v1.0

Writing funding to ORCID records using the New Zealand ORCID Hub

Royal Society Te Apārangi

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Purpose of this guide

This guide describes how an organisation's technical contact or designated Organisation Administrator(s) can write funding information to ORCID records using the New Zealand ORCID Hub.

Prior to using the New Zealand ORCID Hub, your organisation must be onboarded to the application. If your organisation is not listed on the Hub's home page, your organisation's ORCID Technical Contact should request an invitation to onboard. Onboarding involves being authenticated in the Hub, using the Hub to obtain API credentials for your organisation from ORCID, and entering these into the Hub.

Guides for onboarding your organisation to the New Zealand Hub are available here.

Logging into the Hub

There are two ways to log-in to the Hub, depending on whether your organisation is a member of Tuakiri, New Zealand's federated identity system, or not.

1. Tuakiri log in, for Hub use:
   Click the Log-in button for the Hub, select the left hand option for Tuakiri. From there, select your home institution and **log-in using your institutional username and password**.
2. Other member organisation log-in, using an ORCID account:
   Click the Log-in button for the Hub, select the right hand option (log-in with ORCID) and log-in to your ORCID iD. You will then be returned to the Hub.
   Note –You can only log-in via ORCID if the New Zealand ORCID Hub has already learned your ORCID iD via your use of a Hub-invitation. If you are an organisation administrator from a non Tuakiri member organisation you must have confirmed your ORCID iD by initially making your email address visible to trusted parties using the 'account settings' menu before logging into the Hub for the first time. Contact us if you are unsure of this step.

Types of funding allowed in ORCID records

Funding must be one of the following types:

Award: Peer-reviewed funding providing direct research costs through competitions

Grant: Peer-reviewed funding providing direct research costs through competitions

Contract: Works commissioned by external public agencies or industry building on research expertise and aimed at deliverables. Include research contracts awarded by federal agencies for both direct and indirect costs, and honoraria.

Salary award: A competitive, peer-reviewed award that is paid as salary to the awardee/faculty member.

Fields/metadata for funding

Table 1 shows information that can be included in funding entries to ORCID records. Certain fields are mandatory, others are optional.

Table 1 – information, required and optional, for writing funding information to ORCID records using the Hub

Field	Description
Invitee first name (required)	Person to whose ORCID record you are writing
Invitee last name (required)	Person to whose ORCID record you are writing
Invitee email address (required)	Person to whose ORCID record you are writing
Invitee local identifier	A local identifier – e.g. one used by your internal system.
ORCID iD of invitee	If known
Funding agency name (required)	The name of the organization that awarded the funding.
Funding Agency City (required)	City
Funding agency country (required)	Two letter abbreviation for the country
Disambiguated organisation identifier (required)	An organization identifier for the funding agency e.g. GRID number, Ringgold number, Crossref Funder ID.
Disambiguated organisation source (required)	e.g. RINGGOLD, GRID, Fundref
Type (required)	Must be one of: **award, contract, grant, salary award**.
Subtype	Further categorisation e.g. Fast-start
Title (required)	The title of the funded project
Translated title	Include a translation of the title if included
Translated title language	Two letter abbreviation, mi = Māori
Description	Abstract of the project
Total funded amount	Total amount awarded
Currency	Currency of award
Start date	The start date of the funded project. Enter year, month and year, or month date and year.

Field	Description
End date	The end date of the funded project. You can enter month and year or just year
External id type (required)	e.g. grant number
External id value (required)	e.g. the actual grant number
External ID relationship (required)	SELF (unless the identifier applies to a larger award of which the project is part)
Grant/contract url	url to information about the funding award
Contributor role	Roles described by ORCID are: **Lead** (PI), **co-lead** (co-PI), **supported-by** (e.g. Individual researchers who are also employed or supported by the funding. For example, an externally funded research assistant), **other-contribution** (people who are neither leads, co-leads or supported by the grant). If entering this information the hyphens between words are essential.
PUT code	Use the PUT-Code if you wish to update an item. The code can be obtained by exporting the task from the Hub once the entry is written to the ORCID record. By writing information using a PUT code the row of information in your file overwrites the specified item in the user's ORCID record rather than creating a new entry.

Constructing files for upload to the NZ ORCID Hub

Files that contains macrons or other diacritical marks

If you are using Excel to create a file for upload to the Hub, and it contains macrons or other diacritical marks, you must save your file as Unicode text (under the 'save as' option) and then manually change the file ending from .txt to .tsv - if you omit this step the macrons or other marks will not display properly in the ORCID record.

