Wolters Kluwer

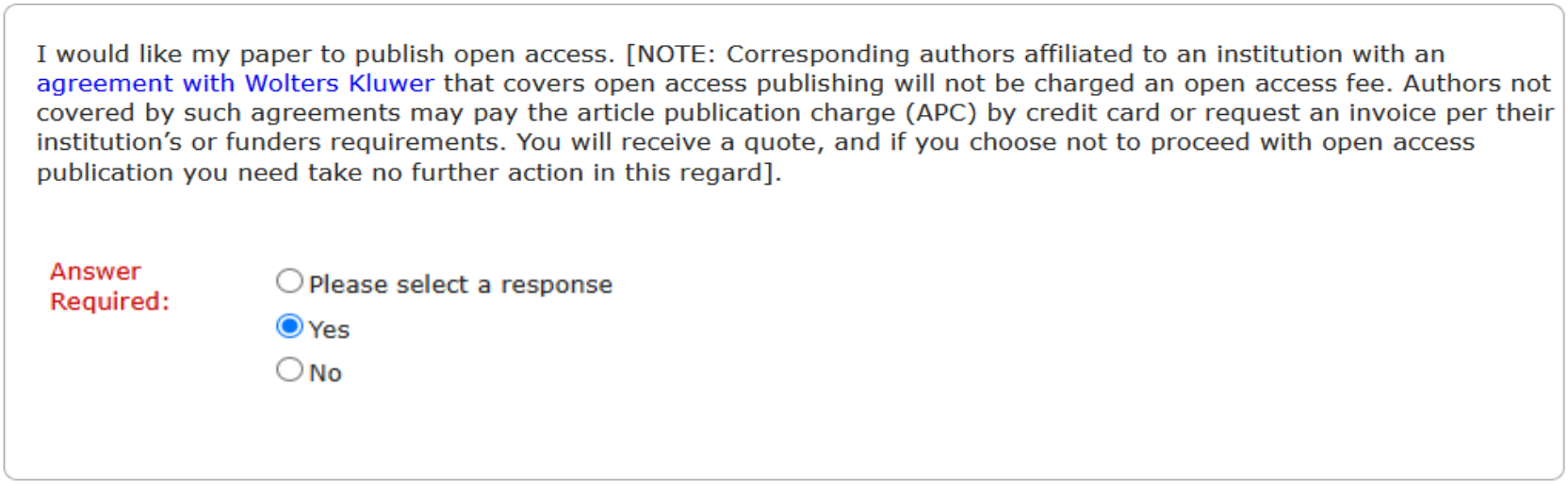
CCC
Copyright Clearance Center

# RightsLink for Scientific Communications – Author Funding Workflow for CSAL

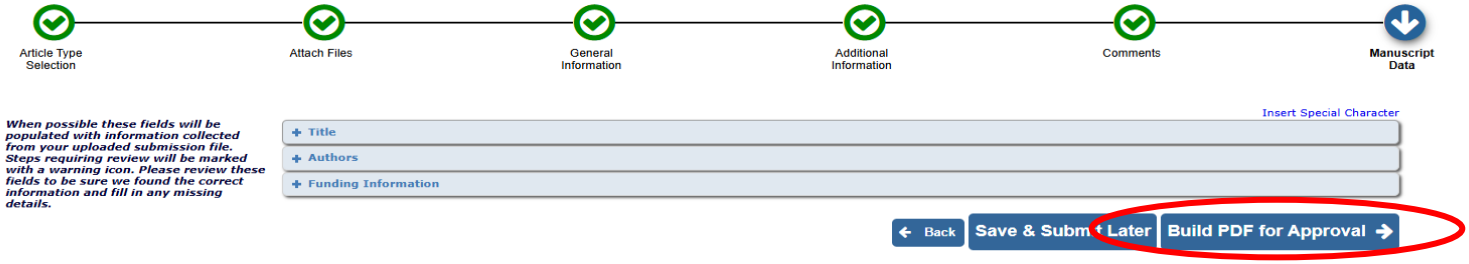
© 2017 CCC

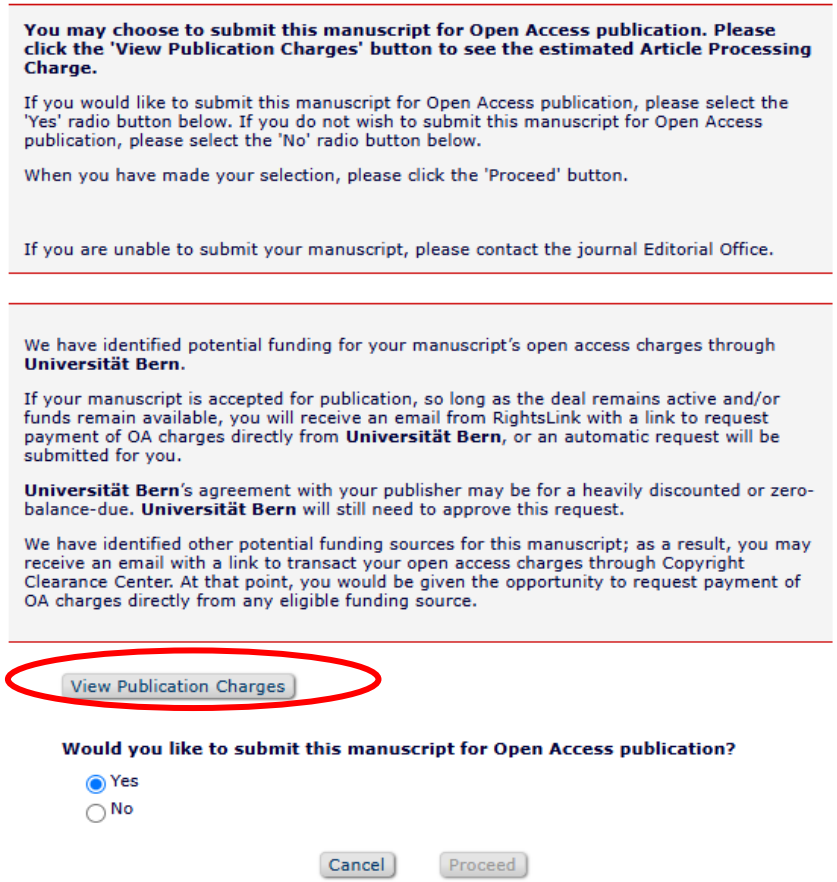
# Author submission question: Editorial Manager

