

RightsLink for Scientific Communications – Author Funding Workflow for CSAL



Author submission question: Editorial Manager

- During the submission process the author should select 'yes' to the open access question
- The text of the question may vary from journal to journal
- Authors answering 'yes' to this question will be able to request funding for the APC per their institution's agreement with the publisher if their article is accepted for publication

I would like my paper to publish open access. [NOTE: Corresponding authors affiliated to an institution with an [agreement with Wolters Kluwer](#) that covers open access publishing will not be charged an open access fee. Authors not covered by such agreements may pay the article publication charge (APC) by credit card or request an invoice per their institution's or funders requirements. You will receive a quote, and if you choose not to proceed with open access publication you need take no further action in this regard].

Answer
Required:

- Please select a response
- Yes
- No

View Publication Charges: Editorial Manager

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

+ Title
+ Authors
+ Funding Information

← Back Save & Submit Later Build PDF for Approval →

You may choose to submit this manuscript for Open Access publication. Please click the 'View Publication Charges' button to see the estimated Article Processing Charge.

If you would like to submit this manuscript for Open Access publication, please select the 'Yes' radio button below. If you do not wish to submit this manuscript for Open Access publication, please select the 'No' radio button below.

When you have made your selection, please click the 'Proceed' button.

If you are unable to submit your manuscript, please contact the journal Editorial Office.

We have identified potential funding for your manuscript's open access charges through **Universität Bern**.

If your manuscript is accepted for publication, so long as the deal remains active and/or funds remain available, you will receive an email from RightsLink with a link to request payment of OA charges directly from **Universität Bern**, or an automatic request will be submitted for you.

Universität Bern's agreement with your publisher may be for a heavily discounted or zero-balance-due. **Universität Bern** will still need to approve this request.

We have identified other potential funding sources for this manuscript; as a result, you may receive an email with a link to transact your open access charges through Copyright Clearance Center. At that point, you would be given the opportunity to request payment of OA charges directly from any eligible funding source.

View Publication Charges

Would you like to submit this manuscript for Open Access publication?

Yes
 No

Cancel

Proceed

- Once the author has built the pdf, they will receive this message.
- The author must click on 'View Publication Charges' a new window will open

Author must select their institution and click on 'next'

Estimate author charges for

test

Primary Author: Customer Support [Show more](#)

Welcome. This publisher has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to estimate author charges.

1 Funding Options

You may be eligible for funding under one or more institutional agreements

You can seek funding directly from your institution for your article processing charges (calculated on the next page) by making the appropriate institution selection below and clicking "Next". If you have questions about the funding or your eligibility, use the institution's contact information provided. Alternatively, if you wish to pay your article processing charges on your own, choose "Bill Me" below and click "Next".

Universität Bern

Charges Covered: Open Access

Contact Person: Sandra Altermatt

Email: esupport.ub@unibe.ch

Phone: +41 31 684 95 99

[Show address](#)

Bill Me

Next

Estimated Total Due:	Pending*
Estimated Original Total Due:	Pending
Estimated Total Discount:	Pending
Tax:	Pending*

*Tax/VAT will be calculated when you return to pay your charges.

APC Discount applied

Estimate author charges for

test

Primary Author: [Customer Support](#) [Show more](#)

2 Estimated Charges

Initial discounts have been applied based on information from your publisher. ✕

Currency:

USD ⌵

Open Access charge (mandatory) ^ **4,600.00 USD**

Please check that the funding type/license you have selected matches your license to publish and funder requirements, if applicable

Article Publication Charge

ULA - CC BY ⌵

4,600.00 USD

DISCOUNTS APPLIED

-4,600.00 USD

Total Charges: **0.00 USD***

*Tax/VAT will be calculated when you return to pay your charges.

Next

Estimated Total Due:

Pending*

Estimated Original Total Due:

Pending

Estimated Total Discount:

Pending

Tax:

Pending*

*Tax/VAT will be calculated when you return to pay your charges.

Funding request completed

✓ Funding Options

Completed

Funding Option: **Universität Bern**

✓ Estimated Charges

Completed

Article Publication Charge: **ULA - CC BY**

3 Estimated Charges Summary

Charge Type	Price, USD	Discounts, USD	Tax/VAT*, USD	Total Due, USD
> Open Access charge	4,600.00	4,600.00	0.00	0.00
TOTAL	4,600.00	4,600.00	0.00	0.00

*Tax/VAT will be calculated when you return to pay your charges.