Constructing csv or tsv files

Only upload a csv or tsv file if your work has:

- One invitee
- One external identifier type

The csv or tsv file is not designed to enable writing to ORCID records when there are several fund recipients and you want to write to all parties' ORCID records. In this instance you will need to upload a json or yaml file.

Files in csv or tsv format:

You can construct simple csv or tsv files when there is only one award recipient and one identifier for the funding award.

Mandatory headers for these files are shown in Table 1.

Figure 1 shows an example of a funding award written to an ORCID record for a single recipient using a csv file.

Template files (sample files 1 and 2) for this example in both csv and tsv format can be found here.

Figure 1 – Example of a funding item in an ORCID record for one recipient with one identifier as written by sample files 1 and 2
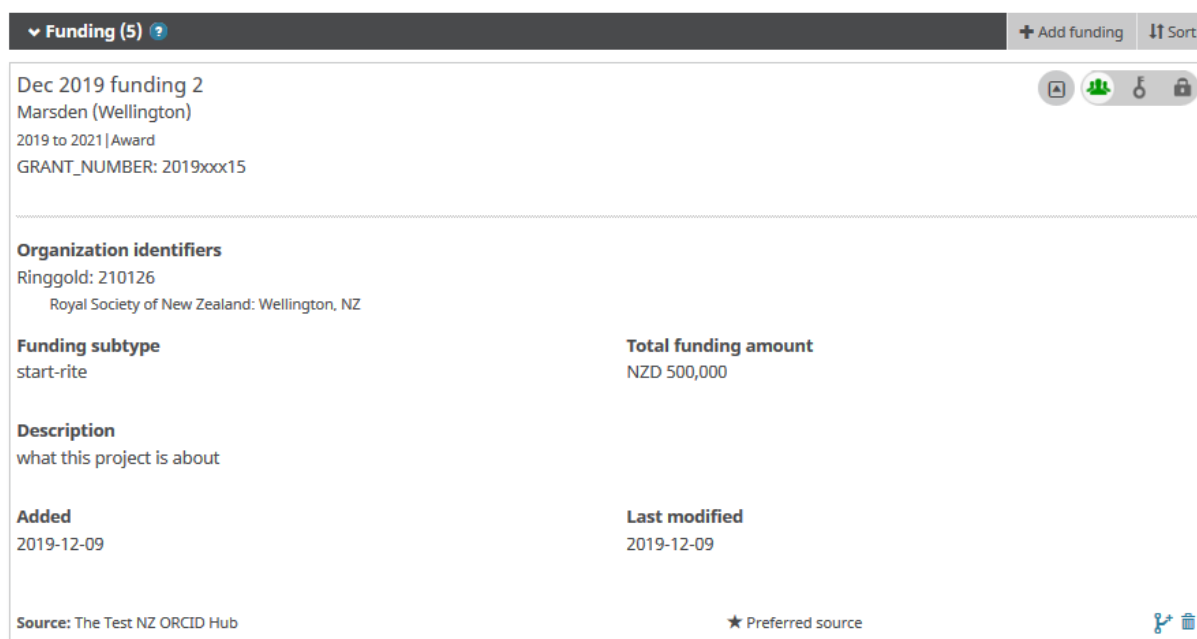

Constructing json or yaml files to write multi-recipient awards to ORCID records

If you wish to write funding awards to ORCID records that have multiple recipients you should upload a correctly formatted json or yaml file to the Hub. Figure 2 shows an example of a funding item with three contributors written to an ORCID record. Your file can contain information about multiple awards to multiple recipients. If you need assistance constructing such a file contact us.

Template files (sample files 3 and 4) for the example shown in Figure 2 in both json and yaml format can be found here.

