

NJ ACTS Researcher Guidance: Citation and NIH Compliance

Guidance for NJ ACTS researchers, scholars, trainees, staff, and collaborators (June 2026)

Core Rule

The NJ ACTS CTSA award must be cited **only** when that specific award provided direct support for the work being reported. ***If you cite the NJ ACTS CTSA award in a journal article or other product, you are responsible for ensuring compliance with the NIH Public Access Policy. This includes the Open Access with no embargo requirement.***

This guide explains when to cite the New Jersey Alliance for Clinical and Translational Science (NJ ACTS) CTSA award, which award to cite, and what to include when the product is a journal article. It applies to products supported by NJ ACTS Clinical and Translational Science Awards, including **UM1TR004789, K12TR004788, T32TR004782, and R25TR004777**.

A product may include a journal article, poster, presentation, toolkit, software product, educational material, report, press release, or other document or public statement that describes work supported in whole or in part by the NJ ACTS CTSA award.

Citation Decision Matrix

Scenario	Action Required	Inclusionary/Exclusionary Criteria
Direct Support	CITE the specific CTSA award number.	Inclusionary: Personnel support (investigators/staff directly funded); Operational support (experiments or pilot projects funded by the award); Capacity building (K12 scholar or T32 trainee effort).
Service/Resource Only	ACKNOWLEDGE NJ ACTS; do not cite the award.	Exclusionary: Routine services (REDCap, recruitment support, clinical research unit access); General consultation (biostatistical expertise or platform access).
Affiliation Only	DO NOT CITE the NJ ACTS CTSA award.	Exclusionary: Work supported entirely by external funding (e.g., R01 or foundation grants); Transparency mentions where no financial/personnel support was provided.
CTSA Cited	Use PubMed Central Pathway	Use an approved PubMed Central pathway and monitor Public Access compliance.

Cite the NJ ACTS CTSA award only when that specific award directly supported the work being reported.

The NJ ACTS CTSA award should generally be cited when one or more of the following is true:

- Personnel activity supported by the award contributed to the product.
- The award supported the experiments, analysis, infrastructure, pilot project work, scholar effort, trainee effort, or other activity described in the product.
- The product is clearly connected to the aims and approved scope of that award

The NJ ACTS CTSA award should generally not be cited when one or more of the following is true:

- The only NJ ACTS connection was limited consultation, routine service, or access to a resource
- The work reported was supported entirely by another funding source.
- An NJ ACTS-affiliated author contributed in a role that was outside the scope of the NJ ACTS CTSA award.
- The product mentions NJ ACTS involvement for transparency or courtesy, but the award did not directly support the reported work

NJ ACTS Award Mapping and Scope

Cite the award that directly supported the work being reported. Do not list every NJ ACTS award connected to an author, center, or department.

Grant Number	Scope of Support	Typical Research Output Examples
UM1TR004789	Infrastructure support, in scope pilot project support, core effort, or other work directly supported by the UM1	Pilot project publications, infrastructure-dependent reports.
K12TR004788	Scholar effort, scholar research activity, or related products directly supported by the K12	Scholar-led journal articles and career development products.
T32TR004782	Trainee effort, trainee research activity, or related products directly supported by the T32	Trainee-led publications and educational materials.
R25TR004777	Medical and Pharmacy Fellow research activity, or related products, directly supported by the R25	Fellow-led publications and infrastructure dependent reports.

Protocol for Multi-Award Support: When multiple NIH awards contribute to a product, cite only those that provided substantive support.

Standardized Disclosure Templates

To remain compliant with National Center for Advancing Translational Sciences (NCATS) requirements, investigators must use the following verbatim templates.

UM1 Funding Disclosure: Research reported in this [publication or product] was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under award number UM1TR004789 . The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.
K12 Funding Disclosure: Research reported in this [publication or product] was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under award number K12TR004788 . The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.
T32 Funding Disclosure: Research reported in this [publication or product] was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under award number T32TR004782 . The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.
R25 Funding Disclosure: Research reported in this [publication or product] was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under award number R25TR004777 . The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.
Service or resource support only: Support was provided by the New Jersey Alliance for Clinical and Translational Science (NJ ACTS). NJ ACTS CTSA funding did not directly support the work reported in this product.

