

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.

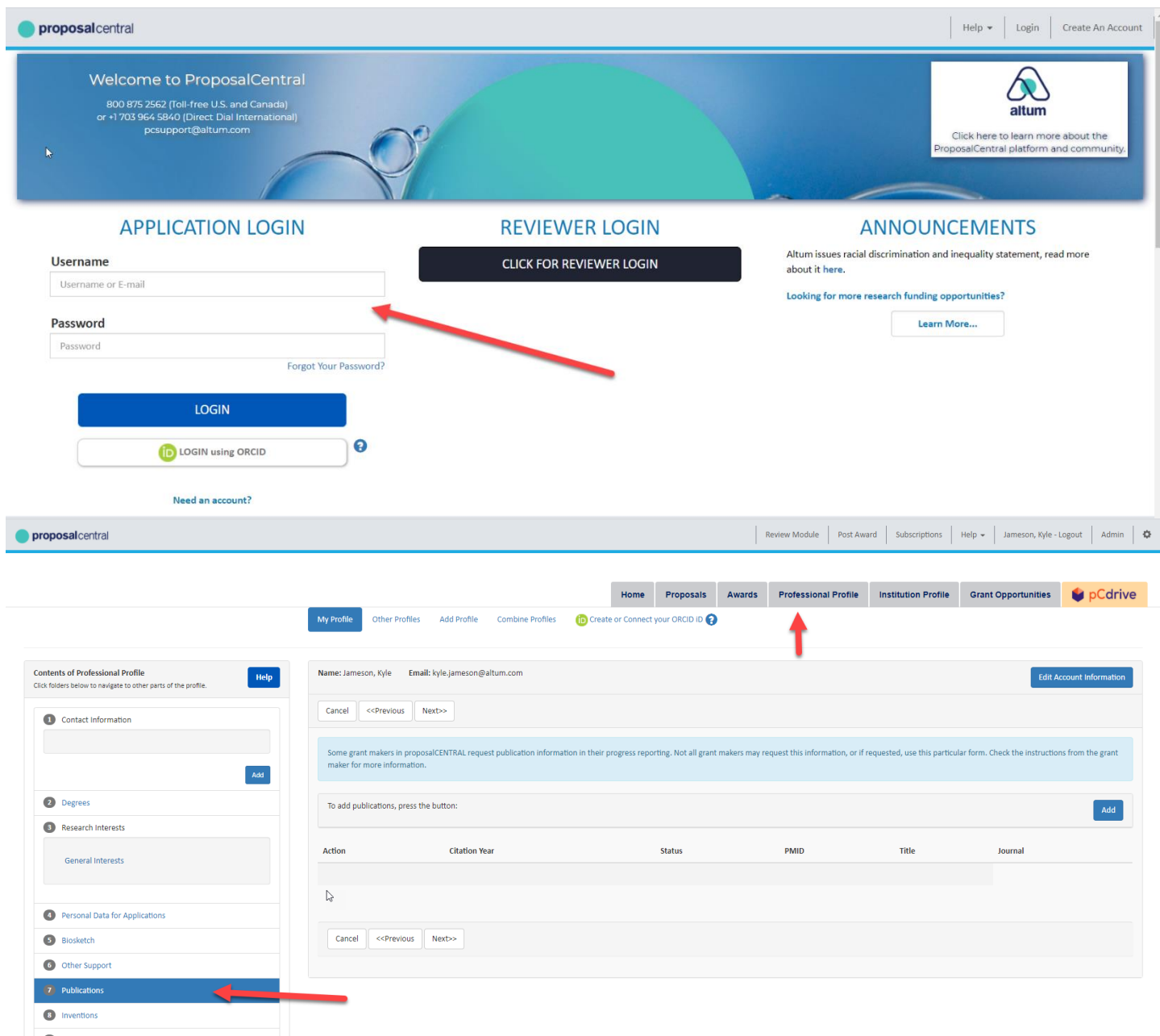
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Adding Publications to Your Professional Profile

To add publications to your Professional Profile:

