

December 2020

Adding Publications







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The Publications section of the Professional Profile allows users to store information about their publications. Many of the grant makers using ProposalCentral collect information about your publications in their applications and post-award reports. If they use the specially designated Publications feature, the information entered in the Publications section of the Professional Profile can easily be added to any applications and post-award reports.

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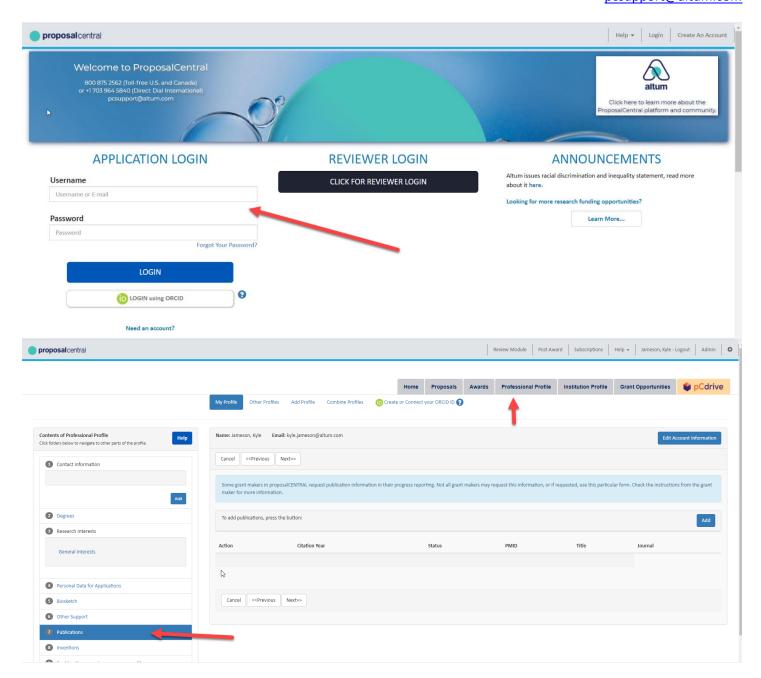
Adding Publications to Your Professional Profile

To add publications to your Professional Profile:

1. Go to ProposalCentral (https://proposalcentral.com) and login under Applicant Login.







- 2. Click the Professional Profile link and then the Publications link in the menu on the left. The first time you access the Publications section, it is blank as you have not added any entries yet.
- 3. To add a publication entry, click the 'Add' button at the top of the table. Clicking the 'Add' button displays the publication fields to complete. There are three ways to enter the publication information:

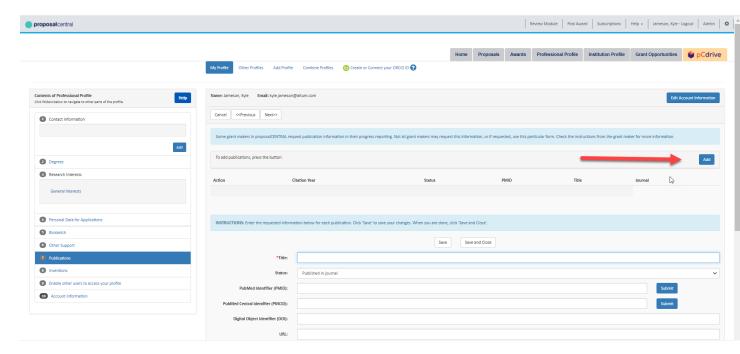






- a. Enter the PubMed Identifier (PMID) and click the 'Submit' button. This populates most of the data fields for you. If you enter a PMID that does not match a record, an error notice is returned. You still need to upload the file.
- b. Enter the PubMed Central Identifier (PMCID) and click the 'Submit button'. This populates most of the data fields for you. If you enter a PMCID that does not match a record, an error notice is returned. You must upload the file.
- c. Manually enter the data fields and upload the file.

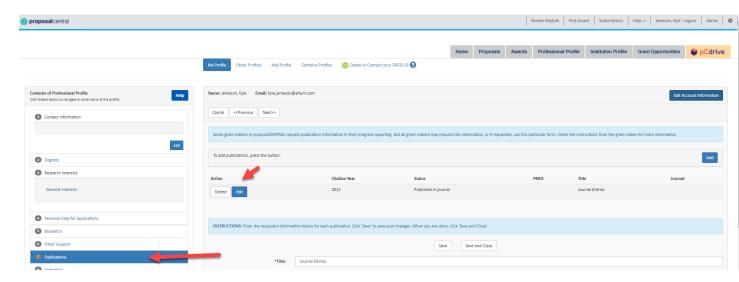
Regardless of which method you choose to populate the data, make sure to click the 'Save' button. This retains the changes. When done with the entry, click the 'Save and Close' button.



