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.

3. Follow emailed verification instructions
5a. Complete the Biography section

5b. Complete the Funding section – importing

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).

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

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.
5c. Completing the Funding section – manually entering

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.

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

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

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.
Associate your Sponsor-specific ID with ORCID

1. NIH

   1b. Access your Personal Profile

   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/](https://www.research.gov/research-web/)

   2b. Access My Profile

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

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

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

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

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