



# ORCID guide for Research Applicants



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### **What is ORCID**

ORCID is a unique, persistent and free identifier for researchers to store their track record information.

The Heart Foundation requires Research applicants to use an up-to-date ORCID record to complete some funding applications.

To create an account visit <https://orcid.org/>

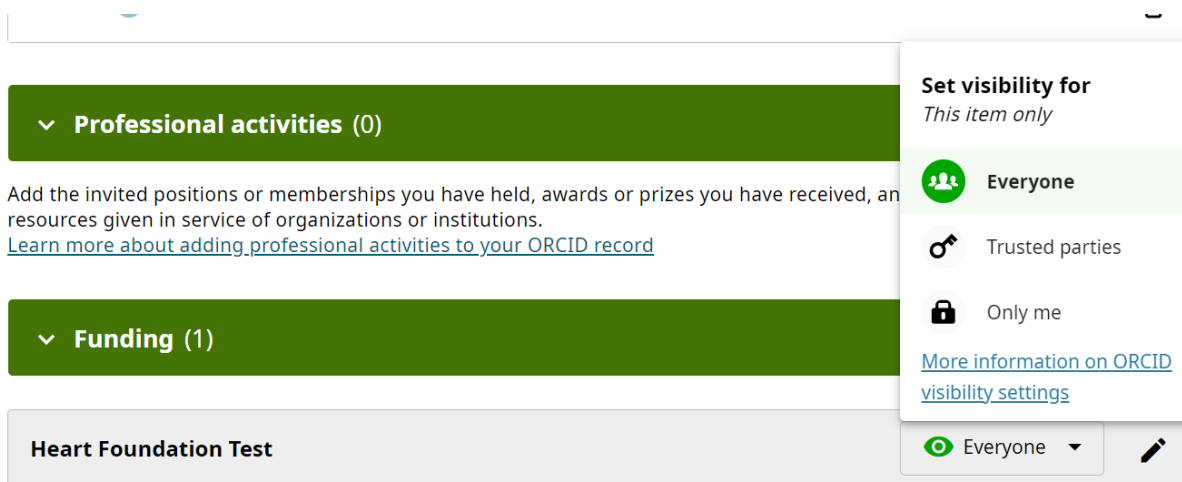


# Using ORCID in your application

## Getting started

The following document outlines the key information you will need to have up to date in your ORCID record in order to easily import the required information into your Heart Foundation profile or application.

**Please ensure that all ORCID entries are set to 'public' or 'trusted' visibility to allow these to be imported into your profile or application.**



The aim of importing information from your ORCID record is to minimise the amount of manual entry required for your application. As not all ORCID works perfectly match what is included in your application, this guide outlines the ORCID 'Works' types most relevant to your application. Please note that there will be opportunity to add comment and additional information directly in your application after you have imported items from your ORCID record.

## 1. Publications, Presentations and Other Outputs

When linking and importing your ORCID record information into your researcher profile and/or application, you will be asked to select your most relevant publications and presentations for assessment.

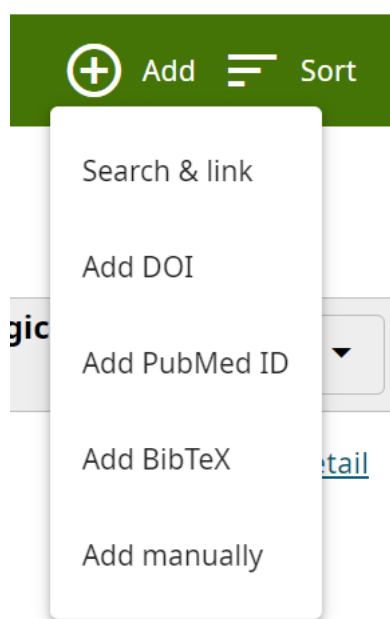
Publications, presentations and other outputs are entered into ORCID under 'Works'.

The following 'Work Types' are ones we consider relevant and can be pulled from ORCID into your profile and/or application.

Type	Question
Book	Publications
Book chapter	Publications
Dissertation/Thesis	Publications
Edited book	Publications
Journal Article	Publications
Journal issue	Publications
Magazine article	Publications
Newsletter article	Publications
Newspaper article	Publications

Online Resource	Publications
Preprint	Publications
Report	Publications
Review	Publications
Supervised student publication	Publications
Working paper	Publications
Conference abstract	Publications/Presentations
Conference paper	Publications/Presentations
Conference poster	Publications/Presentations
Lecture/speech	Presentations
Other	Publications/Presentations

The easiest way to add your Works is to select the 'Add' button and select any of the options that will allow you to search and/or link to existing records of your Works (e.g., add DOI).



If your Works are not indexed elsewhere and need to be added manually, select "Add manually". A window will pop up that allows you to input the details of your Work.

To begin, you're required to select a 'Work Type', which will adjust the relevant data entry fields accordingly. Please refer to the table above for the list of work types that will be relevant to your application.

