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Writing research resources 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 the use of research resources 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.

About research resources

 'Research resources' are anything used to carry out research. These must be one of:

- **Collections:** An object or group of objects used for research purposes; can be tangible or digital. Examples include: data sets, rare book collections, museum collections, biological specimen collections.

- **Equipment:** Hardware used for research purposes. Examples include: microscopes, telescopes, computers, glassware, samples, materials.

- **Infrastructure:** A facility, building, or other physical space used to perform research. Examples include: a neutron spallation source, animal facility, data enclave, archaeological site, telescope array, ship, plane, farm, laboratory.

- **Services:** Services used for research purposes. Examples include: data analysis, computing services, logistical support, legal services, copyediting, expert or staff advisement.

To write research resources to ORCID records **persistent identifiers are required** for all of the following:

- the **proposal** to use the resource
- the **proposal administering organisation**(s)
- the equipment/**resource itself**
- the **host organisation**(s) of the resource

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.

Fields/metadata for research resources

The following can be included in research resources entries to ORCID records. Certain fields are mandatory, others are optional.

Table 1 – metadata for research resources

Metadata for people	Notes
Invitee first name (required)	Person to whose ORCID record you are writing the item
Invitee last name (required)	Person to whose ORCID record you are writing the item
Invitee email address (required)	Person to whose ORCID record you are writing the item
Invitee local identifier	Identifier in your organisation's system for the person to whose ORCID record you are writing.
Metadata for the proposal	**Notes**
Title (required)	The title of the proposal or registration to use the resource
Translated title	The title of the proposal, translated, if relevant
Translated title language	Language of the translated title e.g. mi (te reo Māori)
External ID type (required)	Suggest using 'proposal-id' or another valid identifier from ORCID's accepted list at https://pub.orcid.org/v2.0/identifiers
External ID value (required)	The value of the identifier
External ID relationship	SELF or PART-OF
Start date	Minimum information is year
End date	Minimum information is year
Proposal url	link to a publicly accessible web page with information about the proposal, if one exists
Metadata for the proposal host	**Notes**
Proposal Host Name (required)	The organisation that receives/processes resource proposals/requests for use. This may be the same as the host organisation of the resource or a different organisation.
Proposal host city (required)	City where proposal host organisation is situated

Proposal host country (required)	Country where proposal host is located
Disambiguated organisation ID (required)	Identifier for the organisation
Disambiguated organisation source (required)	e.g. RINGGOLD, GRID
Metadata for the Research Resource	**Notes**
Name (required)	Name of the resource
Resource-Type (required)	Must be one of: collections; equipment; infrastructures; services (see section 1 – about research resources).
Resource External ID type (required)	Must be one of ORCID's recognised identifiers at https://pub.orcid.org/v2.0/identifiers
Resource External ID value (required)	The value of the identifier
Resource External ID relationship	SELF or PART-OF
Resource External ID URL	url for research resource
Metadata for the Research Resource Host	**Notes**
Resource Host Name (required)	Name of the resource host organisation
Resource Host City (required)	City of research resource host
Resource Host Country (required)	Country of research resource host
Resource Host Disambiguation ID (required)	Identifier for the organisation
Resource Host Disambiguation Source (required)	e.g. RINGGOLD or GRID
Additional Fields	**Notes**
PUT Code	Assigned by ORCID once the information has been written to the record. Use the PUT code to update this item in the ORCID record in future, if desired.

Constructing files for upload to the NZ ORCID Hub

Files that contain 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

Files in csv or tsv format:

Mandatory headers for csv/tsv files are shown in Table 1

Only upload a csv/tsv file if you have:

- One proposal host and one research resource each of which has one set of identifiers

Csv example 1 –constructing a file for use of a research resource, with one invitee

Sample file is available here

Figure 1: ORCID record with research resource written from sample file: resources.csv

Constructing files in json or yaml format

Files in json or yaml format

These file formats should be used if you have:

- multiple proposal hosts (ORCID accepts up to ten)
- multiple research resources (up to one hundred)
- multiple resource hosts (up to ten)

Please contact us for sample files if your situation calls for these.

Using the Hub to write research resources 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 research resources 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 'resources' file to the Hub log-in and go to

<Tasks> <Upload Resources> … 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 resource item will immediately be written, with your organisation as the source of the information.

Figure 3: example of email invitation sent from the Hub to invitees
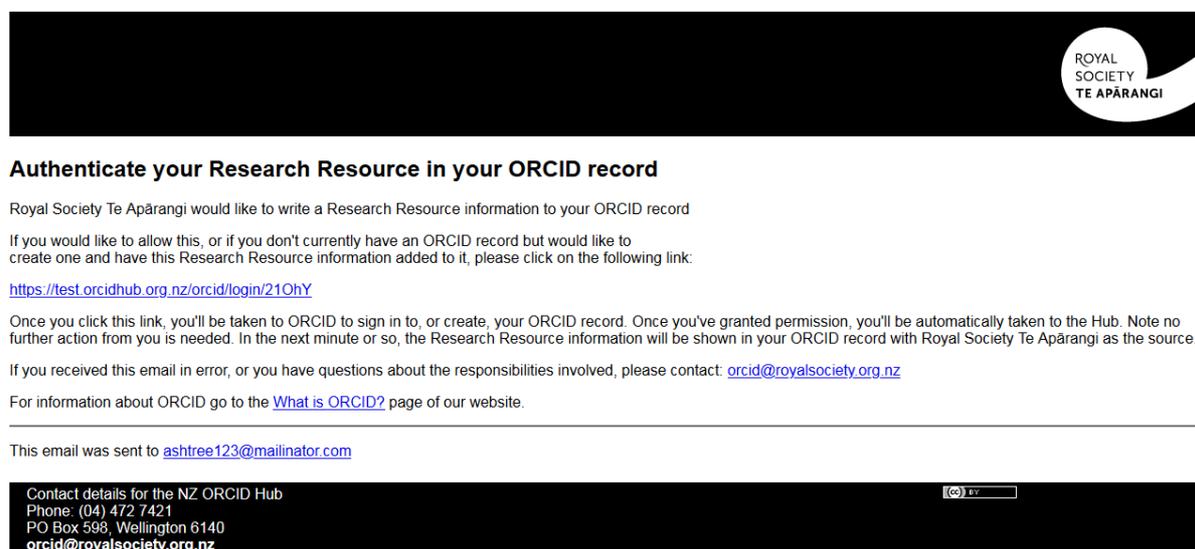
Using the Hub's API to write research resources to ORCID records

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.

Exporting files from the Hub and sending reminders

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. Using the Web-form can only be done while the task is still active in the hub.

Uploading a new file containing a PUT code

To edit using the PUT code, created a new file. If a csv/tsv file, use another header of 'PUT code'. Construct your file as before, containing all your original information plus the PUT code for the item. 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. In the case of research resources, this can only be done while the task is still active.

To edit information go to **<Tasks>**, **<Uploaded Tasks>**, find your task in the list, click on the pencil icon and then edit as desired. In the task, click on **<reset all>** to make the changes appear in the appropriate ORCID record.

Troubleshooting – 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 and 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