

# OA Account Process

## Account administrators

- An account administrator is someone who is nominated to have access to the Read and Publish account for agreement administration purposes (e.g. someone from a participating institution and/or consortium).
- Account administrators will be provided with a link to the online portal.
- Each account administrator will be linked to the RingGold ID(s) for the relevant institution or consortium.
- Account administrators will be informed of requests to use funds by authors whose institutional affiliation matches the associated RingGold ID(s).
- If a consortium or institution has a central account administrator, this account administrator can be set up with appropriate RingGold IDs for all participating institutions and will be informed of requests to use funds by authors across the consortium/institution.
- Each account administrator will be able to approve/reject requests for which they receive email communications.

## Activating the account

- The account will be activated by OUP after the relevant invoice(s) have been sent to the Customer

## Author workflow

- Authors will be required to provide their accurate institutional affiliation at the point of article submission to the journal.
- The article will go through peer-review, and if accepted the author will receive an email inviting them to access the SciPris portal.
- Authors of eligible articles who are affiliated with participating institutions (as identified using Ringgold ID(s)) will be directed to the Read and Publish workflow.
- The author agrees their license to publish their article and submits a request to use the Read and Publish agreement.

**Author guide:** [https://fdslive.oup.com/www.oup.com/academic/pdf/online/r&p\\_author\\_guide.pdf](https://fdslive.oup.com/www.oup.com/academic/pdf/online/r&p_author_guide.pdf)

## Approval process

- Account administrators will receive an email when there is a new charge request and can then log in to the SciPris portal to review the request details, before approving or declining the request.
  - o If the request is ineligible, a reason can be provided which will be sent to the author. The author will then need to make alternative arrangements for paying the APC.
  - o If the request is approved, the account administrator approves in the system and can see the remaining article allowance balance.

**Account holder guide:** [https://fdslive.oup.com/www.oup.com/academic/pdf/online/r&p\\_account\\_holder\\_guide.pdf](https://fdslive.oup.com/www.oup.com/academic/pdf/online/r&p_account_holder_guide.pdf)

## Account dashboard

- The article allowance can be monitored in the account dashboard.
- Account administrators will be able to view records for the entire agreement (i.e. their view will not be limited to their institution/Ringgold IDs).
- Information on approved transactions will be available via the dashboard – more information to come.