For journal articles, the funding acknowledgment should appear in the journal's funding or acknowledgments section, as directed by the journal.

Some public statements or communications products may require additional federal funding disclosure language. When needed, coordinate with NJ ACTS at njacts@rbhs.rutgers.edu.

NIH Public Access Policy & the July 2025 Mandate

July 1, 2025, No-Embargo Mandate

For all journal articles accepted for publication on or after **July 1, 2025**, the NIH mandates a "no embargo" approach. Research must be made publicly available in PubMed Central (PMC) immediately upon the **Official Date of Publication**.

Critical Compliance Standards

- **Immediate Availability:** Compliance is measured against the Official Date of Publication; delays caused by publisher embargos are no longer permitted under federal law.
- **Prohibition of Non-Renderable Formats:** Investigators are **strictly forbidden** from submitting non-renderable or non-machine-readable formats to PMC. All submissions must be in a format that supports full-text search and data mining (e.g., XML or a renderable PDF).
- **Strategic Consequences:** Failure to satisfy these triggered obligations will lead to a "**non-compliant**" status on the investigator's Biosketch, which directly stalls future grant renewals and progress reports.

Investigator Action Plan: Submission to Verification

Investigators must follow this workflow to ensure compliance from the pre-submission phase through post-release monitoring:

1. **Pre-Submission (Citation verification):** Confirm the award citation is correct and notify all coauthors of the mandatory NIH Public Access mandate.
2. **Acceptance (Pathway identification):** Identify whether the PMC deposit is publisher-mediated or author-initiated.
3. **Submission (NIHMS/PMC):** If author-initiated via the NIH Manuscript Submission (NIHMS) system, submit the manuscript immediately upon acceptance.
4. **Verification (Agreement alignment):** Confirm that any publisher agreement aligns with the NIH "No Embargo" requirement.
5. **Monitoring (PMCID tracking):** Track the submission process until a final PMCID is assigned and the record is complete.

Compliance may be achieved through an approved publisher or journal deposit pathway or through NIH Manuscript Submission, depending on the journal.

If the journal or publisher will deposit on your behalf, verify that the arrangement supports immediate public availability on the Official Date of Publication. If author approval is required, monitor email and complete the approval steps promptly.

If author submission through NIH Manuscript Submission is required, submit promptly upon acceptance and monitor the submission until the process is complete.

If your article was accepted before July 1, 2025, earlier NIH Public Access timing rules may still apply. Contact njacts@rbhs.rutgers.edu if you need help determining which policy applies.

Institutional Quality Assurance Checklist

Authors are responsible for the final quality-control check before the public release of any research product:

- **Pre-submission:** Is the work directly supported by an NJ ACTS award? Have I selected the correct award number (**UM1TR004789, K12TR004788, T32TR004782, or R25TR004777**)?
- **At Acceptance:** Have all coauthors been notified of NIH support? Is a compliant PMC pathway identified? If the publication was accepted **before July 1, 2025**, have I contacted the compliance office for clarification on the applicable policy version?
- **Before Release:** Does the product contain the verbatim NCATS disclosure and disclaimer? Is the format renderable and machine-readable?
- **Post-Release:** Has NJ ACTS (njacts@rbhs.rutgers.edu) been notified to ensure the product is recorded in institutional tracking?

Support and Resources

For assistance with direct support determinations, NIHMS/PMC pathways, or correcting omitted citations, contact NJ ACTS immediately.

NJ ACTS Contact: njacts@rbhs.rutgers.edu

Key NIH and Institutional Resources

- [NIH Policy: Communicating and Acknowledging Federal Funding](#)
- [NIH Public Access Policy Overview](#)
- [NIH Manuscript Submission \(NIHMS\) Guidance](#)
- [NJ ACTS Cite the CTSA](#)
- [Rutgers Libraries - NIH Public Access Policy](#)