



INSTITUTIONAL
OPEN ACCESS
PROGRAM

MDPI
St. Alban-Anlage 66
CH-4020 Basel
Switzerland

Tel. +41 61 683 77 34
Fax +41 61 302 89 18
E-Mail freeland@mdpi.com
► www.mdpi.com

Institutional Access to the MDPI Submission System (SuSy)





Contents

What is SuSy?	3
Login to Your Account and Update Your Profile Data	3
IOAP Participant View	4
Selection of the Program, Eligibility Criteria and Payment Types	6
Manage Your Automated E-Mail Alerts	8
Affiliated Editors	8
Articles Published	9
Contact	9



What is SuSy?

Institutions receive free access to MDPI's Submission System "SuSy" as part of the institutional open access program, where information on papers submitted and published by associated authors can be viewed. This allows for central control over the papers that have been submitted to our journals, including information on authors, co-authors, submission date, title, current status, article processing information, and more. The first version or (if available) the accepted version of each paper submitted by an author associated with the institution can be viewed. The platform allows for all relevant data to be exported as an Excel readable *.csv file. Also, information on articles published since 2010 can be accessed (for articles from 1996–2010, the search function via www.mdpi.com can be used).

The aim is to provide libraries and central offices additional control and transparency over papers submitted to our journals, and provide early notification of potential costs involved with the submissions. The system also allows for an e-mail alert for whenever a new paper is submitted to an MDPI journal.

Login to Your Account and Update Your Profile Data

To gain access to the institutional open access program page in the MDPI SuSy environment, participants can go to <https://susy.mdpi.com> and enter the e-mail address of the institution and password. The password can be changed on the first login under "User Menu", "Change Password".

MDPI Journals A-Z Information & Guidelines About Editorial Process Login Register Submit

MDPI Submission System Login

Login

E-Mail address

Password

[Forgot your password?](#)

[Not registered yet? Register now.](#)

Login

Your benefits of registering with mdpi.com:

As a registered user you can:

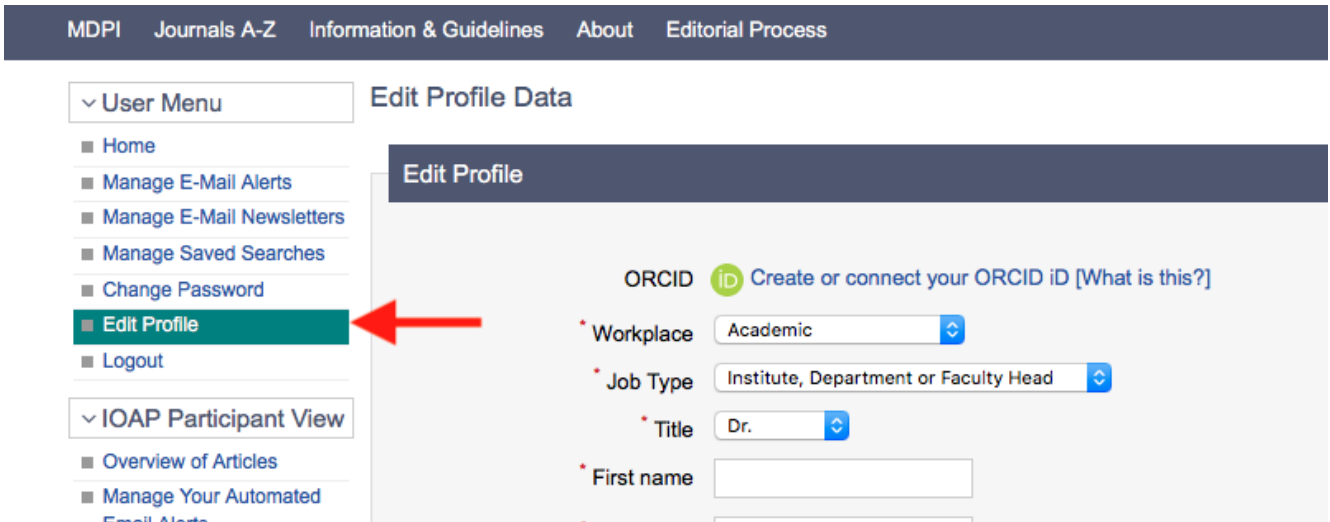
- submit and track the progress of your manuscripts online
- subscribe to receive free table of contents for your favorite journals
- manage your e-mail alerts and alert frequency
- save and manage your search queries
- receive new publications matching your search queries