- 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



# View Publication Charges: Editorial Manager



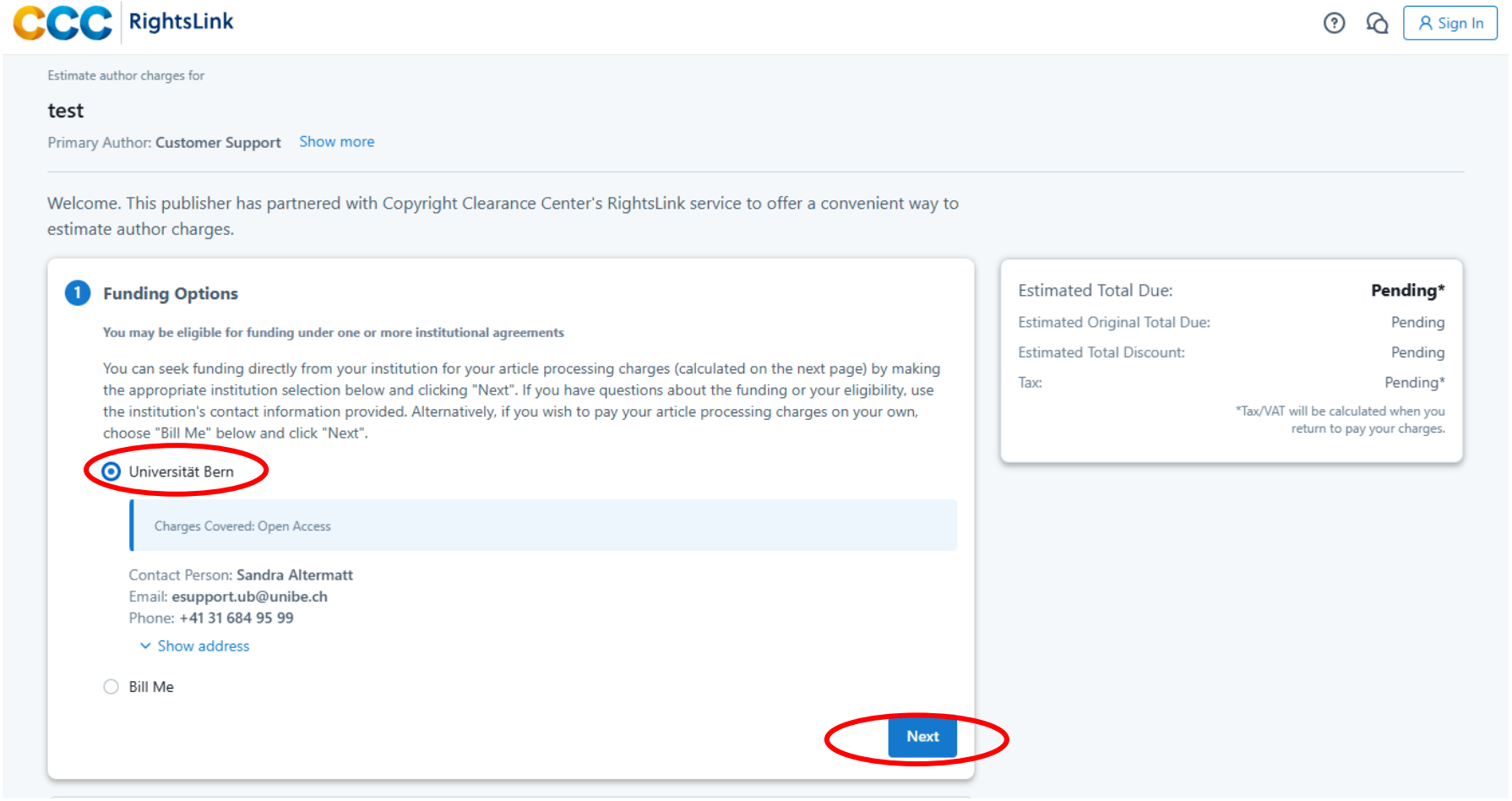




- Once the author has built the pdf, they will receive this message.
- The author must click on 'View Publication Charges' a new window will open

