

# Adding Publications

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.

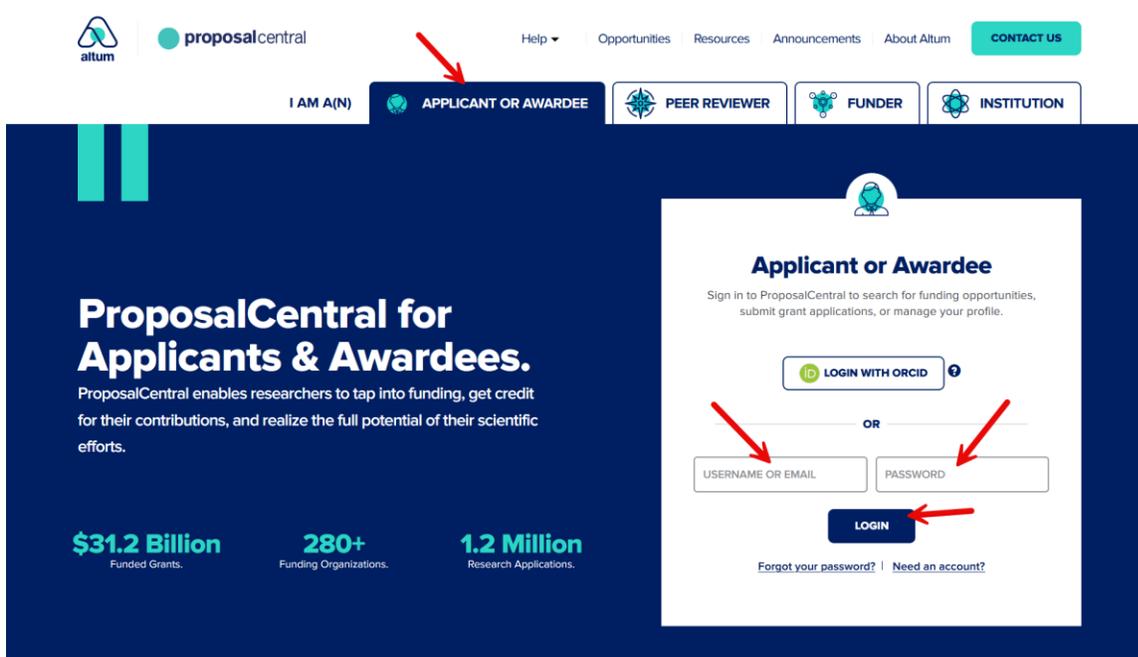
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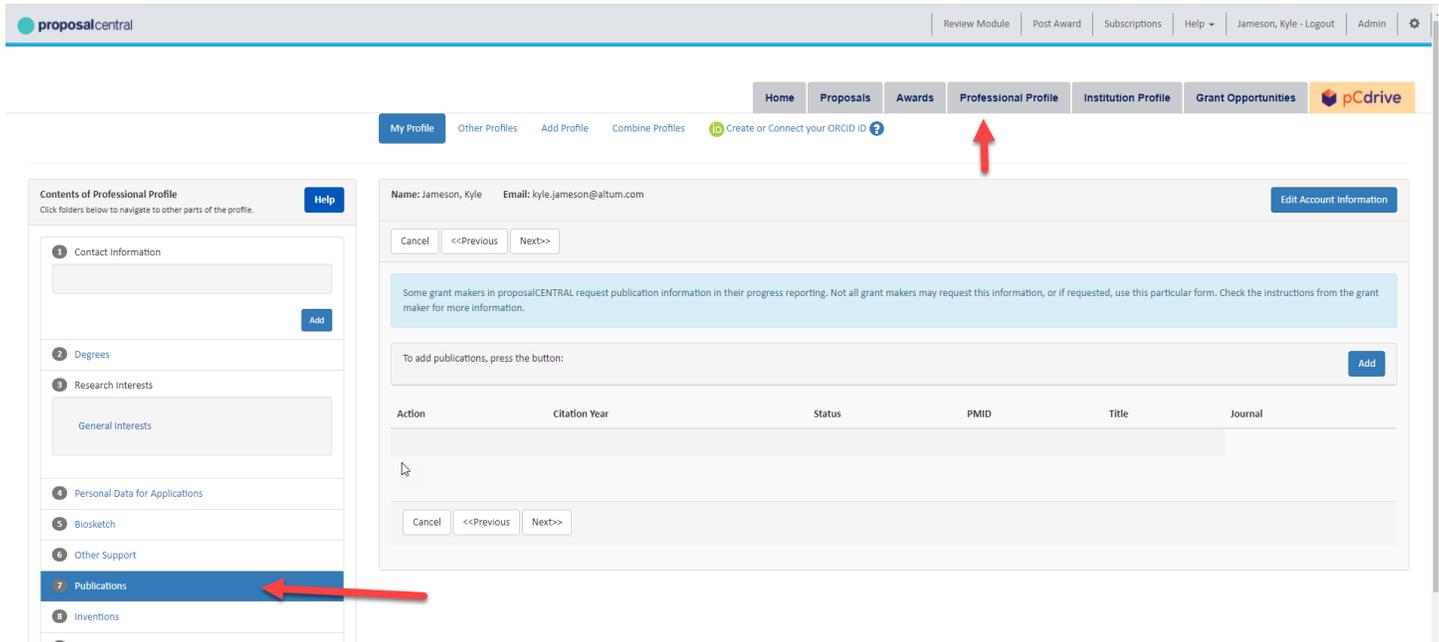
## Adding Publications to Your Professional Profile

