

AIP Fusion FAQs For Administrators

This FAQ provides operational guidance for institutional administrators managing an AIP Fusion agreement.

SECTION 1: Administrator Platform (Dashboard, Approvals & Reporting)

1. Administrator Account Access

How many administrator accounts are supported?

The AIP Fusion Admin Dashboard supports one designated administrator account per institution.

Can the administrator email be changed?

Yes. The designated administrator email can be updated upon request through your AIP representative.

2. Viewing Applied Manuscripts

Applied manuscripts appear in the Payment History tab of the dashboard. If no manuscripts have been applied, the list will appear empty.

3. Exporting Dashboard Data

Administrators may export data using the Download to Excel button located at the bottom of the relevant page.

Note: If no manuscripts are applied, the export option may not appear.

4. Dashboard Configuration

The dashboard structure and data fields are standardized and cannot be modified or customized.

Reporting functionality is limited to the dashboard's existing capabilities. Custom filtering or structural changes are not supported.

5. APC Application & Payment Status

APC invoices are automatically applied to the agreement on the date the invoice is created. Within the dashboard:

Payment Type = PBOD (Paid by Deal) indicates the APC has been covered under the agreement

6. Approval Workflow

Fusion agreements are configured for automatic approval by default.

Institutions may request a switch to manual approval.

In manual mode:

- Manuscripts appear in the Pending Approval tab
- The administrator must log in to approve or decline each invoice

To request manual approval, please contact your AIP representative.

7. Data Fields Included in Export Reports

Standard export fields include:

- | | |
|---------------------------|-------------------------|
| ■ Journal Title | ■ Author Organization |
| ■ ISSN / EISSN | ■ Funding Organization |
| ■ Article Type | ■ Invoice Date |
| ■ Manuscript Number | ■ Total Fees |
| ■ DOI | ■ Invoice Amount |
| ■ Accept Date | ■ Discount / Amount Due |
| ■ Online Publication Date | ■ Payment Date |
| ■ License Type | ■ Payment Status |
| ■ Author Name | ■ Payment Type |
| ■ Author Email | ■ Payment Amount |
| ■ ORCID | ■ Deal ID |

SECTION 2: Author Submission & Eligibility

8. APC Eligibility Criteria

Eligibility is determined by:

1. The **Manuscript Affiliation** selected at submission
2. The linked **Ringgold ID(s)** associated with the institutional agreement

If the selected affiliation matches an eligible Ringgold ID, the system recognizes the agreement.

9. Author Notification During Submission

After selecting their affiliation, eligible authors are notified that an institutional agreement is in place.

The fully executed institutional agreement is not displayed within the submission system.

10. Email Domain & Affiliation Controls

Eligibility is based on affiliation selection and Ringgold ID mapping — not email domain.

Institutions should ensure their Ringgold IDs are accurate and complete to ensure proper eligibility capture.

11. Incorrect Affiliation Selection

If an author selects the wrong affiliation, AIP Publishing can update the manuscript affiliation and manually apply the article to the agreement upon request.

12. Agreement Effective Date & Eligibility Window

Eligibility is based on the article's **Accepted Date**.

Articles must have an Accepted Date within the active agreement period.

The agreement becomes effective on the date it is fully executed by the institution.

13. Eligible & Ineligible Article Types

Eligible Article Types

- Article
- Review
- Perspective
- Tutorial
- Methods
- Communication
- Letter
- Conference Article
- Fast Track
- Research Update
- Roadmap
- Brief Communication
- Note

Ineligible Article Types

- Editorial
- Erratum
- Retraction
- Commentary
- Comment
- Addendum
- Publisher's Note
- Preface
- Response
- Referee Acknowledgment
- Announcement
- Conference Editorial
- New Products

14. Retroactive Open Access Conversion

Retroactive conversion outside the agreement period is generally not supported.

If an article was accepted within the agreement period and an APC was already paid, AIP may coordinate a refund and manual Open Access conversion in consultation with the administrator.

15. License Type Under AIP Fusion

Articles published under Fusion are expected to use a **CC BY license**, where applicable under the agreement.

If discrepancies occur (for example, during transition periods), AIP's Rights team will coordinate directly with the author to update the license.

16. Access to the Institutional Agreement

Fully executed agreements are not available within the author submission system.

Institutions should retain their executed agreement for internal reference.