



CRUE-CSIC Consortium SN Transformative Agreement

**OA Publishing Services
Author eligibility workflow
AAS and Reporting
FAQ**

Greta Ciuk – Open Access Coordinator

SPRINGER NATURE GROUP



Introduction to Open Access Publishing Services

Open access publishing process



Submission

Manuscript is submitted

Submitting author provides e.g.

FundRef and **ORCID** information, article category is assigned

Peer review is conducted in the following



Editorial Acceptance

After editorial acceptance, the corresponding author is able to identify themselves as affiliated to a member institution



Identification

OA agreement specific eligibility check: in-scope journals, article types
Corresponding author identifies themselves as connected to a member institution



Verification

Identified article is sent to the member institution's **article approval service** accounts for **final verification of eligibility**



Publication

The author can now complete the remainder of the production process and the article is published **open access**
An **OA funding note** is added

Author journey after editorial acceptance

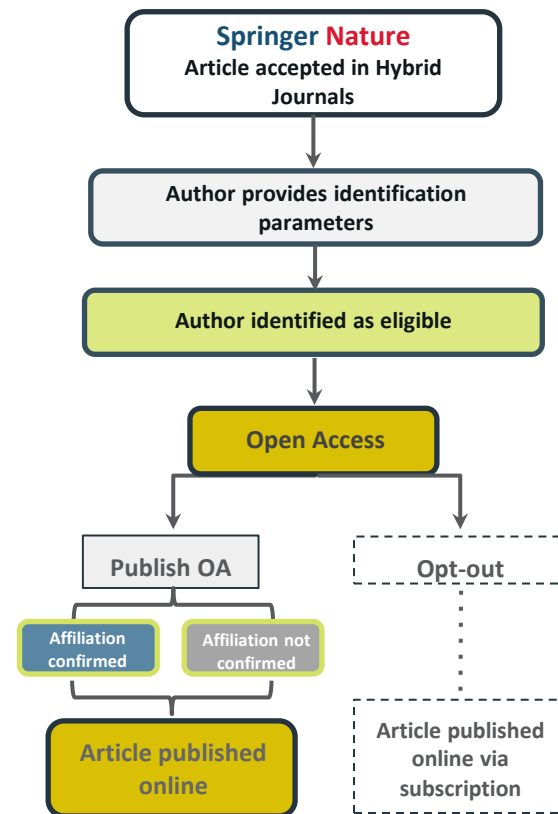
Once an article has been editorially accepted, authors will be able to identify themselves as being affiliated with a relevant institution

Once an author's eligibility is confirmed by the institution, the article is published open access

For hybrid journals, the author has the option to **opt-out** of publishing open access

In case of rejection, the author has the option to publish open access with their own funding or publish traditionally non-open access

To browse the list of eligible journals, please visit the CRUE-CSIC Transformative Agreement website: springernature.com/gp/open-research/institutional-agreements/spain






Author/article identification

After article acceptance, the corresponding author receives an invitation to complete the publication process for the article and the authors are able to identify themselves:

Corresponding author/article identification parameters:

1. Selected institution
2. Email domain recognition
3. IP recognition

Selected Institution 	Institutional Email 	Location 
Please input your institutional affiliation when prompted.	Please use your institutional email address.	Please complete the form while within your institution's network.

A hierarchy is applied to the identification parameters in the order above

When completing the identification phase, the corresponding author will be prompted to type in their institution and then select it from a dropdown list. The email domain and the IP address will instead be picked up by the system automatically

Author/article identification

An author identifies themselves by using the following identification parameters

For example:

1. Selected institution: Fundació Institució dels Centres de Recerca de Catalunya (CERCA)
2. Email domain recognition: University of Vienna
3. IP recognition: University of Rome

→ **‘Selected institution’ is the strongest parameter.** The author is identified as being **affiliated with the Fundació Institució dels Centres de Recerca de Catalunya (CERCA)**

Not all parameters need to be selected nor the same institution needs to be specified across all three parameters for the identification phase to be completed and the funding request sent to an institution



Author Journey after Editorial Acceptance

Email invite to complete process

Once the article is editorially accepted, the corresponding author receives an invitation to complete the publishing agreement

SPRINGER NATURE

Dear Dr. Charles Darwin

We're delighted that your article has been accepted for publication:
'The zoology of the voyage of H.M.S. Beagle'.

