

ORCID Instructions

What is ORCID?

Open Researcher and Contributor Identifier

ORCID is a “non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers”

(<http://ORCID.org/content/initiative>).

Why ORCID?

It is currently very difficult to:

- Track different forms of an individual researcher’s name across systems;
- Distinguish between different researchers with the same name;
- Identify all scholarly works associated with a particular researcher.
- These difficulties may lead to faculty not receiving attribution for the full range of their scholarly contributions. ORCID attempts to solve this problem by creating unique faculty ids that can be linked to existing identifiers as well as things like journal publisher manuscript submission systems, funding agency grant application workflows, and other tools.
- Unlike other identifier systems, ORCID is open and community-driven, and reaches across disciplines, geographic regions, and types of content held by publishers, journals, and funding agencies to include all types of scholarly works (e.g., articles, books, data sets, grants, software, etc.).

Who is using ORCID?

ORCID has been adopted and integrated by hundreds of universities, funding agencies, publishers, data repositories, and others. Required ORCID registration is being phased in by NIH beginning in October 2019, starting with institutional research training, career development and other research education awards. NSF and other federal agencies are planning to require ScienCV-built Biosketches. ScienCV is designed to use ORCID to populate most of the required fields.

Step-by-step registration and account setup

1. An ORCID iD is a 16 digit unique identifier, for example, 0000-0002-1825-0097.
If you think you've registered for ORCID, but don't remember your ID or user name, try the following steps to find your ORCID iD.
 - a) Look up your name in the search bar on the main page of the ORCID website (or use the advanced search functionality at <https://orcid.org/orcid-search/search>). If your profile is in any way populated and the information is set to visible - you will be able to identify yourself and see your ORCID iD.
 - b) Go to <https://orcid.org/signin> and enter the email address you think might be associated with your ORCID account, and select the "Forgotten your password? Reset it here" option. ORCID will send an email to that address with either a link to reset the password, or notification that the email address is not registered
2. If you don't have an existing ID, register through the ORCID website, <https://ORCID.org/register>, or if you're already registered, login at <https://ORCID.org/signin>

Register for an ORCID iD

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.

Per ORCID's terms and conditions, you may only register for an ORCID iD for yourself.

First name

Please enter your first/given name.

Last name (Optional)

Primary email

Additional email (Optional)

[Add another email](#)

Password

8 or more characters
 1 letter or symbol
 1 number

Confirm Password

Visibility settings

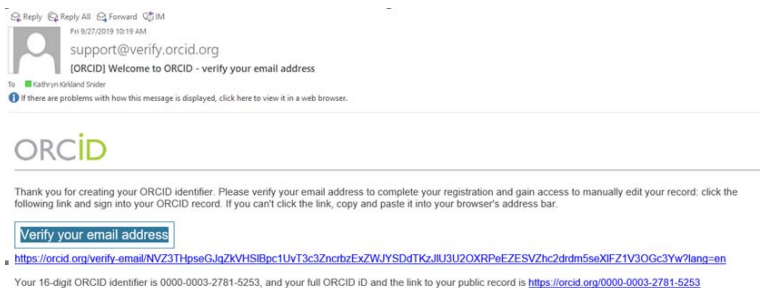
Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it. More information on visibility settings.

By default, who should be able to see information added to your ORCID Record?

Everyone (37% of users choose this)
 Trusted parties (3% of users choose this)
 Only me (1% of users choose this)

Pick either Trusted Parties or Everyone.

3. Follow emailed verification instructions



- 5a. Complete the Biography section

Make sure this is set to **Trusted Parties or Everyone.**



- > Employment (3)
- > Education and qualifications (1)
- > Invited positions and distinctions (0)
- > Membership and service (2)
- > Funding (0)
- > Works (2 of 2)

Information is manually entered for these four sections.

In these two sections, information can be entered manually or through linking (see instructions below).

5b. Complete the Funding section – importing

▼ Funding (0) + Add funding ⇅ Sort

You haven't added any funding, add some now

↳ Works (2 of 2)

🔍 Search & link

+ Add manually

Select **Search & link**, and then **click on the UberWizard** link.