Figure 2 – information written to the ORCID record by samples file 3 or 4
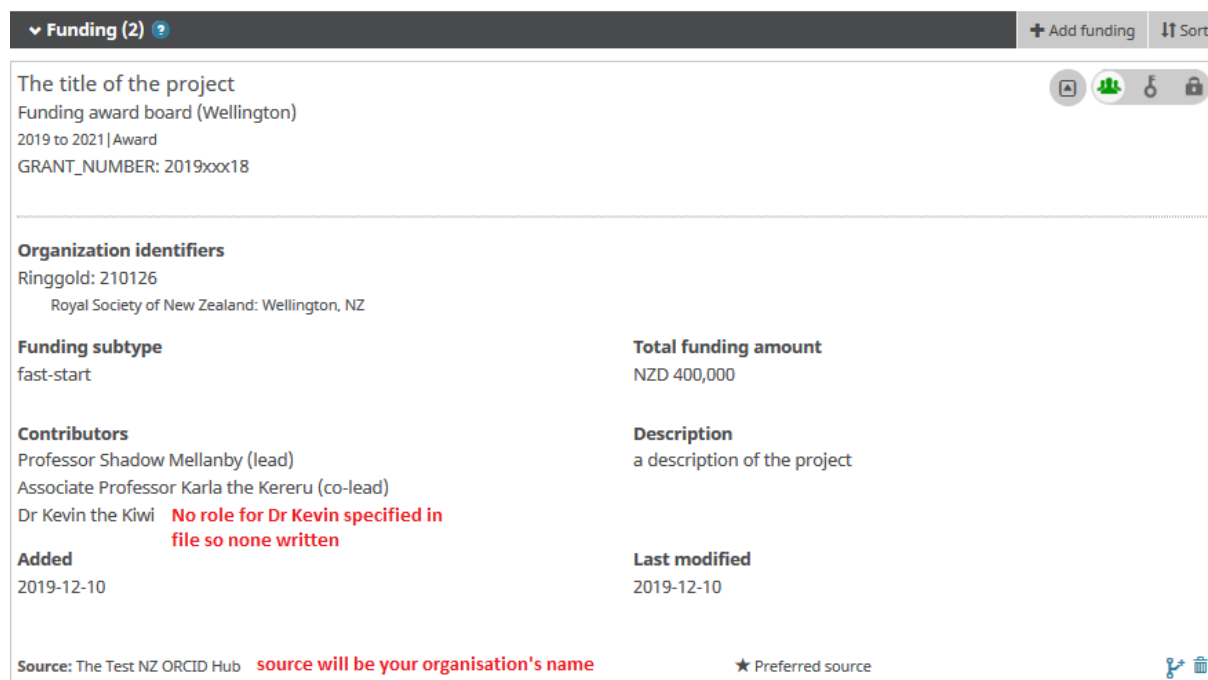
Using the Hub to write funding to ORCID records

Uploading files and activating them in the Hub generates email to your researchers and contributors, inviting them to give your organisation permission to access their ORCID record.

Branding Hub generated messages with your organisation's logo

Email branding from the Hub is, by default, that of Royal Society Te Apārangi and therefore you may wish to customise Hub emails with your own organisation's branding.

To customise the Hub's emails with your organisation's branding log in and navigate to

<Settings > <logo>

Upload a jpg or png file of a recommended 127 pixels, maximum 200 pixels, in height. Please resize if necessary; contact us if you require assistance to do this.

Your logo will be placed on the default black header block. If you prefer your logo to be placed on a white header, or any other colour branding, this can be done by slight alteration of the html code. Please contact us for assistance on how to do this.

Uploading files to the Hub

If the researcher(s) have not already given you permission to read from/write to their ORCID records, perhaps from you writing an earlier entry to their record, then prior to uploading and activating your file in the Hub, and according to your organisation's normal communications procedures, you should contact them in advance to let them know that you intend to write funding information to their ORCID records. You must explain that they will be receiving an email from the New Zealand ORCID Hub, and

the date on which you intend to upload your file. By doing this, your research community will be expecting the Hub's email and be less likely to delete it as spam.

To upload a 'funding' file to the Hub log-in and go to

<Tasks> <Upload funding> … upload your file … **<activate all>**

This will either

- send an invitation to those people whose ORCID records you wish to write to (Figure 3) OR
- if the researchers have already given your organisation permission to act on their ORCID records, the funding item will immediately be written, with your organisation as the source of the information.

Figure 3 – Email invitation sent from the Hub to invitees

Using the Hub's API to write funding to ORCID records

If you wish to automate your organisation's processes by directly writing from your own internal systems to ORCID records via the Hub's API please contact us and request the addition of this feature to your organisation's functions in the Hub.

Sending reminders from the Hub

The invitation hyperlinks in the Hub's emails and the task (your uploaded file) expire after 28 days. On expiry the task is deleted from the Hub and any outstanding invitations will be invalid. If you wish to

extend the expiry date and/or send reminders, clicking 'Reset all' will send a fresh invitation to anyone who has not yet given permission; if resetting a task within two weeks of its expiry, the expiry date is extended by 15 days from the time of the reset. If a user with a previously held token has revoked permission, they are sent a Hub-generated email asking them to grant permission again.

