



Copyright Clearance Center

RightsLink Quick Reference Guide:

Request Funding for Article Processing Charges

Request Funding for Article Processing Charges

RightsLink makes it easy for authors to request funding for Article Processing Charges (APCs) from their institution or funding organization.

Please note: You must check-out and click “Place Order” for the funding request, even if the charges due are zero.

1. Funding Options Page

- To begin the process, click on the link in a publisher or RightsLink e-mail. You may also be linked to the page by your organization’s article submissions page.
- RightsLink recognizes when an author is affiliated with an institution or funding organization with an agreement with the publisher. If you see the “Funding Options” page, you may request funding, instead of paying processing charges directly.
- Select the radio button next to the funding organization name. Additional details about covered charges may appear in the blue box.
-  **TIP:** If you do not wish to request funding, select “Bill Me” to pay the charges on your own.
- Click on the “Next” button to view “Charges Estimate” page. This page displays charges that can be covered by the funding agree-

PAY AUTHOR CHARGES FOR

"The psychological effects of social distancing and isolation"

Author: John Smith
Manuscript ID: ExtManuD

[Funding Options](#) [Charges Estimate](#) [Sign In / Registration](#)

You may be eligible for funding under one or more institutional agreements

You can seek funding directly from your institution for your article processing charges (calculated on the next page) by making the appropriate institution s. Alternatively, if you wish to pay your article processing charges on your own, choose "Bill Me" below and click "Next".

☐ Seek Funding From CCC University

Note from your Institution:
This is where your institution can give you special messaging, advising you of any steps you may need to take prior to submitting a funding request, submitted.

Note from your Publisher:
This is where your publisher will advise you of any special information about this agreement which may be pertinent to the rest of your funding request.

Charges Covered: Open Access

☐ Bill Me

2. Register with RightsLink

- You must be registered with RightsLink to complete the transaction. If you already have an account, select “Sign In” to log in.
- To register, complete the registration form. Some fields pre-populate with the primary author’s information, but anyone can register and transact the APCs. Update the information to reflect your details if you are transacting on behalf of the the author.
- After completing the fields, click on “Register” to create the account

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[Register for RightsLink](#)

3. Login and Check-Out

- Login with your existing or new username and password. Your username is the e-mail address with which you registered.
- When the total due is zero, you will see the “Order Review” page. If a balance is due, you are asked to enter your address and payment method. See the “Transacting Author Charges Orders” guide/video for details.
- Review the order details for accuracy.
- Read and accept the publisher’s terms and conditions and click on “Place Order”. The Order confirmation page will appear.
- Click on “Order Details” to view the order or “Print Order” to view a printable copy of the order.

Questions?

- [RightsLink Author Resource Center](#) – Videos and Guides
- Search the [RightsLink Knowledgebase](#), or
- Use Live Chat option within the application