You now need to:

- Provide details to help us check whether your article processing charge (APC) is covered by your institution or a journal partner.
- Read and accept your publishing agreement.
- Make a payment if the APC is not covered.

If you want to publish subscription, instead of open access, there will be an option to do that in the following steps.

Continue with publishing your article:

<https://publishing-and-rights.springernature.app/workflow/123>

Kind regards,

Springer Nature Author Service

If you have any questions, please do not hesitate to contact our Author Service team at

ASJournals@springernature.com

Select country

The author is prompted to select their country from a dropdown list

Country or region

This form must be filled in by the corresponding author.

> Why does this matter?

Select your country/region of residence

Spain

Next

Need help?

✉ [Email us](#)

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1234/A7A48FAB-8110-498E-82D3-57A9379AD1EB

Article type
OriginalPaper

Journal
Journal of Research

OA information page

Authors are given basic information about publishing their article open access, including the Article Processing Charge (APC) of the journal

If authors would like to publish subscription instead, this can be selected later in the process

SPRINGER NATURE

Jane Doe ▾

Publishing and rights

Open access

Publishing open access with us (gold OA) lets you share and re-use your article immediately after publication.

The article processing charge (APC) to publish your article open access is:

Article processing charge
(excluding local taxes)

£3780.10 / \$4080.50 / €4120.90

Some organisations will pay some or all of your APC.

We will now check whether your APC is covered by any of our agreements.

If you want to publish subscription, instead of open access, there will be an option to do that in the following steps.

Next

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

Confirm affiliation

Authors will be asked to confirm the affiliation they provided during the Submission phase

If they have moved or it is incorrect they can change it

N.B. Changing affiliation at this point of the process only affects the identification for open access agreements, not the affiliation listed on the published article

Institution or university

During manuscript submission you told us you're affiliated with the following institution:

University of Edinburgh
Edinburgh – United Kingdom

Is this still correct?

☐ Yes, University of Edinburgh is the institution I'm affiliated with

☐ No, I've changed institution

Next

Need help?
[✉ Email us](#)

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

OA information page

Authors are asked to select their institution from the dropdown list - if they cannot find their institution it can be manually typed in as well

Institution or university

Select the institution you are currently affiliated with. If you have more than one current affiliation, choose the one where you completed the research for this article.

Search for your institution or university

If your institution or university does not appear in the results list, please enter it manually below.

Institution name

[Next](#)

Need help?
✉ Email us at OA.verification@springernature.com

Article details

Corresponding author
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1234/7BFC840E-689C-48F2-9EDC-D55E7DBB9122

Article type
OriginalPaper

Journal
Journal of Research

Institutional agreements


If an author's institution has an agreement with Springer Nature to cover the costs of open access publishing, the author will be given information about the agreement in case they are eligible for coverage

Authors are able to opt out of an agreement and publish under a subscription model at this stage

Confirm your eligibility status

Thank you for confirming your institution or university. Based on your selection, you have been identified as affiliated to the institution or university below.

Fundació Institució dels Centres de Recerca de Catalunya (CERCA) [Change](#)



Open access at no cost to you

You have identified yourself as affiliated with the Fundació Institució dels Centres de Recerca de Catalunya (CERCA). The agreement between your institution and Springer Nature enables you to publish your article open access at no cost to you.

On springernature.com/gp/open-research/institutional-agreements/spain you will find specific information on the agreement.