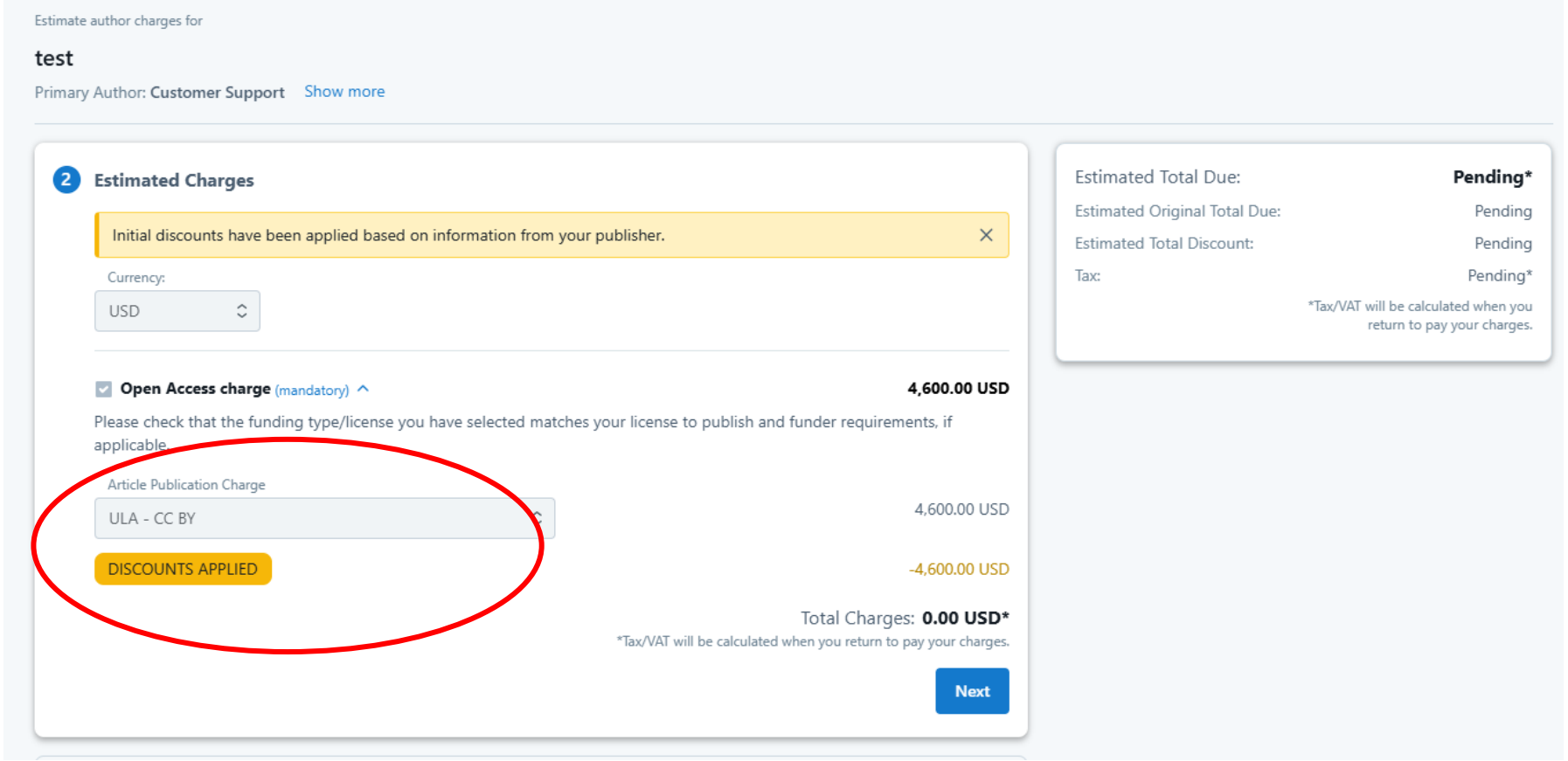
Wolters Kluwer

CCC
Copyright Clearance Center

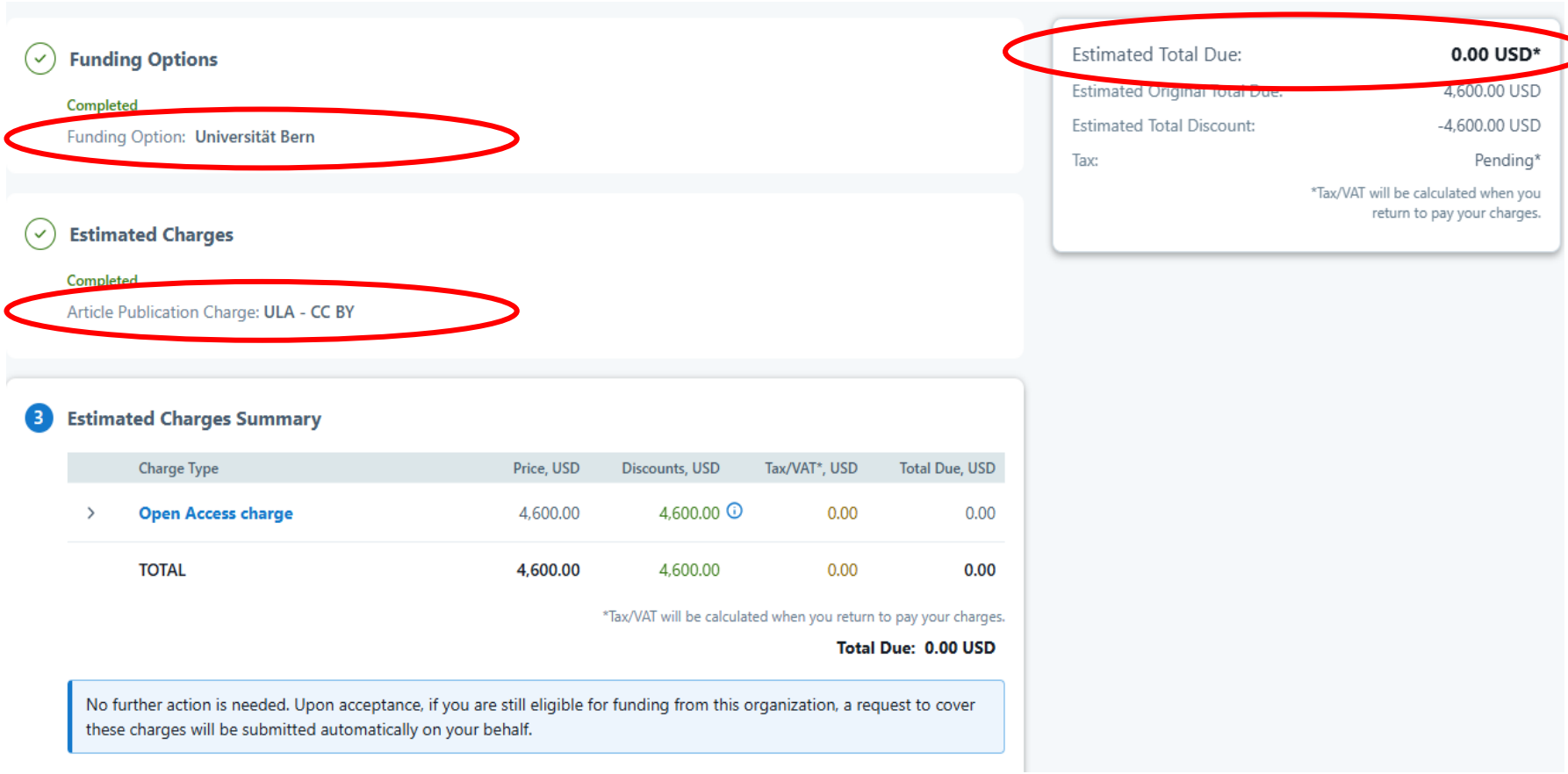
# Author must select their institution and click on ‘next’