▼ Funding (0) + Add funding ⇅ Sort

LINK FUNDING Hide link funding

ORCID works with our member organizations to make it easy to connect your ORCID ID and link to information in their records. Choose one of the link wizards to get started.<

ÜberWizard
Import your awarded grants from funders around the world, all in one easy-to-use wizard provid...

Easily import your grants from ÜberResearch into ORCID.

1 Select grants to submit **2** Verify & submit to ORCID

Find by name Find by grant title

Note: Name searches are not case sensitive. Also, an entry like 'M Smith' will not bring back 'Mike Smith' so please enter the name as it would have appeared. You may also use the "*" wildcard. For example, 'Mi*' will bring back 'Mike,' 'Michael' etc. Only the first 1000 matching grants will be retrieved.

First name: j* Last name: smith Find by name

2000 grants found
0 grants selected

Can't find your grant?
See which grant sources are covered by us. If you would like your funder to be added, please contact us at uberwizard@uberresearch.com

- National Institute of Neurological Disorders and Stroke
Neural Mechanisms Controlling Breathing In Mammals
01/01/1994 - 01/01/2008 JEFFREY SMITH, J C SMITH, JEFFREY C SMITH - National Institute of Neurological Disorders and Stroke
Funding amount: USD 2,964,179
- National Institute of General Medical Sciences
Support for Continuous Research Excellence
06/01/1983 - 07/31/2009 JOEL TIM SMITH, JOEL T SMITH, NANCY PAIVA, JACK L ROBINSON, JOHN R WRIGHT - Southeastern Oklahoma State University
Funding amount: USD 1,252,567
- National Heart Lung and Blood Institute
COMPREHENSIVE SICKLE CELL CENTER OF MANHATTAN
04/01/1983 - 03/31/2004 SERGIO S PIOMELLI, XIUHUA WANG, JAMES J BIEKER, FRANK F COSTANTINI, ARTHUR A BANK, SHUNICHI USAMI, DARRYL C DE VIVO, JEANNE A SMITH, HERBERT H LIPOVSKY, BEATRICE M FAJRCHILD, CLAYTON L NATTA, GEORGE F ATWEH, SERGIO PIOMELLI, DORIS L WETHERS, ISAK PROHOVNIK, JEANNE SMITH, WELTON M GERSONY, ANN HURLET-JENSENT, ARTHUR BANK, BLANCHE P ALTER, SUJIT SHETH, RONA S WEINBERG - NewYork-Presbyterian Hospital

NEXT >

Enter your name, **click on the Find by name** button.

Check the boxes for the grants you want to import into ORCID.

Once you've selected all of your grants, **click on Next**.

1 Select grants to submit **2** Verify & submit to ORCID

1 grant(s) selected. Please review.

National Institute of Neurological Disorders and Stroke
Neural Mechanisms Controlling Breathing In Mammals
 01/01/1994 - 01/01/2008 JEFFREY SMITH, J C SMITH, JEFFREY C SMITH - National Institute of Neurological Disorders and Stroke
 Funding amount: USD 2,964,179

Remove

BACK **SUBMIT TO ORCID**

Verify your grants, and **click on Submit to ORCID**. The grants will be imported to your ORCID account – you may need to close and re-open your ORCID account to see the additions.

5c. Completing the Funding section – manually entering

▼ Funding (0) + Add funding ⌵ Sort

You haven't added any funding, add some now

Search & link + Add manually

► Works (2 of 2)

Select **Add manually**, fill out, set visibility to Trusted Parties or Everyone, select **Add to list**.