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

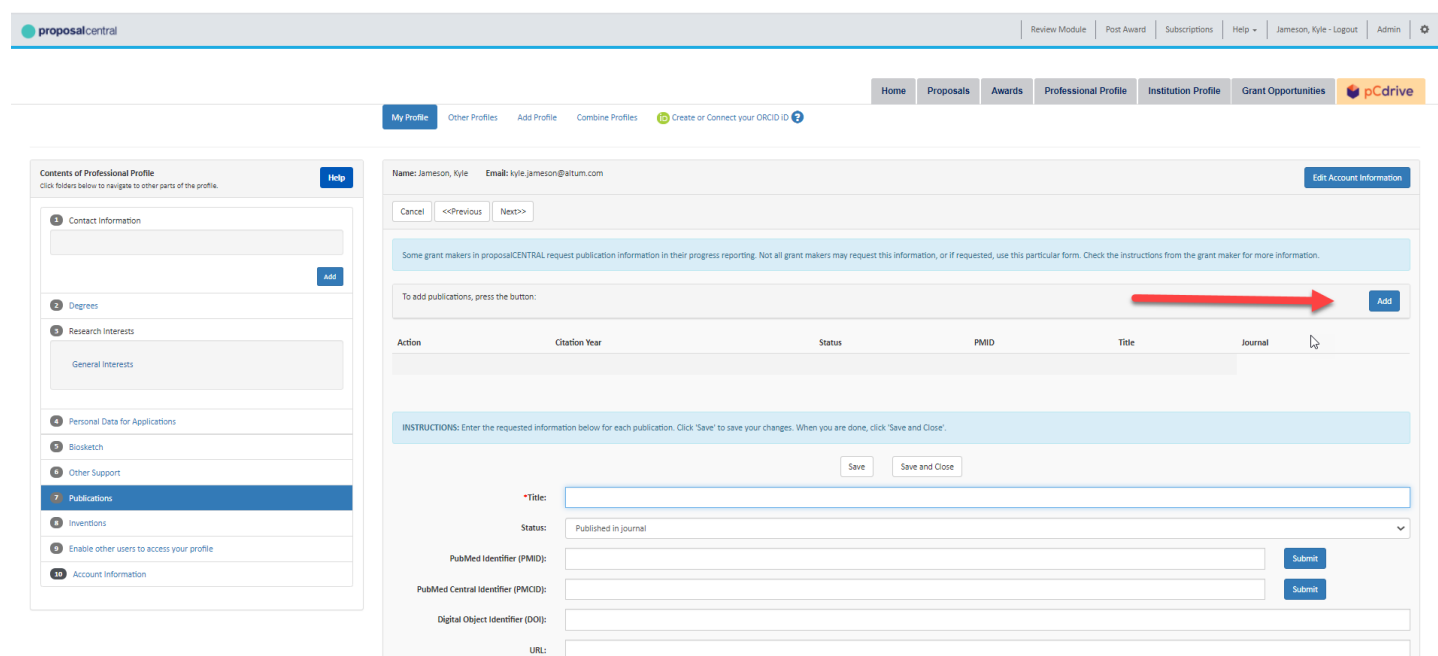


The screenshot shows the ProposalCentral website interface. At the top, there is a header with the ProposalCentral logo and contact information. Below the header, there is a banner with the text "Welcome to ProposalCentral" and contact details. The main content area is divided into three sections: "APPLICATION LOGIN", "REVIEWER LOGIN", and "ANNOUNCEMENTS". The "APPLICATION LOGIN" section includes fields for "Username" and "Password", a "LOGIN" button, and a "Forgot Your Password?" link. The "REVIEWER LOGIN" section has a "CLICK FOR REVIEWER LOGIN" button. The "ANNOUNCEMENTS" section contains text about Altum's racial discrimination and inequality statement, a link to "Learn More...", and a link for "Looking for more research funding opportunities?". Below the main content area, there is a navigation bar with links for "Home", "Proposals", "Awards", "Professional Profile", "Institution Profile", "Grant Opportunities", and "pCdrive". The "Professional Profile" section is highlighted, and a red arrow points to it. Below the navigation bar, there is a sidebar with a list of links: "My Profile", "Other Profiles", "Add Profile", "Combine Profiles", "Create or Connect your ORCID ID", and "Publications". The "Publications" link is highlighted with a red arrow. The main content area of the "Professional Profile" section shows a table for adding publications, with columns for "Action", "Citation Year", "Status", "PMID", "Title", and "Journal". There is an "Add" button at the top right of the table.

- 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.
- 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:

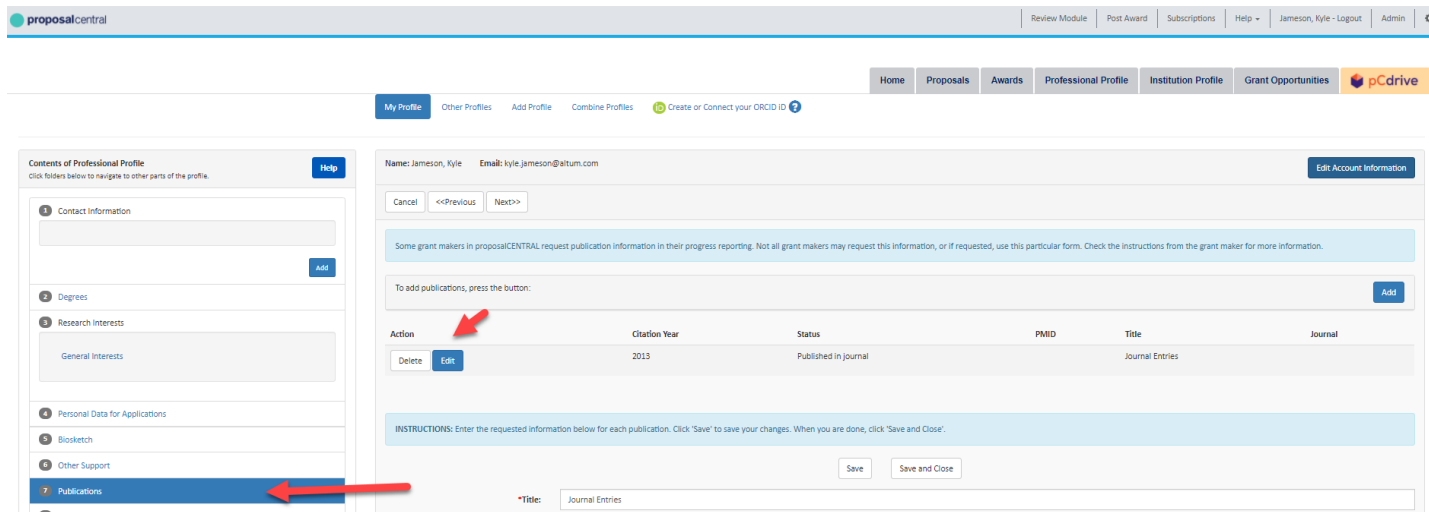
- Enter the PubMed Identifier (PMID) and click the 'Submit' button. This populates most of the data fields for you. If you enter a PMID that does not match a record, an error notice is returned. You still need to upload the file.
- Enter the PubMed Central Identifier (PMCID) and click the 'Submit button'.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



The screenshot shows the 'Contents of Professional Profile' sidebar on the left with 'Publications' selected. The main area displays the 'Add' button for publications, a table with columns: Action, Citation Year, Status, PMID, Title, and Journal, and a form for adding a new publication. The form includes fields for Title, Status (dropdown), PubMed Identifier (PMID), PubMed Central Identifier (PMCID), Digital Object Identifier (DOI), and URL, each with a 'Submit' button. A red arrow points to the 'Add' button in the table header.

- 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.

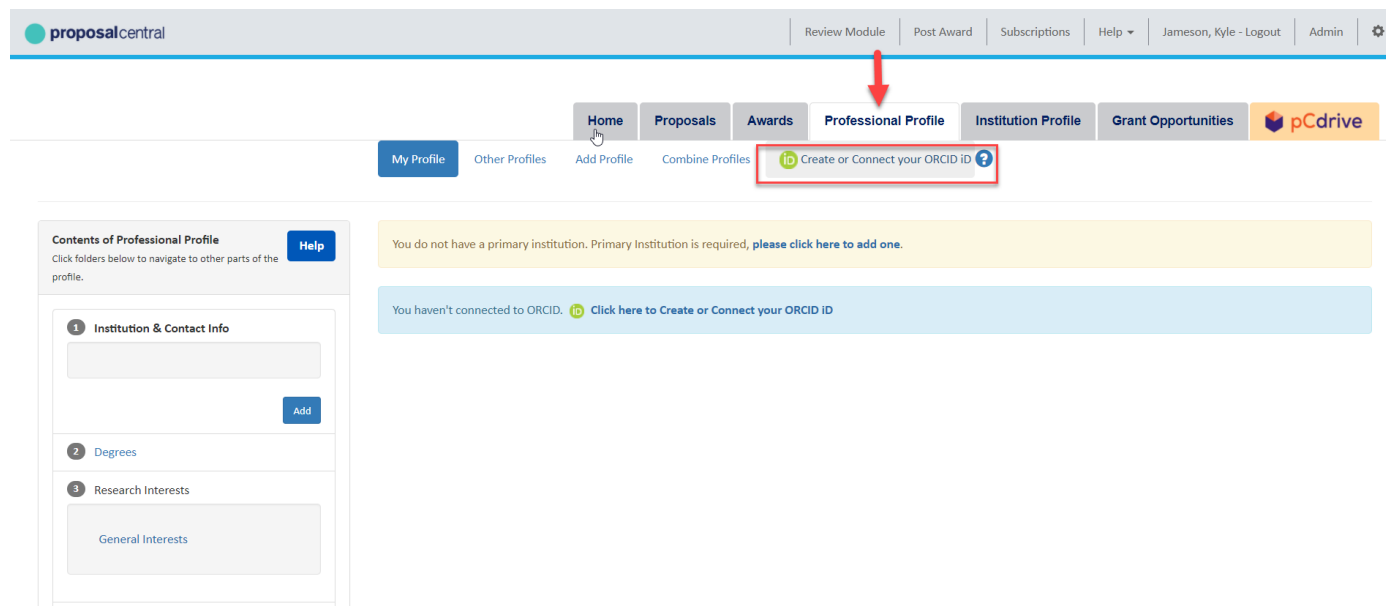


The screenshot shows the 'Contents of Professional Profile' page. On the left, a sidebar lists sections: 1 Contact Information, 2 Degrees, 3 Research Interests, 4 Personal Data for Applications, 5 Biosketch, 6 Other Support, and 7 Publications. A red arrow points to the 'Publications' section. The main content area shows a table with columns: Action, Citation Year, Status, PMID, Title, and Journal. A red arrow points to the 'Edit' button in the Action column. Below the table, there are 'Save' and 'Save and Close' buttons. The top navigation bar includes 'Home', 'Proposals', 'Awards', 'Professional Profile', 'Institution Profile', 'Grant Opportunities', and 'pCdrive'.