4. The publication entered now appears in the table. To add additional publications, click the 'Add' button again. Repeat the steps until all publications are included. To edit an entry, click the corresponding 'Edit' link for the publication. This displays the fields below the table (as in the step above). You can make changes and click the 'Save and Close' button. To delete an entry from your profile, click the corresponding 'Delete' link for the publication and confirm the deletion when prompted.



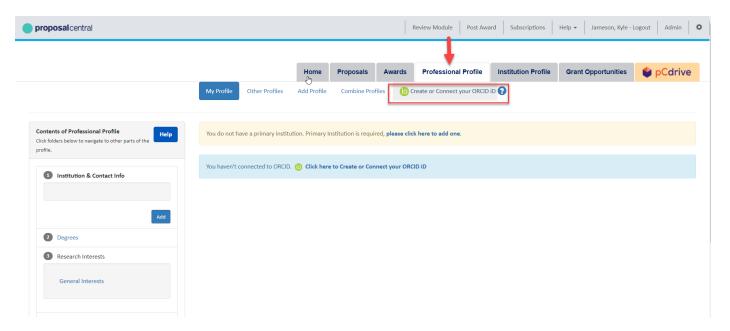




Adding Publications Using ORCID

ORCID is a service that allows users to easily keep track of their publications, institutional associations, and other support. Once you create your ProposalCentral account you have the option to link it to your ORCID account. If you do not have an ORCID account and are interested in registering, please visit our "How to Register as a ProposalCentral User" tutorial. For additional information about ORCID, please visit their site directly at https://orcid.org.

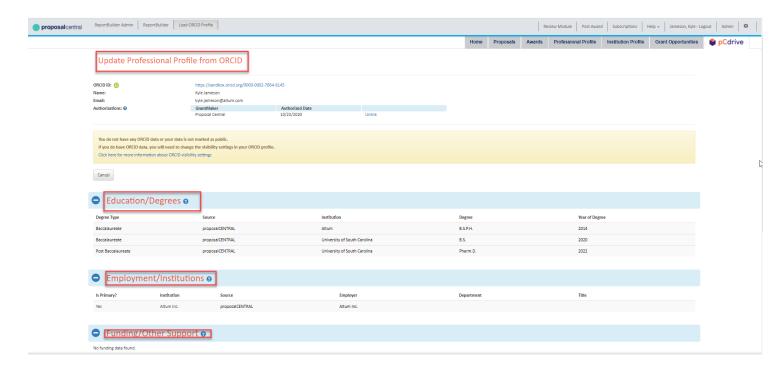
To login to your ORCID account from ProposalCentral go to the 'Professional Profile' tab and click on the 'Update Profile from ORCID' link.



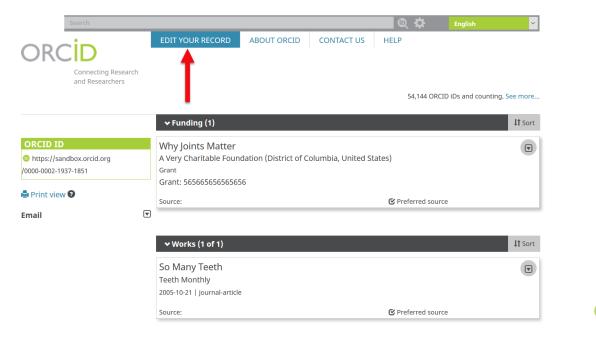
This displays a summary page where you can view your ORCID data as well as the information in your Professional Profile on ProposalCentral. To access your ORCID account click on the 'ORCID iD' link listed at the top of the page.







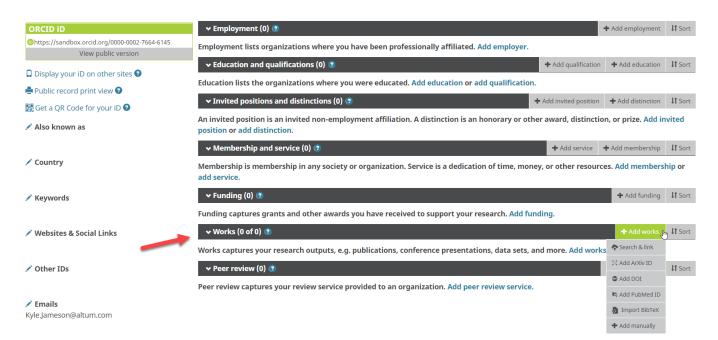
This takes you to your ORCID home page where any entries added to your account are listed. Click on the 'Edit Your Record' button to add or make changes to your ORCID account.