# APC Discount applied

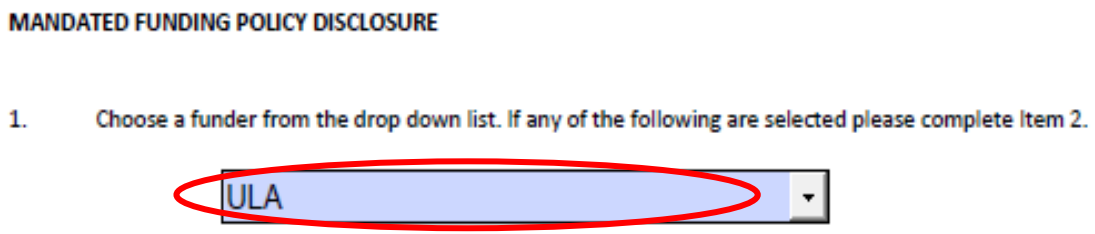


# Funding request completed



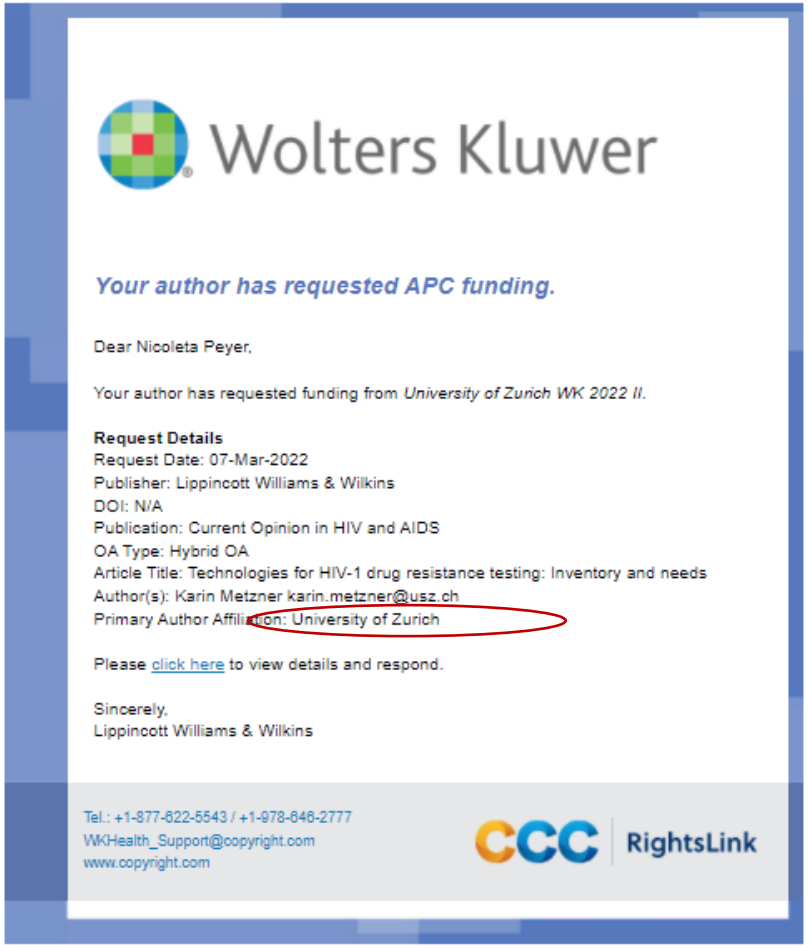
# Authors must select the CC BY License

- 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



# 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

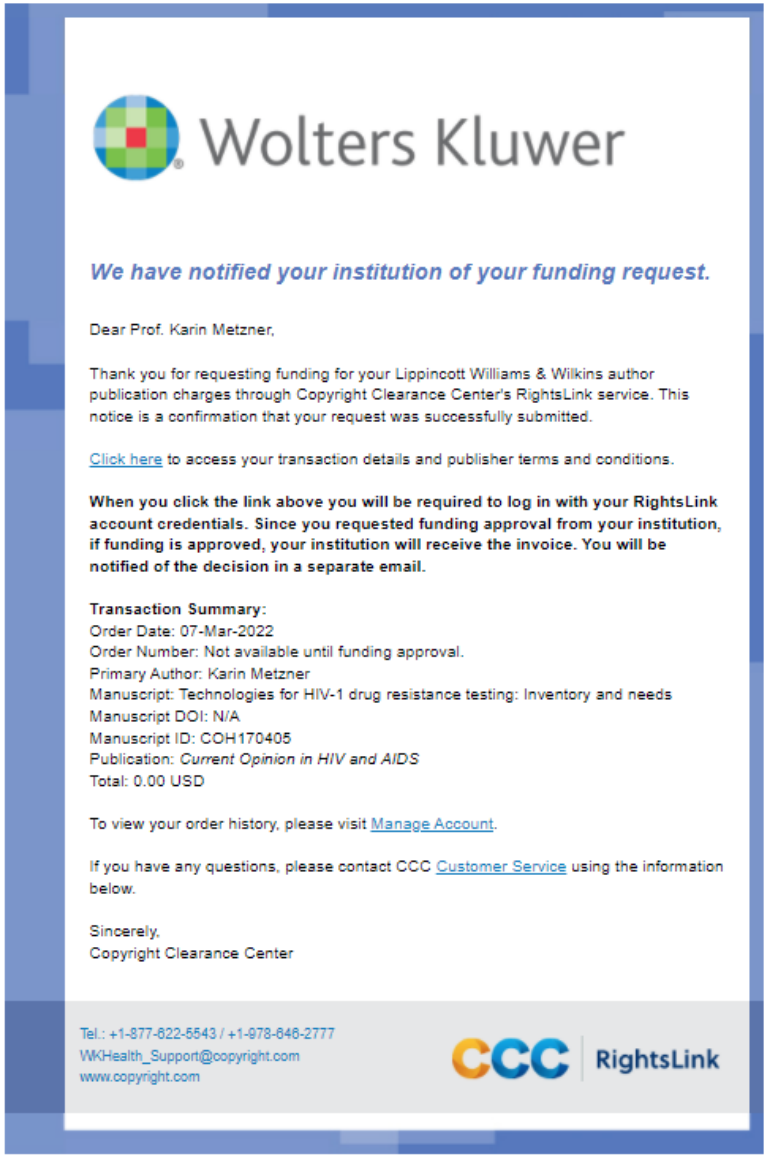
CCC RightsLink