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.



The screenshot shows the 'Contents of Professional Profile' page. The top navigation bar includes 'Home', 'Proposals', 'Awards', 'Professional Profile', 'Institution Profile', 'Grant Opportunities', and 'pCdrive'. A red arrow points to the 'Professional Profile' tab. Below the navigation bar, there is a red box around the 'Create or Connect your ORCID ID' link. The main content area shows a yellow message: 'You do not have a primary institution. Primary Institution is required, please click here to add one.' and a blue message: 'You haven't connected to ORCID. Click here to Create or Connect your ORCID ID'.

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.

proposalcentral ReportBuilder Admin ReportBuilder Load ORCID Profile

Home Proposals Awards Professional Profile Institution Profile Grant Opportunities pCdrive

Update Professional Profile from ORCID

ORCID ID: <https://sandbox.orcid.org/0000-0002-7664-6145>
Name: Kyle Jameson
Email: kyle.jameson@altum.com
Authorizations: GrantMaker Proposal Central Authorized Date: 10/23/2020 Unlink

You do not have any ORCID data or your data is not marked as public.
If you do have ORCID data, you will need to change the visibility settings in your ORCID profile.
[Click here for more information about ORCID visibility settings](#)

Cancel

Education/Degrees

Degree Type	Source	Institution	Degree	Year of Degree
Baccalaureate	proposalCENTRAL	Altum	B.S.P.H.	2014
Baccalaureate	proposalCENTRAL	University of South Carolina	B.S.	2020
Post Baccalaureate	proposalCENTRAL	University of South Carolina	Pharm.D.	2022

Employment/Institutions

Is Primary?	Institution	Source	Employer	Department	Title
Yes	Altum Inc.	proposalCENTRAL	Altum Inc.		

Funding/Other Support

No funding data found.

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.

Search

EDIT YOUR RECORD ABOUT ORCID CONTACT US HELP

ORCID Connecting Research and Researchers

54,144 ORCID IDs and counting. [See more...](#)

Funding (1) Sort

ORCID ID
<https://sandbox.orcid.org/0000-0002-1937-1851>
Print view Email

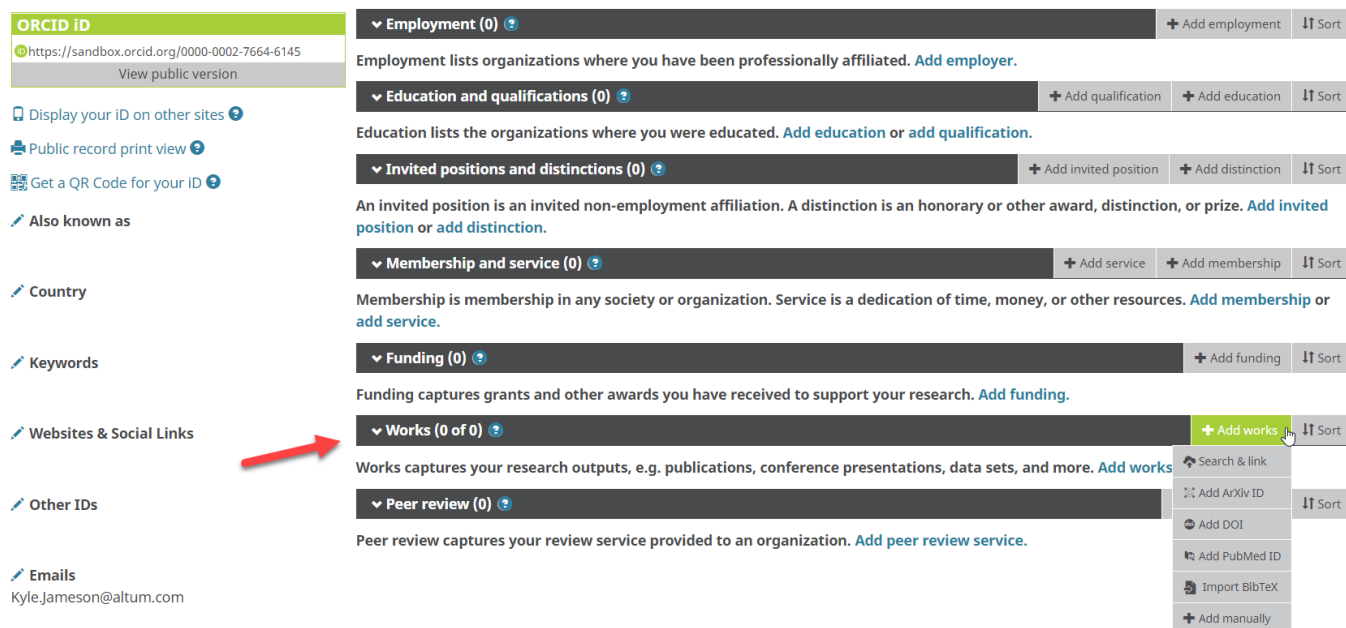
Why Joins Matter
A Very Charitable Foundation (District of Columbia, United States)
Grant
Grant: 565665656565656
Source: Preferred source