Registration takes 30 seconds. [Register now.](#)

GeoTrust
SECURED
2016-10-27 UTC

© 1996-2016 MDPI AG (Basel, Switzerland) unless otherwise stated

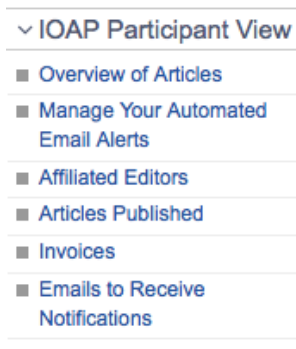
On first login, you may view and check your profile data within the system. Please view under “Edit Profile”:



The screenshot shows the MDPI website navigation bar with links for MDPI, Journals A-Z, Information & Guidelines, About, and Editorial Process. Below the navigation bar is a 'User Menu' with options: Home, Manage E-Mail Alerts, Manage E-Mail Newsletters, Manage Saved Searches, Change Password, Edit Profile (highlighted with a red arrow), and Logout. Below the User Menu is the 'IOAP Participant View' section with options: Overview of Articles, Manage Your Automated Email Alerts, Affiliated Editors, Articles Published, Invoices, and Emails to Receive Notifications. The main content area is titled 'Edit Profile Data' and contains an 'Edit Profile' form. The form includes an ORCID iD link, a 'Workplace' dropdown menu (set to 'Academic'), a 'Job Type' dropdown menu (set to 'Institute, Department or Faculty Head'), a 'Title' dropdown menu (set to 'Dr.'), and a 'First name' text input field.

IOAP Participant View

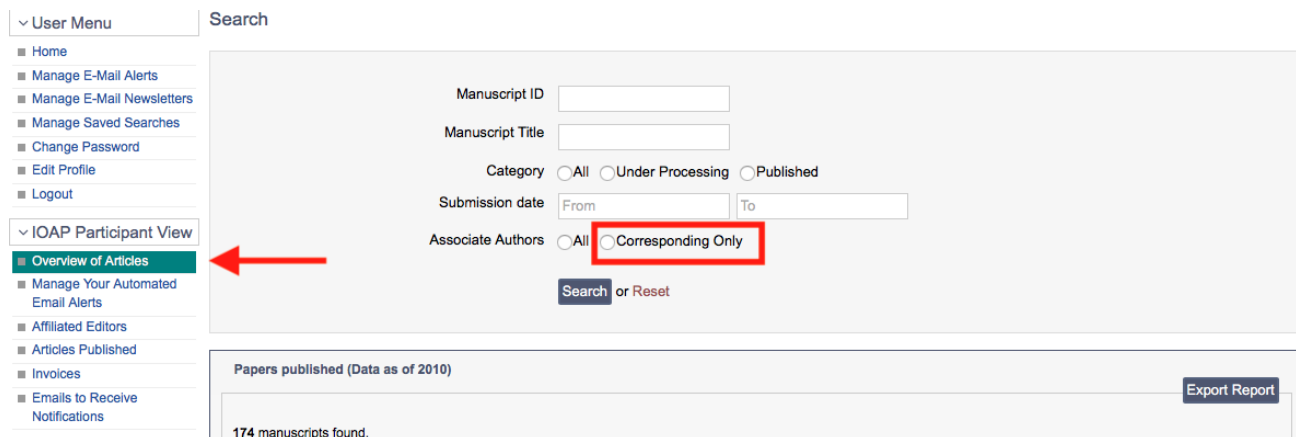
Once the profile is completed, the institution will be able to access the “IOAP Participant View”.



