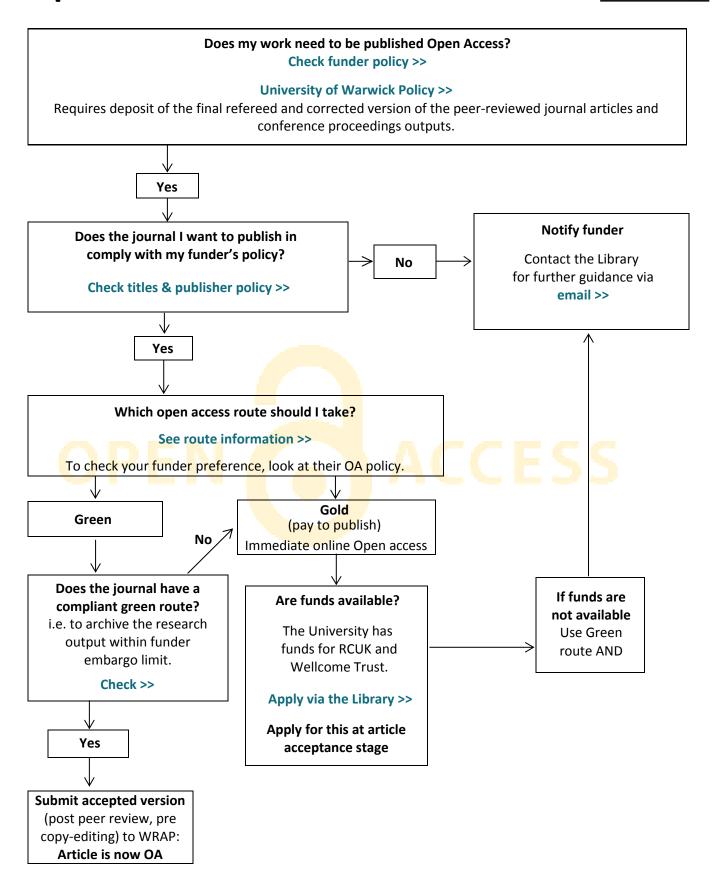
Open Access workflow



Part 2 (for Gold OA): License and finance steps, see the following instructions and flowchart.



Financial procedure for Gold OA



For the Gold OA route, there are a small number of steps to undertake once the Library has approved the funding. The approval will have been received by the applicant via email from the University's Open Access Officer. This will include the following instructions (or something similar):

Please arrange for the invoice to be raised for the open access APC. If you would like any assistance in raising the invoice or for the invoice to be raised on your behalf please contact us on this email address.

When raising the invoice with (Name of publisher), please ensure you request the RCUK compliant Creative Commons Attribution (CC-BY) license.'

The following flowchart shows this procedure, from the point of Library approval.

License type and finance procedure

Notify the publisher of the requirement for a CC-BY license type.

In order to comply with the RCUK policy for Gold OA, a CC-BY license must be applied to the article/conference proceedings. You will have checked earlier in the OA process that the journal is compliant, so you should be able to request the CC-BY license at this point.

Raise the purchase order (PO) with the publisher on the department payment system/ notify your local finance team of the need to raise the PO on your behalf.

The approval email from the library will have also copied in your Finance Team, Administrator or Manager.

On receipt of the invoice from the publisher, use the cost code provided by the Library.

All Department cost codes are created by RSS and passed to the Library.

Once the publisher has received payment and this is cleared, your article will be available online.

