Publishing options: CRUI institution associated corresponding authors
1. How do we determine eligibility of the article for the CRUI agreement?

• The acceptance date of the article should be on or after the start date of the agreement

• The corresponding author must be affiliated with a participating institution in the agreement

• The article must be from a participating journal

• The article must be associated with the eligible article type
2. What is the definition of the corresponding author for the purpose of the agreement?

- Corresponding author is the author who submits the article to Elsevier and stays in contact with Elsevier in the end-to-end journey.
- This is the author who makes the publishing choice on behalf of the author group.
- Every article has one corresponding author.
3. Role of the institutional Librarian/Admin in the Elsevier OA Platform (EOAP)

• By the time the article is in your EOAP, we have published the first version of the article in ScienceDirect (within 48 hours of acceptance)

• You therefore do not approve the publication of the article; you validate whether the corresponding author can make use of the APC funding under the agreement
# Retrospective campaign for eligible articles pre-implementation

<table>
<thead>
<tr>
<th>Retrospective activity category</th>
<th>Next Steps</th>
<th>Actions (after implementation of the agreement for authors)</th>
</tr>
</thead>
</table>
| **Gold OA in Hybrid journals** | • Elsevier: Will share the list of articles with CRUI in an excel spreadsheet.  
• CRUI: Provide confirmation whether the article is eligible for the agreement. Inform institutions about the process and timelines.  
• Elsevier: Upon manual approval from CRUI, Elsevier will credit the invoice and refund if necessary. The request will then appear in EOAP for validation.  
• Institution: Provide approval in EOAP by validating the APC request. Upon approval, the amount will be drawn from the prepaid amount | STMJ implementation team will work with Researcher Support to arrange the credits, refunds and reopening the journeys once we have a confirmation from the institutions. |
| **Gold OA in fully gold** | • Elsevier: Will share the list of articles with CRUI in an excel spreadsheet.  
• CRUI: Provide confirmation whether the article is eligible for the agreement. Inform institutions about the process and timelines.  
• Elsevier: Upon manual approval from CRUI, Elsevier will credit the invoice and refund if necessary. The request will then appear in EOAP for validation.  
• Institution: Provide approval in EOAP by validating the APC request. Upon approval, the amount will be drawn from the prepaid amount | STMJ implementation team will work with RS to arrange the credits, refunds and reopening the journeys once we have a confirmation from the institutions. |
| **Subscription in Hybrid journals** | • Elsevier: Will share the list of articles that have been published in subscription on eligible journals, with CRUI in an excel spreadsheet  
• CRUI: Contact institutions and provide a heads up about the below process  
• Elsevier: Will contact the institutions copying CRUI providing the email template, and list of the activation links along with the corresponding author’s names.  
• Institutions: Contact the authors, using the template provided (Insert the relevant author’s name and the activation links from the file) and follow up in case of no response  
• Institutions: Check the EOAP/Reports to view whether the author has opted for OA | STMJ implementation will share the reports and details needed by the institutions to contact the authors. |
Publishing options after acceptance
Corresponding author receives an email post acceptance with a unique link to complete the author journey and choose publishing options.

Author clicks on Complete the Rights and Access information form.
Corresponding author selects his/her affiliation details which we use to identify the authors and match them to the CRUI agreement.

Please note that the author has already provided this information at submission; it is prepopulated.
Corresponding author also adds the co-author affiliation details.
Author can add the Funder details. Funder can be the affiliated institution or a different one. In this case it is Milliman.
In hybrid journals, the author sees the Publishing Options based on the affiliation details provided. Gold OA option is followed by Subscription option, and we inform the author that agreement covers the APC.

If the librarian/admin at the institution rejects the author request in the Elsevier Platform, we also make it clear that the authors will receive a full price invoice.

Author selects Gold OA.
• In case of Gold OA journals, author sees only the Gold OA publishing option and we inform the author that institution covers the APC.

• If the librarian/admin at the institution rejects the author request in the Elsevier Platform, we also make it clear that the authors will receive a full price invoice.
• System presents the author with the CC license options
• CC BY option is pre-selected
Author selects the rights
System presents author with the Journal License Publishing Agreement
Author agrees to the Journal License Publishing Agreement

Author representations

- The Article I have submitted to the journal for review is original, has been written by the stated authors and has not been previously published.
- The Article was not submitted for review to another journal while under review by this journal and will not be submitted to any other journal.
- The Article and the Supplemental Materials do not infringe any copyright, violate any other intellectual property, privacy or other rights of any person or entity, or contain any libellous or other unlawful matter.
- I have obtained written permission from copyright owners for any excerpts from copyrighted works that are included and have credited the sources in the Article or the Supplemental Materials.
- Except as expressly set out in this License Agreement, the Article is not subject to any prior rights or licenses.
- If I and/or any of my co-authors reside in Iran, Cuba, or Syria, the Article has been prepared in a personal, academic or research capacity and not as an official representative or otherwise on behalf of the relevant government or institution.
- If I am using any personal details or images of patients, research subjects or other individuals, I have obtained all consents required by applicable law and complied with the publisher’s policies relating to the use of such images or personal information. See https://www.elsevier.com/about/our-business/policies/patient-consent for further information.
- Any software contained in the Supplemental Materials is free from viruses, contaminates or worms.
- If the Article or any of the Supplemental Materials were prepared jointly with other authors, I have informed the co-author(s) of the terms of this License Agreement and that I am signing on their behalf as their agent, and I am authorized to do so.

Governing Law and Jurisdiction

This License Agreement will be governed by and construed in accordance with the laws of the country or state of International Federation of Automatic Control (“the Governing State”), without regard to conflict of law principles, and the parties irrevocably consent to the exclusive jurisdiction of the courts of the Governing State.

For information on the publisher’s copyright and access policies, please see http://www.elsevier.com/copyright.

I have read and agree to the terms of the License Agreement.

17 December 2021

T-copyright license-v5/2017
Once the author clicks on ‘Finish’:

- Corresponding author and coauthors receive a copy of summary via email
- Article becomes OA on ScienceDirect within 24 hours
- Librarian/admin at the institution will receive a notification for validation within 48 hours who then has 3 weeks to validate the request
- If the Librarian/admin approves the request, the author will receive the full APC coverage
- If the Librarian/admin rejects the request, the author will receive the full price invoice

In case Gold OA journal, the author will see the following text.

“If your institution cannot confirm your affiliation, you will receive a full price invoice for USD 4,050 (ex VAT).”
Dear Author,

I am contacting you with regards to your article [DOI] published with Elsevier. I understand that you are affiliated with ‘[institution name]’ and you are eligible to publish open access (OA) free of charge under the CRUI agreement. I see that you have chosen to publish under the subscription model. If you are happy to publish OA, please contact oasupport@elsevier.com to retrospectively change your publishing option to OA using the email template below.

Support email address: oasupport@elsevier.com
Subject: [Open Access]: Requesting OA retrospectively

Dear Support,

[DOI number]

I would like to change my publishing option to OA for this article. Would you please guide me on the next steps?
Support for authors and librarians/admins

- Author queries – support@elsevier.com

- Librarian/Admin queries, EOAP account set up or changes – agreementactivation@elsevier.com

- Author journey videos: https://service.elsevier.com/app/answers/detail/a_id/29789/suppporthub/publicing/track/APN2ZgoIDv8a~RNiGvwa~yKgpv0qOS75Mv9e~zj~PP_X
Thank you