Works (1 of 1) Sort

So Many Teeth
Teeth Monthly
2005-10-21 | journal-article
Source: Preferred source

?

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 screenshot shows an ORCID iD profile page. On the left is a sidebar with options: 'Display your iD on other sites', 'Public record print view', 'Get a QR Code for your iD', 'Also known as', 'Country', 'Keywords', 'Websites & Social Links', 'Other IDs', and 'Emails' (with the email 'Kyle.Jameson@altum.com'). The main content area has several sections: 'Employment (0)', 'Education and qualifications (0)', 'Invited positions and distinctions (0)', 'Membership and service (0)', 'Funding (0)', 'Works (0 of 0)', and 'Peer review (0)'. Each section has a '+ Add' button and a 'Sort' button. A red arrow points to the 'Works (0 of 0)' section, which has a dropdown menu open showing options: 'Search & link', 'Add ArXiv ID', 'Add DOI', 'Add PubMed ID', 'Import BibTeX', and 'Add manually'.

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.

ADD WORK

Work category *

Pick a work category

Work type *

Title *

Add title

+ add translated title

Subtitle

Add subtitle

Journal title

Add journal title

Publication date

Year Month Day

CITATION

Citation type

Citation

Add citation

Description

Add Description

WORK IDENTIFIERS

Identifier type

Pick an identifier type. Start typing to see more options

Identifier value

Add ID

Identifier URL

Add URL

Relationship

Self Part of

+ Add other identifier

URL

Add URL

Language used in this form

Country of publication

Select a country

Add to list Cancel

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.

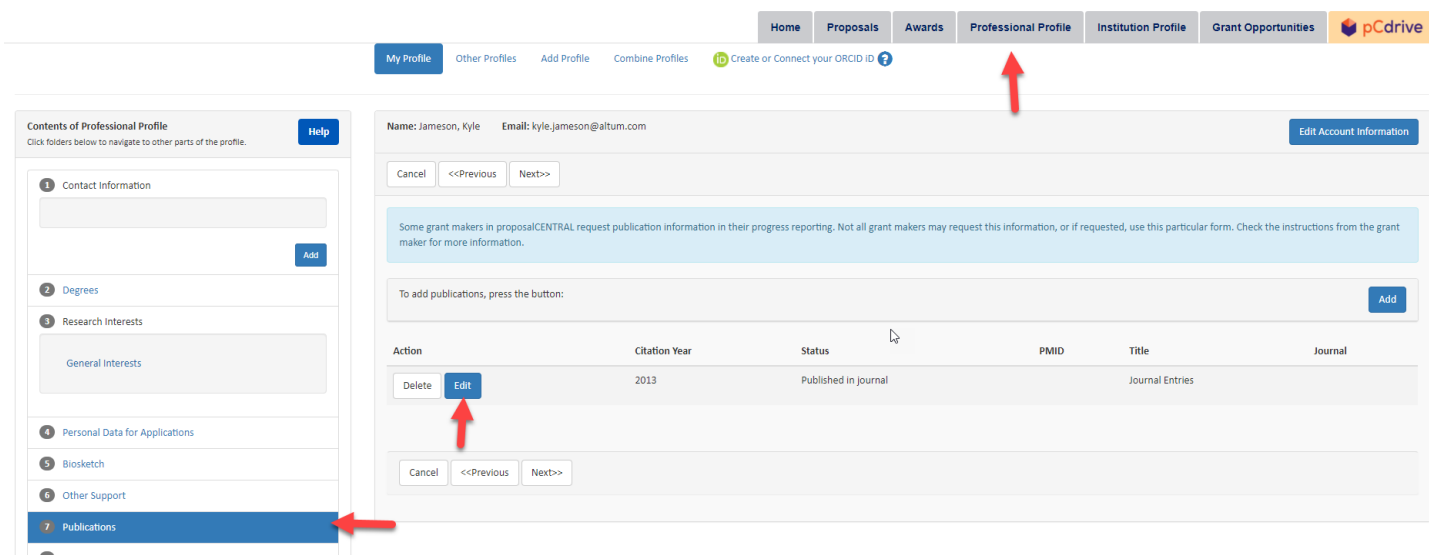
Works/Publications ?