To add publications to your Professional Profile:

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



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.



The screenshot shows the 'Professional Profile' page for Jameson, Kyle. The left sidebar contains a 'Contents of Professional Profile' menu with items: Contact Information, Degrees, Research Interests, Personal Data for Applications, Biosketch, Other Support, Publications (highlighted), and Inventions. The main content area shows the user's name and email, followed by navigation buttons (Cancel, <<Previous, Next>>). A blue informational message states: '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.' Below this is a section 'To add publications, press the button:' with an 'Add' button. A table with columns 'Action', 'Citation Year', 'Status', 'PMID', 'Title', and 'Journal' is shown, currently empty. At the bottom of the table area are navigation buttons (Cancel, <<Previous, Next>>). A red arrow points to the 'Add' button in the table area.

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 Digital Object Identifier (DOI) and click the 'Submit' button. This populates most of the data fields for you. If you enter a DOI that does not match a record, an error notice is returned. You still need to upload the file.
  - b. 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.
  - c. 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.
  - d. 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.

**Contents of Professional Profile**

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

- 1 Institution & Contact Info
- 2 Degrees
- 3 Research Interests
- 4 Personal Data for Applications
- 5 Biosketch
- 6 Other Support
- 7 Publications**
- 8 Inventions
- 9 Self Register as Reviewer
- 10 Enable other users to access your profile
- 11 Account Information

Name: Tewart, Jane Email: jane.tewart@altum.com

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	2020	Published		abcdefghijklmnopqrstuvwxy	abcdefghijklmnopqrstuvwxy

**INSTRUCTIONS:** Enter the requested information below for each publication. If you know the DOI, PMID, or PMCID enter the value and click Submit to populate the data available based on the permanent identifiers. Click **Save** to save your changes. When you are done, click **Save and Close**.

Save Save and Close

Digital Object Identifier (DOI):  **Submit**

PubMed Identifier (PMID):  **Submit**

PubMed Central Identifier (PMCID):  **Submit**

\*Title:

Status: Published

URL:

Authors:

Work Type: Select

Journal:

Citation:

Volume:

Issue:

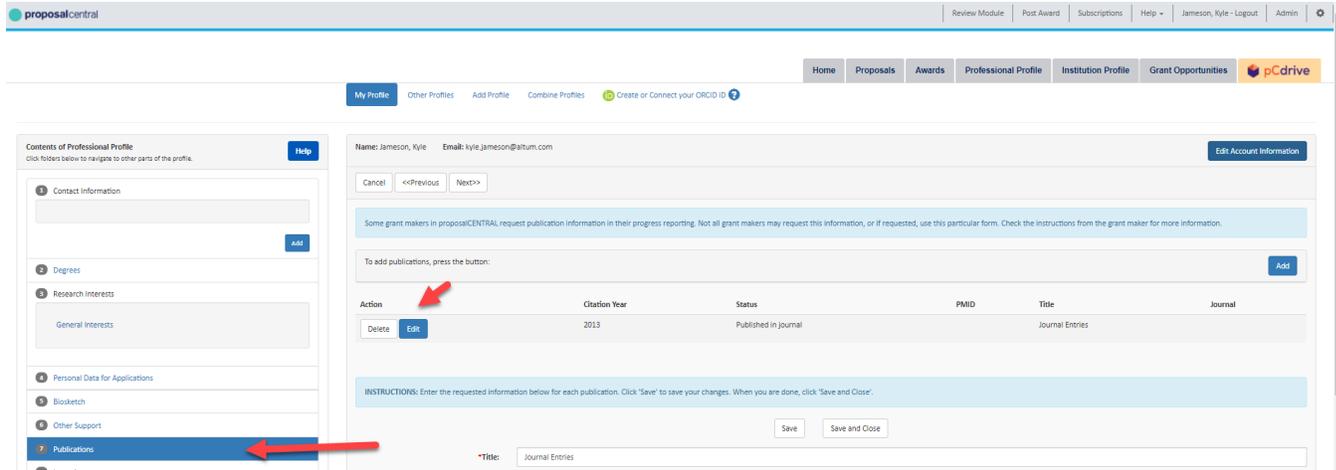
Pages:

Date: Year Month Day

File:  No file selected. **Save and Close**

Cancel <<Previous Next>>

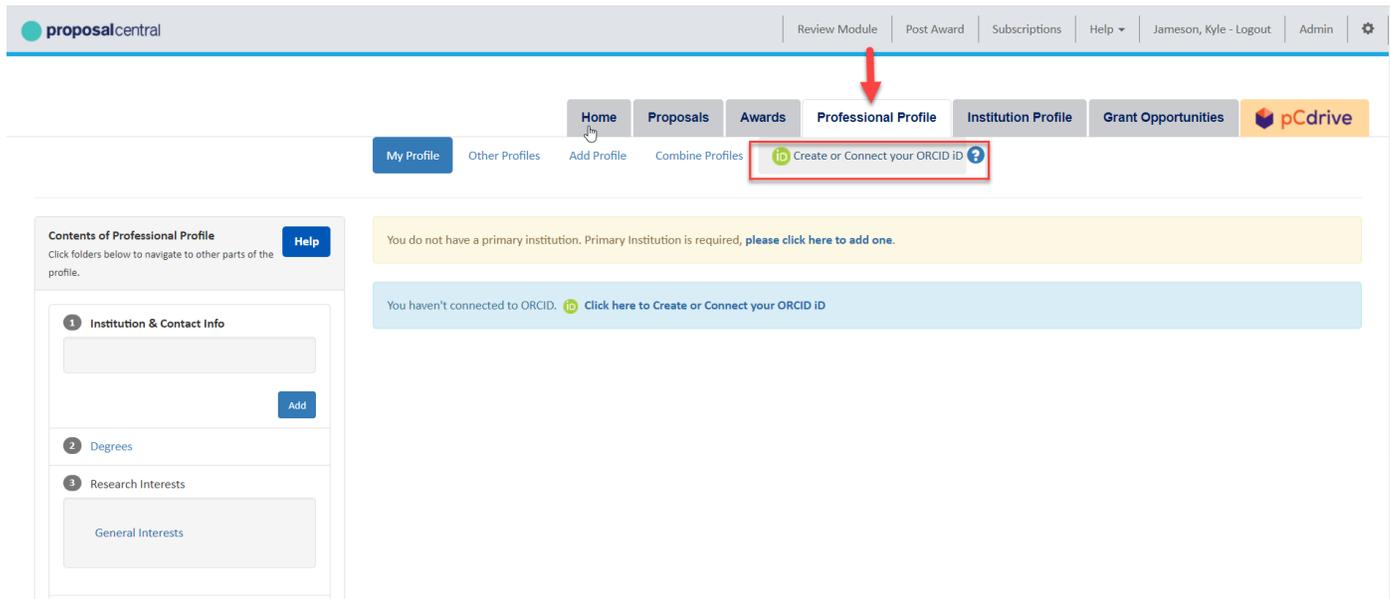
- The publication entered now appears in the table. To add additional publications, click the 'Add' button again. Repeat the steps until all publications are included. To edit an entry, click the corresponding 'Edit' link for the publication. This displays the fields below the table (as in the step above). 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>.

