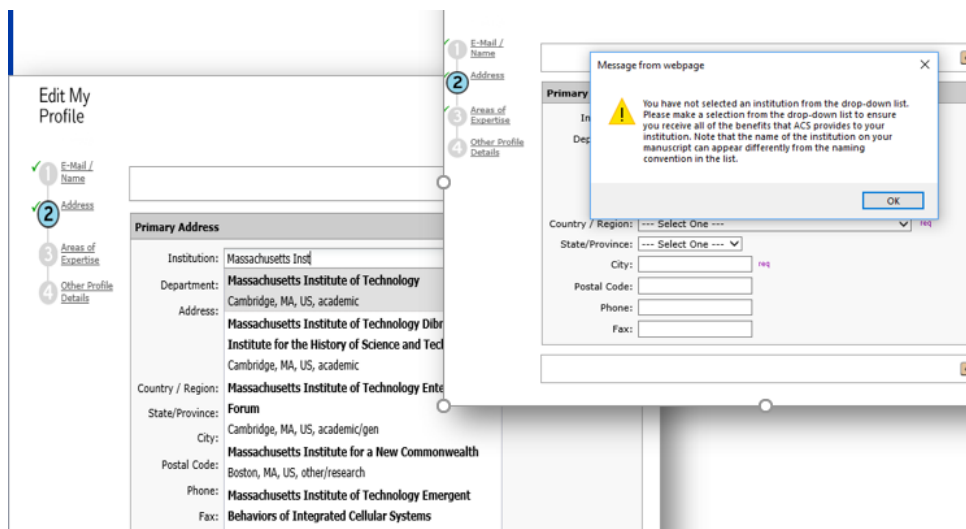


Open Access Funding Request Quick Reference Guide

1. The author MUST select their institution at the time of article submission. If the article is not affiliated with the institution included in the open access agreement, the CCC RightsLink transaction will not prompt them to request funding from that institution.



2. At manuscript acceptance, the author receives an email invitation to enter the Journal Publishing Agreement (JPA) Tool. This tool interactively drives the author to the appropriate JPA based on journal, agreement affiliation and author response.

Journal Publishing Agreement

Our system has identified that your institution/funder has an agreement with ACS. This agreement is associated with "CTK (Central Technical Library at the University of Ljubljana)", which allows you to retain copyright and publish under a CC BY license. Do you want to publish open access as per the agreement?

Yes, I wish to publish open access as per the agreement.
 No, I do not wish to publish open access.

The author is provided the link to CCC RightsLink to complete the funding request at the end of the JPA Tool process:

Journal Publishing Agreement

Next steps

Thank you for taking the time to complete the Journal Publishing Agreement for the Manuscript "Direct Experimental Characterization of the Ferrier Glycosyl Cation in the Gas Phase" for the Journal "Organic Letters". Now that you have submitted your agreement, you will receive an email confirmation shortly that includes a copy of the completed form for your records.

Your ACS Journal Publishing Agreement stipulates that your article will be made open, and therefore you will retain copyright. However, please note that **an order must be completed** before ACS can publish your manuscript.

You will be redirected to our ecommerce partner to place your order.
We value your feedback and are interested in finding out more about your experience today. Please complete a brief survey which will take less than 5 minutes.

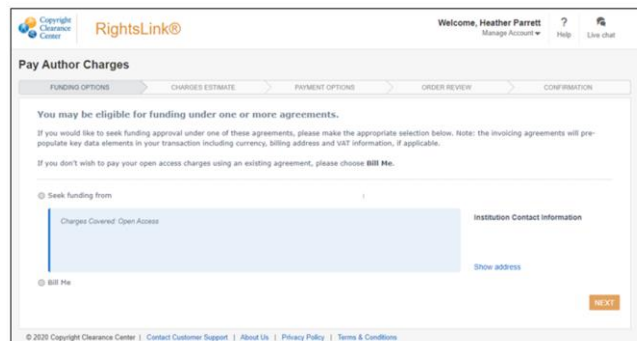
3. The author also currently receives an acceptance email that includes a link to CCC RightsLink where they can request funding** through an Open Access agreement or affiliation with an institution.



