

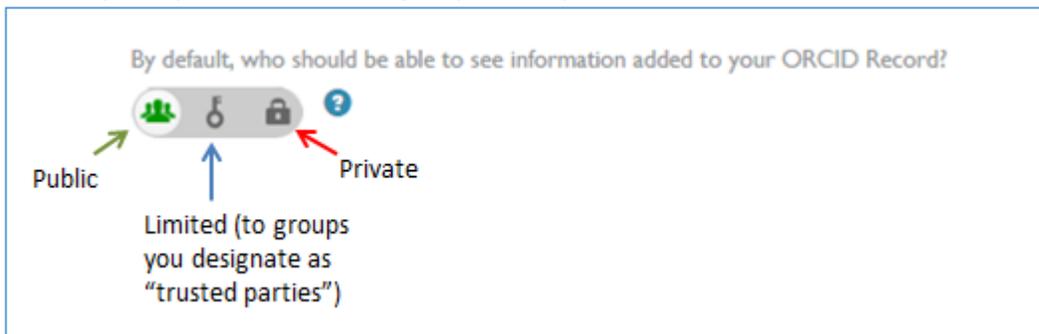


Setting up your ORCID profile

To get started setting up your ORCID profile

1) Register for a free ORCID iD at <http://orcid.org/register>

- You will create a password (8 characters, mix of numerals, alphabetic characters and symbols)
- Level of privacy – default is setting is “public” (please leave at this value)



- Upon filling in a short registration form and clicking “register” you will receive an email immediately from support@verify.orcid.org confirming your email address and providing you with a hyperlink you **must** access in order to complete your registration. (Note: the email also informs you of your ORCID ID, and supplies you with the url for your public ORCID record)
- The hyperlink supplied by the email will take you to your editable ORCID record.

2) Establish one or more delegates to manage, maintain, or edit your profile

- A delegate **must have** at least a minimal ORCID record (i.e., just name filled in and ORCID id assigned)
- To assign delegates, click the “Account Setting” tab at the top of the screen, and scroll down to the “Trusted Individuals” section. Locate the appropriate delegate by their ORCID id or email address. Once the appropriate person is identified, you will be prompted to click “add” twice.
- You can revoke delegate privileges at any time.

3) Complete your ORCID profile *left side*

- Click the My ORCID record tab at the top of the screen.
- Recommended areas to complete, starting with the **left sidebar** :

Note: use the pencil icon to gain access to the editing screen for each section.

Note: within editable sections, use the plus sign (+) to add additional fields; data (such as names and keywords) need to be in separate fields in order to be searchable.

Note: remember to always click “save changes” before exiting a section.

	<ul style="list-style-type: none">● “Also known as” -- Permutations of the name under which the researcher is known<ul style="list-style-type: none">○ Smith, A.M.○ Smith, AM○ Smith, Anthony Mark● “Country” – use pull down menu (more than one may be added)● “Keywords” – free text words or phrases to describe the researcher’s areas of interest, expertise, medical specialty, etc.<ul style="list-style-type: none">○ Add as many as needed to fully describe the researcher Add department names, division names, center names and other institutional identifiers such as:<ul style="list-style-type: none">● Vanderbilt University Medical Center● Vanderbilt Medical Center● VUMC● V.U.M.C.● “Websites” – provide links to the researcher’s professional websites, laboratory websites, project websites, etc.<ul style="list-style-type: none">● In the “description field” simply add the website header● URLs must begin with <i>http://</i>● “Emails” – please provide the researcher Vanderbilt email address. (The “Privacy Setting for this field defaults to “Public”; please make sure to stays set to this value.)
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4) Complete the body of the ORCID profile

Note: some sections must be entered manually; others allow you to harvest information from existing biosketches, etc.

- **Biography** – Free text field for descriptive prose about the researcher. *Limited to 5000 characters* including line breaks
- **Education** – There is a completer for institutional names which will fill in city, state, country.
- **Employment** -- There is a completer for institutional names which will fill in city, state, and country
- **Funding (i.e., award, grants, contracts)** – There are two methods for entering grants: 1) “Add manually” (which includes a completer for the funding agency contact information) or; 2) “Search & Link” which allows you to access the **UberWizard for ORCID**, which is a database that pulls grant information from select funding organizations worldwide such as the NIH and NSF in the United States)
 - If you select UberWizard, you will see the follow screen. Select “Authorize”



Researcher/ faculty Name
<http://orcid.org/0000-0000-0000-0000>

(Not You?)