Article details

Corresponding author
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1234/E826E722-A99D-45D8-AFD9-320925D3AEA5

Article type
OriginalPaper

Journal
Journal of Research

Next

► No, I do not want to publish open access

Need help?
✉ Email us at OA.verification@springernature.com

Summary

Authors will be shown a summary of the information they have provided and the agreements they selected, if any of this is incorrect it can be changed at this stage

If the institution does not have an agreement, or it has run out of funds, the author will be informed at this point of the process


Institution or University: Universitat Internacional De Catalunya

 **We do not have an agreement with this institution to pay your APC.**

Check your answers

Institution or University: Fundació Institució dels Centres de Recerca de Catalunya (CERCA)

[Change](#)

 **We have an agreement with this institution to pay your APC.**

Article details

Corresponding author
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1234/CSD57F8E-16EC-4645-9BBF-2F78C1499BDC

Article type
Original Paper

Journal
Journal of Research

What happens next?

- We'll contact organisations you selected and confirm if they'll pay some, or all, of the APC
- We'll email you once we know (normally within 5 days)
- Then you can continue with publishing your article

[Submit for approval](#)

Need help?

 Email us at OA.verification@springernature.com

Publishing model choice

If an author does not have an agreement available to cover the costs of publication, they will be given the option to either publish subscription or pay for open access using other funds

If they select open access, they will have the opportunity to provide billing details

Publishing agreement

Choose how to publish

We encourage you to publish open access if you can — it makes your research more widely available. However, you will need to have the funds to pay the article processing charge (APC).

We suggest that you explore your funding options — it makes your decision easier. How to get information:

- Check our [list of funders](#) first, as your APC funding may be covered
- Consult our [funding support service](#)
- Contact the librarian at your institution

We know that this is not a quick decision — if you want to look for help to pay this before making a choice, you can return to this page when you're ready.

Please select your publication model:

☐ **Publish open access - everyone can read your article for free online**
The APC for this article is £3780.09 / \$4080.50 / €4120.89. The final amount will depend on any local taxes or admin fees.

☐ **Publish subscription - readers will need a subscription to access your article**
Check the conditions of your funding before choosing subscription. Some funders require immediate open access (read about [open access policy requirements](#)).

If you select the subscription publishing route, you accept the journal's standard licensing terms - including embargo and [self-archiving policies](#). These terms replace any others that anyone may declare to apply to any version of the manuscript.

> [What's the difference between open access and subscription?](#)

[Continue](#)

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

Verification

After the identification phase, the article is sent to the Article Approval Service of the specified institution so that the Approval Manager(s) can decide whether to approve or reject the funding request

The verification phase needs to be completed within strict timelines to make sure the article is published within short time frames

Once the Approval Manager has made a decision, the corresponding author is informed via email

Fundació Institut dels Centres de Recerca de Catalunya (CERCA)

Charles Darwin
The zoology of the voyage of H.M.S. Beagle
JISC

Progress

Requested 2011-12-03

Decision pending...

CONFIRM APC COVERAGE

Confirm coverage of APC for this article
Fundació Institut dels Centres de Recerca de Catalunya (CERCA)

Approve article

Note, your decision is final and can not be changed.

FORWARD

Forward request to another institution

Forward article

REJECT APC COVERAGE

Reject coverage of APC for this article

Reject article

Note, your decision is final and can not be changed.

Corresponding author

Name Charles Darwin

First author

Institution Fundació Institut dels Centres de Recerca de Catalunya (CERCA)

Department Life sciences

OA pre-publishing declaration

Authors will be informed whether their APC will be covered by an agreement - if the APC is not covered then the author will have to pay using other means or publish using a subscription model

After this, the author will be able to generate the publishing agreement by confirming whether they are a government employee or not

Agree to publish

Before we can continue with the publication of your article, we need you, the corresponding author, to provide us with permission to publish.

Some governments require a tailored publishing agreement. So we can generate the right agreement for you, tell us if either of these options apply.

Are you, as the corresponding author:

☐ An employee of the United States Government

☐ An employee of the Government of the United Kingdom of Great Britain and Northern Ireland, Canada or Australia

☐ Neither of the above

i If you, or part of your author group, are employees of:

- the European Commission
- an Intergovernmental Organisation (e.g. the IMF or World Bank)

You may need an alternative agreement. Please contact us.

