



# Agreement: MDPI Institutional Open Access Program (IOAP)

## Parties

University of Tuscia, Italy (the Institution) and MDPI, St. Alban-Anlage 66, 4052 Basel, Switzerland (MDPI)

## Terms

### *IOAP*

Institutional Open Access Program. A scheme operated by MDPI for the purpose of sharing information with participating institutions.

### *Manuscript*

A piece of research with identified authors submitted to an MDPI journal with the aim of publication as a research paper. All submitted manuscripts containing original research undergo a rigorous peer review process following the norms for research journals.

### *APC*

Article processing charge. A per-article fee that covers the cost of administration of peer review, professional production (including copy-editing, language editing, and preparation of final published versions in PDF, XML, and other formats), journal management (including communication with the editorial board, development of editorial strategy, dissemination of published research), and other tasks necessary to maintain an academic publishing house.

### *Central payment*

A process whereby invoices for APCs are sent to a single recipient based at the institution for payment rather than individual authors. Invoices related to central payment may be collated and issued on a regular basis (e.g., monthly or quarterly) rather than for each individual manuscript.

### *Prepayment*

Transfer of funds from the Institution to MDPI in order to cover APCs in advance of an invoice being issued. The funds are used to pay for invoices as they are raised, and used only with the approval of the Institution.

### *Susy*

MDPI's online submission system, used to manage the editorial process for manuscripts and handle administration of APCs.

### *Affiliated authors*

Any author of a manuscript who is an employee of or holds a research position at the Institution. This includes university staff, undergraduate and postgraduate students, those on temporary or permanent research contracts, lecturers, and full professors. Those granted an emeritus title are also included. Those with a temporary status (e.g., visiting researchers) qualify as affiliated authors if the research in the manuscript was partially or wholly conducted at the Institution. Affiliated authors must include the

Institution address in their affiliation listed on the manuscript and be authorized to do so by the Institution.

## **Purpose and Duration**

This document sets out arrangements for how the IOAP operates. The Institution may leave the IOAP at any time by informing MDPI in writing or by email; in order to facilitate a smooth transition, a cancellation notice period of one month is recommended.

MDPI reserves the right to change administration of the scheme at any time or cancel it completely in writing or by email. MDPI will give adequate notice of changes and Institutions will have the option to leave the scheme before any changes are introduced.

In any case, this agreement expires after one year and may be extended with the agreement of both parties.

## **Program Description**

Participation in the IOAP is free for the Institution.

MDPI will grant the Institution access to a dedicated account on Susy where they will be able to view manuscripts and associated metadata. In the case of central payment, APCs, eligible authors, and invoices will also be accessible.

The institution is not obligated to submit any number of manuscripts to MDPI journals as part of the IOAP, however MDPI reserves the right to remove Institutions from which few manuscripts are received.

IOAP member institutions are listed at <http://www.mdpi.com/about/ioap>. For clarity and consistency of communication, the Institution is encouraged to make a public announcement about its participation.

### *Central payment and prepayment*

Institutions can opt into central payment, in which case they will receive invoices for any authors that identify themselves as eligible for the Institution to cover the APC. MDPI does not set the criteria for central payment eligibility but can automatically enroll authors for central payment based on their location (IP address) or email address, and whether or not they identified as a corresponding author.

The Institution can refuse to pay invoices it receives and is solely responsible for deciding whether to pay an APC. In the case that the Institution declines to pay, a new invoice will be issued to the authors by MDPI.

In any case, the responsibility for receiving payment prior to publication remains with MDPI. Issuing of an invoice via central payment does not constitute a contract between MDPI and the Institution or give the Institution an obligation to pay.

Institutions using central payment may also use prepayment for APCs. For each invoice issued to the Institution and after the Institution has agreed to pay the invoice via Susy, the total will be deducted from the deposited funds.

### *Archiving*

The Institution can choose to enable auto-archiving. In this case, all manuscripts published in MDPI journals by authors affiliated with the Institution will be deposited to the Institution's internal repository on the issue release date of the journal using the SWORD 1.3 protocol, or an alternative mechanism at the discretion of MDPI.

### **APC Discounts**

For any manuscript where at least one author is an affiliated author, MDPI will grant a 10% reduction on the published APC for the journal.

Only one discount through an IOAP scheme is permitted per paper, and the discount cannot be combined with other available discounts (e.g., discount vouchers, or society membership discounts).

The discount will be confirmed by MDPI upon submission and the Institution may disavow an author at any time before invoice payment.

MDPI reserves the right to ask the Institution for evidence of affiliated author status before granting a discount.

A list of current APC charges is available at <http://www.mdpi.com/about/apc>.

Affiliated authors also receive a 10% discount on charges associated with open access book publishing with MDPI (i.e., book processing charges; BPCs).

### **Confidentiality**

The terms of this document are not confidential. The Institution must treat with strict confidence any manuscripts and associated metadata provided by MDPI, and any details shared about the editorial process.



**Governing Law**

This agreement shall be construed and interpreted pursuant to Swiss law, in particular those in the Basel-Stadt canton. Either party may terminate this arrangement if the other party commits a material breach of this Agreement and fails to remedy that breach following written notice by the terminating party, specifying the breach and requiring that it be remedied.

For MDPI

Place, date: .....

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For the Institution

Place, date: .....

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Christian Gutknecht  
Institutional Liaison Specialist

MDPI  
St. Alban-Anlage 66  
CH-4052 Basel  
Switzerland

# MDPI IOAP Agreement: Appendix

Please fill in the form below with the Institution's details that should be used by MDPI to set up your IOAP account.

**URL of the Institution's Website:**

**E-mail address for automated submission alerts:**

**Preferred APC Payment Type:**

- Non-central, author invoiced (default)
- Central payment invoiced to the Institution
- Prepayment (must be combined with central payment)

**If central invoicing is selected, please provide the following:**

Email address for central invoicing:

Name of institution/person to appear on invoices:

Address:

City:

ZIP Code:

VAT number (if required):