

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 new ORCID iD, please send it 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. The new campus ORCID registration process (expected in late 2019 or early 2020) will simplify this process to flow to data systems automatically.
- If you previously registered for an ORCID iD, but it is not showing on your FRPA, please email your ORCID iD to ORCID-support@colorado.edu. Your ORCID iD will show on your FRPA and CU Experts profile within a couple of business days.

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)

Password

8 or more characters
 1 letter or symbol
 1 number

Confirm Password

Visibility settings

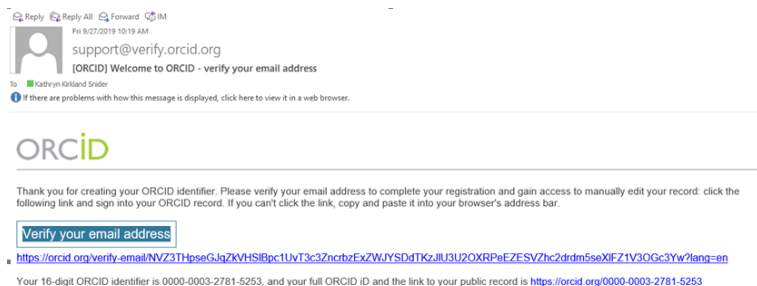
Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it. [More information on visibility settings.](#)

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    




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

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


▼ Funding (0)   Add funding  Sort

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

 Search & link  Add manually

> Works (2 of 2) 

▼ Funding (0)   Add funding  Sort

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...

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 Last 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 - 01/31/2008 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

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:
 Everyone Trusted Parties Me Only

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**.

Publication lists can be **exported from CUBE** for upload in the BibTeX format. [Learn more](#) or contact Matt Ramey at pubsdata@colorado.edu for more information on using CUBE to populate your ORCID works section.

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:
 Public Trusted Parties Private

[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



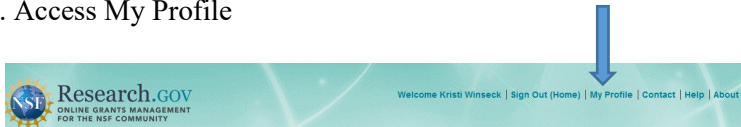
1c. Connect to ORCID

The screenshot shows the NIH Personal Profile page for Jessica Rowell. The 'ORCID ID' field is 'Unavailable'. A blue arrow points to the 'Create or Connect your ORCID ID' link. A dialog box is overlaid on the right, containing the text: 'On the left sidebar, follow the link to connect your ORCID and authorize the access.' The dialog box has arrows pointing to the 'Create or Connect your ORCID ID' link and the 'Authorize' button on the ORCID connection page. The ORCID connection page shows the user 'Kathryn Snider' and the application 'National Institutes of Health - eRA Commons'.

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. A blue arrow points from the 'Edit' button to the next step.

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

* Required

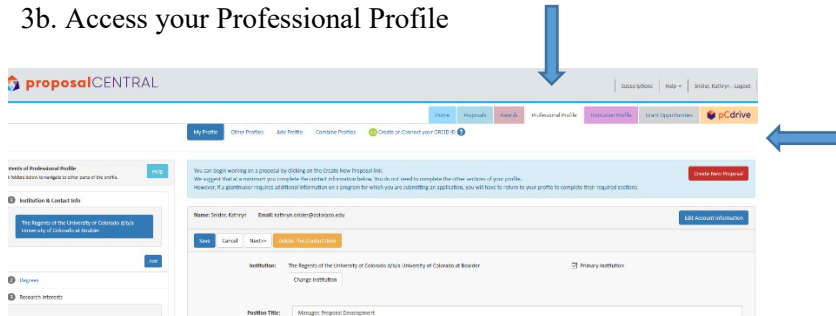
The screenshot shows the NSF Personal Information form. The 'Prefix' field is a dropdown menu. The 'First Name' field contains 'Kristi' and the 'Middle Name/Initial' field contains 'L'. The 'Suffix' field is a dropdown menu. The 'Alternate Name(s)' field is empty. The 'Phone Number' field contains '(303) 735-7821' and the 'Extension' field is empty. The 'ORCID ID' field is empty and has a blue arrow pointing to it.

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.