Confirm

Article details

Corresponding author
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1234/BFEF3F20-0970-4AD7-ABE6-B6672AB3D711

Article type
OriginalPaper

Journal
Journal of Research

Author signs the LtP

For OA articles, the author needs to agree to the publishing agreement or Licence to Publish (LtP) post article acceptance

Once signed, the author can download a copy for their records

Agree to publish

Please read the publishing agreement below and accept the terms at the end of the document.

The order of authors in this publishing agreement is not reflective of the order of authors which will appear in your published article. Once you have completed this process, our Production team will send you the article proofs, including the correct list of authors.

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

☐ By ticking this box you are agreeing to the content in this publishing agreement, and are legally bound to it.

You will receive a copy of this document by email after you agree and submit.

Publication

After the coverage of the APC has been agreed by the institution and the author has signed the LtP, the article will continue into the final stages of publication where the author can complete their proofs

Once the author is happy, the article is published online under the relevant open access license



Funding note

The funding note highlights that the costs to publish the article open access (the APC) have been covered by the Transformative Agreement

Funding

Open Access funding provided thanks to the CRUE-CSIC agreement with Springer Nature.

Support for authors

Authors can find for further support on:

- [Author Helpdesk](https://support.springer.com) - support.springer.com
- springernature.com/gp/open-research/institutional-agreements
- springernature.com/gp/open-research/oa-agreements/spain

Learn more about
your eligibility



Participating
institutions
(PDF, 485.11 KB)

Publishing open access in a hybrid journal

Check the list of hybrid journals that are included in the agreement.



Eligible journals
(XLSX, 241.51 KB)

Who to contact

For specific questions about their article or the Transformative Agreement, authors can reach out to the following customer service teams:

1st level: Open Research Support

- orsupport@springernature.com
- Initial contact, queries regarding submission and payments

2nd level: Open Access Verification

- oa.verification@springernature.com
- Queries regarding identification/affiliation and article approval, corresponding author and email changes



Article Approval Service and Reporting

Article Approval Service - Overview

- After the author completes the process, the article is sent to the Article Approval Service (AAS) for **verification** by the **Approval Manager** (AM)
- Allows AMs from institutions to have access to all articles pending verification
- AMs can **approve** or **reject** articles and view details of each manuscript
- Reliable and user-friendly service tool for institutions to verify articles for publication in Springer Nature hybrid journals
- Articles that are published in journals that do not run on the standard workflow are manually inserted to the AAS for verification but might have less metadata due to external workflows

Email notification

An email notification is sent to registered Approval Managers once an article reaches the Article Approval Service (AAS) for a verification decision

To access the AAS, Approval Managers will need to create a Springer Nature account via: login.springer.com/public/gp/login

After an account has been created, the platform can be accessed by visiting: oa-approval.springernature.com

SPRINGER NATURE

Article Approval Service

New article available for verification

Dear Approval Manager,

The below article is currently awaiting verification from 'Fundació Institució dels Centres de Recerca de Catalunya (CERCA)'

Article Title: The zoology of the voyage of H.M.S. Beagle

Corresponding Author: Charles Darwin

DOI: 123/123/123

Please visit your article approval service <https://oa-approval.springernature.app/open> and verify the article at your earliest convenience to avoid delays in publication.

Kind regards,
Open Research Support

If you have any questions, please do not hesitate to contact us at
oa.verification@springernature.com

Article Approval Service I

On the Requests tab, Approval Managers can see any articles which are awaiting a decision (open) and past articles which have been approved or rejected for coverage

The different types of requests can be viewed using the filters on the left side of the screen

Users can also search for articles using the manuscript ID, DOI, article title, author name or email address

Article Approval Service

[Requests](#)
[Reporting](#)
[Change view](#)
[Contact us](#)

Filters

Status

☒ Open
 ☒ Approved
 ☒ Rejected

Institution/Society

Any

▼

Update

Search all requests

Latest request ▼

< Previous Page 1 of 10 Next >

Showing 1 to 10 of 100 requests

Hybrid

Requested: 25 Apr 2025 | Open

Fundació Institut dels Centres de Recerca de Catalunya (CERCA)

Charles Darwin

charles.darwin.evolution@hotmail.com

The zoology of the voyage of H.M.S. Beagle

10.1234/A0F32846-F8AF-49C2-99DE-2C81F39E3843

Institution selection ☒

Email

IP address

View request

Hybrid

Requested: 25 Apr 2025 | Open

Articles can't be approved at this time.

