

RECOMMENDATIONS ON CONTRACTUAL PROVISIONS RELATED TO OPEN ACCESS

REV.00 based on Annotated Grant Agreement v. 2.2

Participants of all projects funded by Horizon 2020 are obliged to put in Open Access peer reviewed scientific publications relating to project results¹.

‘Peer-reviewed publications’ means publications that have been evaluated by other scholars (*e.g. articles in scientific journals*). Other types of scientific publications, *such as non-peer-reviewed articles as well as monographs, books, conference proceedings and ‘grey literature’*, are not subject to this obligation but researchers are encouraged to put also this material in Open Access.

WHAT IS THE MANDATE ON OPEN ACCESS?

The Open Access mandate consists essentially in:

1. TO DEPOSIT THE ARTICLE IN AN OPEN ACCESS REPOSITORY
2. TO PUBLISH THE ARTICLE IN AN OPEN ACCESS WAY (GREEN OR GOLD WAY)

Gold open access means that open access is provided immediately via the publisher when an article is published, i.e. where it is published in open access journals or in ‘hybrid’ journals combining subscription access and open access to individual articles. For the list of Open Access Journals (ex. PLoS, BioMedCentral) you can check [Directory of Open Access Journals](#).

Green open access means that the article is published in a “traditional journal” but, in addition, the published article or the final peer-reviewed manuscript is archived by the researcher (or a representative) in an online repository. Access to the article is often — but not necessarily — delayed (embargo time). For the policy of traditional publishers on Open Access you can check the data base [SHERPA RoMEO](#).

WHAT TO DO IN PRACTICAL?

STEP 1 - DEPOSIT

STEP 2 – PUBLISH THE PUBLICATION IN OPEN ACCESS

Let’s see more in detail...

¹ Please note that the following indications are valid for all projects of Horizon, except for ERC projects (please see [Guidelines on the Implementation of Open Access to Scientific Publications and Research Data in Projects supported by the European Research Council under Horizon 2020](#))

STEP 1 DEPOSIT

WHAT TO DEPOSIT?

A machine-readable electronic copy of the published version of the publication or the final peer-reviewed manuscript as accepted for publication.

‘Machine readable copy’ means a format that can be used and understood by a computer; copies must be stored using text file formats that are either standardized or otherwise publicly known, so that anyone can develop new tools for working with them.

WHERE TO DEPOSIT?

In an Open Access repository for scientific publications, preferably complying with Openaire (www.openaire.eu) requirements.

You can choose among:

- In the Open archive of the University of Macerata U-PAD (Unimc - Pubblicazioni Aperte Digitali)- <https://u-pad.unimc.it/>
- in **Zenodo** (a multidisciplinary open repository hosted at CERN)
- in a subject-based repository (eg. arXiv, SSRN...)

For the list of Open Access repository you can check at www.openaire.eu. In case of doubt we recommend you to choose Zenodo.

Important remark

An Open Access repository should comply to specific requirements as indicated in the [Budapest Declaration](#) and [Berlin Declaration](#). Therefore putting your publication in your personal web page or in Academia.edu and Researchgate does not mean that you put it in an Open Access repository.

WHEN TO DEPOSIT?

As soon as possible and at the latest on publication.

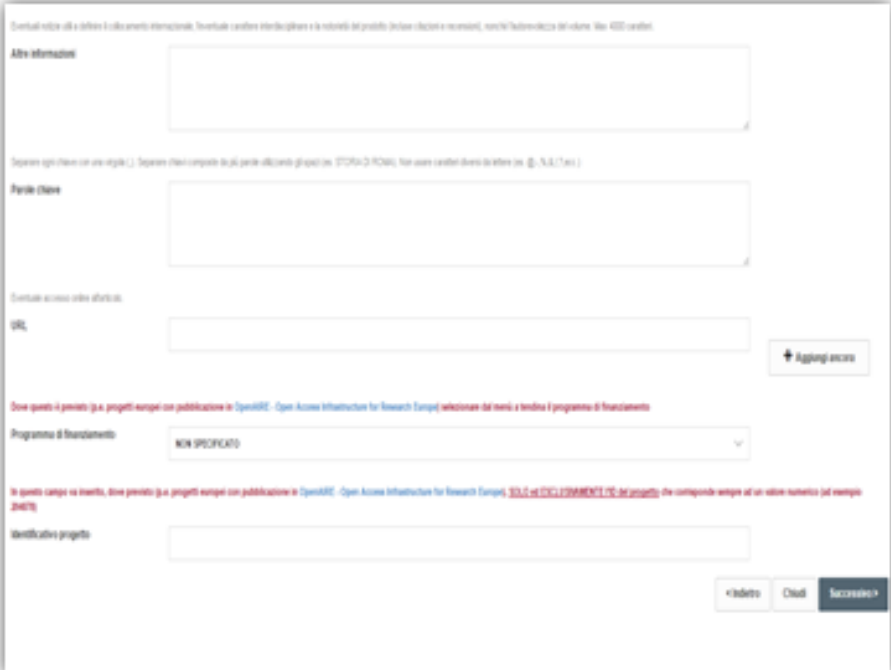
HOW TO DEPOSIT?