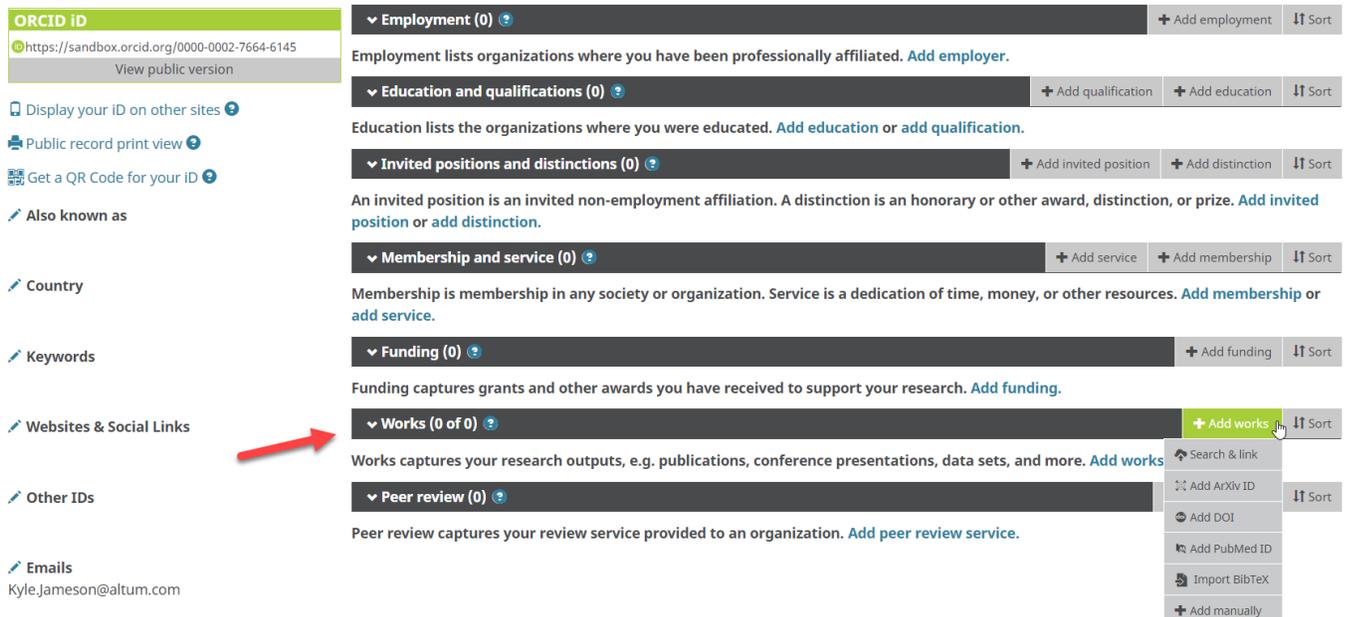
To login to your ORCID account from ProposalCentral go to the ‘Professional Profile’ tab and click on the ‘Update Profile from ORCID’ link.



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.

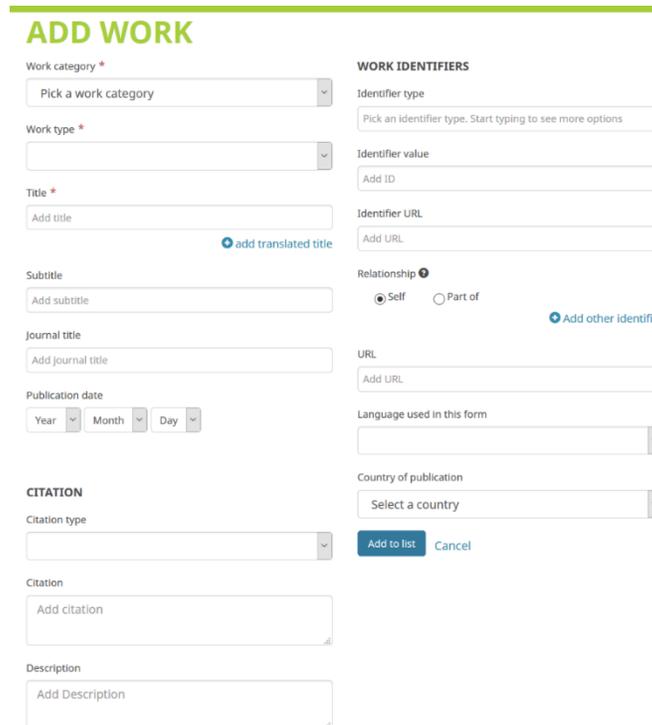
To add or link your publications to your ORCID go to the 'Works' section and click the 'Add Works' button. There are three options to enter your information.



The screenshot shows an ORCID profile with various 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). A red arrow points to the 'Works (0 of 0)' section, which has a dropdown menu open. The dropdown menu includes 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.