ÜberWizard for ORCID

has asked for the following access to your ORCID Record

1.
Add funding items
2. Read your ORCID record

DU

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy.](#)

3. The next screen will display the grants you have selected. You may remove any you do not wish to carry over to ORCID. Click the “submit to ORCID” button.
4. ORCID will confirm that the records have transferred and will provide you with a link back to your ORCID profile record.

1 **über WIZARD for ORCID**

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, "M*" will bring back 'Mike', 'Michael' etc. Only the first 1000 matching grants will be retrieved.

First name Last name
Anthony Smith Find by name

63 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

Arts and Humanities Research Council
Challenges to Biography: A Multidisciplinary Research Network
01/01/2011 - 12/31/2012 Raymond Monk, Adrian Anthony Smith - U

2 National Science Foundation - Directorate for Social, Behavioral & Economic Sciences
Collaborative Research: Macroeconomics and Inequality
08/01/1998 - 07/31/2001 Anthony Smith - Carnegie Mellon University
Funding amount: USD 144,264

National Science Foundation - Directorate for Social, Behavioral & Economic Sciences
Macroeconomics and Global Climate Change
07/01/2009 - 06/30/2013 Anthony Smith - Yale University
Funding amount: USD 232,320

NEXT >

3 **über WIZARD for ORCID**

Easily import your grants from ÜberResearch into ORCID.

1 Select grants to submit 2 Verify & submit to ORCID

1 grant(s) selected. Please review.

National Science Foundation - Directorate for Social, Behavioral & Economic Sciences
Macroeconomics and Global Climate Change
07/01/2009 - 06/30/2013 Anthony Smith - Yale University
Funding amount: USD 232,320

BACK SUBMIT TO ORCID

4 **über WIZARD for ORCID**

Congratulations!

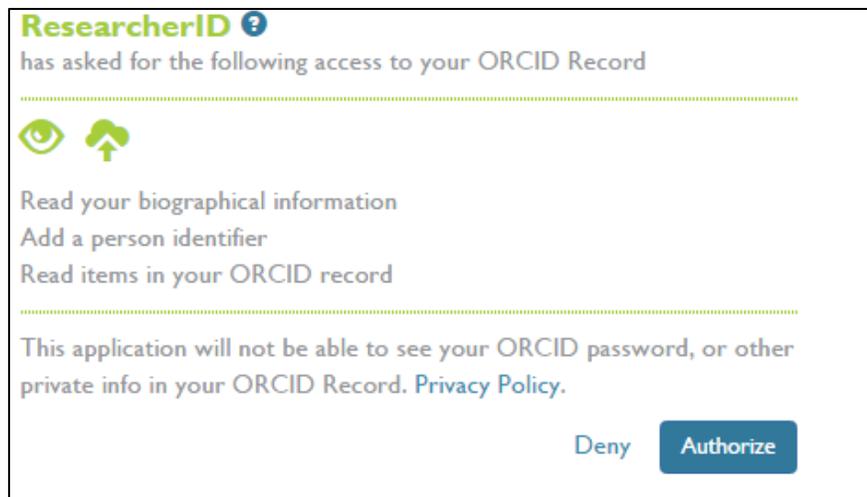
You have successfully uploaded and linked your grant(s) to your ORCID record.
If you would like to review your ORCID record click [here](#).

The ÜberResearch team

- **Works (i.e., citations for publications, conferences, other formats)** -- There are **three** methods for entering citations
 - 1) “Add manually” (which includes a completer for the funding agency contact information);
 - 2) “Search & Link” which allows you to access and harvest citations from:
 - citation databases such as:
 - **Crossref** - a not-for profit network of publishers who contribute references from their scholarly literature);
 - **Europe PubMed Central** – contains all citations and abstracts from PubMed, and Pubmed Central
 - Subscription-based
 - **ResearcherID** - researcher profile complementary to ORCID. Allows researchers to create a profile of scholarly works based on Thomson Reuter’s Web of Science/Web of Knowledge content. **Requires setting up free account and putting together a profile complete with citations.**
 - **Scopus** –Elsevier’s database of peer-reviewed abstract and citations from journals, books, can conference proceedings, covering ~22,000 journal titles in medicine, technology and social sciences. **Scopus automatically creates researcher/author profiles grouping citations with appropriate authors.** Updated weekly. Searchable by author name and name variant (Smith, Anthony Mark; Smith, AM; Smith A.M.)

Recommended starting point for building list of citation in ORCID

Note: using any of the above will prompt ORCID to ask you to “authorize” the passing of data



3) Import BibTeX file (file may have “.bib” extension) – Many bibliographic reference software packages allow export of “.bib” output files, including Endnote and Zotera as well as Google Scholar

- 5) Use your ORCID when you apply for grants, submit publications, and share your CV. Learn more at: <http://orcid.org>