Required bibliographic metadata

If you deposit in U-PAD (Unimc - Pubblicazioni Aperte Digitali), you have simply to

- Select the funding program (Horizon 2020 or FP7). For **TITLE OF THE PROJECT** please select “Horizon 2020”
- Type the number of the grant agreement (only numbers, not letters). For **TITLE OF THE PROJECT** please type **NUMBER OF THE GRANT AGREEMENT**
- Indicate the publication date, and length of embargo period if applicable

Campi Openaire in una scheda prodotto



Eventuali note alla scheda o informazioni intercorrenti. Includete carattere interdisciplinare e la natura del prodotto (ad esempio, ricerca o tecnologia), nonché l'indirizzo del volume. (Max 4000 caratteri)

Altre informazioni

Selezionare (se non è un singolo). Selezionare (se non compare negli elenchi) (gruppi con: STORIA DI FONDI). Non usare caratteri speciali (ad esempio: @, %, < />).

Parole chiave

Eventuale accesso online all'articolo

URL

+ Aggiungi ancora

Dove questo è previsto (p.e. progetti europei con pubblicazione in Openaire - Open Access Infrastructure for Research Europe) selezionare dal menù a tendina il programma di finanziamento

Programma di finanziamento

NON SPECIFICATO

In questo campo va inserito, dove previsto (p.e. progetti europei con pubblicazione in Openaire - Open Access Infrastructure for Research Europe), SOLO un UNICO NUMERO DE IL PROGETTO che corrisponde sempre ad un valore numerico (ad esempio: 24477)

Identificativo progetto

< Indietro Chiedi Successo

Programma di finanziamento: Menù a tendina (dropdown) con la scelta:
 ➤ H2020
 ➤ FP7

Identificativo Progetto: Campo text area/onebox dove va inserito SOLO il codice del progetto (valore numerico)

Required rights of use to be assigned

When depositing you shall ensure that your publication can be read online, downloaded and printed free of charge to any user.

Any further rights - such as the right to copy, distribute, search, link, crawl and mine – are encouraged by the EU.

STEP 2 – PUBLISH THE PUBLICATION IN OPEN ACCESS

HOW

Provide open access to the scientific publication

- either as 'gold open access (i.e. via the publisher AND via the repository)

or

- as 'green open access (i.e. via the repository only).

WHEN

Open access must be given:

- in case of 'gold open access': at the latest on publication

- in all other cases: within 6 months (12 months for publications in the social sciences and humanities)

TO SUM UP...

When you are about to publish, wait a minute and ...

- Choose an Open Access publisher or a traditional publisher that allows – at certain conditions complying with the above mentioned EU requirements – Open access of your publications.
- Choose a deposit where to deposit the publication and insert compulsory bibliographic metadata.

In case of any doubt or difficulty with the publisher, contact your WP Leader or the Coordinator. For technical questions contact ricerca.internazionale@unimc.it

DO NOT PUBLISH WITHOUT FOLLOWING THE ABOVE MENTIONED RULES, SINCE IT WOULD BE A CONTRACTUAL INFRINGEMENT AND THE EU COMMISSION WOULD APPLY A FINANCIAL PENALTY!

DISCLAIMER

This document is based on the Annotated Grant Agreement version 2.2 (art. 29.2) and it is not an official document of the EU commission.

Relevant EU Commission documents related to Open Access for Horizon 2020 are:

- [Annotated Grant Agreement](#)
- [Guidelines to the Rules n Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020 Version 3.2, 21 March 2017](#)