	Publication Status	Source	Title	Journal Title	Pub Year	PMID	PMCI
☐ Add	(Please Select)	ORCID	So Many Teeth	Teeth Monthly	2005		
	Published in journal	proposalCENTRAL	The Evolution of Teeth	Dental Journal		123456	12345

☐ Select All

Save Publications

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



Contents of Professional Profile [Help](#)

Click folders below to navigate to other parts of the profile.

- 1 Contact Information
- 2 Degrees
- 3 Research Interests
- 4 Personal Data for Applications
- 5 Biosketch
- 6 Other Support
- 7 Publications

Name: Jameson, Kyle Email: kyle.jameson@altum.com [Edit Account Information](#)

Cancel <<Previous Next>>

Some grant makers in proposalCENTRAL request publication information in their progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add publications, press the button: [Add](#)

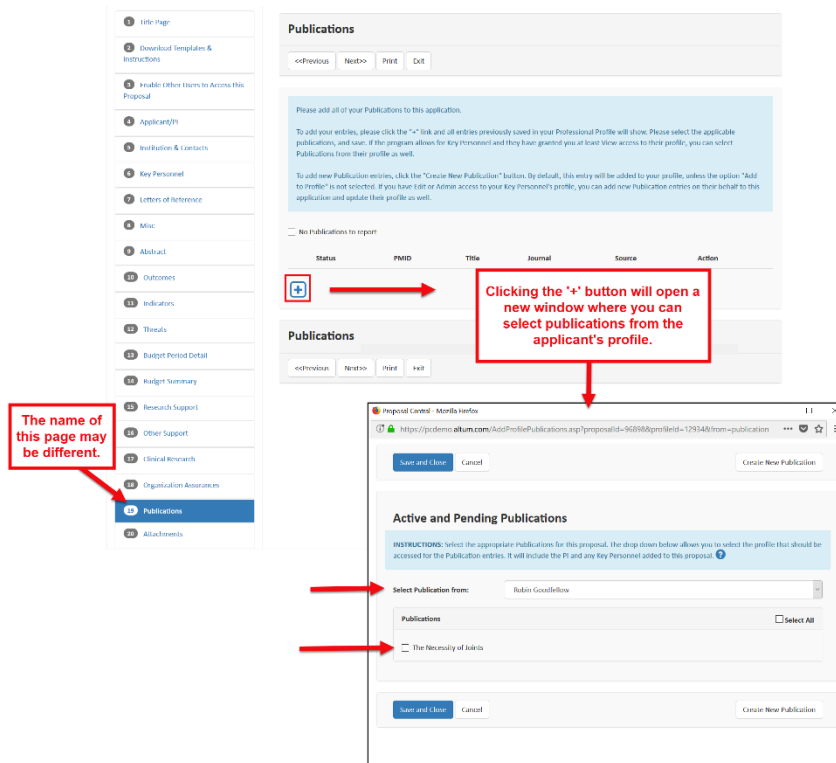
Action	Citation Year	Status	PMID	Title	Journal
Delete Edit	2013	Published in journal		Journal Entries	

Cancel <<Previous Next>>

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.



The name of this page may be different.

Clicking the '+' button will open a new window where you can select publications from the applicant's 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.

Save and CloseCancelCreate New Publication

Active and Pending Publications

INSTRUCTIONS: Select the appropriate Publications for this proposal. The drop down below allows you to select the profile that should be accessed for the Publication entries. It will include the PI and any Key Personnel added to this proposal. ?

Select Publication from: Robin Goodfellow

Publications

Select All

☒ The Necessity of Joints

Save and CloseCancelCreate New Publication

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.

SaveSave and Close

*Title:

Status:

Published in journal

PubMed Identifier (PMID):

Submit

PubMed Central Identifier (PMCID):

Submit

Digital Object Identifier (DOI):

URL:

Authors:

Journal:

Citation:

Volume:

Issue:

Pages:

Date:

Year

Month

Day

File:

Choose File

No file chosen

Save

Save and Close

Cancel

<<Previous

Next>>

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.

Status	PMID	Title	Journal	Source	Action
		The Necessity of Joints	Joints Today	Robin Goodfellow	 
	12345	The Evolution of Teeth	Dental Journal	Robin Goodfellow	 



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

Missed required fields

- PubMed Identifier (PMID)
- PubMed Central Identifier (PMCID)
- Digital Object Identifier (DOI)
- URL
- Authors
- Volume
- Issue
- Pages
- Year
- File

Status	PMID	Title	Journal	Source	Action
		f Joints	Joints Today	Robin Goodfellow	 
		f Teeth	Dental Journal	Robin Goodfellow	 



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

Status	PMID	Title	Journal	Source	Action
		The Necessity of Joints	Joints Today	Robin Goodfellow	 
	12345	The Evolution of Teeth	Dental Journal	Robin Goodfellow	 



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

Status	PMID	Title	Journal	Source	Action
		The Necessity of Joints	Joints Today	Robin Goodfellow	 
	12345	The Evolution of Teeth	Dental Journal	Robin Goodfellow	 



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

Publications

<<Previous Next>> Print Exit

Please add all of your Publications to this application.

