

ORCID Instructions

The Office of Research & Creative Activities(ORCA) has pulled together and highlighted information about ORCID in an effort to assist BYU's research community. If you have questions or need assistance, please contact your ORCA Research Administrator for your college.

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.

Signing up for ORCID

- If you are a current faculty member needing an ORCID iD, please register for an ORCID iD using your byu.edu email address at <https://ORCID.org/register>.
- When you have received your new ORCID iD, please send it to orca@byu.edu for inclusion in the BYU Kual Research database.
- If you previously registered for an ORCID iD, please email your ORCID iD to orca@byu.edu Your ORCID iD will then show on your BYU Kual Research profile.

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)

Password

8 or more characters
 1 letter or symbol
 1 number

Confirm Password

Visibility settings

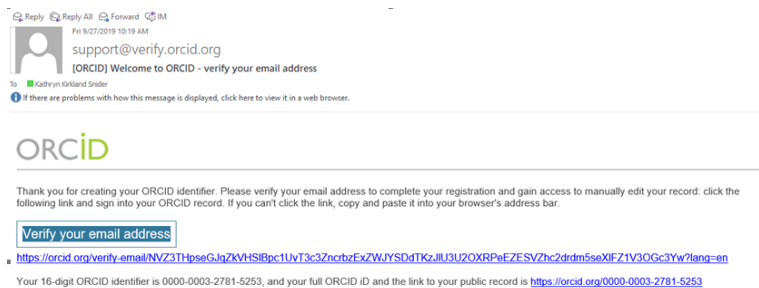
Your ORCID ID connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it. More information on visibility settings.

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)

Pick either Trusted Parties or Everyone.

3. Follow emailed verification instructions



4. Send your new ORCID iD to orca@byu.edu for inclusion in the BYU Quali Research database. Your new ORCID iD will then show on your Quali Research profile.

5a. Complete the Biography section

Biography



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

Search & link

Works (2 of 2) Add manually

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

j* smith Find by name

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

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

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

NEXT >

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:
 Everyone Trusted Parties Self

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:

Work type*:

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

Subtitle:

Journal title:

Publication date: Year Month Day

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:

CITATION

Citation type:

Citation:

Description:

Set visibility:

[Add to list](#) [Cancel](#)

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



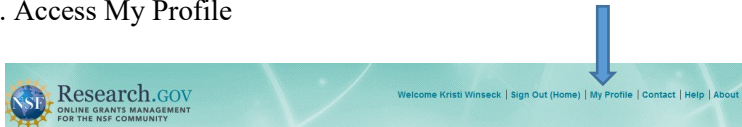
1c. Connect to ORCID

The screenshot shows the NIH Personal Profile page for Jessica Rowell. A dialog box is overlaid on the page with the following text: "On the left sidebar, follow the link to connect your ORCID and authorize the access." The dialog box has two arrows: one pointing to the "Create or Connect your ORCID ID" link in the left sidebar, and another pointing to the "Authorize" button in the ORCID connection dialog on the right.

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. The 'Personal Information' section is expanded, showing fields for Name, Alternate Name, Phone Number, and ORCID ID. The 'Edit' button is visible at the bottom left of the section.

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

* Required

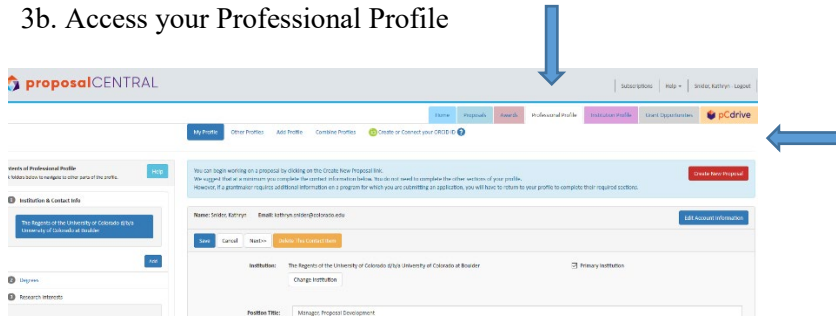
The screenshot shows the NSF Personal Information form. The form includes fields for Prefix, First Name, Middle Name/Initial, Suffix, Alternate Name(s), Phone Number, Extension, and ORCID ID. The ORCID ID field is highlighted with a blue box.

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.