Fundació Institut dels Centres de Recerca de Catalunya (CERCA)

Hans Pumpnickel

hans.pumpnickel@university.org

The history of fish

10.1234/736a4368-dcab-48bb

Institution selection ☒

Email

IP address

View request

SPRINGER NATURE GROUP

Article Approval Service II

Article and author metadata

This page contains all the necessary information for an institution to verify the eligibility of the author and article, such as:

- Corresponding author information
- Article title
- Article type
- Journal type and license
- DOI
- Acknowledgements section
- Identification parameters


Fundació Institució dels Centres de Recerca de Catalunya (CERCA)


Charles Darwin

The zoology of the voyage of H.M.S. Beagle

JISC

Progress

 Requested 2011-12-03

 Decision pending...

CONFIRM APC COVERAGE

Confirm coverage of APC for this article

Fundació Institució dels Centres de Recerca de Catalunya (CERCA)

Approve article

Note, your decision is final and can not be changed.

FORWARD

Forward request to another institution

Forward article

REJECT APC COVERAGE

Reject coverage of APC for this article

Reject article

Note, your decision is final and can not be changed.

Corresponding author




Name: Charles Darwin

First author

Institution: Fundació Institució dels Centres de Recerca de Catalunya (CERCA)

Department: Life sciences

Author identified by

Selected institution	 Fundació Institució dels Centres de Recerca de Catalun...
Author email	 Fundació Institució dels Centres de Recerca de Catalun...
IP address	 Fundació Institució dels Centres de Recerca de Catalun...

Article metadata II

If a corresponding author has more than one affiliation, the additional ones will be displayed under the Further institutions section once the typesetting of the article is completed

If applicable, co-authors will be listed under the Contributing Authors section together with their affiliation(s)

Further institutions (1)

Institution	Universidad del Rosario
Department	School of Medicine and Health Sciences
	Bogotá Colombia

Contributing Authors (3)

Haedar E. S. Al-Safi	haedaralsafi@uma.es
	Universidad de Málaga
	Dpto. Ingeniería de Comunicaciones
	Campus de Teatinos Málaga 29071 Spain
	Universidad de Málaga
	Dpto. Psicología Evolutiva y Educación
	Campus de Teatinos Málaga 29071 Spain

Andrés Ortiz	aortiz@ic.uma.es
	Universidad de Málaga
	Dpto. Ingeniería de Comunicaciones
	Campus de Teatinos Málaga 29071 Spain
	Universidad de Málaga
	Dpto. Psicología Evolutiva y Educación
	Campus de Teatinos Málaga 29071 Spain

Juan L. Luque	juan.luque@uma.es
	Universidad de Málaga
	Dpto. Ingeniería de Comunicaciones
	Campus de Teatinos Málaga 29071 Spain
	Universidad de Málaga
	Dpto. Psicología Evolutiva y Educación
	Campus de Teatinos Málaga 29071 Spain

AAS – Approve or Reject

After assessing the author and their article, the Approval Manager can approve or reject the article for coverage under the agreement

If the article is rejected, the author will either have to fund open access through other means or publish their article subscription

CONFIRM APC COVERAGE

Confirm coverage of APC for this article

Fundació Institució dels Centres de Recerca de Catalunya
(CERCA)

Approve
article

Note, your decision is final and can not be changed.