Exporting files from the Hub

As the Hub does not store files you should export your task from the Hub prior to its expiry date. By exporting your file you will obtain the PUT codes assigned by ORCID to every item you have written to ORCID records. You will require these PUT codes for updating information in the future.

To export your tasks go to **<tasks>**, **<uploaded tasks>**, select your file for export, click on **<export>** and choose the file format you wish to use. Save your file in your own system.

Updating/editing information written to ORCID records

You can edit information that you have written to ORCID records either by uploading a new file containing ORCID's PUT code for the item or by using the Hub's web-form features.

Uploading a new file containing a PUT code

Once an item has been written to an ORCID record ORCID returns a PUT code for it. This can be used later for editing the item in the record. You should export your tasks from the Hub before they expire in order to obtain the PUT codes for all the items you have written to ORCID records.

To edit a record you can create a new flat file (csv/tsv) and include an extra header of 'PUT code'. Construct your file as before containing all the information you wrote originally; add any new information under the appropriate header and add the PUT code for the item written to the record. If using a json/yaml file, include the PUT code for the item. If you need assistance in creating files contact us.

Editing records using the Hub's web-form feature

You can edit information written to ORCID records in the Hub directly using the web-form features. Any information can be edited while the task is still active, but some edits can also be made after the task has expired.

If the task is still active in the Hub, navigate to it via **<Tasks>**, **<Uploaded Tasks>** then click on the eye icon to view the items. Choose the item you wish to edit and click on the icon that represents that information e.g. invitees, contributors, external identifiers. Once you have edited the information you must **'reset'** the task for the edits to appear in the records. If adding new invitees, these people will receive an invitation email as described previously.

If the task has expired you can still edit some information in ORCID records about the funding item, including url, identifiers and information about the funding itself. Figure 4 shows the Hub's web-form. Go to **<Your People>**, **<view/export people>** and search for the person whose information you want to edit. Hover over the pencil icon on the left and a suite of icons will appear. Click on the dollar bill icon to edit funding information. When the information appears on screen, click on the pencil icon on the left to edit the information. Figure 4 shows what information can be edited. Note that anything you enter into the visibility field will be over-ridden by the individual's personal settings.

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Figure 4 – The Hub's web-form for editing funding information for a person after a task has expired

Funding

Institution/employer *

Funding award board

City *

Wellington

State/region

State/region

Disambiguated Organisation ID

210126

Country *

New Zealand

> **External Identifier Info (add at least one entry)**
>
> **Funding Grant Type**
>
> grant number
>
> **Funding Grant**
>
> 2019xxx18
>
> **Funding Grant Url**
>
> **Funding Grant Relationship**
>
> Self
>
> **Remove**

Funding Title *

The title of the project

Funding Translated Title

Funding Translated Title

Language

Funding Type *

Award

Funding Subtype

fast-start

Funding Description

a description of the project

Total Funding Amount

400000.0

Currency

New Zealand Dollar

Start date

2019 Month Day

End date (leave blank if current)

2021 Month Day

Disambiguation Source

RINGGOLD

Url

Url

Troubleshooting – common Hub error messages

This list contains some of the most common error messages you may encounter in the Hub.

Error message	Solution
Failed to load record file: invalid affiliation type 'invited position'. Expected values: student, education, employment, distinction, invited-position, qualification, membership, service.	You have omitted the hyphen in 'invited-position'. Correct the error and re-upload your file.
JSON Decode Error: Expecting property name enclosed in double quotes Failed to load records.	Your JSON isn't valid, check with https://jsonlint.com/, correct any errors and try again.
Model Exception: Wrong partial date value Failed to load affiliation file.	Wrong date information. Insert date information in the expected format and re-upload file.
Model Exception: Wrong number of fields. Expected at least 4 fields (first name, last name, email address or another unique identifier, student/staff): Failed to load affiliation file.	Check the headers/commas in your csv file.
Model Exception: Missing or incorrect property type. (expected: URL,NAME,KEYWORD,COUNTRY) Failed to load Researcher Url Record file.	Check that the property information in your file is correct.
Model Exception: Information about Convening Organisation (Name, City and Country) is mandatory Failed to load peer review records.	Your file must contain full information about the peer-review convening organisation.

If you have any questions about using the New Zealand ORCID Hub please contact
orcid@royalsociety.org.nz