

# GRANTEE GUIDE TO REPOSITORY DEPOSIT

## BILL & MELINDA GATES FOUNDATION

### OPEN ACCESS POLICY

BILL & MELINDA  
GATES foundation

#### WHAT ARE THE FOUNDATION'S REPOSITORY REQUIREMENTS?

Effective January 1, 2021, all research articles and their underlying data which arise from our funding, in whole or in part, must be made freely available at the time of publication through placement in a publicly available repository, and openly licensed under a Creative Commons Attribution license (CC BY) or equivalent terms to allow others to build on and reuse the research.



#### WHAT ARE EXAMPLES OF REPOSITORIES?

- Generalist repositories include: PubMed Central, Zenodo, and Figshare.
- Your institution may support an institutional repository.

#### AS A FOUNDATION GRANTEE, HOW DO I NAVIGATE THIS PROCESS?

##### You may not need to do anything:

- When you publish your article open access, most publishers will automatically deposit your article in PubMed Central, so your compliance is complete. The foundation is actively working with PubMed Central to allow publishers who don't have an active relationship to deposit the articles on your behalf.

##### We will be in touch if repository deposit is needed.

- Through partnership with OA.Works, the foundation is tracking grantee publishing outputs and will contact you if repository deposit is needed to complete your route to compliance. In most cases, this will involve the Author's Accepted Manuscript (AAM), so you should have that accessible.

#### 1 How do I deposit my manuscript?

- If the foundation has contacted you, follow the instructions in the email. The process is simple and free to you.
- **If you want to proactively deposit your AAM, follow these steps:**
  1. Source your AAM and have your article DOI available
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  3. Enter the article DOI and upload your AAM
  4. Your article will automatically be assigned a CC BY license
  5. Click "Deposit" and you will receive a link to your uploaded manuscript. Your article will automatically be added to the Gates community in Zenodo.



#### 2 What is the author's accepted manuscript (AAM)?

- This is the version of the article that the publisher has accepted but that has not yet been published. This is usually a Word file or Latex export that you sent the publisher after peer-review and before formatting (publisher proofs).
- By making your AAM available in an open repository with a CC BY license, you will complete your compliance requirements through the Rights Retention Strategy.
- Learn more about RRS [here](#).



#### 3 Your access requirements are met when:

- Your article is freely available at the time of publication and licensed CC BY.
- Your article is available in an open repository.
- Your data is available in an open repository.



#### QUESTIONS?

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