Dear Dr. Al-Babili,

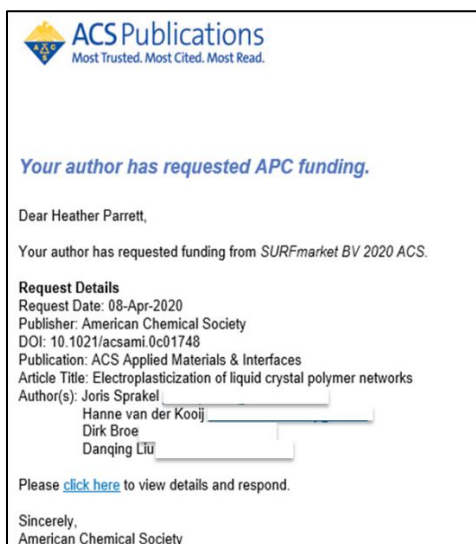
For your accepted manuscript, 10.1021/acs.jafc.9b01749, in *Journal of Agricultural and Food Chemistry*, if your funder or institution requires open access or participates in an open access program with ACS, your next step should be to [Click here](#).

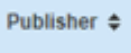
This link opens an order page, allowing you to choose from ACS' open access options, select your license, enter any discounts, and complete your purchase. Where available, this link also allows you to seek funding approval from your institution. More information on certain funder and institutional requirements can be found at [ACS Funder Options](#).



**Agreement Administrators can also complete this transaction if they have the CCC RightsLink transaction link. Simply click the link and complete the transaction on behalf of the author

4. Agreement Administrators will receive a notification of funding eligibility at manuscript acceptance and another email notification of a funding request.



5. Click the link in the notification email and login to the CCC RightsLink portal to review funding requests.
 - a. Note that If you have agreements with other publishers that utilize CCC, all of your transactions will show up in one place. You can sort by using the arrows 
6. Approve or Deny by clicking the appropriate button.
 - a. If the request is denied, a reason can be selected that will be provided to the author in the automated notification.
 - b. Once a request has been acted upon, the boxes are greyed out.
 - c. If you have agreements with other publishers that utilize CCC, all of transactions will show up in one place.

Articles approved after the token balance has been consumed will be billed directly from CCC. It is critical that you monitor and manage your token balance; there are no refunds for articles approved and billed after the agreement tokens are consumed.

[Billing Profiles](#) | [Funding Requests](#) | [Reports](#)

The table below includes any funding requests that have been matched to one of your special billing profiles.

APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

Results 1 - 4 of 4

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
30-Apr-2018	Test_manuscript_please_ignore_03262018c	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Pending	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
02-Apr-2018	Test_manuscript_please_ignore_03262018e	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Approved	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>

7. Agreement Administrators can use the Billing Profiles tab to check token balances and usage by clicking on the arrow to the left of the Institution name (yellow circle). Notifications for token thresholds can be set by clicking on the bell shape to the right (blue circle).



Your Institution Info Here Daily Agreement label 01-Jan-2020 31-Dec-2020 Active 

Amount Approved for Invoicing 0.00 USD

Number of APC Tokens Remaining 20

Value of APC Tokens Used 6,250.00 USD 

Number of APC Tokens Used 122

Click on create Notification to set up new notifications. These can be set to existing contacts from the profile or new contact information can be entered for notifications by choosing Other in the “Select Contacts” and clicking the green + sign. Do not forget to click Save when you are finished.

CREATE NOTIFICATION

There are no custom notifications currently setup for this profile.

Billing Profiles | Funding Requests | Reports

Billing Profiles > Manage Notifications > Create Notification

Create Notification for | Your Institution Info here

1. SELECT CONTACTS

Select Contact

2. SELECT TRIGGER

Trigger this email when

- Amount Approved for Invoicing
- Number of APC Tokens Used
- Number of APC Tokens Remaining
- APC Threshold - Funds Remaining

has reached

Enter a positive, numeric value

This number is the threshold that will trigger your custom email.

- **Amount Approved for Invoicing** emails will trigger once the amount of spending approved under this profile has reached or exceeded this number (in USD).
- **Number of APC Tokens Used** emails will trigger once the total number of tokens used under this profile has reached or exceeded this number.
- **Number of APC Tokens Remaining** emails will trigger once the total number of tokens available on this profile has reached or gone below this number.
- **APC Threshold - Funds Remaining** emails will trigger once the total threshold fund remaining on this profile has reached or gone below this number (in USD).

CANCEL SAVE