REJECT APC COVERAGE

Reject coverage of APC for this article

Reject article

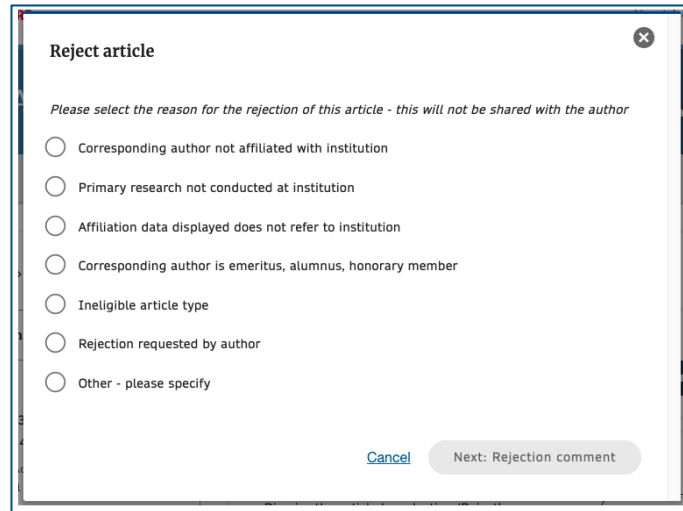
Note, your decision is final and can not be changed.

AAS – Rejection reasons and comments

When rejecting an article, a dialog window will open asking for a rejection reason

For all decisions (approvals and rejections), AMs will have the opportunity to **add a comment** for their records

This extra step helps **preventing accidental rejections**. Please note that the rejection reasons is not shared with authors



Reject article

Please select the reason for the rejection of this article - this will not be shared with the author

- ☐ Corresponding author not affiliated with institution
- ☐ Primary research not conducted at institution
- ☐ Affiliation data displayed does not refer to institution
- ☐ Corresponding author is emeritus, alumnus, honorary member
- ☐ Ineligible article type
- ☐ Rejection requested by author
- ☐ Other - please specify

[Cancel](#) [Next: Rejection comment](#)



Approve article

Please provide any comments related to your decision (optional)

You have 50 words remaining

[Cancel](#) [Approve article](#)

Reporting

On the **Reporting** tab, users can access reports of the articles on their AAS

The reports include data such as author details, article details and relevant dates, e.g. approval date

In addition, our reporting team will send out regular enhanced reports which go through an additional level of quality assurance and are put into the context of the wider agreement and its article allowance

Requests Reporting

Article status report

Article status report

Select the criteria for your report.

Deal

All

Status

- ☐ Open
☒ Approved
☐ Rejected

Date range

From:

01/01/2025



To:

04/25/2025



Choose format

- ☒ Excel file
☐ CSV file



Frequently Asked Questions

4

Frequently Asked Questions – CRUE CSIC Transformative Agreement

1. Who is eligible for coverage?

Students, teaching and research staff affiliated with an eligible institution who are the corresponding author of the article

2. What is the process for changing the corresponding author of a manuscript?

Corresponding authors changes can only be executed for unpublished articles where a funding decision has not been made yet. In this case, the old corresponding author should email the [Open Access Verification team](#) with the details of the new corresponding author who should make sure the information is corrected on the manuscript during the proofing stage

3. Is it possible to convert articles published subscription to open access?

Articles can only be retrospectively covered under the TA if a technical error occurred (ex. institution/journal/article type not recognised as eligible by our system). This will need to be communicated to OA Verification within short time frames in order for the team to decide whether retrocoverage is possible

4. Can we see a preview of the article on the dashboard before approving it?

Due to copyright reasons, it is not possible for Springer Nature to display the article manuscript on the AAS before the funding decision has been made

SN Customer Support Teams: Who to Contact

Topic	Contact
<ul style="list-style-type: none"> Initial contact regarding submission and payments 	<p>Open Research Support</p> <p>orsupport@springernature.com</p>
<ul style="list-style-type: none"> Questions about how to apply for coverage under an agreement Changes to articles during eligibility process (eg author order, affiliations, email address) 	<p>Open Access Verification</p> <p>oa.verification@springernature.com</p>
<ul style="list-style-type: none"> Queries about workflows, contract status and setups, technical issues Escalations from customer services 	<p>Open Access Reporting</p> <p>oa.agreements.reporting@springernature.com</p>
<ul style="list-style-type: none"> Inquiries about products and subscriptions New joiners to the existing agreements 	<p>Sales Contact</p> <p>SPRINGER NATURE GROUP</p>



THANK YOU

Any questions?