Total Due: 0.00 USD

Estimated Total Due: **0.00 USD***
Estimated Original Total Due: 4,600.00 USD
Estimated Total Discount: -4,600.00 USD
Tax: Pending*

*Tax/VAT will be calculated when you return to pay your charges.

No further action is needed. Upon acceptance, if you are still eligible for funding from this organization, a request to cover these charges will be submitted automatically on your behalf.

Authors must select the CC BY License

- Authors must choose the CCBY license on the License To Publish form the journal requires them to complete i.e. Choose 'ULA' Under Schedule A for CCBY

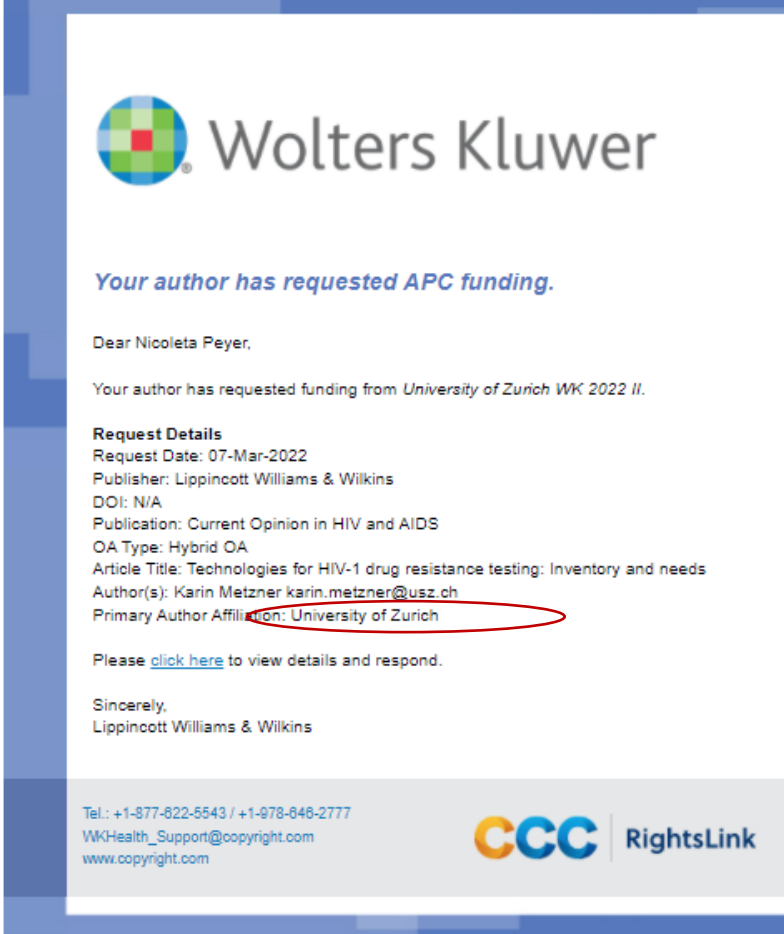
MANDATED FUNDING POLICY DISCLOSURE


1. Choose a funder from the drop down list. If any of the following are selected please complete Item 2.

A screenshot of a web form's dropdown menu. The menu is light blue and contains the text 'ULA'. A red oval is drawn around the 'ULA' text. To the right of the text is a small downward-pointing arrow icon.

Funding Workflow - The Institution is notified

- At acceptance, if the metadata (e.g., either the institution name, Ringgold ID or email domain) matches an existing agreement, the article is sent to the author's institution for approval.



 Wolters Kluwer

Your author has requested APC funding.

Dear Nicoleta Peyer,


Your author has requested funding from *University of Zurich WK 2022 II*.

Request Details
Request Date: 07-Mar-2022
Publisher: Lippincott Williams & Wilkins
DOI: N/A
Publication: Current Opinion in HIV and AIDS
OA Type: Hybrid OA
Article Title: Technologies for HIV-1 drug resistance testing: Inventory and needs
Author(s): Karin Metzner karin.metzner@usz.ch
Primary Author Affiliation: University of Zurich


Please [click here](#) to view details and respond.

Sincerely,
Lippincott Williams & Wilkins

Tel.: +1-877-622-5543 / +1-978-646-2777
WKHealth_Support@copyright.com
www.copyright.com

 **RightsLink**

Author receives Order Confirmation for Funding Request



Wolters Kluwer

We have notified your institution of your funding request.

Dear Prof. Karin Metzner,

Thank you for requesting funding for your Lippincott Williams & Wilkins author publication charges through Copyright Clearance Center's RightsLink service. This notice is a confirmation that your request was successfully submitted.