To add your entries, please click the "+" link and all entries previously saved in your Professional Profile will show. Please select the applicable publications, and save. If the program allows for Key Personnel and they have granted you at least View access to their profile, you can select Publications from their profile as well.

To add new Publication entries, click the "Create New Publication" button. By default, this entry will be added to your profile, unless the option "Add to Profile" is not selected. If you have Edit or Admin access to your Key Personnel's profile, you can add new Publication entries on their behalf to this application and update their profile as well.

☐ No Publications to report

Status	PMID	Title	Journal	Source	Action
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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. post-award 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.

[Back To Manage Awards](#)
Award Details
Deliverables
Budget
Payments
Correspondence - Notes
Contacts
Outcomes
Outputs
Abstract - Keywords

Application - Review Information
Research Subjects - Assurance
Fundraising Development Resources
Grant Donors

PI	fitzroy, rachel	Award ID	101416
Institution	Altum Inc.	Program	ZTGM Budget Details Page
Award Amount	\$1,545,646.00	Project Title	MERGE ME
Award Start - Award End	12/12/2018 - 12/29/2023		29%
Spent	\$0.00		0%
Paid	\$0.00		0%
Spent Less Paid	\$0.00		0%
Human Subjects		Animal Subjects	
Recombinant DNA			

Re - Calculate Deliverable Schedule
Last Updated: 7/15/2019 4:03:51 PM

Schedule and Status of Award Deliverables

+ Add Deliverable
Select All
Update Final Status
Search:

Edit	Due Date	Deliverable Type	Assigned	Date Submitted/User	Type Desc	Deliverable Desc	Add	Show	Unsubmit	Avg. Score	Status	Final
	07/12/2019 12:00 AM	Other	M rachel fitzroy(PI)		c						Delinquent	☐
	07/15/2019 12:00 AM	Other	M rachel fitzroy(PI)		b						Delinquent	☐
	07/16/2019 12:00 AM	Other	M rachel fitzroy(PI)		a						Delinquent	☐
	02/06/2021 12:00 AM	Progress Report	M rachel fitzroy(PI)		Progress Report						Scheduled	☐
	06/01/2021 12:00 AM	Progress Report (In Progress)	M rachel fitzroy(PI)		Progress Report						Scheduled	☐

Showing 1 to 5 of 5 entries

To submit a deliverable as a web form (e.g. progress report), click either the [Start](#) or [Edit](#) link in the Add column for the appropriate deliverable.

Due Date	Deliverable Type	Type Description	Deliverable Description	Date Submitted/User	Add	View	Delete	Edit Status
07/01/2018	Awardee Photograph	Please upload a recent photograph						
01/01/2019	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.						
07/01/2019	Progress Report	Progress Report						
07/01/2019	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.						
08/01/2019	Progress Report	Progress Report						

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". **The following section ONLY refers to the collection of publications using the special Publications feature in the Web Form.** 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.