**Works**
✕

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**Work details** \* Required information

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**Work type\***

Select a work type
▾

**Work title\***

+ [Show translated title](#)

**Work subtitle**

[Work details](#)

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[Citation](#)

---

[Identifiers](#)

---

[Contributors](#)

---

[Other information](#)

---

[Visibility](#)

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Save changes

Cancel

## 1.1 Publications

A range of publications can be imported to demonstrate your track record. Please provide as much information as possible (e.g., Contributors and 'Your contribution to this work', Work identifiers, Publisher) when manually inputting your publication information to support evaluation of your Track Record.

Note that 'Contributors' represent 'Authors' for publications. These should be listed in the order of authorship as this authorship order will be imported into the portal. For Works entered manually, you can enter the authors in order, or click and drag them using the six dots to the left of the author name (as pictured below) to edit the order.

### Contributors to this work (2)

●●●●

iD

*Researcher Name*

National Heart Foundation of Australia

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*Researcher Name*

●●●●

Formal Analysis ▾

[Add another role](#)

5

## 1.2 Presentations

Presentations can be manually entered into 'Works' under the categories of Conference abstract, Conference paper, Conference poster, Lecture/speech or Other. Selected presentations from each of these categories can be imported into your application.

While Conference abstract, paper and poster may not perfectly capture all the details of your presentation there will be an opportunity to add further description of your presentation in the application directly (e.g. invited, plenary, national/international).

If you are adding a new presentation, you may wish to add these as a Lecture/speech or under Other.

For additional information on importing Works into ORCID, please visit: <https://support.orcid.org/hc/en-us/articles/360006973133-Add-works-to-your-ORCID-record>

## 2. Employment History

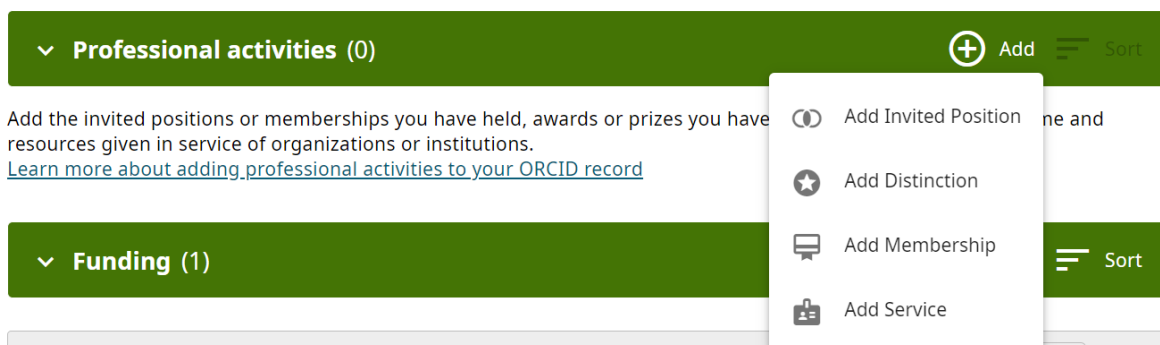
Your employment history is captured under the 'Employment' tab in ORCID by selecting 'Add' and completing the required and relevant information.

## 3. Education and Qualifications

Your education and qualifications are captured under the 'Education & Qualification' tab in ORCID by selecting 'Add' and completing the required and relevant information. Please confirm that key dates are accurate as these may be used to assess your eligibility.

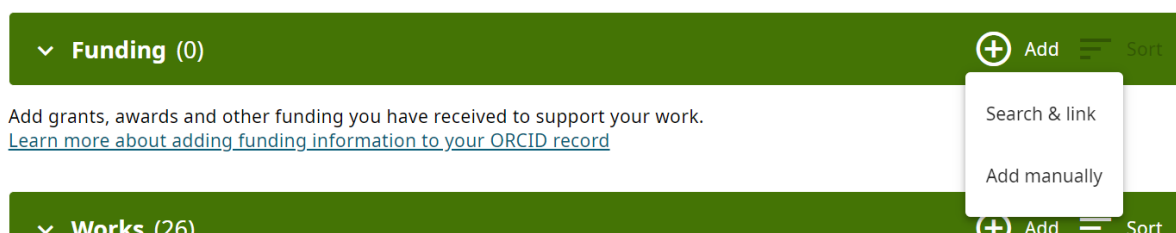
## 4. Awards and Recognition

Awards and Recognition information will be pulled from the 'Professional activities' tab by selecting the add button and 'Add distinction'. Please complete as much information about your award or distinction as possible.



## 5. Other Funding

Other funding information will be pulled from the 'Funding' tab. This information can be linked (see instructions when you select 'Add manually') or added manually (see instructions when you select 'Add manually').



**Thank you for helping us in our fight  
to save Australian hearts.**

**If you have any questions, please contact:**

**[research@heartfoundation.org.au](mailto:research@heartfoundation.org.au)**



For heart health information,  
visit **[heartfoundation.org.au](http://heartfoundation.org.au)**