

Add funding and other information to your ORCID

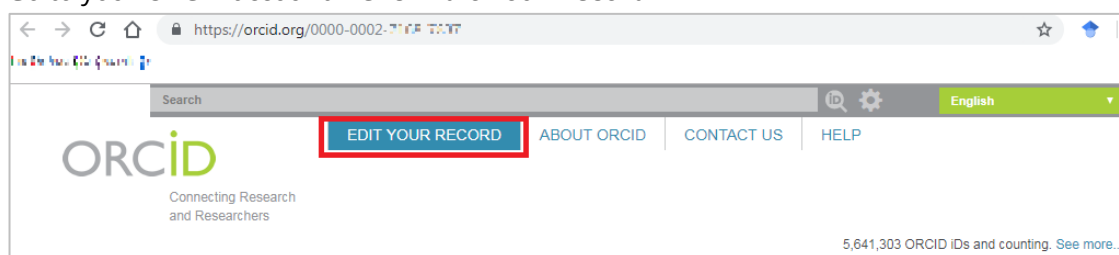
Introduction

Follow this guide to add funding and other information to your ORCID profile.

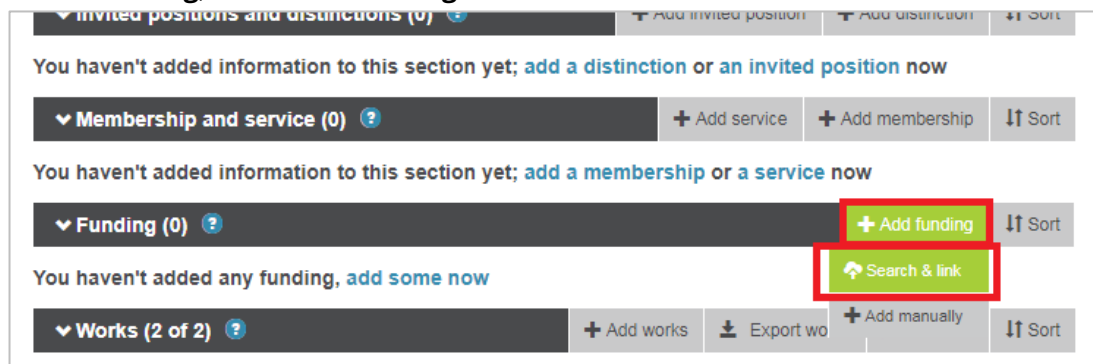
Procedure

A: Add funding

1. Go to your ORCID account – **Click Edit Your Record**



2. Under **Funding**, select **Add Funding – Search & Link**



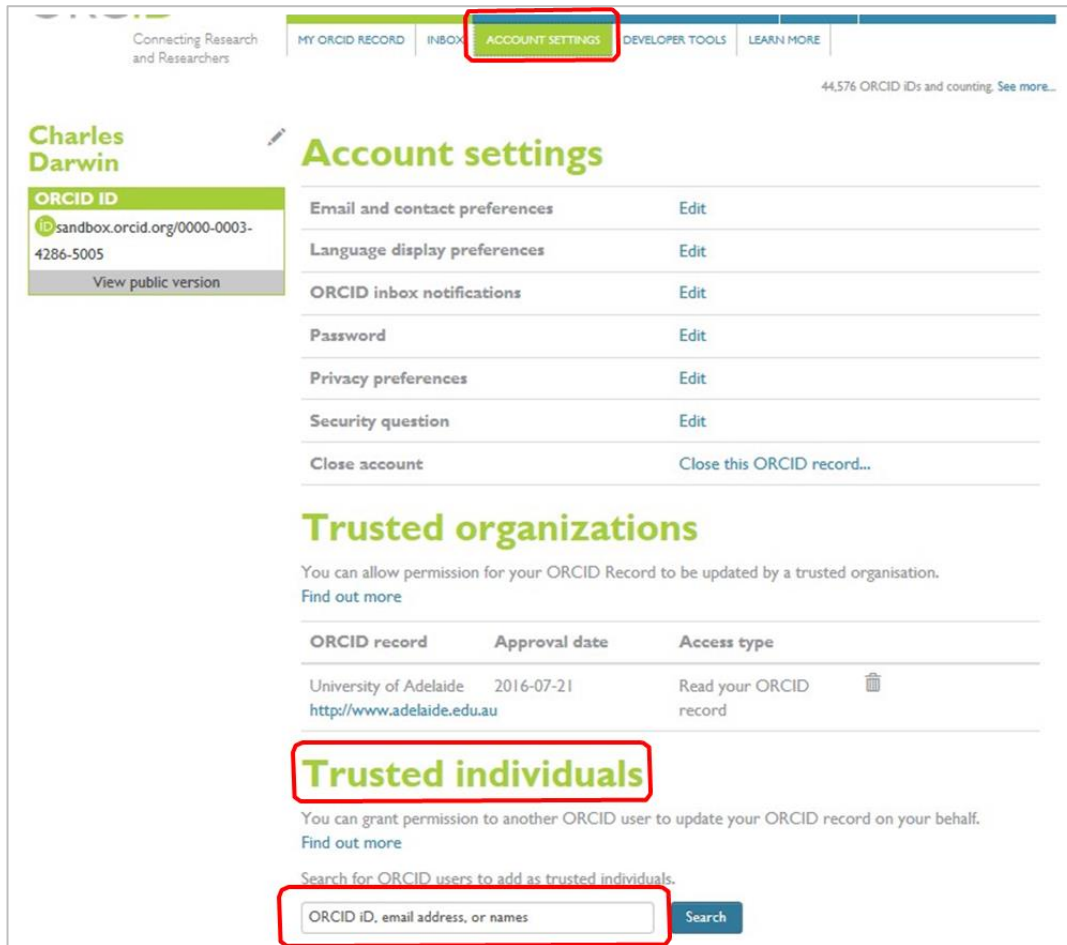
3. Use the **ÜberWizard** function to import your grants and funding.

B: Add trusted individuals

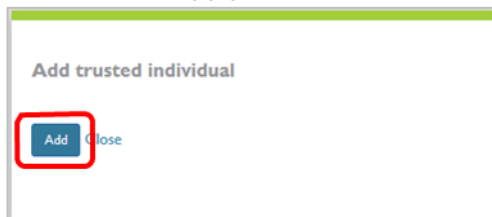
You can grant another ORCID user with permission to impersonate your ORCID record on your behalf, these are referred to as a Trusted Individual. The Trusted Individual will have access to your record, has the ability to edit any information and make connections with external systems.

1. To grant access to a Trusted Individual, log in to your record and go to **Account Settings**

2. In Account Settings, scroll down to **Trusted Individual** and enter the email address connected to their own ORCID record



3. Select **Add** to apply the trusted individual



C: Add Biographical information to your ORCID

1. From your ORCID record, select **Edit your Record**, or visit orcid.org/my-orcid
2. Add your personal information to the left column of your ORCID record by clicking the **edit icon** (pencil) next to each item. Information you can edit includes:
 - Your name and other versions of your name you are known by
 - The country or region where you perform your research
 - Keywords related to you and your research
 - Links to websites related to you and your research
 - Email addresses you use and have previously used
 - Other person identifiers, such as a ResearcherID or Scopus Author ID
3. Add your biography to the top field Biography section.
4. Add your education history to the Education field. Select your educational institutions from the displayed list.
5. Add your employment history to the Employment field. Select your organisation from the displayed list.

Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or email researchsupport@adelaide.edu.au