To add or link your publications to your ORCID go to the 'Works' section and click the 'Add Works' button. There are three options to enter your information.







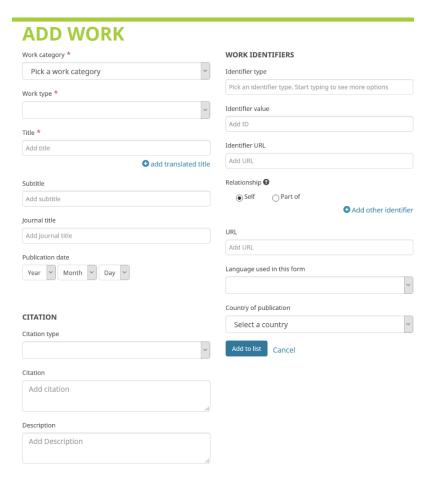
The 'Search and Link' option allows users to search through databases such as ISNI, MLA International Bibliography, and Researcher ID to link to any of their works already listed in those databases. Once you find your works, add them to your ORCID profile. There is the option to import your works from BibTeX files if you use LaTeX. There is also an option to enter your information manually.

Clicking on the 'Add Manually' option opens a pop-up window where you can enter the information about your publication.









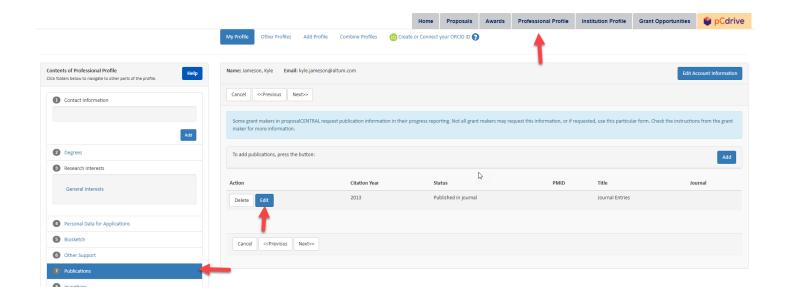
Once the entry is added to your ORCID list you are able to view it in the 'Works/Publications' section of the ORCID and ProposalCentral summary page. To add your ORCID entries to your Professional Profile check the 'Add' box and then click the 'Save Publications' button.



Once selected and saved, the Publications available in your Professional Profile to add to any of your proposals or deliverables.







Adding Publications From Your Professional Profile to an Application

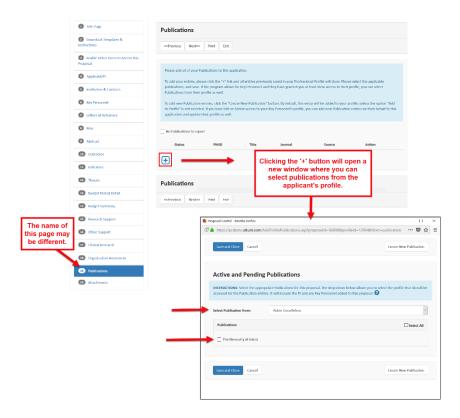
Grant makers require different information in their applications. Therefore, your application may not collect information on publications. Additionally, even if the grant maker you are applying to is collecting publications, there are a variety of methods available to collect the information. The following section ONLY refers to the collection of publication information using the special Publications feature in the application.

The Publications feature is a section accessed in the application menu and the page includes an 'Add New Entry' link that opens a window with a drop-down menu displaying the publication entries from the applicant's Professional Profile.









If your application is not collecting publications in the manner described above, then the following steps do not apply to your application.

Use the following steps to add publication entries using the Publications functionality shown above.

Step 1

Click the '+' button (shown above).

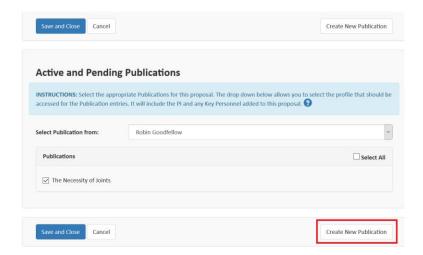
Step 2

A pop-up window or new browser tab opens with instructions and a drop-down menu. The drop-down menu includes profiles of the PI and Key Personnel added to the proposal. All publications from the selected individual are listed in the Publications table. To select which publications to use simply check the box by the title.