The 'ADD WORK' form contains the following sections and fields:

- Work category \***: Pick a work category (dropdown)
- Work type \***: (dropdown)
- Title \***: Add title (text input), add translated title (button)
- Subtitle**: Add subtitle (text input)
- Journal title**: Add journal title (text input)
- Publication date**: Year, Month, Day (dropdowns)
- CITATION**: Citation type (dropdown), Add citation (text input), Description (text input)
- WORK IDENTIFIERS**: Identifier type (dropdown), Pick an identifier type. Start typing to see more options (text input), Identifier value (text input), Add ID (text input), Identifier URL (text input), Add URL (text input), Relationship (radio buttons: Self, Part of), Add other identifier (button), URL (text input), Add URL (text input), Language used in this form (dropdown), Country of publication (dropdown), Select a country (text input), Add to list (button), Cancel (button)

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.

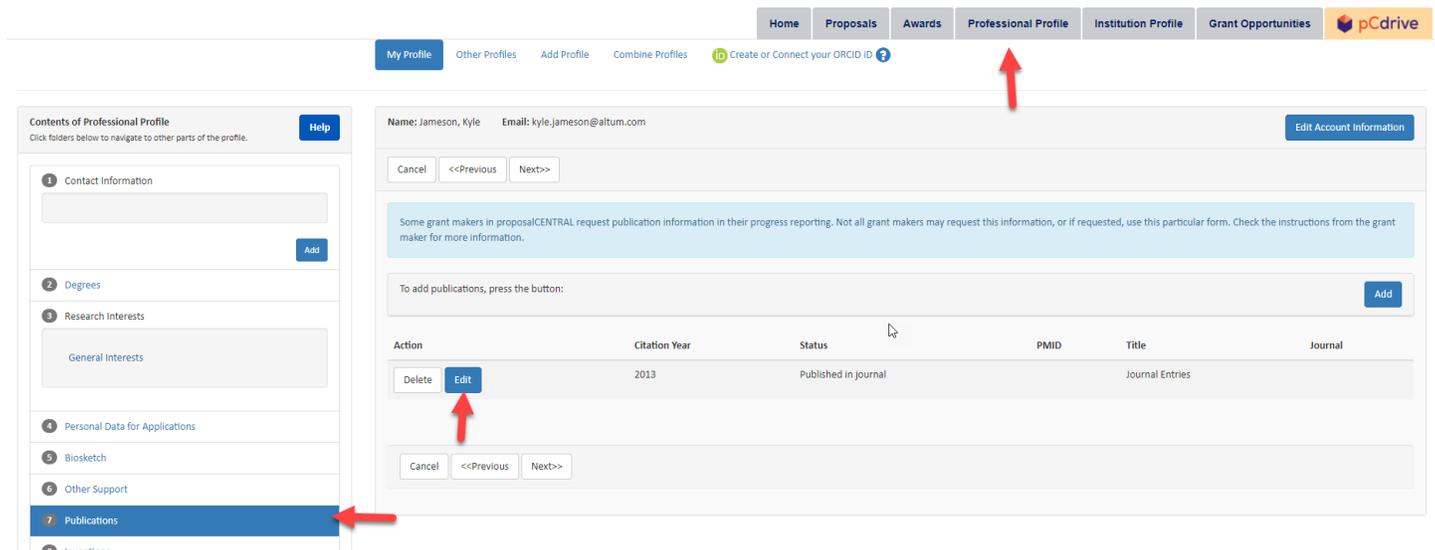


Publication Status	Source	Title	Journal Title	Pub Year	PMID	PMCI
<input type="checkbox"/> Add	(Please Select)	ORCID	So Many Teeth	Teeth Monthly	2005	
Published in journal	proposalCENTRAL	The Evolution of Teeth	Dental Journal		123456	12345

Select All

**Save Publications**

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



Home | Proposals | Awards | **Professional Profile** | Institution Profile | Grant Opportunities | pCdrive

My Profile | Other Profiles | Add Profile | Combine Profiles | Create or Connect your ORCID ID