The screenshot shows the 'IOAP Participant View' menu with the following options: Overview of Articles, Manage Your Automated Email Alerts, Affiliated Editors, Articles Published, Invoices, and Emails to Receive Notifications.

With giving access to this menu, MDPI provides institutions full control over articles submitted by affiliated authors, published papers, payment types, and more. Also, institutions are able to manage their automated e-mail alerts according to their needs, view a list of all affiliated editors at MDPI and check how many corresponding authors published papers in comparison to other authors affiliated with the respective institution.

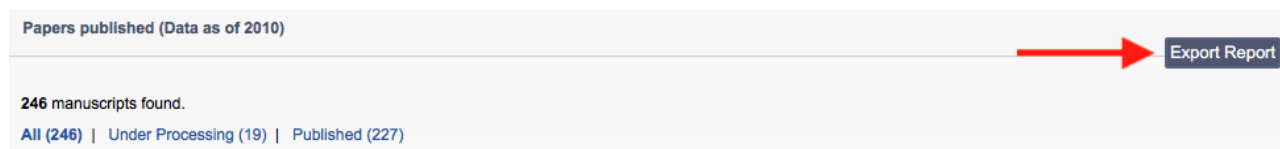
Under “Overview of Articles” articles can be viewed and data can be accessed:



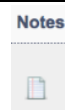
Please note:

1. All data is for articles from 2010 (for articles published from 1996–2010, please go to www.mdpi.com and enter the e-mail domain of your institution in the “Author” search field in the header of the page).
2. Articles published prior to the establishment of the program will be displayed if the author used the e-mail address of the institution (we have filtered out articles that are associated with the domain of the university). For newer articles, we are able to display all that either have an e-mail domain identifier, or where the program was selected during submission.
3. The APC information in the downloadable report shows the journal APC information and the actual invoiced amount. This actual invoiced amount has only been available in the system since August 2014; hence the data will only be complete from then on. It is important to note that the actual invoiced amount is sometimes lower than the journal APC due to discounts or waivers.

The MS Excel report can be accessed by clicking on “Export Report”. Based on feedback from participants, this export may evolve further and contain additional information in the future.



Notes/comments can be added by clicking on the following icon:



The corresponding author can be contacted via this icon:





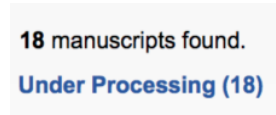
For institutions with a “central billing option”, invoice information can also be viewed by clicking on this button:



Institutions with a “central billing option” are able to control which papers are sent centrally using this radio button. Green = Central Payment; Grey = Author pays



Click on “Under Processing” to view all articles from your institution that have been submitted, but not yet published/rejected



Selection of the Program, Eligibility Criteria and Payment Types

During the submission process, authors are able to select the IOAP in the last step, as shown in the figure below. If the IP address of the institution has been provided, then the IOAP is automatically preselected if the author submits from within the university network.

Institutional Open Access Program Discount

Check if you qualify for a discount via our Institutional Open Access Program (IOAP):

Select IOAP

Select IOAP

Finland

- Aalto University (10%)
- University of Helsinki (25%)

Poland

- AGH University of Science and Technology (10%)
- Poznan University of Technology (10%)
- Silesian University of Technology (25%)
- Wroclaw University of Science and Technology (10%)
- Wroclaw University of Environmental and Life Sciences (10%)

For institutions with specific eligibility criteria, these are displayed to the author as soon as the institution is selected.



Institutional Open Access Program Discount Upload to Preprints

Check if you qualify for a discount via our Institutional Open Access Program (IOAP):

University of Cambridge (10%)

10% reduction on the APC.

Confirm

Institutional Open Access Program Discount Upload to Preprints

Please note the eligibility criteria for the University of Cambridge's central open access funds.