Wolters Kluwer

CCC Copyright Clearance Center

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

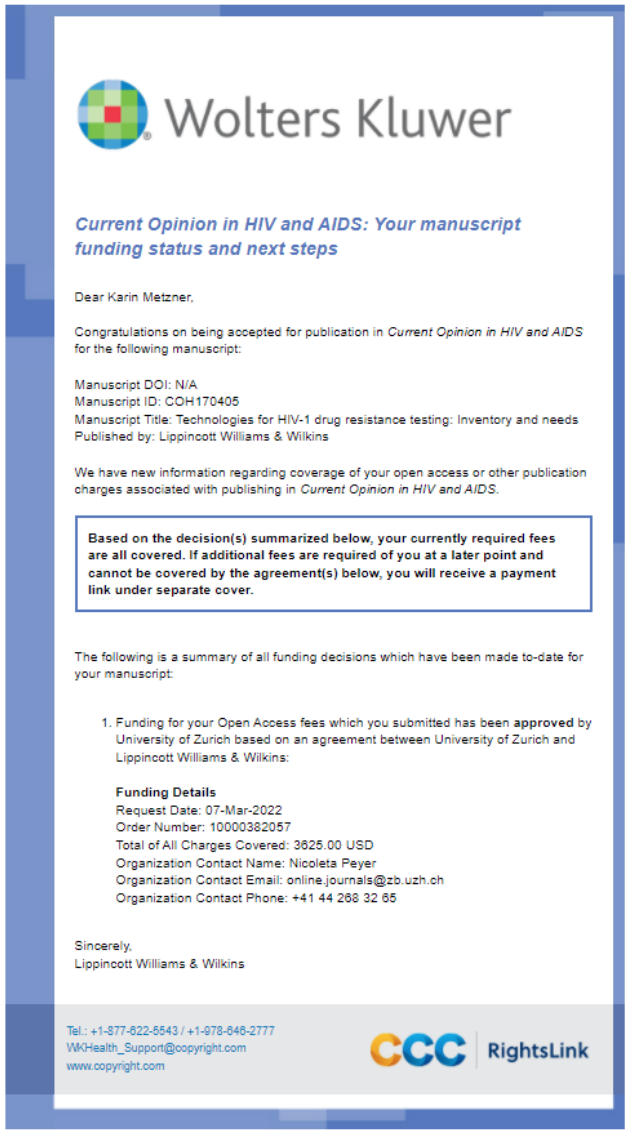
CCC RightsLink

Wolters Kluwer

CCC Copyright Clearance Center

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

CCC RightsLink



Wolters Kluwer

CCC Copyright Clearance Center