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**

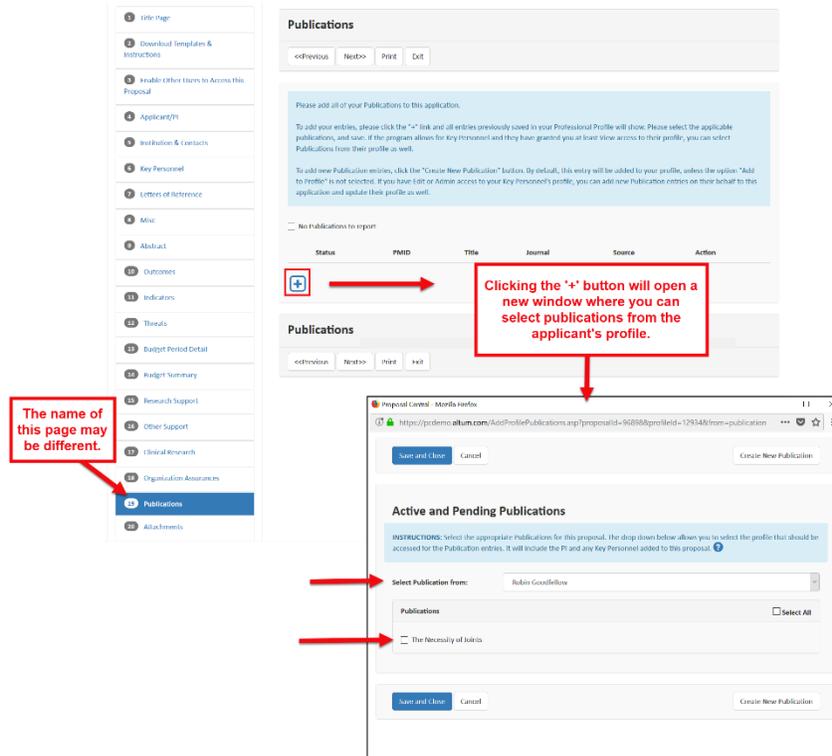
Action	Citation Year	Status	PMID	Title	Journal
Delete <b>Edit</b>	2013	Published in journal		Journal Entries	

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.



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.

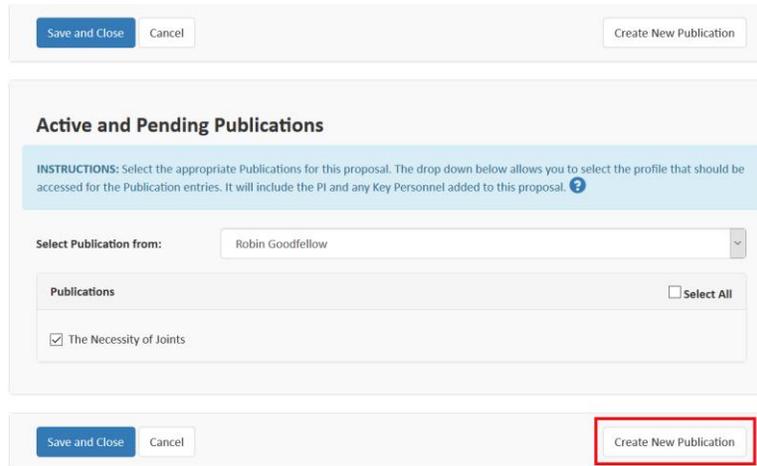
### Step 1

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 Close Cancel Create 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

