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# Institutional Access to the MDPI Submission System (SuSy)



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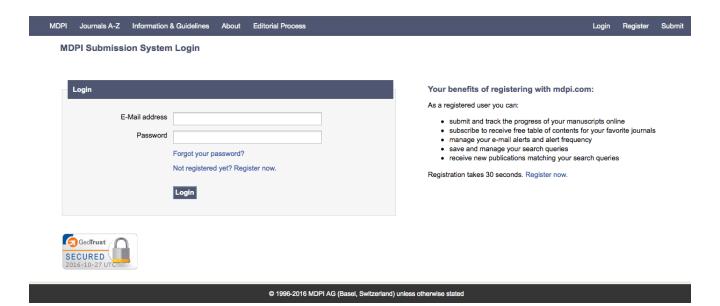
## What is SuSy?

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 <a href="https://www.mdpi.com">www.mdpi.com</a> 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.

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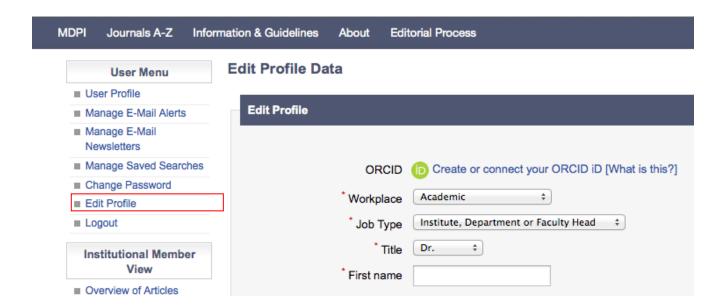
To gain access to the IOAP page in the MDPI SuSy environment, participants can go to <a href="https://susy.mdpi.com">https://susy.mdpi.com</a> and enter the e-mail address of the institute and password. The password can be changed on the first login under "User Menu", "Change Password".





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



## **IOAP Participant View**

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



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.

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- 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.

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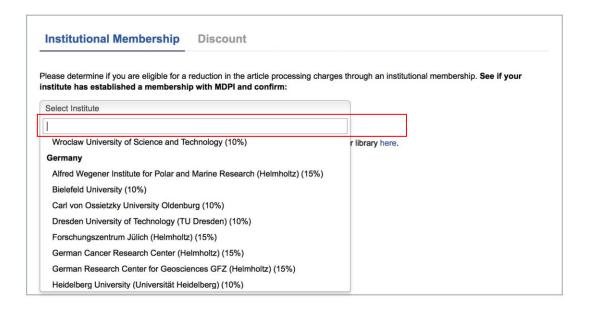
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18 manuscripts found. Under Processing (18)

## 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.





Submit & Finish

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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 <a href="mailto:ioap@mdpi.com">ioap@mdpi.com</a> and the respective editorial office by email.

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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.



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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.

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

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