Registering with ORCID

ORCID is a service that allows researchers to easily keep track of their publications, institutional associations, and other support. Once you create your proposalCENTRAL account you have the option to link it to your ORCID account. Information from your ORCID profile can be reused within proposalCENTRAL streamlining the proposal and reporting process.

To link an ORCID account:

1. Go to the green “Professional Profile” tab and click the link that says “Create or Connect your ORCID ID”

2. You will be directed to the ORCID login screen. If you already have an account, then login with your ORCID iD and password. If you do not have an ORCID account but would like to establish one, then click the “Register Now” link.

When you connect your ORCID iD with your proposalCENTRAL profile, you can easily transfer information from your ORCID record to proposalCENTRAL and take some of the pain out of online form-filling. Instead of re-keying the same information every time you submit a grant application, we will be able to pull relevant data, where available, directly from your ORCID record. All you’ll need to do is verify that it’s correct!
IMPORTANT: When registering your ORCID account, you will be asked to select your Visibility Settings. In order to link the information from your ORCID to your proposalCENTRAL you must select the "Everyone" option. If your ORCID account is marked as private, then the information will not be visible in proposalCENTRAL.

Adding Publications or Other Support Using ORCID

To login to your ORCID account from proposalCENTRAL go to the green "Professional Profile" tab and click on the "Update Profile from ORCID" link.

This will bring you to a summary page where you can view your ORCID data as well as the information you have entered into your Professional Profile on proposalCENTRAL. To access your ORCID account click on the "ORCID iD" link listed at the top of the page.
This will take you to your ORCID home page where any entries you add to your account will be listed. Click on the "Edit Your Record" button to add or make changes to your ORCID account.
To add or link your publications to your ORCID go to the "Works" section and click the "Add Works" button. You’re given three options to enter your information.

The "Search and Link" option allows users to search through databases such as ISNI, MLA International Bibliography, and Researcher ID to link to any of their works they have listed in those databases. Once you find your works you can add them to your ORCID profile. There is the option to import your works from BibTeX files if you use LaTeX. There is also an option to enter your information manually.

Clicking on the "Add Manually" option will open a pop-up window where you can enter the information about your publication.
Once you’ve added the entry to your ORCID list you’ll be able to view it in the "Works/Publications" section of the ORCID and proposalCENTRAL summary page. To add your ORCID entries to your Professional Profile check the "Add" box and then click the "Save Publications" button.

Once you’ve selected and saved your Publications you’ll be able to view them in your Professional Profile and add them to any of your proposals or deliverables.
Some grant makers in proposalCENTRAL request publication information in their progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add publications, press the button:

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