If you need to add any other publication entries, click the 'Create New Publication' button.



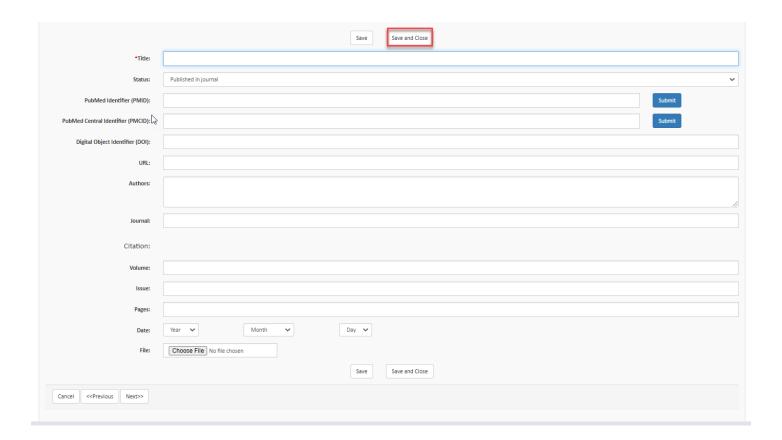




This opens a new Publication table. Enter the information, everything marked with a red asterisk is a required field. When done click the 'Save and Close' button.



NOTE: This new Publication entry is automatically added to your professional profile. If you do not want this Publication to be automatically added to your professional profile uncheck the 'Add to your Profile' box at the top of the table.



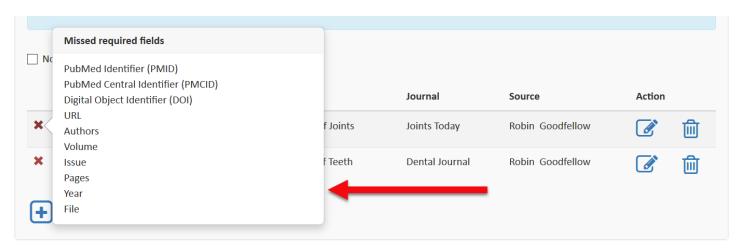




The entry is automatically listed on your Publications table. If any information from a required field is missing the publication has a red 'x' next to the Status column.



If you hover the cursor over the 'x' you are able to view what information is missing.



Click the edit button to make any changes to the Publication entry.



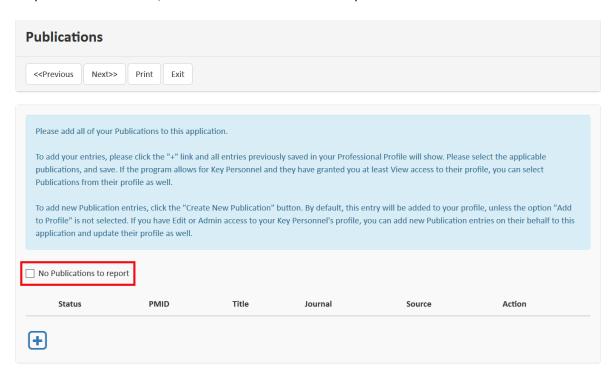
Once any errors or missing information in your entry is corrected the red 'x' is replaced with a green check mark.







If you have no publications to enter, check the 'No Publications to report' box located under the instructions.



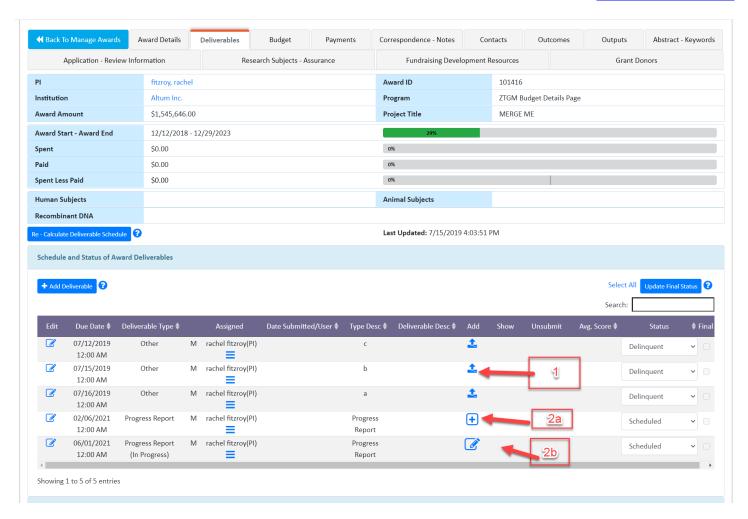
Adding Publications From Your Professional Profile to a Web Form Deliverable

If an application is funded, the grant maker may choose to manage the life of the grant in ProposalCentral (i.e. postaward management). Part of post-award management is the collection of materials known as "Deliverables". A grant maker has two options for collecting deliverables, as either a file or text in the interface. Your funder may use only one method or both. If they want the material as a file, an 'Upload' link is listed for the deliverable (1). If they want you to complete an on-line form (aka web form), either a: 2a) 'Start' link, for a web form not yet started; or 2b) 'Edit' link, for a web form in progress is displayed.

