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
<table>
<thead>
<tr>
<th>Retrospective activity category</th>
<th>Next Steps</th>
<th>Actions (after implementation of the agreement for authors)</th>
</tr>
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<tbody>
<tr>
<td><strong>Gold OA in Hybrid journals</strong></td>
<td></td>
<td>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.</td>
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<tr>
<td>• Elsevier: Will share the list of articles with CRUI in an excel spreadsheet.</td>
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<td>• CRUI: Provide confirmation whether the article is eligible for the agreement. Inform institutions about the process and timelines.</td>
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<tr>
<td>• Elsevier: Upon manual approval from CRUI, Elsevier will credit the invoice and refund if necessary. The request will then appear in EOAP for validation.</td>
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<td>• Institution: Provide approval in EOAP by validating the APC request. Upon approval, the amount will be drawn from the prepaid amount</td>
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<td><strong>Gold OA in fully gold</strong></td>
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<td>STMJ implementation team will work with RS to arrange the credits, refunds and reopening the journeys once we have a confirmation from the institutions.</td>
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<td>• Elsevier: Will share the list of articles with CRUI in an excel spreadsheet.</td>
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<td>• Elsevier: Upon manual approval from CRUI, Elsevier will credit the invoice and refund if necessary. The request will then appear in EOAP for validation.</td>
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<tr>
<td>• Institution: Provide approval in EOAP by validating the APC request. Upon approval, the amount will be drawn from the prepaid amount</td>
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<tr>
<td><strong>Subscription in Hybrid journals</strong></td>
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<td>STMJ implementation will share the reports and details needed by the institutions to contact the authors.</td>
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<tr>
<td>• Elsevier: Will share the list of articles that have been published in subscription on eligible journals, with CRUI in an excel spreadsheet</td>
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<td>• CRUI: Contact institutions and provide a heads up about the below process</td>
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<tr>
<td>• Elsevier: Will contact the institutions copying CRUI providing the email template, and list of the activation links along with the corresponding author’s names.</td>
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<tr>
<td>• 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</td>
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<tr>
<td>• Institutions: Check the EOAP/Reports to view whether the author has opted for OA</td>
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</table>
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.

Were there any co-authors for this article?
- Yes
- No

Add Co-author Details

Please provide details for all co-authors. We use this information so we can offer tailored publishing options and a personalized article publishing charge for Gold open access when applicable.

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First name or Initial*
John

Last name*
Heid

Organization name*
KU Leuven

Or use recently selected organization

+ Add another co-author
Author can add the Funder details. Funder can be the affiliated institution or a different one. In this case it is Milliman.

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**Organization name**
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**Grant/Contract numbers**
GT23

+ Add grant/contract number

+ Add another organization
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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
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System presents author with the Journal License Publishing Agreement

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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).”
Retrospectively switching subscription articles to OA post implementation

CRUI has access to Live reports in EOAP where they can view the list of subscription articles activated under the agreement. The reports will have author name and email addresses. As per the process CRUI can contact the author to switch their articles to OA if OA is the author preferred option. Below shows the e-mail templates CRUI and the authors can use to change their option to OA.

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/suporthub/publishing/track/APN2ZgoIDv8a~RNiGvwa~yKgpv0qOS75Mv9e~zj~PP_X/
Thank you