[Click here](#) to access your transaction details and publisher terms and conditions.

When you click the link above you will be required to log in with your RightsLink account credentials. Since you requested funding approval from your institution, if funding is approved, your institution will receive the invoice. You will be notified of the decision in a separate email.


Transaction Summary:
Order Date: 07-Mar-2022
Order Number: Not available until funding approval.
Primary Author: Karin Metzner
Manuscript: Technologies for HIV-1 drug resistance testing: Inventory and needs
Manuscript DOI: N/A
Manuscript ID: COH170405
Publication: *Current Opinion in HIV and AIDS*
Total: 0.00 USD

To view your order history, please visit [Manage Account](#).

If you have any questions, please contact CCC [Customer Service](#) using the information below.

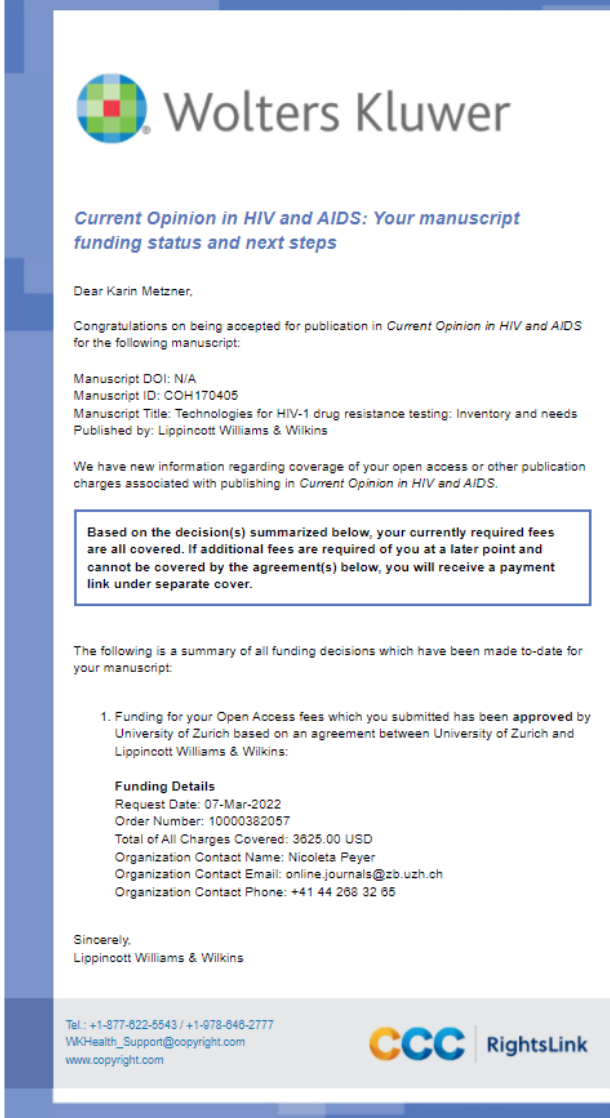
Sincerely,
Copyright Clearance Center


Tel.: +1-877-822-5543 / +1-978-646-2777
WKHealth_Support@copyright.com
www.copyright.com



Transaction complete: funding approved

- The Funding Status email the author receives when funding is approved



 Wolters Kluwer

Current Opinion in HIV and AIDS: Your manuscript funding status and next steps

Dear Karin Metzner,

Congratulations on being accepted for publication in *Current Opinion in HIV and AIDS* for the following manuscript:

Manuscript DOI: N/A
Manuscript ID: COH170405
Manuscript Title: Technologies for HIV-1 drug resistance testing: Inventory and needs
Published by: Lippincott Williams & Wilkins

We have new information regarding coverage of your open access or other publication charges associated with publishing in *Current Opinion in HIV and AIDS*.

Based on the decision(s) summarized below, your currently required fees are all covered. If additional fees are required of you at a later point and cannot be covered by the agreement(s) below, you will receive a payment link under separate cover.


