H2020 Marie Sklodowska-Curie (MSC) Actions
Note on the publications tab on EU participant portal (Funding and tender opportunities)
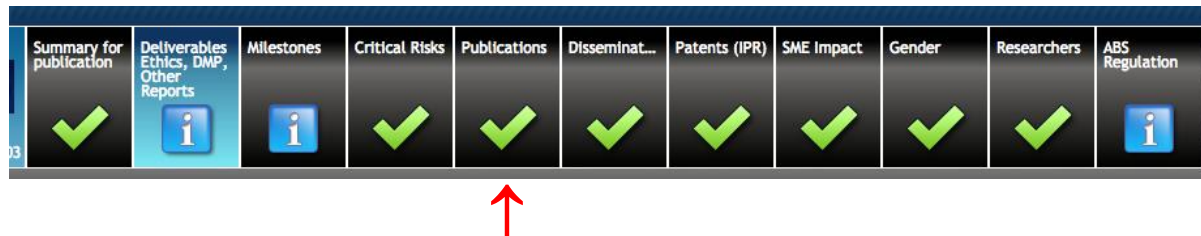
This note describes the elements needed for the "publication tab" of the EU Participant Portal and proposes a procedure to input information related to the publications of the MSC projects.

All publications linked to the project shall be published open access. The project leader shall provide a link to an open access version of the publication in the EU participant portal. If this is not the case, a justification shall be provided to the Project Officer dedicated to the project.

We recommend publishing in gold open access. The project can finance the so-called Author Processing Charge (APC or open access costs). Such costs should be foreseen in the financial preparation of the project at proposal time. CERN policies and guidelines relating to open access are available via the Scientific Information Service.

If the publication cannot be published in gold open access, the project leader shall make sure to have a manuscript/preprint available in a public repository (arXiv, CDS, Zenodo etc.).

These publications shall be encoded into the EU portal under the "publications" tab:

The "publications" screen has two parts:
- The upper part where you find publications suggested from OpenAIRE and that you can import into the lower part
- The lower part where you can enter directly the publications.

1) Upper part

You will find in this part a list of suggested publications from OpenAIRE.
The project leader will need to check if these publications are linked to the project and "import" or "discard" the publication. If you choose to import the publication, you will need to check that all information is correct and add the missing elements such as the DOI, the repository link (make sure that the manuscript at this link is open access), link to the publication and imprint information (publisher and place of the publication).

The main author will know if the paper is available as green or gold open access. To ensure compliance with the publishers open access policies, consult the database SHERPA RoMEO. This is an online resource that aggregates and analyses publisher open access policies from around the world and provides summaries of self-archiving permissions and conditions of rights given to authors on a journal-by-journal basis. The database will indicate if there is an embargo (for green open access). Some articles are paid directly by the project, some by CERN, while others are "free" open access paid via sponsoring parties. A list of the most common outlets with their APC level can be found here.

2) Lower part

You can also import the publications manually. To proceed, please click on "add publication" and fill in the form below:

Please provide a DOI for the publication (recommended) or fill-in manually the required information.

DOI	
Type of publication	
Repository Link	
Link to the publication	
Title	
Authors	
Title of the Journal/Proceedings/Books series/Book (for book chapters)	
Number, date or frequency of the Journal/Proceedings/Book	
Relevant Pages	
ISBN	
Publisher	
Place of publication	
Year of publication	
Is this publication available in Open-Access, or will it be made available?	◯ Yes - available in Green Open Access * ◯ Yes - available in Gold Open Access ◯ No
Is this a peer-reviewed publication?	◯ Yes ◯ No *
Is this a joint public/private publication?	◯ Yes ◯ No *

* mandatory fields

Add publication   Cancel

The following types of publications can be selected from a drop-down menu:

Article in Journal
Publication in Conference proceedings/Workshop
Book/Monograph
Chapter in a Book
Thesis/Dissertation
Other

The information related to open access is not filled in automatically even when the DOI of the published article is provided.
The main author will know if the open access is green or gold and if there is an embargo (for green open access) or how much was paid for the gold open access. The Institute, consortium or a sponsor might have paid for the publication in open access. You need to check this point.
The CERN library has set up a list of journals where you will find information on the publisher, the place of publication, the cost to open access. Please see:
http://tiny.cc/Publication_Costs
As open access should be granted to all publications, you need to provide a link to an open access version of the publication in the field "repository link".
If you click on "no" for open access, the following message appears on the EU participant portal and the Project Officer contacts the project leader for additional information:

⚠ In H2020 (see article 29.2 of the grant agreement) beneficiaries **must** ensure Open Access to all peer-reviewed scientific publications relating to the results of the project. Check more information in this link to the Participant Portal.

To facilitate the input of publications into the participant portal, we recommend to choose one of three following methods: either you 1) fill out the lower part manually or 2) you go through OpenAIRE[1] or 3) you go through Zenodo.

