and approval.
6. Completion evidence	How will you prove that the public record meets the controlling policy? Proof: Public URL, repository status, license display, date checked, responsible owner, and correction path.

CONTEXT BEFORE ACTION

Funder policy starting point

Use these starting points to identify the next verification. Do not convert a category into approval without checking the current, project-specific source.

NIH / Policy effective July 1, 2025

For covered manuscripts accepted on or after the effective date, submit the author accepted manuscript to PubMed Central upon acceptance for public availability without embargo on the official publication date.

PROJECT-SPECIFIC EVIDENCE

UKRI / Current policy reviewed September 2026

Route 1 makes the version of record immediately open. Route 2 deposits the author accepted manuscript in a repository with no embargo. CC BY is normally required for research articles.

PROJECT-SPECIFIC EVIDENCE

Wellcome / Current policy reviewed September 2026

Make at least one eligible version freely available in Europe PMC under CC BY at publication. Current funding rules limit APC support to eligible fully open-access journals.

PROJECT-SPECIFIC EVIDENCE

RECORDED DECISION☐ Proceed☐ Revise☐ Stop and escalate

CLOSE THE LOOP

Leave a record someone else can verify.

- 1 Test a compliant no-fee route before paying.
- 2 Save the author accepted manuscript at acceptance.
- 3 Record the exact current fee, waiver, and approval.
- 4 Verify the public version, license, and repository record.

Official source record / checked September 15, 2026

A. NIH Public Access Policy Overview

NIH Office of Extramural Research / Effective date, covered manuscripts, deposit, and availability

[Open official source](#)

C. Complying with Our Open Access Policy

Wellcome / Eligible versions, Europe PMC, license, and publication charges

[Open official source](#)

E. Attribution 4.0 International

Creative Commons / Permissions and attribution conditions

[Open official source](#)

B. UK Research and Innovation Open Access Policy

UK Research and Innovation / Routes, timing, license, and data statement

[Open official source](#)

D. Guide to Applying to DOAJ

Directory of Open Access Journals / Open-access model, transparency, licensing, and charges

[Open official source](#)

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