



## UKRI-funded long form outputs open access (OA) compliance workflow

### Before submission of book proposal

check if your output is in scope of UKRI OA policy (see Annex 1 of the policy for more details)

inform publisher at the earliest opportunity of UKRI OA requirements that apply to your long form output - it must be OA within 12 months of publication with a Creative Commons licence - on publisher website or in a repository

check if publisher offers a. publishing OA on publisher website (at a cost of not more than £8,333 + VAT for a book, £833 + VAT for a chapter), or b. deposit in repository max 12 months embargo

contact Open Research for help determining compliance or to apply for funding to publish OA

### Before entering into contractual agreement

inform your publisher and any collaborators of UKRI OA requirements that apply to your output

contact Open Research to confirm your route to compliance - applies to all outputs regardless of route to OA

contact Open Research to apply for funding to publish OA (UKRI max £8,333 + VAT for a book, £833 + VAT for a chapter)

contact Open Research if you think you might need to use a policy exemption

### Before publication

ensure you acknowledge UKRI funding in your output

the OA version should include where possible images, illustrations, tables and other supporting content

choose a Creative Commons (CC) licence (CC BY is preferred but other CC licences allowed)

third party content must be under the licence or terms under which the copyright holder released it

request an invoice for OA publishing fee using Purchase Order number provided by Open Research team (if applicable)

### At publication

notify Open Research about your published output - applies to all outputs regardless of route to OA

if published OA: we will notify UKRI of OA publication, claim reimbursement of fees UKRI previously agreed to pay

if published not OA: deposit to ORE accepted manuscript or Version of Record with CC licence, max 12 months embargo

if using a policy exemption: we will record details of your published output for monitoring & reporting back to UKRI