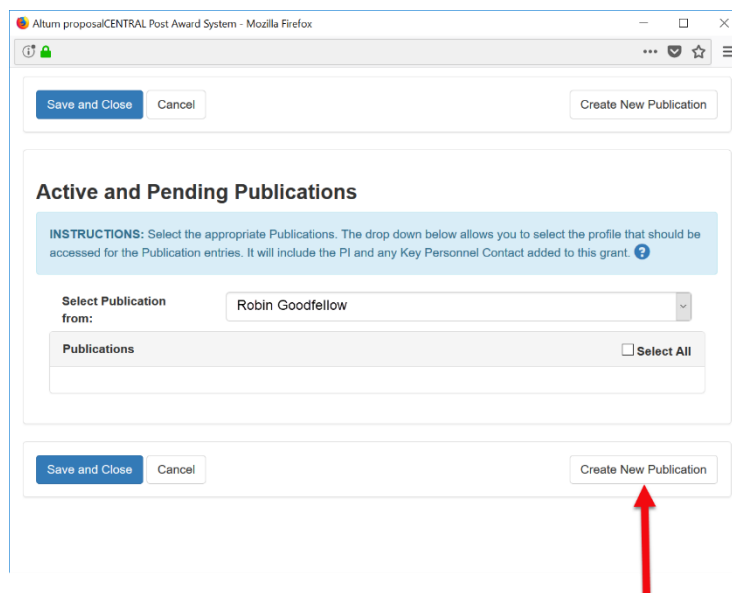
Step 1

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

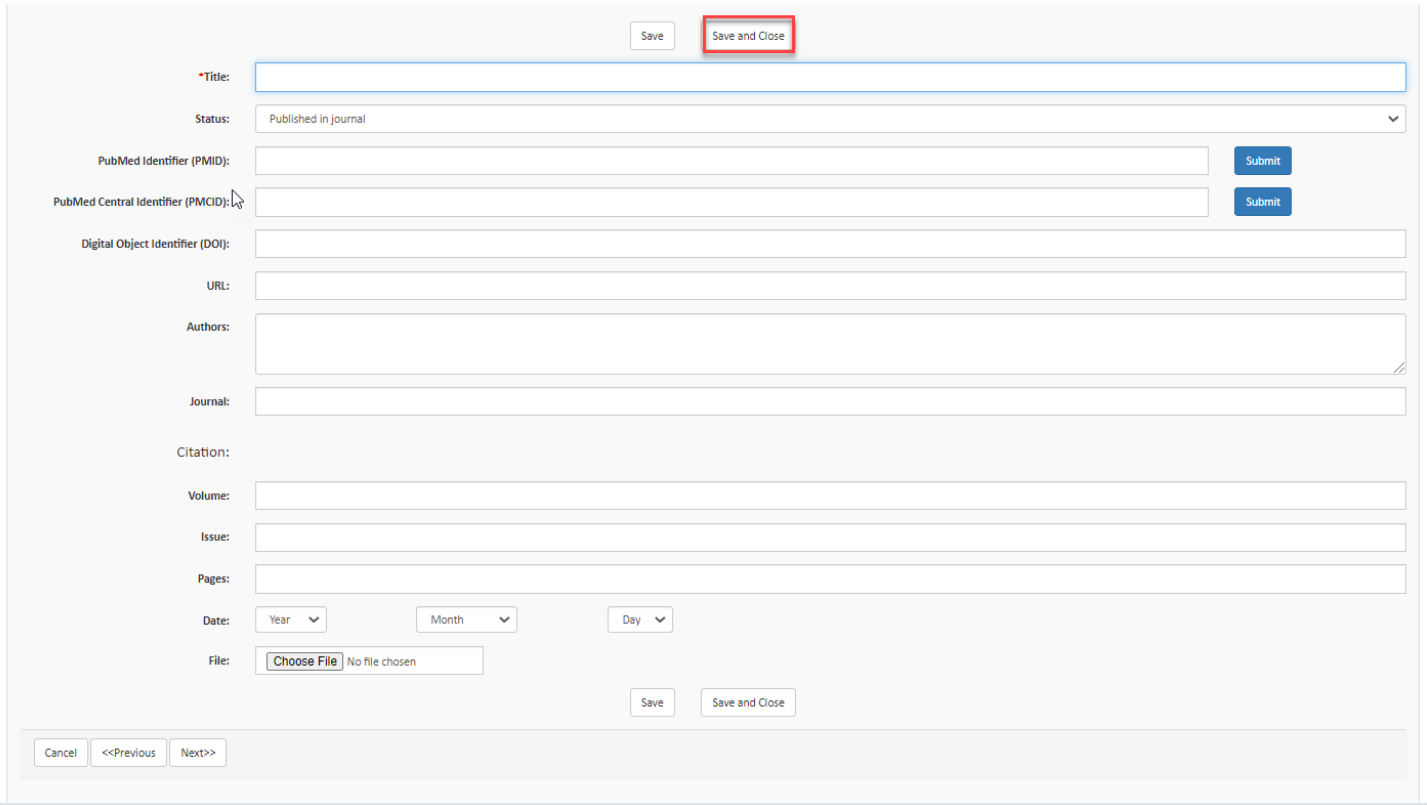


Step 2

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.

Publications					
Please provide any new publications that are a direct outcome of this grant.					
☐ No Publications to report					
Status	PMID	Title	Journal	Source	Action
 Published in journal	123455	So Many Teeth	Teeth Monthly		 
					

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

Publications					
Please provide any new publications that are a direct outcome of this grant.					
☐ No Publications to report					
 Missed required fields File is required. Upload a .doc, .docx, or .pdf. file					
Title	Journal	Source	Action		
5 So Many Teeth	Teeth Monthly				
					

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

Publications

Please provide any new publications that are a direct outcome of this grant.
☐ No Publications to report

Status	PMID	Title	Journal	Source	Action
✖ Published in journal	123455	So Many Teeth	Teeth Monthly		 



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

Publications

Please provide any new publications that are a direct outcome of this grant.
☐ No Publications to report

Status	PMID	Title	Journal	Source	Action
✔ Published in journal	123455	So Many Teeth	Teeth Monthly		 



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

Publications

Please provide any new publications that are a direct outcome of this grant.
☐ No Publications to report

Status	PMID	Title	Journal	Source	Action
--------	------	-------	---------	--------	--------