1) Manual input into the lower part of the publication tab of the EU participant portal:
If you have all details of the publication (DOI, repository link etc.), we recommend to enter the publications manually into the EU participant portal (see above information under "lower part").

2) OpenAIRE :
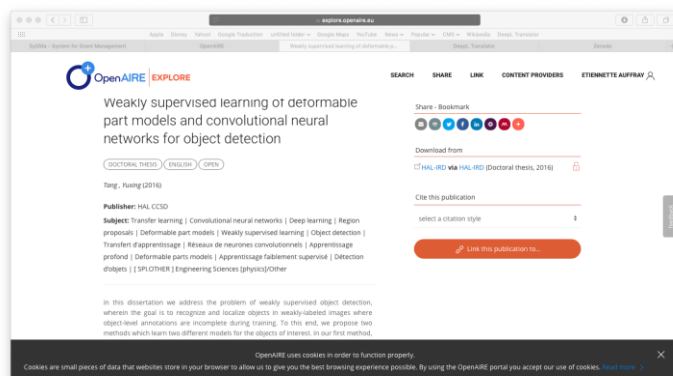If you chose to go through OpenAIRE, please proceed as follows:
- Search in OpenAIRE if the article exists
- Check that it is **in open access and linked to your European project**
2.1 In this case, the paper should be in the list of suggested publications in the EU participant portal (see above, "upper part").
2.2 If your article is **in OpenAIRE and in open access but not linked to your European project,** you can link it to your project.
When you are logged in in OpenAIRE, you will find on the right part of the screen an orange button called "link this publication to" (see screenshot below). You can use it to link papers to your project. Once the request is made, it can take up 2-3 weeks to be effective.
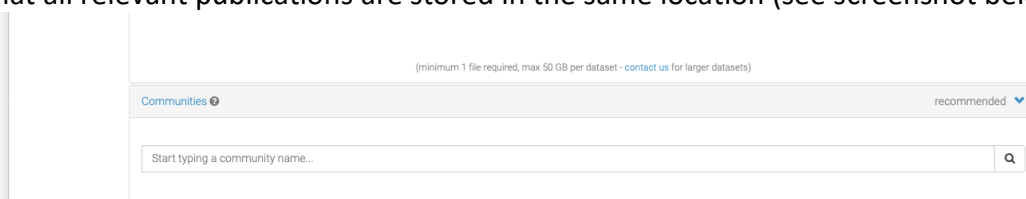

Once your article is linked to your project, it will then appear in the publications tab of the EU participant portal under suggested publications from OpenAIRE. You can then import the publications as described above.

[1] NB. If the paper is in OpenAIRE and linked to the EU project, it will be suggested in the portal in the « upper part ».

2.3 If your article is in OpenAIRE **but not in open access,** you first need to put a public version of your publication in an open access repository. The repository link can be any link leading to the manuscript/preprint: for example, Zenodo, Arxiv or CDS link. The Zenodo system is linked to OpenAIRE.
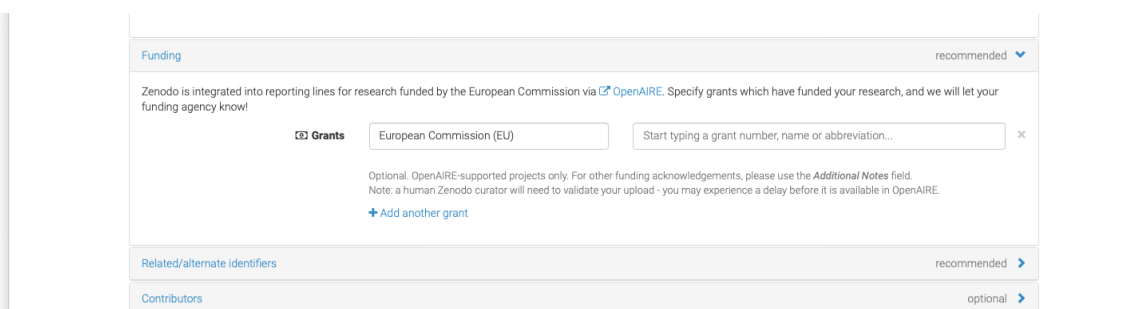
3) Zenodo:
- The project leader shall create a "community" for the project in Zenodo to ensure that all relevant publications are stored in the same location (see screenshot below).

- The project leader or the main author has to upload a version of the paper which can be public (manuscript, preprint, reviewed version). Please note that rules are different from a journal to the other. This process shall be done for all publications of your project.
- The project leader needs to make sure that the publication is linked to the European project. Otherwise, it will appear in OpenAIRE without being linked to your project.

- Please note that you cannot erase data from Zenodo.
- Please verify the DOI attributed by Zenodo is a "Zenodo DOI". In the EU portal, one should use the DOI referring to the published version of the paper and the link to the publication on the publisher website, while Zenodo will be the repository link.
- This process ensures that the publications are automatically input into OpenAIRE, attached to your European project and therefore appear in the list of publications suggested from OpenAIRE in the EU participant portal.