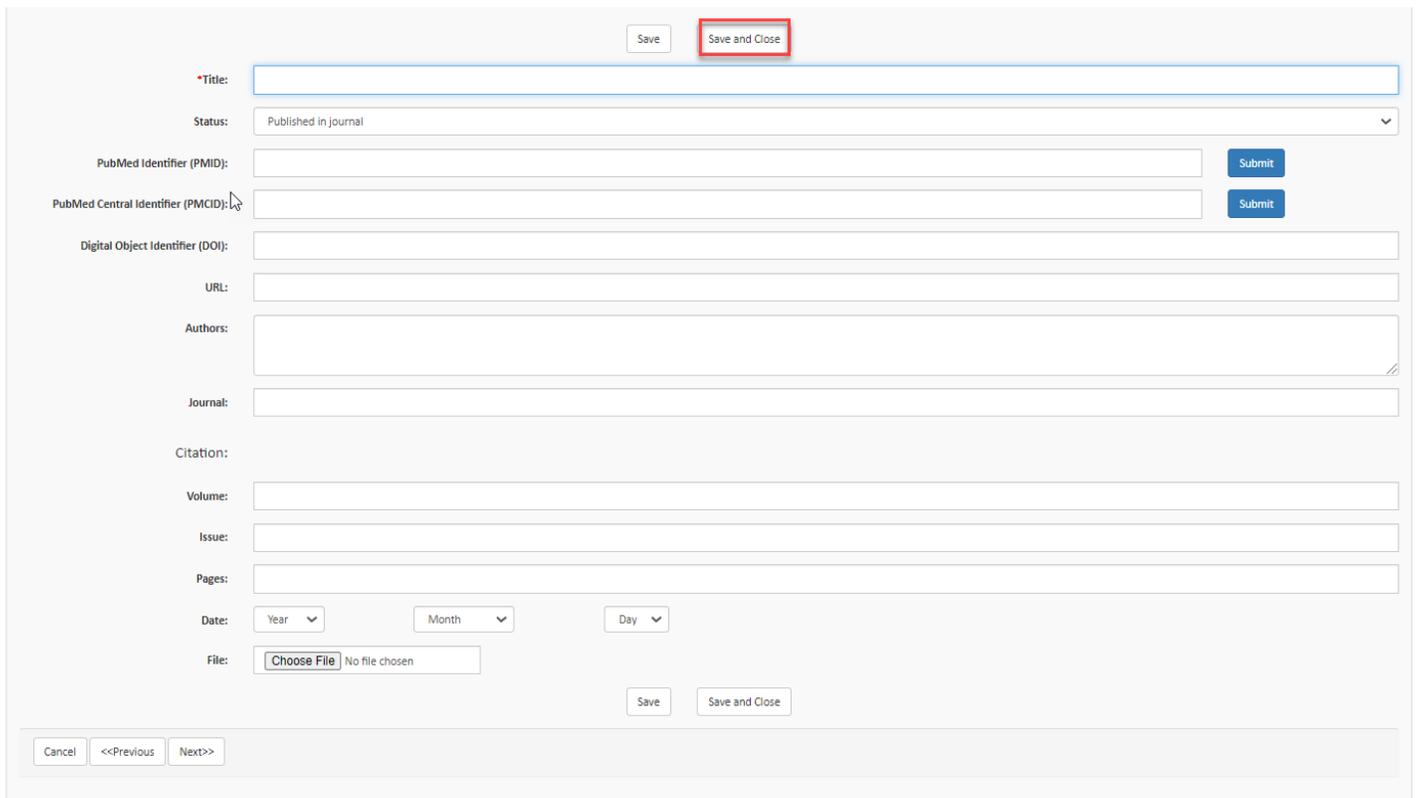
The Necessity of Joints

Save and Close Cancel Create 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.



