



# NCMAS

## NCMAS 2021 Call for Applications

### ORCID User Guide

Revision 18 Sep 2020



## Table of Contents

Connect your ORCID iD to your profile .....	2
Importing your last 5 years' publications .....	2
Importing your most significant publications .....	2
<b>FREQUENTLY ASKED QUESTIONS</b> .....	3
What is ORCID and why would I use it? .....	3
Do I need to use ORCID? .....	3
Can I use ORCID to populate the Project Progress Report in my application? .....	3
Why doesn't a work in ORCID appear in the list for import? .....	3
What should I do if my ORCID record is missing some of my works? .....	3
How do I correct an error in the imported publication record? .....	4
How can I get more help?.....	4

### Connect your ORCID iD to your profile

1. Sign-in to <https://my.nci.org.au>.
2. Open the *About me > ORCID iD* page.
3. Press the *Connect or Register your ORCID iD* button.
4. Follow the prompts on the ORCID website to sign-in and authorise MyNCI to access your ORCID iD.
5. You should see a "now connected" message and can close the popup window.

### Importing your last 5 years' publications

1. Open the *About me > Publication record > Last 5 year's* page.
2. Press the *Add publications* button and then the *Import from ORCID* button.
3. All eligible publications from your ORCID record published within the eligibility period are now displayed in the import form and are pre-selected ready to import. You can de-select any publications you do not wish to include in your application. Note: Publications are ordered by most recent first, and you can search for specific publications by title, year of publication, type and journal title, conference title, and publisher (books only) using the search box.
4. Press the *Import selected* button.
5. Close the import form window and return to the edit page. The publications you imported are now displayed.
6. Press the *Save* button to finish.

If you need to revise the list, repeat the above steps. Publications can be removed by checking the *Delete* option for that publication and then saving.

### Importing your most significant publications

1. Open the *About me > Publication record* page.
2. Follow steps 2-5 above.
3. (Optional) Add citation counts for each publication as desired.
4. (Optional) Order the publications using the up/down arrows.
5. Press the *Save* button and you're done.

## **Frequently Asked Questions**

### **What is ORCID and why would I use it?**

ORCID is an independent non-profit organization that provides a mechanism for linking your research outputs and activities to your ORCID iD – a persistent identifier that distinguishes you from other researchers. ORCID is integrated into many systems used by publishers, funders, institutions, and other research-related services, which means you can maintain your publication record in one central place (ORCID) and propagate it to numerous other integrated systems, e.g., MyNCI, the ARC's RMS system and your institution's research information system without tedious and time-consuming data entry in each system. Learn more at [orcid.org](https://orcid.org).

### **Do I need to use ORCID?**

Using ORCID to populate your publication record is mandatory.

### **Can I use ORCID to populate the Project Progress Report in my application?**

At this time it is not possible. ORCID can only be used by CIs to populate their personal publication record in their user profile on MyNCI.

### **Why doesn't a work in ORCID appear in the list for import?**

There are several reasons why this might be so.

1. The work is not public in your ORCID record. Only public records can be imported at this time. See <https://support.orcid.org/hc/en-us/articles/360006894494-Visibility-preferences>
2. It doesn't have an eligible type. Only journal articles, peer-reviewed conference papers, books, edited books and book chapters are eligible.
3. It's missing key metadata: journal name (for journal articles), conference name (for conference papers), book title (for book chapters), publisher (for books and edited books), or the year of publication.

### **What should I do if my ORCID record is missing some of my works?**

If one of your publications is missing from ORCID there are several ways to add one: see <https://support.orcid.org/hc/en-us/articles/360006973133-Add-works-to-your-ORCID-record>

If you can't add a work to ORCID for some reason, you can manually add a work by following the ORCID import instructions but instead of importing works from ORCID press the *Enter work manually* button and provide the required publication details.

## **How do I correct an error in the imported publication record?**

If the error exists in record of the work in ORCID, e.g., the type of work is listed as a book chapter instead of a book, or is missing information such as the DOI then you will need to correct/edit it in ORCID before importing it into MyNCI. See <https://support.orcid.org/hc/en-us/articles/360006894754-Edit-works>

In cases where the ORCID record was imported from elsewhere, e.g., NASA ADS or CrossRef, you may be able to correct the problem in ORCID by re-importing the publication from the original source.

If the work is correct in ORCID and you believe that MyNCI has imported the work incorrectly please report it to [ncmas@nci.org.au](mailto:ncmas@nci.org.au) so that it can be investigated.

## **How can I get more help?**

You can get more help with importing publications from ORCID or report issues by emailing [ncmas@nci.org.au](mailto:ncmas@nci.org.au).