Gold funds are available for:

- Papers acknowledging funding from Arthritis Research UK, Breast Cancer Campaign, British Heart Foundation, Cancer Research UK, Leukaemia & Lymphoma Research and the Wellcome Trust, where the corresponding author is at the University of Cambridge
- Papers acknowledging RCUK funding (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC), where the corresponding author is at the University of Cambridge

All Cambridge authors will receive the IOAP discount. But please note that there are no central funds available for authors who are not eligible under the above-mentioned criteria. Non-funded authors will be requested to pay for Article Processing Charges from their own budgets.

For further information, please visit: www.openaccess.cam.ac.uk
or email info@openaccess.cam.ac.uk

- I am eligible for central funding under the above mentioned eligibility criteria
- I am not eligible for central funding under the above mentioned eligibility criteria

Submit & Finish

In principle, corresponding authors affiliated with the institution are eligible for central billing. However, in the UK, more stringent eligibility criteria are common for most open access funds. Therefore, participants can specify their eligibility criteria when setting up their program with MDPI, and we then prompt authors to confirm these in our submission system.

Our staff cross-check all incoming submissions and participants receive notifications by email whenever a paper has been submitted. If a paper has been wrongly submitted to your institution, please contact ioap@mdpi.com and the respective editorial office by email.

MDPI allows its participants to choose between two payment types: “non-central (*author-distributed invoicing*)” and “*central invoicing*.”

With central invoicing, institutions agree to pay for the published articles by affiliated authors from a central fund. The institutions provide a central billing address and will receive the article invoices once the papers by affiliated authors have been accepted for publication in MDPI journals. If the institution does not choose the central invoicing option, the author-distributed invoicing

comes into effect and we will per default send the invoices for accepted papers to the authors.

To simplify the payment process, we can adjust our invoicing procedure to meet the needs of each institution. We are able to customize invoices as required, bundle them, or issue them only on a specific day each month. We can continue to send invoices to the author (non-central/author-distributed payment) or issue invoices centrally to an address of choice (central invoicing).

Manage Your Automated E-Mail Alerts

Under “Manage Your Automated E-Mail Alerts” you are able to select when to be notified of submissions from associated authors to our journals:

Manage email alerts



The screenshot shows a web interface titled "by Subjects". It contains a table with three rows of alert options. The first row, "Submission of new article", has a checked checkbox and a green "included" button. The second row, "Acceptance of article for publication", has an unchecked checkbox. The third row, "Publication of article online", has an unchecked checkbox.

by Subjects	
<input checked="" type="checkbox"/> Submission of new article	included
<input type="checkbox"/> Acceptance of article for publication	
<input type="checkbox"/> Publication of article online	

Participants can choose to be notified by e-mail whenever a paper has been submitted from affiliated authors, and/or papers are accepted for publication, and/or as soon as papers are published online. Per default, institutions receive an e-mail notification when affiliated authors submit a paper to one of MDPI’s journals. However, if the institution does not want to receive the notification e-mail, it is possible to edit the alert settings according to their preferences.

Affiliated Editors

Participant institutions are also able to view a list of Editorial Board Members and Guest Editors affiliated with the institution. To view the list, login to the institution’s SuSy account and navigate to *Affiliated Editors*. A list will be displayed that shows the name and role of the affiliated editors as well as the journal and/or Special Issue they are connected with.

Articles Published

Under *Articles Published* participants are able to view statistics regarding the number of corresponding authors in comparison to other authors. This may be of interest for institutions that offer central invoicing for papers published by corresponding authors only.

Contact

For questions and feedback, please contact us at:

E-Mail: ioap@mdpi.com

by Post:

MDPI AG

Postfach, CH-4020 Basel, Switzerland

St. Alban-Anlage 66, CH-4052 Basel

Tel. +41 61 683 77 34 (office)

Fax +41 61 302 89 18 (office)

For answers to frequently asked questions about the program, please go to:

http://www.mdpi.com/about/ioap_faq