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# **Institutional Access to the MDPI Submission System (SuSy)**



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## **Content**

**What is SuSy?**

**Login to Your Account and Update Your Profile Data**

**IOAP Participant View**

**Selection of Participants, Eligibility Criteria and Payment Types Manage**

**Your Automated E-Mail Alerts**

**Affiliated Editors**

**Articles Published**

**Contact**



## What is SuSy?

Institutions receive free access to MDPI's Submission System "SuSy" as part of the institutional open access program (IOAP), where information on papers submitted and published from associated authors can be viewed. This allows for central control over the papers that have been submitted to our journals, including information on authors, co-authors, submission date, title, current status, article processing information, and more. The first version or (if available) the accepted version of each paper submitted by an author associated with the institution can be viewed. The platform allows for all relevant data to be exported as an Excel readable \*.csv file. Also, information on articles published since 2010 can be accessed (for articles from 1996–2010, the search function via [www.mdpi.com](http://www.mdpi.com) can be used).

The aim is to provide libraries and central offices additional control and transparency over papers submitted to our journals, and provide early notification of potential costs involved with the submissions. The system also allows for an e-mail alert for whenever a new paper is submitted to an MDPI journal.

## Login to Your Account and Update Your Profile Data

To gain access to the IOAP page in the MDPI SuSy environment, participants can go to <https://susy.mdpi.com> and enter the e-mail address of the institute and password. The password can be changed on the first login under "User Menu", "Change Password".

MDPI Journals A-Z Information & Guidelines About Editorial Process Login Register Submit

### MDPI Submission System Login

#### Login

E-Mail address

Password

[Forgot your password?](#)

[Not registered yet? Register now.](#)

#### Your benefits of registering with mdpi.com:

As a registered user you can:

- submit and track the progress of your manuscripts online
- subscribe to receive free table of contents for your favorite journals
- manage your e-mail alerts and alert frequency
- save and manage your search queries
- receive new publications matching your search queries

Registration takes 30 seconds. [Register now.](#)

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On first login, you may view and check your profile data within the system. Please view under “Edit Profile”:

The screenshot shows the MDPI website navigation bar with links for MDPI, Journals A-Z, Information & Guidelines, About, and Editorial Process. Below the navigation bar, there are two main sections: 'User Menu' and 'Edit Profile Data'. The 'User Menu' includes options like User Profile, Manage E-Mail Alerts, Manage E-Mail Newsletters, Manage Saved Searches, Change Password, Edit Profile (highlighted with a red box), and Logout. The 'Edit Profile Data' section contains an 'Edit Profile' form with fields for ORCID ID, Workplace (Academic), Job Type (Institute, Department or Faculty Head), Title (Dr.), and First name.

## IOAP Participant View

Once the profile is completed, the institute will be able to access the “IOAP Participant View”.

The screenshot shows the 'Institutional Member View' menu with options: Overview of Articles, Manage Your Automated E-Mail Alerts, Affiliated Editors, and Articles Published.

With giving access to this menu, MDPI provides institutes full control over articles submitted by affiliated authors, published papers, payment types, and more. Also, institutes are able to manage their automated e-mail alerts according to their needs, view a list of all affiliated editors at MDPI and check how many corresponding authors published papers in comparison to other authors affiliated with the respective institute.

Under “Overview of Articles” articles can be viewed and data can be accessed:



## Search

Manuscript ID

Manuscript Title

Category  All  Under Processing  Published

Submission date From  To

Associate Authors  All  Corresponding Only

or

Papers published (Data as of 2010)

18 manuscripts found.

[Under Processing \(18\)](#) | [Published \(169\)](#) |

## Please note:

1. All data is for articles from 2010 (for articles published from 1996–2010, please go to [www.mdpi.com](http://www.mdpi.com) and enter the e-mail domain of your institution in the “Author” search field in the header of the page).
2. Articles published prior to the establishment of the program will be displayed if the author used the e-mail address of the institute (we have filtered articles out that are associated with the domain of the university). For newer articles, we are able to display all that either have an e-mail domain identifier, or where the program was selected during submission.
3. The APC information in the downloadable report shows the journal APC information and the actual invoiced amount. This actual invoiced amount has only been available in the system since August 2014; hence the data will only be complete from then on. It is important to note that the actual invoiced amount is sometimes lower than the journal APC due to discounts or waivers.

The MS Excel report can be accessed by clicking on “Export Report”. Based on feedback from members, this export may evolve further and contain additional information in the future.

Papers published (Data as of 2010)

18 manuscripts found.

[Under Processing \(18\)](#) | [Published \(169\)](#) |



Notes/comments can be added by clicking on the following icon:

Notes



The corresponding author can be contacted via this icon:



For institutions with a “central billing option”, invoice information can also be viewed by clicking on this button:



Institutions with a “central billing option” are able to control which papers are sent centrally using this radio button. Green = Central Payment; Grey = Author pays



Click on “Under Processing” to view all articles from your institute that have been submitted, but not yet published/rejected

18 manuscripts found.  
**Under Processing (18)**

## Selection of the Program, Eligibility Criteria and Payment Types

During the submission process, authors are able to select the membership in the last step, as shown in the figure below. If the IP address of the institution has been provided, then the membership is automatically preselected if the author submits from within the university network.