# 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



Wolters Kluwer
CCC Copyright Clearance Center

Wolters Kluwer

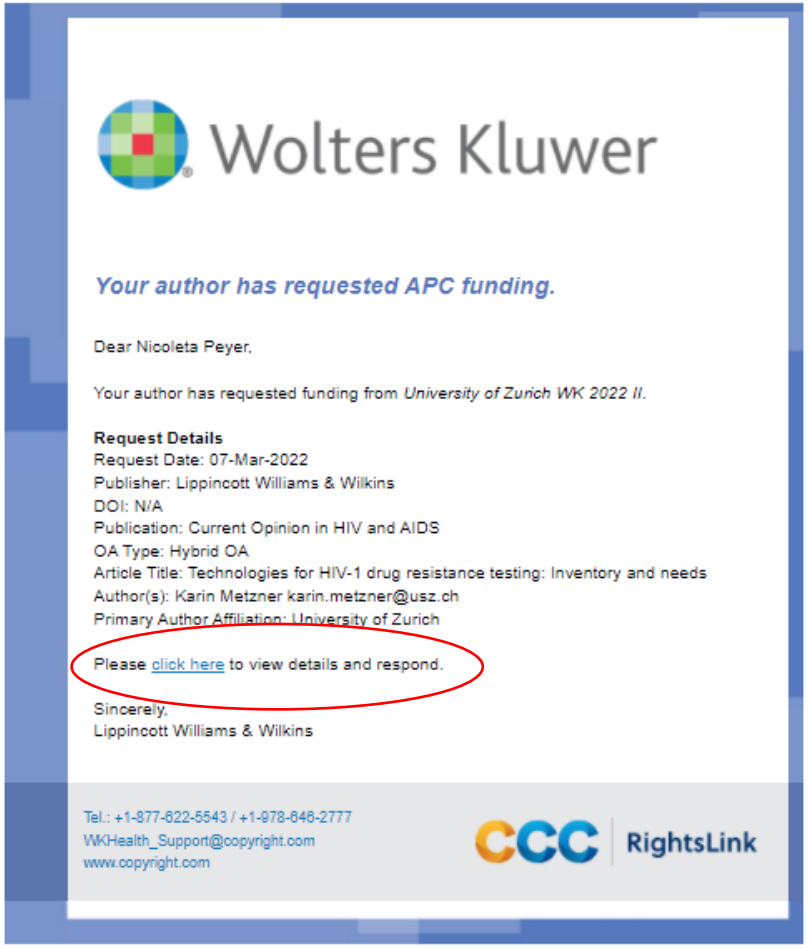
Copyright Clearance Center

# RightsLink for Scientific Communications – Institutional Workflow for CSAL

© 2017 CCC

# Institutional Notification of Author Request for Funding

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



