RightsLink for Scientific Communications – Author Funding Workflow for CSAL
• 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 institutions agreement with the publisher if their article is accepted for publication
Initial Offer Funding Workflow

- The author will receive this email on acceptance and must still transact for the funding workflow.
Messaging on the funding option screen helps the author make appropriate institution selection or pay APC charges on their own.
Authors must select the CC BY NC ND License.

- In RightsLink, authors are instructed to choose either NONE / OTHER CCBY NC ND License or ULA – CCBY License from a drop-down menu.

- Authors should also choose the matching license on the License To Publish form the journal requires them to complete, i.e., Schedule A for CCBY and Choose ‘ULA‘ or Schedule B for CCBY NC ND.
The Order Confirmation screen the author sees after requesting funding
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.
Author receives Order Confirmation for Funding Request

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: GDH179405
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.: +1-617-522-5543 / +1-877-646-2777
Wolters_Kluwer_Support@copyright.com
www.copyright.com
The Funding Status email the author receives when funding is approved
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](https://s100.copyright.com/App/PaymentTermsAndConditions.jsp)

- **Editorial manager: A tutorial for authors**
RightsLink for Scientific Communications – Institutional Workflow for CSAL
Institutional Notification of Author Request for Funding

- The Funding Request Email that the institution receives when the author requests funding.
The Funding Dashboard in Institutional Portal that shows a manuscript in need of a decision
The ‘Approve’ Funding response box

The image shows a screenshot of the CCC Institutional Portal, specifically the 'Approve Request' window. The window displays the article title 'WK Test Article 22-03-21 A' and the author(s) 'Fellow, Research'. There is a note that by selecting 'Approve', the request to be included in the next invoice is authorized.

The portal includes options for 'Organization', 'Billing Profiles', 'Funding Requests', and 'Reports'. Below the 'Reports' tab, it mentions that the table includes any funding requests matched to special billing profiles.
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

<table>
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<th>Order Date</th>
<th>Article Title</th>
<th>Primary Author</th>
<th>Publisher</th>
<th>Profile Name</th>
<th>Total Fees Due</th>
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<td>21-Mar-2022</td>
<td>WK Test Article 22-03-21</td>
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</tr>
</tbody>
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Institutional Resources

- **WKHealth_Support@copyright.com**
  - General customer service queries
  - Cancel an order

- **Institution Resource Center on copyright.com:**
  [https://www.copyright.com/rlinstitutionalportalrc/](https://www.copyright.com/rlinstitutionalportalrc/)

- Instructional videos and helpful pdf guides available here:
  [https://www.copyright.com/rlinstitutionalportalrc-guides/](https://www.copyright.com/rlinstitutionalportalrc-guides/)

- The Guide dedicated to how Funding Requests work in Institutional Portal:
Thank you!

Tarryn Greenberg, Lead Publisher, Open Access

Tarryn.Greenberg@wolterskluwer.com