**Institutional Membership**    Discount

---

Please determine if you are eligible for a reduction in the article processing charges through an institutional membership. **See if your institute has established a membership with MDPI and confirm:**

Select Institute

  

Wroclaw University of Science and Technology (10%)    for library here.

**Germany**

- Alfred Wegener Institute for Polar and Marine Research (Helmholtz) (15%)
- Bielefeld University (10%)
- Carl von Ossietzky University Oldenburg (10%)
- Dresden University of Technology (TU Dresden) (10%)
- Forschungszentrum Jülich (Helmholtz) (15%)
- German Cancer Research Center (Helmholtz) (15%)
- German Research Center for Geosciences GFZ (Helmholtz) (15%)
- Heidelberg University (Universität Heidelberg) (10%)



For institutions with specific eligibility criteria, these are displayed to the author as soon as the institution is selected.

Please determine if you are eligible for a reduction in the article processing charges through an institutional membership. **See if your institute has established a membership with MDPI and confirm:**

University of Cambridge (10%)

10% reduction on the APC.

Confirm

### Institutional Membership Discount

Please note the eligibility criteria for the University of Cambridge's central open access funds.

Gold funds are available for:

- Papers acknowledging funding from Arthritis Research UK, Breast Cancer Campaign, British Heart Foundation, Cancer Research UK, Leukaemia & Lymphoma Research and the Wellcome Trust, where the corresponding author is at the University of Cambridge
- Papers acknowledging RCUK funding (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC), where the corresponding author is at the University of Cambridge

All Cambridge authors will receive the membership discount. But please note that there are no central funds available for authors who are not eligible under the above-mentioned criteria. Non-funded authors will be requested to pay for Article Processing Charges from their own budgets.

For further information, please visit: [www.openaccess.cam.ac.uk](http://www.openaccess.cam.ac.uk)  
or email [info@openaccess.cam.ac.uk](mailto:info@openaccess.cam.ac.uk)

- I am eligible for central funding under the above mentioned eligibility criteria
- I am not eligible for central funding under the above mentioned eligibility criteria

Submit & Finish

In principle, corresponding authors affiliated with the institute are eligible for central billing. However, in the UK, more stringent eligibility criteria are common for most open access funds. Therefore, participants can specify their eligibility criteria when setting up their program with MDPI, and we then prompt authors to confirm these in our submission system.

Our staff cross-check all incoming submissions and participants receive notifications by email whenever a paper has been submitted. If a paper has been wrongly submitted to your institute, please contact [ioap@mdpi.com](mailto:ioap@mdpi.com) and the respective editorial office by email.

MDPI also allows its participants to choose between two payment types: *Central Invoicing* and *Author Invoicing*.

With Central Invoicing, institutions agree to pay for the published articles from affiliated authors from a central fund. The institutions provide a central billing address and will receive the article invoices once the papers by affiliated authors have been accepted for publication in MDPI journals.



If the institution does not choose the Central Invoicing option, the Author Invoicing come into effect and we will per default send the invoices for accepted papers to the authors.

To simplify the payment process, we can adjust our invoicing procedure to meet the needs of each institution. We are able to customize invoices as required, bundle them, or issue them only on a specific day each month. We can continue to send invoices to the author (author-distributed payment) or issue invoices centrally to an address of choice (central Invoicing).

## Manage Your Automated E-Mail Alerts

Under “Manage Your Automated E-Mail Alerts” you are able to select when to be notified of submissions from associated authors to our journals:

### Manage email alerts

by Subjects

- Submission of new article included
- Acceptance of article for publication
- Publication of article online

Members can choose to be notified by e-mail whenever a paper has been submitted from affiliated authors, and/or papers are accepted for publication, and/or as soon as papers are published online. Per default, institutes receive an e-mail notification when affiliated authors submit a paper to one of MDPI’s journals. However, if the institute does not want to receive the notification e-mail, it is possible to edit the alert settings according to the preferences of the member.

## Affiliated Editors

Institutes that are members are also able to view a list of Editorial Board Members and Guest Editors affiliated with their institution. To view the list, login to the institution’s SuSy account and navigate to *Affiliated Editors*. A list will be displayed that shows the name and role of the affiliated editors and the journal and/or Special Issue they are connected with.

## Articles Published

Under *Articles Published* participants are able to view statistics regarding the number of corresponding authors in comparison to other authors. This may be of interest for institutes that offer Central Invoicing for papers published by corresponding authors only.





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Tel. +41 61 683 77 34 (office)

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**For answers to frequently asked questions about the program, please go to:**

[http://www.mdpi.com/about/ioap\\_faq](http://www.mdpi.com/about/ioap_faq)