

ORCID Instructions

The Office of Sponsored Programs at UI has pulled together and highlighted information about ORCID in an effort to assist UI's research community. If you have questions or need assistance, please contact your [Sponsored Programs Administrator](#).

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>

Pick either Trusted Parties or Everyone.

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 (87% of users choose this)

Trusted parties (5% of users choose this)

Only me (8% of users choose this)

3. Follow emailed verification instructions

Reply Reply All Forward IM
Fri 9/27/2019 10:19 AM
support@verify.orcid.org
[ORCID] Welcome to ORCID - verify your email address

To: Kathryn Island Slider
If there are problems with how this message is displayed, click here to view it in a web browser.

ORCID

Thank you for creating your ORCID identifier. Please verify your email address to complete your registration and gain access to manually edit your record: click the following link and sign into your ORCID record. If you can't click the link, copy and paste it into your browser's address bar.

[Verify your email address](https://orcid.org/verify_email/NVZ3THpseGJqZkVHSlBpc1UvT3c3ZncrbzExZWJYSdITkzJlU3U2OXRPeEZESVzhc2drdm5seXfZ1V30Gc3Yw?lang=en)

https://orcid.org/verify_email/NVZ3THpseGJqZkVHSlBpc1UvT3c3ZncrbzExZWJYSdITkzJlU3U2OXRPeEZESVzhc2drdm5seXfZ1V30Gc3Yw?lang=en

Your 16-digit ORCID identifier is 0000-0003-2781-5253, and your full ORCID ID and the link to your public record is <https://orcid.org/0000-0003-2781-5253>

5a. Complete the Biography section

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

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

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

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 LIPOWSKY, BEATRICE M FAIRCHILD, 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

Works (2 of 2) + Add manually

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 Locked

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](#)

Publication lists can be **exported from CUBE** for upload in the BibTeX format. For more information on using CUBE to populate your ORCID works section follow this link [Learn more](#)

- ➡ 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:

Work type*:

Title*:
[+ add translated title](#)

Subtitle:

Journal title:

Publication date: Year , Month , Day

CITATION

Citation type:

Citation:

Description:

WORK IDENTIFIERS

Identifier type:

Identifier value:

Identifier URL:

Relationship: Self Part of Version of [+ Add other identifier](#)

URL:

Language used in this form:

Country of publication:

Set visibility:

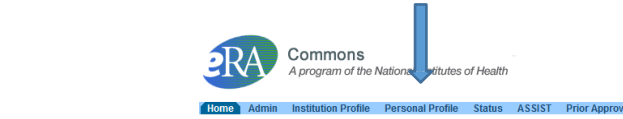


Associate your Sponsor-specific ID with ORCID

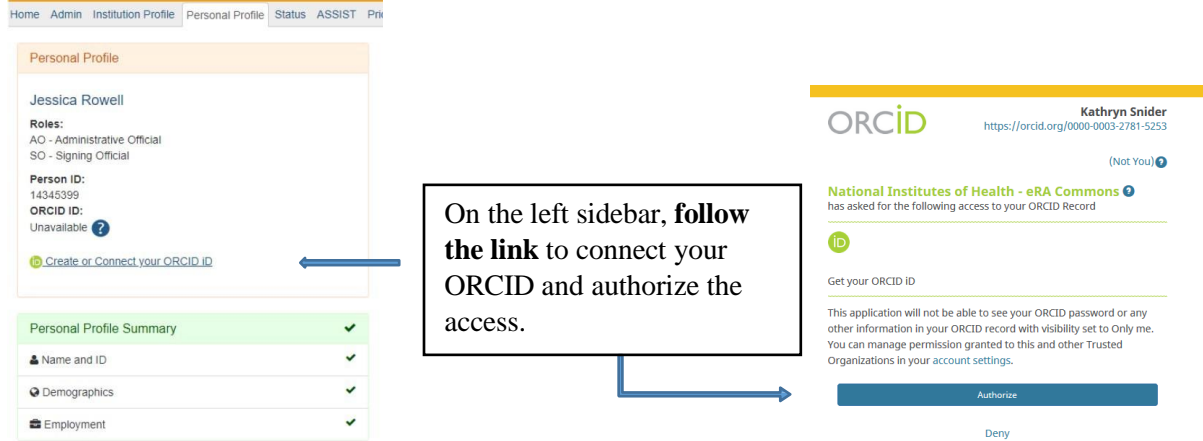
1. NIH

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

1b. Access your Personal Profile



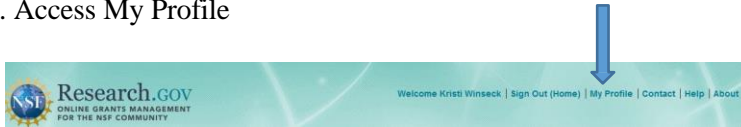
1c. Connect to ORCID



2. NSF (Research.gov)

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

2b. Access My Profile



2c.

My Profile

For NSF ID 000731226

The screenshot shows the NSF My Profile page. At the top, there is a success message: 'Your profile has been updated successfully.' Below this, there is a section titled 'My Profile' with a sub-section 'Personal Information'. The 'Personal Information' section contains the following fields: Name (Kristi L. Winseck), Alternate Name, Phone Number ((303) 735-7821), ORCID ID, and a link to 'Edit'. Below the 'Personal Information' section, there is a section titled 'NSF Account Information' with the following fields: Primary Email (kristi.winseck@colorado.edu), Secondary Email, and Password (Change Password). Below the 'NSF Account Information' section, there is a section titled 'Demographic Information' with the following fields: Gender (Not provided), Race (Not provided), Ethnicity (Not provided), and Disability (Not provided). At the bottom of the page, there is a blue 'Edit' button.

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

* Required

The screenshot shows the NSF Personal Information form. The form is titled 'Personal Information' and contains the following fields: Prefix (Select Prefix), First Name (Kristi), Middle Name/Initial (L), Suffix (Select Suffix), Alternate Name(s), Phone Number ((303) 735-7821), Extension, and ORCID ID. The 'ORCID ID' field is highlighted with a green circle.

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.