The following is a summary of all funding decisions which have been made to-date for your manuscript:

1. Funding for your Open Access fees which you submitted has been approved by University of Zurich based on an agreement between University of Zurich and Lippincott Williams & Wilkins:

Funding Details
Request Date: 07-Mar-2022
Order Number: 10000382057
Total of All Charges Covered: 3625.00 USD
Organization Contact Name: Nicoleta Peyer
Organization Contact Email: online.journals@zb.uzh.ch
Organization Contact Phone: +41 44 268 32 65

Sincerely,
Lippincott Williams & Wilkins

Tel.: +1-877-822-5543 / +1-978-646-2777
WKHealth_Support@copyright.com
www.copyright.com

 RightsLink

Funding Denied Email to Author

If funding request is Denied, the reason will be included:

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (notes listed)

Author Resources

- WKHealth_Support@copyright.com

- Author should have received funding from an institution
- Cancel an order

- Terms and Conditions

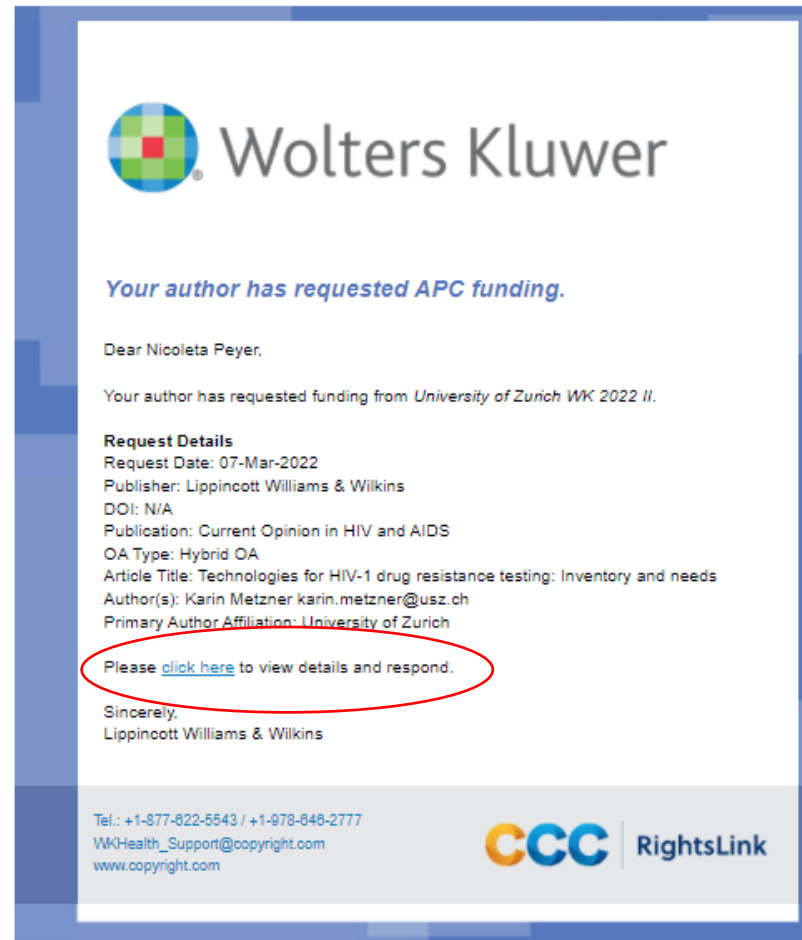
<https://s100.copyright.com/App/PaymentTermsAndConditions.jsp>

- Editorial manager: A tutorial for authors


<https://www.wolterskluwer.com/en/expert-insights/authors-editorial-manager-tutorial>

Institutional Notification of Author Request for Funding

- The Funding Request Email that the institution receives when the author requests funding



The image shows a screenshot of an email notification from Wolters Kluwer. The email is titled "Your author has requested APC funding." and is addressed to "Dear Nicoleta Peyer." The sender is Lippincott Williams & Wilkins. The email provides details about the funding request, including the request date (07-Mar-2022), the publisher (Lippincott Williams & Wilkins), the DOI (N/A), the publication (Current Opinion in HIV and AIDS), the OA type (Hybrid OA), the article title (Technologies for HIV-1 drug resistance testing: Inventory and needs), the author(s) (Karin Metzner karin.metzner@usz.ch), and the primary author affiliation (University of Zurich). A red circle highlights the text "Please [click here](#) to view details and respond." at the bottom of the email body. The footer of the email includes contact information for Wolters Kluwer and the Copyright Clearance Center (CCC) RightsLink logo.

 Wolters Kluwer

Your author has requested APC funding.

Dear Nicoleta Peyer,


Your author has requested funding from *University of Zurich WK 2022 II.*

Request Details
Request Date: 07-Mar-2022
Publisher: Lippincott Williams & Wilkins
DOI: N/A
Publication: Current Opinion in HIV and AIDS
OA Type: Hybrid OA
Article Title: Technologies for HIV-1 drug resistance testing: Inventory and needs
Author(s): Karin Metzner karin.metzner@usz.ch
Primary Author Affiliation: University of Zurich

Please [click here](#) to view details and respond.