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

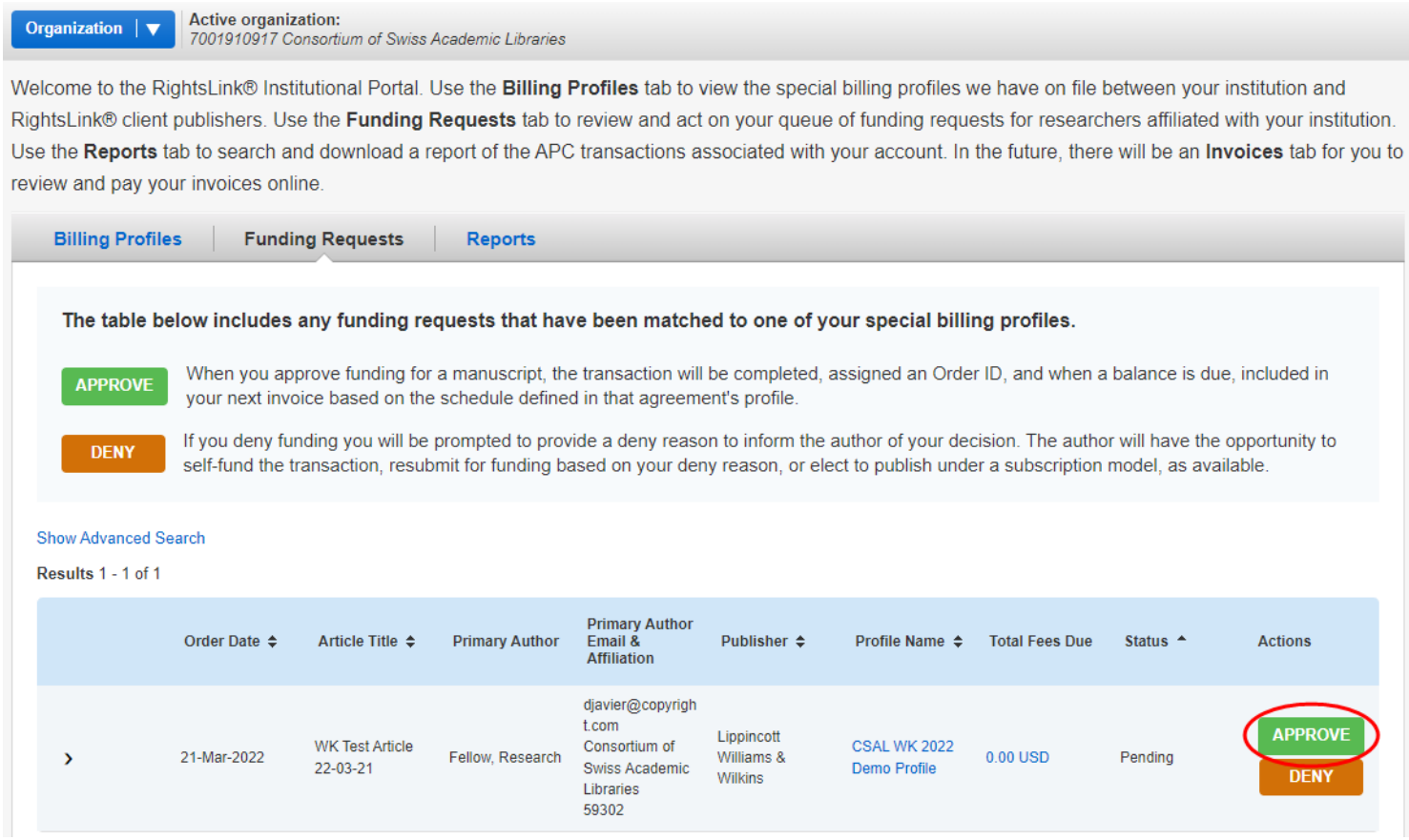
CCC RightsLink



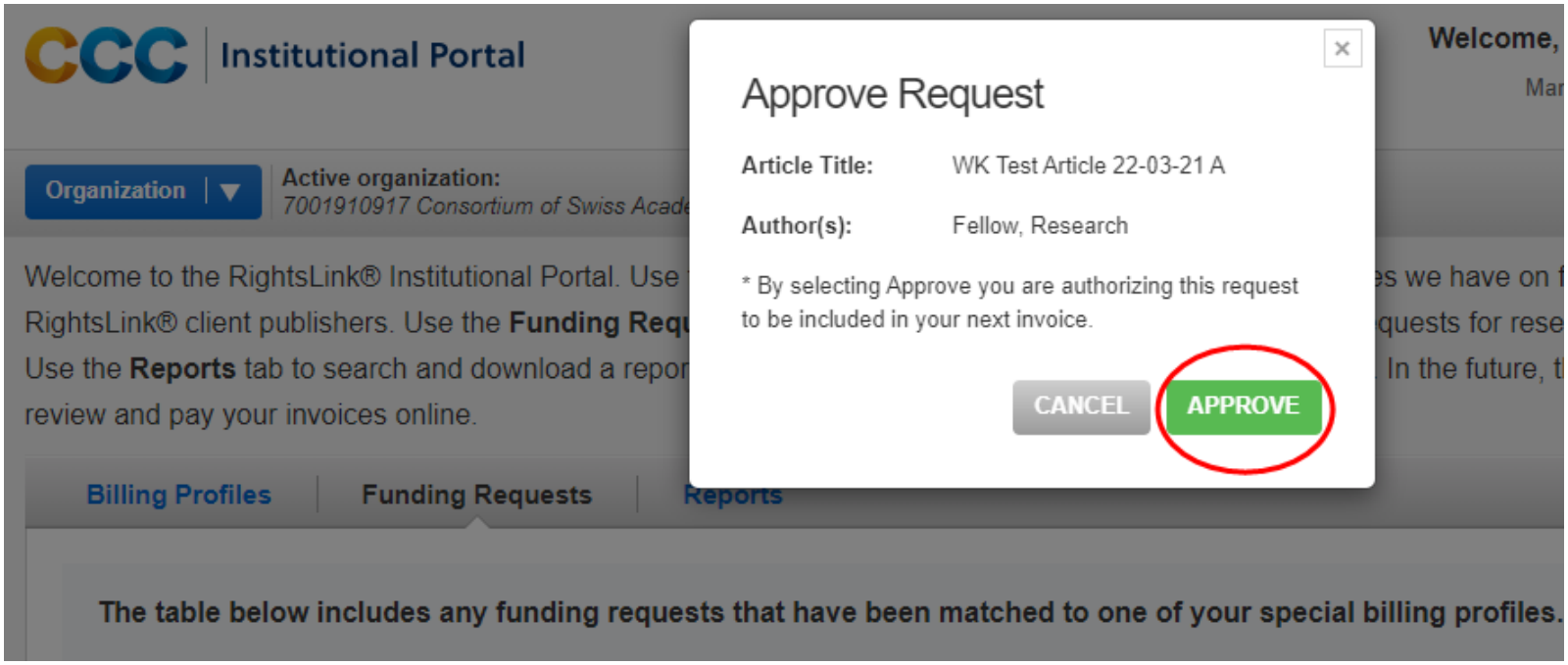
Wolters Kluwer

CCC Copyright Clearance Center

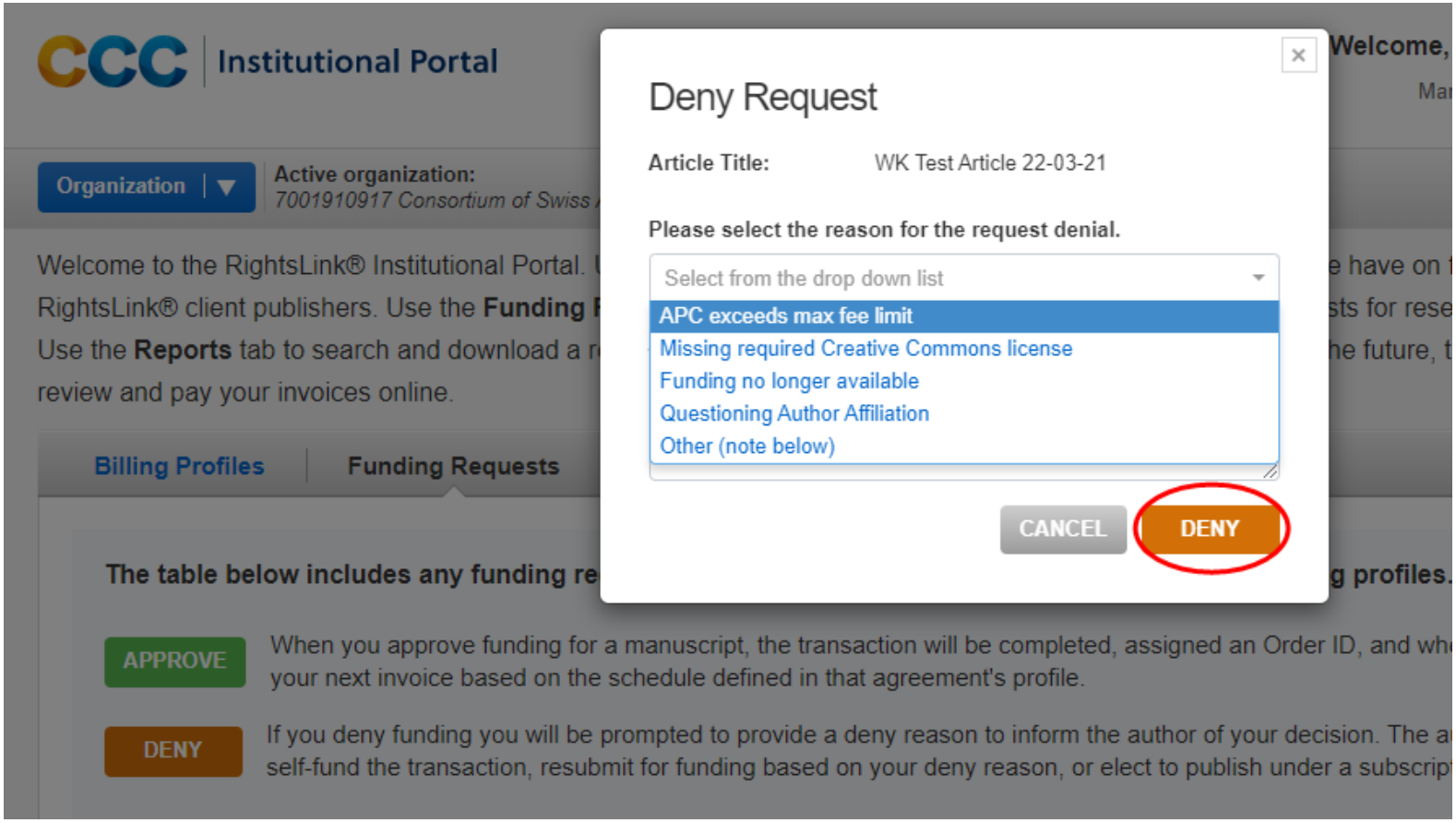
# The Funding Dashboard in Institutional Portal that shows a manuscript in need of a decision



