

RightsLink for Scientific Communications

Support for Institutions in OA Agreement Management and Consolidated APC Payments



Publishers use RightsLink for Scientific Communications to automate their Open Access (OA) workflows, collect publication fees, honor the terms of their OA agreements, and provide transparent datasets to their institutional customers. As a result, over 2,000 institutions, consortia, and funders have access to RightsLink’s Institutional Portal, a user-friendly suite of tools for validating, managing, and reporting on publications made OA through transformative agreements or consolidated APC payments.



Fast Fact:

These tools are available to institutions at no cost.

One Portal, Many Publishers

RightsLink’s Institutional Portal allows institutions to manage all their business with RightsLink publishers in one place—no logging into different portals for different publishers, and no learning new systems as a precursor to a new deal. Institutions get a single dashboard showing all publication information or APC funding requests from all RightsLink publishers. Once an institution is set up for access by its first RightsLink publisher, they are enabled in the system and can use the Portal to manage deals with other RightsLink publishers.

Identifying Your Researchers

RightsLink leverages information from a manuscript submission to identify whether the manuscript should be covered under an institutional agreement. When setting up your deal, your publisher(s) may ask for the persistent identifiers (such as Ringgold IDs) and email domains that your authors may utilize in their submission. Then, in addition to checking all the parameters of your deal—such as the journals included, Creative Commons license requirements, special discounts or waivers to apply—RightsLink will look at the author’s affiliation and/or email address to affirm the manuscript’s “match” to your organization’s deal. Institutional administrators have the option to review all these details before approving the use of the agreement.



Fast Fact:

Since its inception in 2019, nearly 96% of over 100K funding requests were approved by the institution, highlighting the performance of RightsLink’s process for matching manuscripts to agreements.



Last year, IReL undertook a large-scale metadata review project, engaging publishers to standardise reporting... We're delighted to have received such a positive proactive response from Rightslink... This new [report] will foster standardisation according to international best practice across the sector and is a welcome, needed, addition to the infrastructure supporting open access publishing agreements."

Catherine Ferris
IReL Open Scholarship Officer,
in response to a new RightsLink
report launched in 2023.

Time Savings Through Automation

Publishers may provide options to automate parts of the OA workflow based on their specific program and capabilities. Two key automation options RightsLink publishers may offer institutions include:

"Touch-Free" Setting for Authors

This setting simplifies the OA funding experience by removing the authors from the process when a deal is in place. When a manuscript arrives in RightsLink and is identified as a match to an institutional OA agreement, RightsLink will automatically submit a funding request to the institution for review and approval under the deal. The author is notified that a funding decision has been made, alleviating unnecessary questions about APC invoices and ensuring accelerated publication. If the "touch-free" setting is not implemented, authors will instead be prompted to follow a process for submitting their funding request manually.



Fast Fact:

More than 80% of agreements automate the author workload leveraging the touch-free workflow.

"Automated Approvals" Setting for Institutions

This setting makes all funding requests placed under a deal automatically and immediately approved. This setting is often leveraged in unlimited publishing deals when institutions need not review every article that is eligible for OA publication under the deal. RightsLink automatically reads key manuscript metadata alongside the terms of an agreement to ensure that eligible manuscripts are identified, saving time for institutions. If the "automatic approvals" setting is not implemented, institutions will be notified via email when a funding request is waiting for review, then they log in to the Institutional Portal to approve or deny the request.



Fast Fact:

Over 20% of agreements automate the institutional workload by leveraging the automatic approvals setting.

Built-In Features for Institutional Administrators

The Institutional Portal offers many important tools for administrators to manage their researchers' OA publications, including but not limited to:

- **Publisher Profiles List:** A summary of all deals and terms the institution has in place, as filed by RightsLink publishers. These profiles allow institutions to validate the terms of their agreements or consolidated invoicing details and update their contact information. Profiles can be created in support of deals with single research institutions as well as consortia, research funders, and more.
- **Funding Requests Dashboard:** A list of manuscripts where OA funding has been requested. Critical details of each manuscript are shared from the publisher's systems, including corresponding author and affiliation information, co-authors and their affiliations, manuscript name and type, funder associations and grant IDs, and more. Institutions can easily approve or deny funding requests from this dashboard.

Questions?

RightsLink supports many industry-leading publishers but is just one of potentially several systems supporting their publication workflows. Each publisher also has a unique agreement program to administer. If you have additional questions about how your deal should be supported, please start by inquiring directly with the publisher. Once you gain access to the Institutional Portal, you will be able to review a suite of user guides and how-to videos support your understanding of RightsLink.

- **Aggregated & Automated Invoicing:** Particularly useful for institutions that do not have a formal publishing agreement with a RightsLink publisher but do pay one-off APC invoices regularly, RightsLink publishers can create an invoicing profile to consolidate payments for that institution. When an invoicing profile is in place, researchers from the institution can request APC payment from the institution, and if approved by the institution, the system will automatically direct the APC invoice to the correct institutional address and include necessary tax IDs or purchase order numbers. Just like funding requests under a deal, the institution reviews the details of the requested APCs and related manuscripts on the Funding Requests Dashboard before approval. The institution can also opt to aggregate multiple manuscripts' APCs to one invoice billed on a semi-monthly, monthly, quarterly, or semi-annual basis.
- **Reporting:** Institutions have ad-hoc access to comprehensive reporting through the Institutional Portal, summarizing every funding request that has been made under all their agreements with RightsLink publishers, and including all the same data that is available to RightsLink publishers in their reporting. Additionally, institutions can request automated monthly or quarterly statements via email, so they need not log in to get them; the automated options are set up by RightsLink publisher(s) as requested.



Fast Fact:

On average, institutions review and approve funding requests within 3 days of receiving their email notice.



About CCC

A pioneer in voluntary collective licensing, CCC advances copyright, accelerates knowledge, and powers innovation. With expertise in copyright, data quality, data analytics, and FAIR data implementations, CCC and its subsidiary RightsDirect collaborate with stakeholders on innovative solutions to harness the power of data and AI.

Learn more

Contact your CCC team to explore how RightsLink for Scientific Communications can help your organization.

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