Sincerely,
Lippincott Williams & Wilkins

Tel.: +1-877-822-5543 / +1-978-646-2777
WKHealth_Support@copyright.com
www.copyright.com

 **RightsLink**

The Funding Dashboard in Institutional Portal that shows a manuscript in need of a decision

Organization | Active organization: 7001910917 Consortium of Swiss Academic Libraries

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Billing Profiles | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

[Show Advanced Search](#)

Results 1 - 1 of 1

	Order Date	Article Title	Primary Author	Primary Author Email & Affiliation	Publisher	Profile Name	Total Fees Due	Status	Actions
>	21-Mar-2022	WK Test Article 22-03-21	Fellow, Research	djavier@copyright.com Consortium of Swiss Academic Libraries 59302	Lippincott Williams & Wilkins	CSAL WK 2022 Demo Profile	0.00 USD	Pending	APPROVE DENY

The 'Approve' Funding response box

CCC Institutional Portal

Organization | Active organization: 7001910917 Consortium of Swiss Acad

Welcome to the RightsLink® Institutional Portal. Use RightsLink® client publishers. Use the **Funding Request** tab to search and download a report. Use the **Reports** tab to search and download a report review and pay your invoices online.

Billing Profiles | Funding Requests | Reports

The table below includes any funding requests that have been matched to one of your special billing profiles.

Approve Request

Article Title: WK Test Article 22-03-21 A

Author(s): Fellow, Research

* By selecting Approve you are authorizing this request to be included in your next invoice.

CANCEL APPROVE

The 'Deny' Funding response box, with the denial reason dropdown menu

CCC Institutional Portal

Organization | Active organization: 7001910917 Consortium of Swiss Publishers

Welcome to the RightsLink® Institutional Portal. Use the **Funding** tab to search and download a request for funding. Use the **Reports** tab to search and download a report. Review and pay your invoices online.

Billing Profiles | **Funding Requests**

The table below includes any funding requests for your organization.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author can then self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription profile.

Deny Request

Article Title: WK Test Article 22-03-21

Please select the reason for the request denial.

Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL **DENY**

The 'Deny' Funding response box, showing custom text space for institution to explain decision

CCC Institutional Portal

Organization | Active organization: 7001910917 Consortium of Swiss Publishers

Welcome to the RightsLink® Institutional Portal. Use the **Funding** tab to search and download a manuscript. Use the **Reports** tab to search and download a report. Review and pay your invoices online.

Billing Profiles | **Funding Requests**

The table below includes any funding requests for your organization.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author can self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription.

Deny Request

Article Title: WK Test Article 22-03-21

Please select the reason for the request denial.

Other (note below)

Additional instructions and information for my researcher.

After choosing a denial reason from the dropdown menu, the institution may explain further in this free text space.

CANCEL **DENY**

The Funding Dashboard after manuscripts have been approved and denied

Billing Profiles | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

[Show Advanced Search](#)

Results 1 - 2 of 2

	Order Date ↕	Article Title ↕	Primary Author	Primary Author Email & Affiliation	Publisher ↕	Profile Name ↕	Total Fees Due	Status ▲	Actions
>	21-Mar-2022	WK Test Article 22-03-21 A	Fellow, Research	djavier@copyright.com Consortium of Swiss Academic Libraries 59302	Lippincott Williams & Wilkins	CSAL WK 2022 Demo Profile	0.00 USD	Approved	APPROVE DENY
>	21-Mar-2022	WK Test Article 22-03-21	Fellow, Research	djavier@copyright.com Consortium of Swiss Academic Libraries 59302	Lippincott Williams & Wilkins	CSAL WK 2022 Demo Profile	0.00 USD	Denied	APPROVE DENY

Institutional Resources

- WKHealth_Support@copyright.com
 - General customer service queries
 - Cancel an order
- Institution Resource Center on copyright.com:
<https://www.copyright.com/rlinstitutionalportalrc/>
- Instructional videos and helpful pdf guides available here:
<https://www.copyright.com/rlinstitutionalportalrc/guides/>
- The Guide dedicated to how Funding Requests work in Institutional Portal:
https://www.copyright.com/rlinstitutionalportalrc/wp-content/uploads/sites/18/2021/06/User-Guide_RLSC-Institutional-Portal-Funding-Requests_June-2021.1.pdf

Thank you!

Tarryn Greenberg, Senior Lead Publisher,
Open Access

Tarryn.Greenberg@wolterskluwer.com