ADD FUNDING

Funding type*
 Pick a funding type

Funding subtype
 Funding subtype

Title of funded project*
 Add title

+ add translated title

Description
 Add description

Total funding amount
 Add an amount

Start date
 Year Month

End date (enter projected end date if current)
 Year Month

FUNDING AGENCY
 Funding agency display name*
 Type name. Select from the list to fill other fields

Funding agency display city*
 Add funding agency city

Funding agency display region
 Add funding agency region

Funding agency display country*
 Select a country

GRANT NUMBER
 Grant number
 Enter grant number

Grant URL
 Enter grant URL

Relationship
 Self Part of

+ Add another grant number

Alternate URL
 Add URL

Set visibility:
 [Trusted Parties] [Everyone] [Private]

Add to list Cancel

▼ Funding (2) + Add funding ⌵ Sort

An ORCID demonstration
 NSF (Washington D.C.)
 2019-10 to 2020-09 | Award
 GRANT_NUMBER: Test grant 1
 Source: Kristi Winseck ★ Preferred source

Neural Mechanisms Controlling Breathing In Mammals
 National Institute of Neurological Disorders and Stroke (Bethesda)
 1994-01-01 to 2008-01-01 | Grant
 GRANT_NUMBER: Z01NS002899
 URL: <https://app.dimensions.ai/details/grant/grant.2721622>
 Source: ÜberWizard ★ Preferred source

This is how the funding list will appear on your ORCID Biography page.

5d. Completing the Works section – importing

▼ Works (0 of 0) + Add works Sort

You haven't added any works, [add some now](#)

- Add ArXiv ID
- Add DOI
- Add PubMed ID
- Search & link
- Import BibTeX
- Add manually

For the Import options, **click on the appropriate choice**, and follow the instructions.

For Add manually, fill out, **set visibility** to Trusted Parties or Everyone, **select Add to list**.

ADD WORK

Work category
Pick a work category

Work type*
[Dropdown]

Title*
Add title
 add translated title

Subtitle
Add subtitle

Journal title
Add journal title

Publication date
Year [Dropdown] Month [Dropdown] Day [Dropdown]

WORK IDENTIFIERS

Identifier type
Pick an identifier type. Start typing to see more options

Identifier value
Add ID

Identifier URL
Add URL

Relationship
 Self Part of Version of Add other identifier

URL
Add URL

Language used in this form
[Dropdown]

Country of publication
[Dropdown]

CITATION

Citation type
[Dropdown]

Citation
Add citation

Description
Add Description

Set visibility:
 Everyone Trusted Parties Only me

Associate your Sponsor-specific ID with ORCID

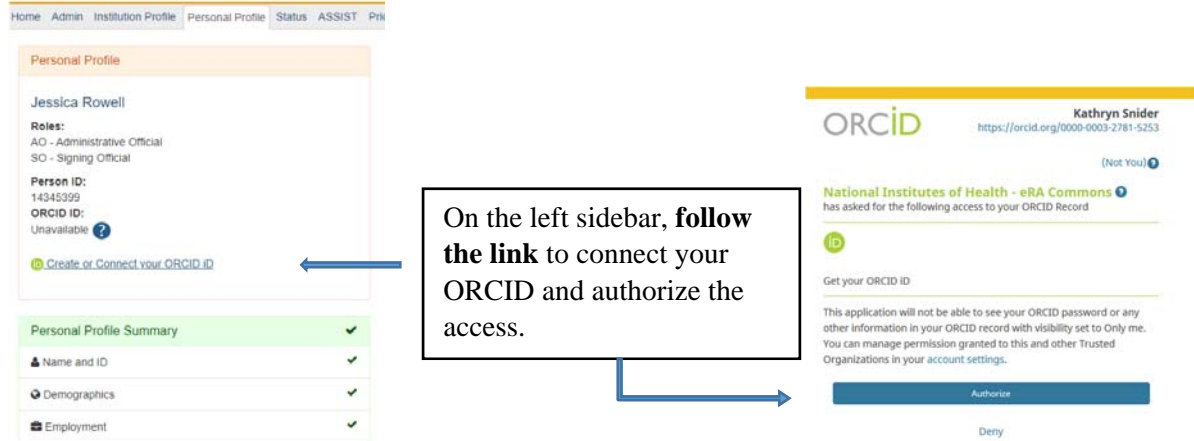
1. NIH

1a. Sign in: <https://public.era.nih.gov/commons/public/login.do>

1b. Access your Personal Profile



1c. Connect to ORCID



On the left sidebar, follow the link to connect your ORCID and authorize the access.

