

ORCID Instructions

The Office of Contracts and Grants at CU Boulder has pulled together and highlighted information about ORCID in an effort to assist CU Boulder's research community. If you have questions or need assistance, please contact your [OCG Proposal Analyst](#).

Information about CU and ORCID: <https://www.colorado.edu/fis/ORCID>

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

- CU Boulder created ORCID iDs for all tenure-track faculty, instructors, clinical faculty and research faculty in two registrations during 2014 and 2016, so many of our people already have IDs.
- If you are a current faculty member needing an ORCID iD, please register for an ORCID iD using your Colorado.edu email address at <https://ORCID.org/register>.
- When you have received your ORCID iD, please add it to your [CUBE 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) Go to [CU Experts](#), and search by your name. Once you've located and opened your record, scroll down to the Other Profiles section. If you have an ORCID iD that has been associated with CU, it will be listed there; if you click on your iD it will take you to your ORCID biography page, and you can login from there;
 - b) 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.
 - c) 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

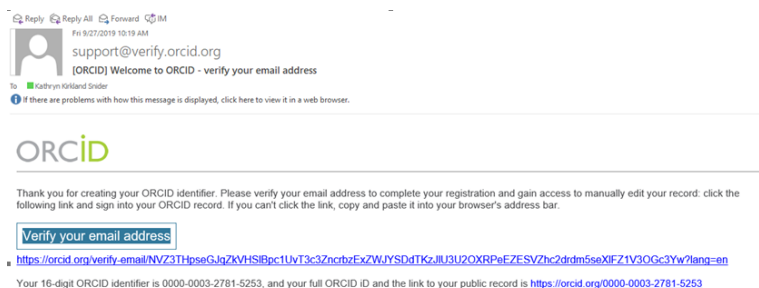
Visibility settings
Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it. [More information on visibility settings.](#)

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

☐ Everyone (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 orcid-support@colorado.edu for inclusion in the CU Boulder ORCID database. Your new ORCID iD will show on your FRPA and CU Experts profile within a couple of business days.

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 (as of 9/2021 the ability to transfer funding from ORCID to SciENcv is not available)

▼ Funding (0)

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

> Works (2 of 2)

[+ Add funding](#) [Sort](#)

[Search & link](#) [Add manually](#)

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

▼ Funding (3)

[+ 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.

DimensionsWizard

Import your awarded grants from funders around the world, all in one easy-to-use wizard provided by Dimensions. Dimensions's integr...

Easily import your grants from Dimensions into ORCID.

- Select grants to submit
- Verify & submit to ORCID

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

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 [Find by name](#)

408 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 wizard@dimensions.ai

- ☐ National Institute of Child Health and Human Development
NICHD POPULATION RESEARCH CENTER GRANT
09/01/1979 - 06/30/2004 LYNN A. KAROLY, FRANCIS K GOLDSCHIEDER, JOHN STRAUSS, LEE A LILLARD, JAMES P SMITH, TONI RICHARDS, F KOBRIN GOLDSCHIEDER, ANNE PEBLEY, JULIE S DAVANZO, PAUL GERTLER, DUNCAN C. THOMAS, ARLEEN LEIBOWITZ, FRANCES E KOBRIN, DANIEL A RELLES, PAUL J GERTLER, DUNCAN THOMAS, LINDA J WAITE, JACOB KLERMAN, ANNE R PEBLEY, JAMES PATRICK SMITH, ARIE KAPTEYN, PETER A. MORRISON - RAND Corporation
Funding amount: USD 707,025
- ☐ National Institute on Aging
HEALTH AND ECONOMIC STATUS IN OLDER POPULATIONS
04/01/1989 - 05/31/2020 MICHAEL D HURD, JAMES PATRICK SMITH, ARIE KAPTEYN, JOHN W PEABODY, ARTHUR KAPTEYN, DUNCAN C. THOMAS, CONSTANTIJN PANTS, PAUL J GERTLER, JAMES P SMITH, JOHN E WARE, ARTHUR VAN SOEST, SASTRY NARAYAN, MICHAEL D HURD, LINDA J WAITE, DUNCAN THOMAS, DANA P GOLDMAN, LEE A LILLARD - RAND Corporation
Funding amount: USD 19,361,012
- ☐ National Center for Advancing Translational Sciences
BIOMEDICAL RESEARCH SUPPORT
04/01/1979 - 03/31/1993 JAMES PATRICK SMITH, RONALD HAYS, JOHN STRAUSS, TONI RICHARDS, JOHN UEBERSAX, DAVID E KANOUSE, JAMES P SMITH, CATHY SHERBOURNE, R E PARK, LOIS DAVIS, ANITA L STEWART, MARILYN CVTANIC, STEVEN L SCHLOSSMAN, JOAN L BUCHANAN, PAUL GERTLER, ELIZABETH A MCGLYNN, PETER MORRISON, JEROME AROESTY, ARLEEN LEIBOWITZ, A D PALTIEL, DAVID WOOD, JOHN E WARE, A SIU, C L BENNETT, LEE LILLARD, LINDA WAITE, BRIAN MITTMAN, K E WELLS, ALBERT P WILLIAMS - RAND Corporation