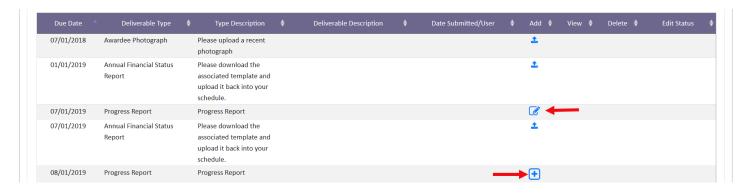








To submit a deliverable as a web form (e.g. progress report), click either the <u>Start</u> or <u>Edit</u> link in the Add column for the appropriate deliverable.



Clicking the Start/Edit link directs you to a page to complete the web form. Please note that different grant makers may request different information in their reports. One of the optional sections they can include is "Publications". <u>The following section ONLY refers to the collection of publications using the special Publications feature in the Web Form.</u>

For information on other post-award features, including how to complete other sections of the web form, please see the "Instructions for Navigating Your Awarded Grant" tutorial.







The Publications feature is shown in its own section within the web form and provides the ability to add relevant publications from the grantee's Professional Profile by clicking the Add New Entry link. If publications are required, there is a red asterisk (*) in the blue bar.

Use the following steps to report publications or the lack thereof.

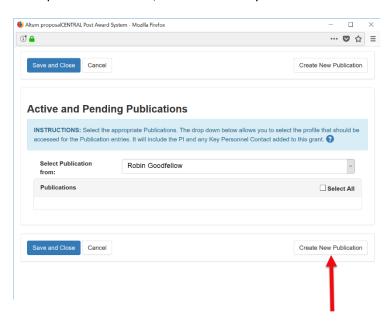
Step 1

In the Publications section of the deliverable click the '+' button.



Step 2

A pop-up window or new browser tab shows with instructions and a drop-down menu. The drop-down menu includes profiles of the PI and Key Personnel added to the proposal. All Publications from the selected individual are listed in the 'Publication' table. To select which publication to use, check the box by the title.

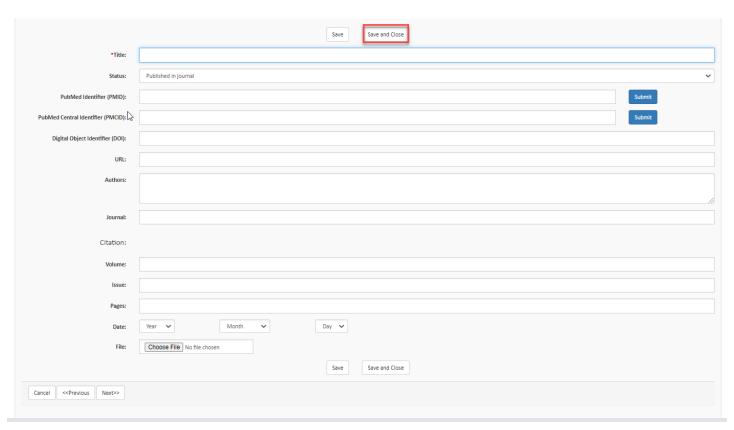


If you need to add any other publication entries, click the 'Create New Publication' button. That opens a blank table. Click the 'Save and Close' button once the table is complete. This entry is automatically added to your Professional Profile once it's been saved. If you do not want this entry added to your Professional Profile uncheck the 'Add to your Profile' box at the top of the table.









When all publications are added to the table, click the 'Save and Close' button to return to the deliverable page. The Publications section now displays the selected Publication entries. If any information from a required field is missing your support displays a red 'x' next to the award status.



If you hover the cursor over the 'x' the missing information is displayed.







Click the edit button to make any changes to your Publication entry.



Once any errors or missing information in the entry is corrected the red 'x' is replaced with a green check mark.



If you have no publications to enter, check the 'No Publications to report' box located under the instructions.



