OPEN ACCESS COMPLIANCE CHECKLIST FOR UKRI FUNDED BOOKS AND CHAPTERS

This guide has been prepared to help you as a UKRI-funded researcher at the University of Bath to ensure your UKRI-funded books and chapters comply with the new UKRI open access (OA) requirements.

☐ **Is your output in scope of policy?**

The policy applies to monographs, book chapters, edited collections, when they are required to acknowledge funding from UKRI, and are published on or after 1 January 2024 (exemption is available for when a contract was signed before 1 Jan 2024).

Which route to compliance will you take?

☐ Publish OA on the publisher website - Version of Record (VoR) immediately OA with a Creative Commons (CC) licence. May require payment of a book processing charge – see information below.

☐ Deposit in a repository – Author Accepted Manuscript (AAM) or VoR OA with a CC licence, max 12-month embargo.

At submission of book proposal

☐ Notify the publisher at the earliest opportunity about the UKRI OA requirements that apply to your longform output.

☐ Contact OA team for help reviewing compliance of publisher OA options.

Before signing publishing contract

☐ Make sure you've informed the publisher and any collaborators about UKRI OA requirements for your monograph.

☐ Contact OA team to confirm which route to compliance you will take (applies to all outputs).

☐ Contact OA team if you need to apply for funding from the UKRI OA monographs fund.

☐ Contact OA team if you think you might need to use one of UKRI's policy exemptions.

Applying to the UKRI OA monographs fund

☐ The OA team will ask you to submit an online form with the details of your longform output. They will then apply to the UKRI OA monographs fund on your behalf. Successful applications will demonstrate a "substantial link" between their output and the UKRI funding + the author(s) and the UKRI funding.

☐ Do not enter any contractual agreement, commit to OA, or commit to pay a book processing charge until we have received UKRI approval of eligibility and costs.

☐ Once UKRI confirm this, the OA team will contact you and provide billing details for the publisher's invoice. Then you can sign the contract to publish OA.

After publication

☐ Notify OA team of publication. The URL/DOI will be required and the team will check the book/chapter is compliant. They will submit a claim to the UKRI for the costs that they have already agreed to pay.

☐ Upload your book or chapter to Pure (AAM or VoR) – notify OA team about licensing and embargo, if required.

If you have any queries, please email: openaccess@bath.ac.uk