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

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

[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
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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)

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:

Public

Trusted parties

Everyone

Add to list

Cancel

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

▼ 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

Publication lists can be **exported from CUBE** for upload in the BibTeX format.

1. Go to the My Scholarly and Creative Works page in CUBE
2. [Select some or all of your publications for export, export as a BibTeX file \(PDF\)](#)
3. [Log in to your ORCID profile, in the Works section, click Add Works and select->Import BibTeX](#)
4. Upload the file you exported from CUBE [Learn more](#) or contact Matt Ramey at pubsdata@colorado.edu for more information on using CUBE to populate your ORCID works section.

▼ 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*

Title*

Add title

➕ add translated title

Subtitle

Add subtitle

Journal title

Add journal title

Publication date

Year Month Day

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

Country of publication

CITATION

Citation type




Citation

Add citation

Description

Add Description

Set visibility:

Add to list Cancel

Associate your Sponsor-specific ID with ORCID

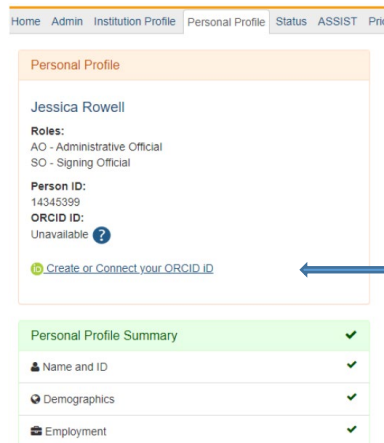
1. NIH

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

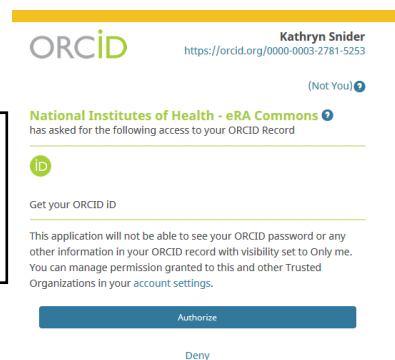
1b. Access your Personal Profile



1c. Connect to ORCID



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

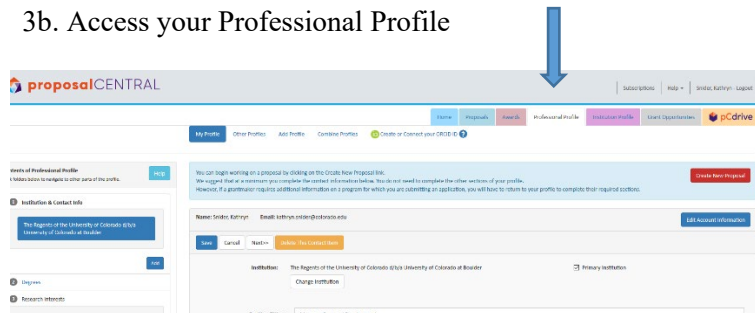
Personal Information	
Prefix	
Select Prefix	
* First Name	Middle Name/Initial
Kristi	L
Suffix	
Select Suffix	
Alternate Name(s)	
Phone Number	Extension
(303) 735-7821	
ORCID ID	

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 Winmark
Email: kristi.winmark@colorado.edu
Authorizations: [GrantMaker](#) [Authorized Data](#) [Unlink](#)

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

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

[Save Degrees](#)

Employment/Institutions

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

[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.