



# Memorandum of Understanding: MDPI Institutional Open Access Program (IOAP)

## Parties

University of California, San Diego, USA (in the following “Institution”)

and

MDPI AG, [REDACTED] (in the following “MDPI”)

## 1. Definitions

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 post-graduate 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. Affiliated authors are eligible to receive discounts described in this agreement.
Article Processing Charge (APC)	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.

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.
Non-central payment	A process whereby invoices for APCs are sent to individual authors for payment.
Susy	MDPI's online submission system, used to manage the editorial process for manuscripts and handle the administration of APCs through the institutional account.

## 2. Purpose and Duration

This agreement is effective as of 1 October 2025 and has an indefinite term and will run until terminated by either party. The Institution may leave the IOAP at any time by informing MDPI in writing via email; a one-month termination notice period is required to facilitate a smooth transition.

MDPI reserves the right to change the administration of the scheme at any time or cancel it completely in writing or by email.

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.

## 3. Program Description

Institutional Open Access Program (IOAP) is operated by MDPI to facilitate the sharing of information, provide discounts, and support the scientific community within participating institutions.

MDPI shall grant the Institution access to a dedicated account on Susy where the Institution will be able to view manuscripts and associated metadata. For central payment purposes, relevant information including APCs, eligible authors, and invoices will be made accessible.

The Institution will have access to their IOAP Dashboard and is responsible for verifying the accuracy of the identification of affiliated authors.



A list of member institutions can be found at <https://www.mdpi.com/ioap>. For clarity and consistent communication, the Institution must inform its research community about its participation in IOAP.

### 3.1. Archiving

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

## 4. Financial Terms

### 4.1. APC Discounts

[REDACTED]. The IOAP discount may be combined with other discount types. However, please note that only one discount through an IOAP scheme is permitted per paper.

MDPI will confirm the discount upon the paper's submission and the Institution may disavow an author at any time before the acceptance of the manuscript.

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

A list of current APCs is available at <https://www.mdpi.com/about/apc>.

### 4.2. Additional Discounts

[REDACTED]  
[REDACTED]

## 5. Invoicing Information

The invoices will be issued directly to the authors by MDPI AG, located at [REDACTED]  
[REDACTED] Valid emails sent from MDPI will have the email domain @mdpi.com. Further information on payment instructions can be found here: [REDACTED]

## 6. Confidentiality

The terms of this document are not confidential.

However, the Institution must treat with strict confidence any manuscript and associated metadata provided by MDPI, and any details shared about the editorial process.



## 7. Data protection

The parties must comply with the applicable data protection law, especially the Swiss Data Protection Act ("SDPA"), the General Data Protection Regulation ("GDPR") and all relevant data protection and privacy legislation in other relevant jurisdictions. If applicable, the parties agree to implement a data processing agreement compliant with applicable data protection law.

## 8. Miscellaneous

If any provisions of the agreement should be found invalid, this shall not affect the validity of the remaining provisions. In any such case, the contracting parties shall negotiate on the invalid clause to substitute by a valid arrangement as close as possible to the original provision.

For MDPI

[Redacted signature]  
[Redacted signature]

For the Institution

[Redacted signature]

Associate University Librarian SRS 8/20/2025

[Redacted signature]

Chief Operating Officer