## IOP Publishing institutional open access workflow

	Submission	First decision	Revision	Acceptance	Production	Publication	Post-publication
Author	Supply manuscript with basic metadata:  • Affiliation  • Decision on OA/non-OA	Receive e-mail from IOP that funding may be available under central deal. Considered OA unless active opt out	Receive copyright form/licence to publish to sign	Notification of APC funding accepted/ rejected			
Institution/ Funder  IIII				Receives e-mail about article for approval of funding with author manuscript:  • Approves or denies OA funding request within 3 days			Each quarter the institution/funder receives:  • A list of published articles  • Their invoice or statement of account (as appropriate)
Publishing		Automated system identifies potentially qualifying articles based upon corresponding author's affiliation and e-mail domain. Notification e-mail sent to author		E-mail sent to institutional contact for funding validation  • Responses recorded and updated in article submission system  • Accepted manuscript uploaded to IOPscience  • Article assigned to institutional fund	Funding information captured in XML	Metadata deposited in Crossref	