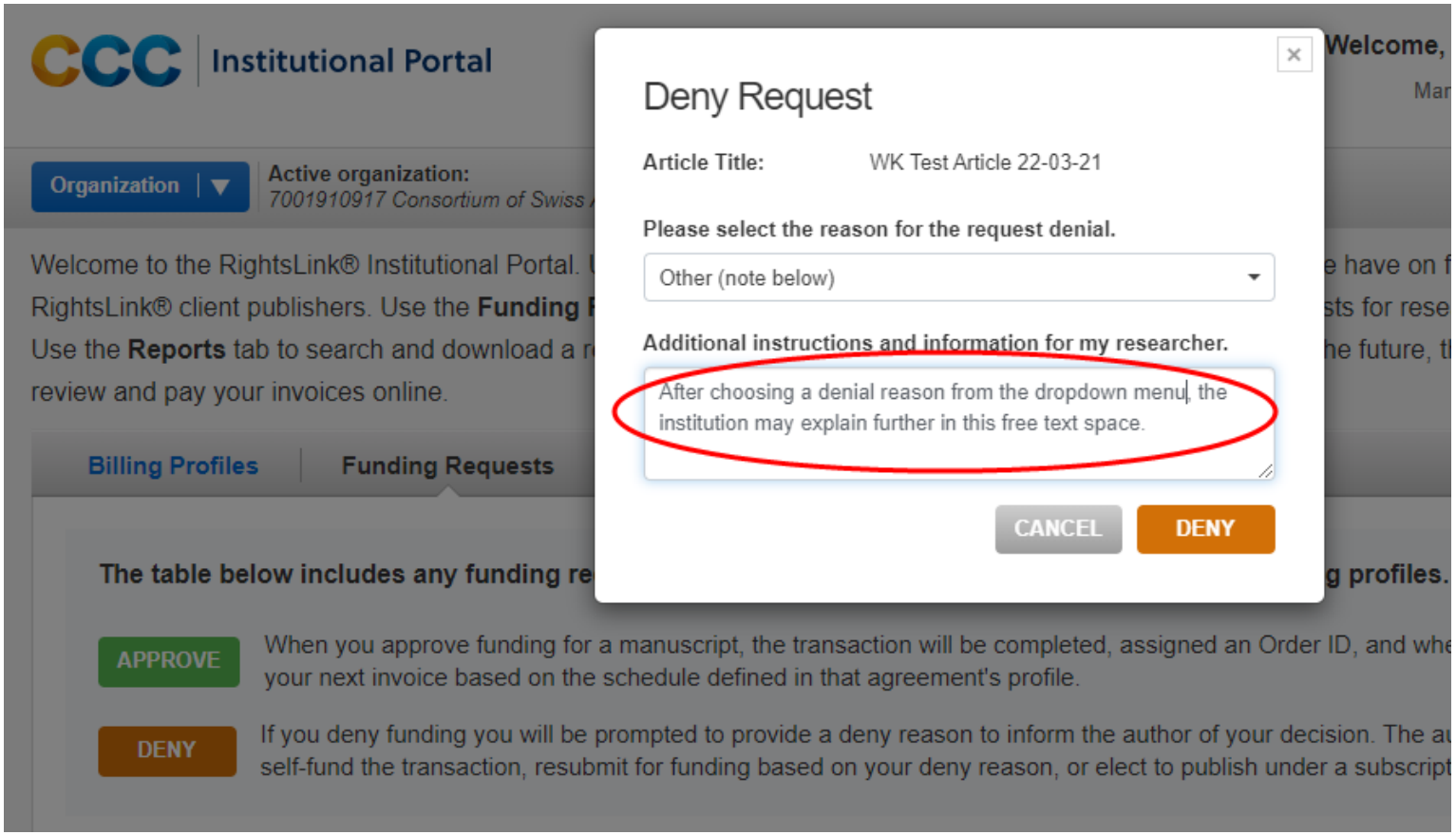
# The ‘Approve’ Funding response box



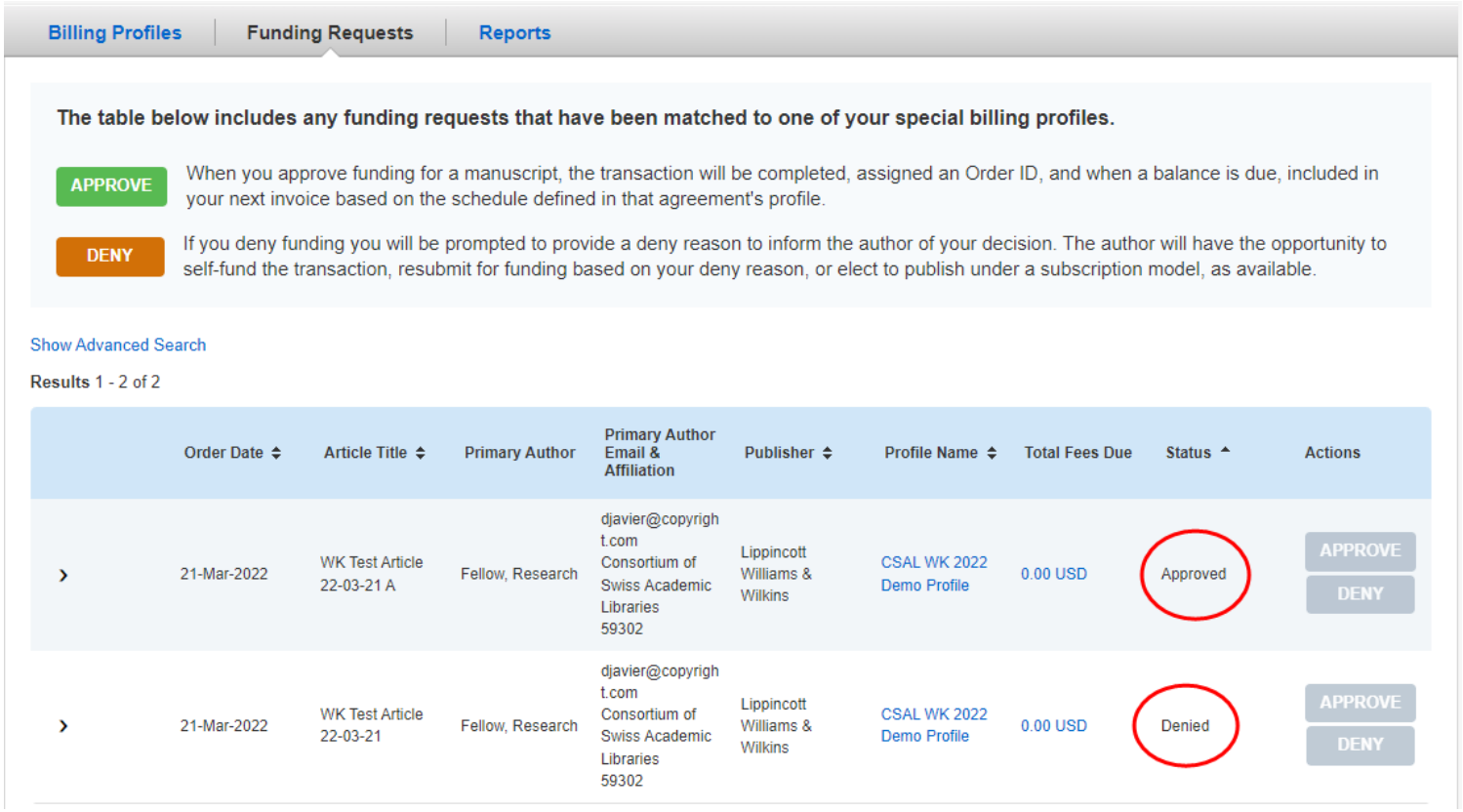
# The ‘Deny’ Funding response box, with the denial reason dropdown menu



# The ‘Deny’ Funding response box, showing custom text space for institution to explain decision



# 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 |



Wolters Kluwer
CCC Copyright Clearance Center

# 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