2. NSF (Research.gov)

2a. Sign in: <https://www.research.gov/research-web/>

2b. Access My Profile



2c.

My Profile

For NSF ID 000731226

Your profile has been updated successfully.

Demographic information has moved from FastLane to Research.gov, so you can manage your profile data in one location. The information you add and update here replaces the PI Demographical information under PI Information in FastLane.

This is your information for your NSF account. If you need to change your contact information at one of your organizations, you can do so on the View My Roles page.

Personal Information		
Name	Alternate Name	Phone Number
Kristi L Winseck		(303) 735-7821
ORCID iD		

NSF Account Information		
Primary Email	Secondary Email	Password
kristi.winseck@colorado.edu		Change Password

Demographic Information			
Gender	Race	Ethnicity	Disability
(Not provided)	(Not provided)	(Not provided)	(Not provided)

[Edit](#)

Select Edit, enter your ORCID iD, and select Save at the bottom of the screen.

* Required

Personal Information

Prefix

Select Prefix

* First Name

Kristi

Middle Name/Initial

L

Suffix

Select Suffix

Alternate Name(s)

Phone Number

(303) 735-7821

Extension

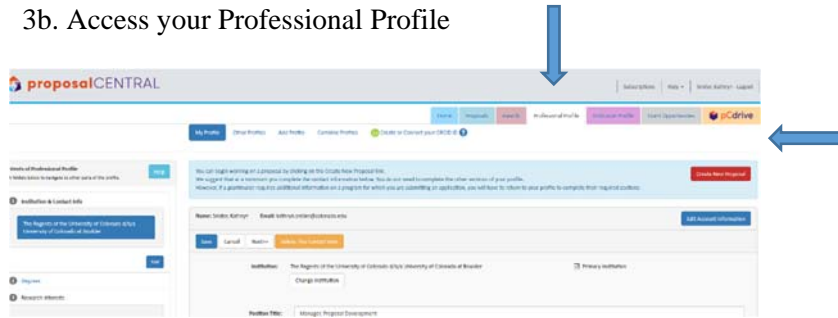
ORCID iD

3. Proposal Central

Note that to import your ORCID information to Proposal Central, your ORCID visibility settings need to be **set to Everyone**

3a. Sign in: <https://proposalcentral.com/default.asp>

3b. Access your Professional Profile



Then **follow the link** to connect your ORCID iD and authorize the access. See the NIH section above for authorization instructions.

3c. Select which information you want to import from ORCID

After you've chosen the sections to add, **select Save All.**

Choose either **the sections** you want updated from ORCID **or Select All.**

Update Professional Profile from ORCID

ORCID ID: <https://orcid.org/0000-0003-4169-9850>
Name: Kristi Winick
Email: kristi.winick@colorado.edu
Authorizations:

GrantMaker	Authorized Data	Unlink
Proposal Central	02/18/2019	

A summary of your profile data in ORCID and proposalCENTRAL is listed below. Select the items you want to add or update in proposalCENTRAL, and click on Save button.
IMPORTANT: Only ORCID information marked as public will be displayed below. If you would like to see more data, you will need to change the visibility settings in your ORCID profile.
[Click here for more information about ORCID visibility settings.](#)

Select All Sections
Save All Sections Cancel

Education/Degrees

Education/Degrees	Degree Type	Source	Institution
<input checked="" type="checkbox"/> Add	(Please Select)	ORCID	University of Colorado Boulder

Select All
Save Degrees

Employment/Institutions

Employment/Institutions	Is Primary?	Institution
<input checked="" type="checkbox"/> Add	<input type="checkbox"/>	(Please Select) Or Add New Institution
<input checked="" type="checkbox"/> Add	<input type="checkbox"/>	(Please Select) Or Add New Institution
<input checked="" type="checkbox"/> Add	<input type="checkbox"/>	(Please Select) Or Add New Institution

Select All
Save Institutions

Works/Publications

No works data found.
IMPORTANT: Only ORCID information marked as public will be displayed below. If you would like to see more data, you will need to change the visibility settings in your ORCID profile.