Save Save 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:  No file chosen

Save Save and Close

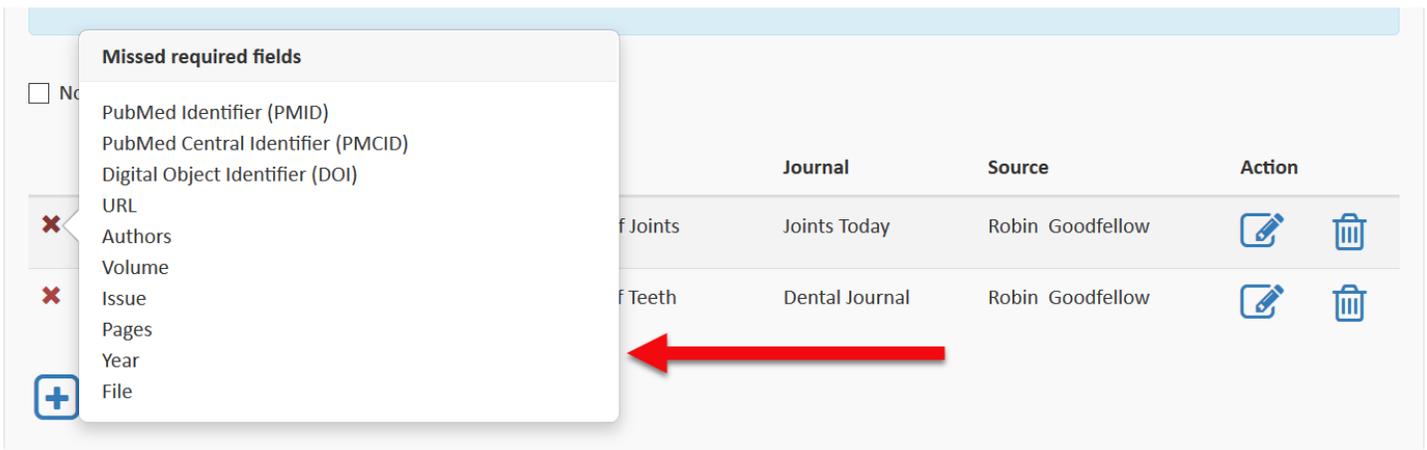
Cancel <<Previous Next>>

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
✘ Published in journal		The Necessity of Joints	Joints Today	Robin Goodfellow	 
✘ Published in journal	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
✘ Published in journal		The Necessity of Joints	Joints Today	Robin Goodfellow	 
✘ Published in journal	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
 Published in journal		The Necessity of Joints	Joints Today	Robin Goodfellow	 
 Published in journal	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
					

## 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	<input type="checkbox"/>
	07/15/2019 12:00 AM	Other	M rachel fitzroy(PI)		b						Delinquent	<input type="checkbox"/>
	07/16/2019 12:00 AM	Other	M rachel fitzroy(PI)		a						Delinquent	<input type="checkbox"/>
	02/06/2021 12:00 AM	Progress Report	M rachel fitzroy(PI)		Progress Report						Scheduled	<input type="checkbox"/>
	06/01/2021 12:00 AM	Progress Report (In Progress)	M rachel fitzroy(PI)		Progress Report						Scheduled	<input type="checkbox"/>

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

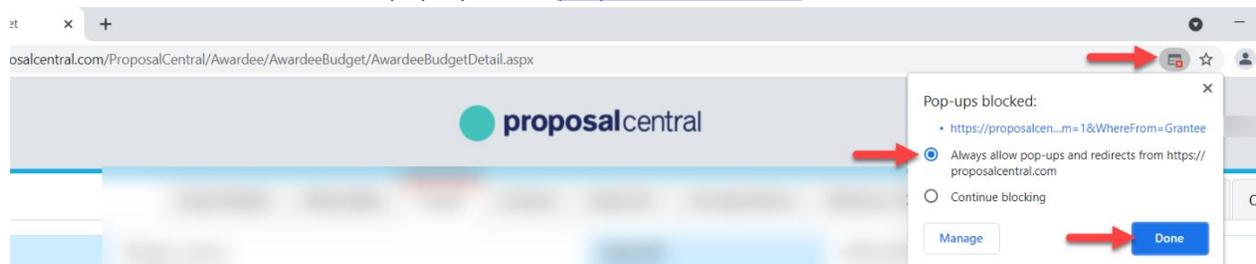
In the Publications section of the deliverable click the '+' button.



**\*\*NOTE: If you click on the "+" sign and the page refreshes without presenting a pop-up box follow the below instructions:**

When you click the "Add" button, you should get a pop-up window. If you are not getting this pop-up, your browser is blocking it. Please follow the steps below to resolve this issue.

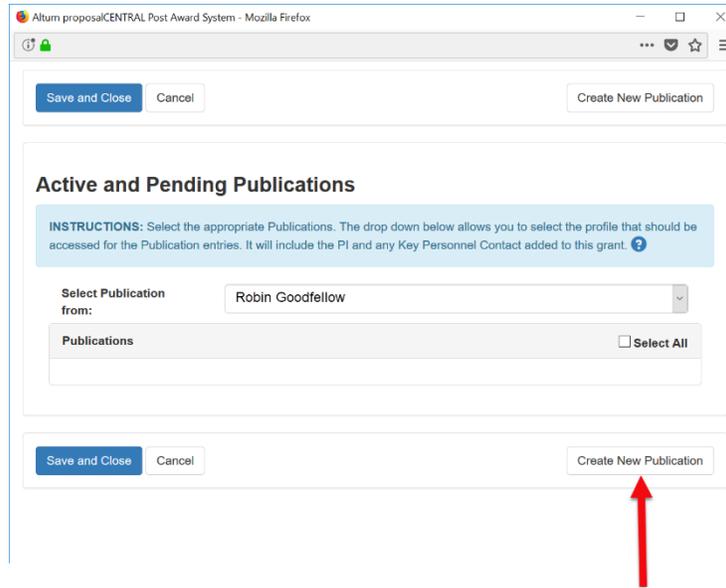
- Click the "Add" button once again
- You should see a notification in the top-right of your browser (the below example is for Google Chrome, but it should be similar for other browsers)
- Click the notification, and allow pop-ups from [proposalcentral.com](https://proposalcentral.com)



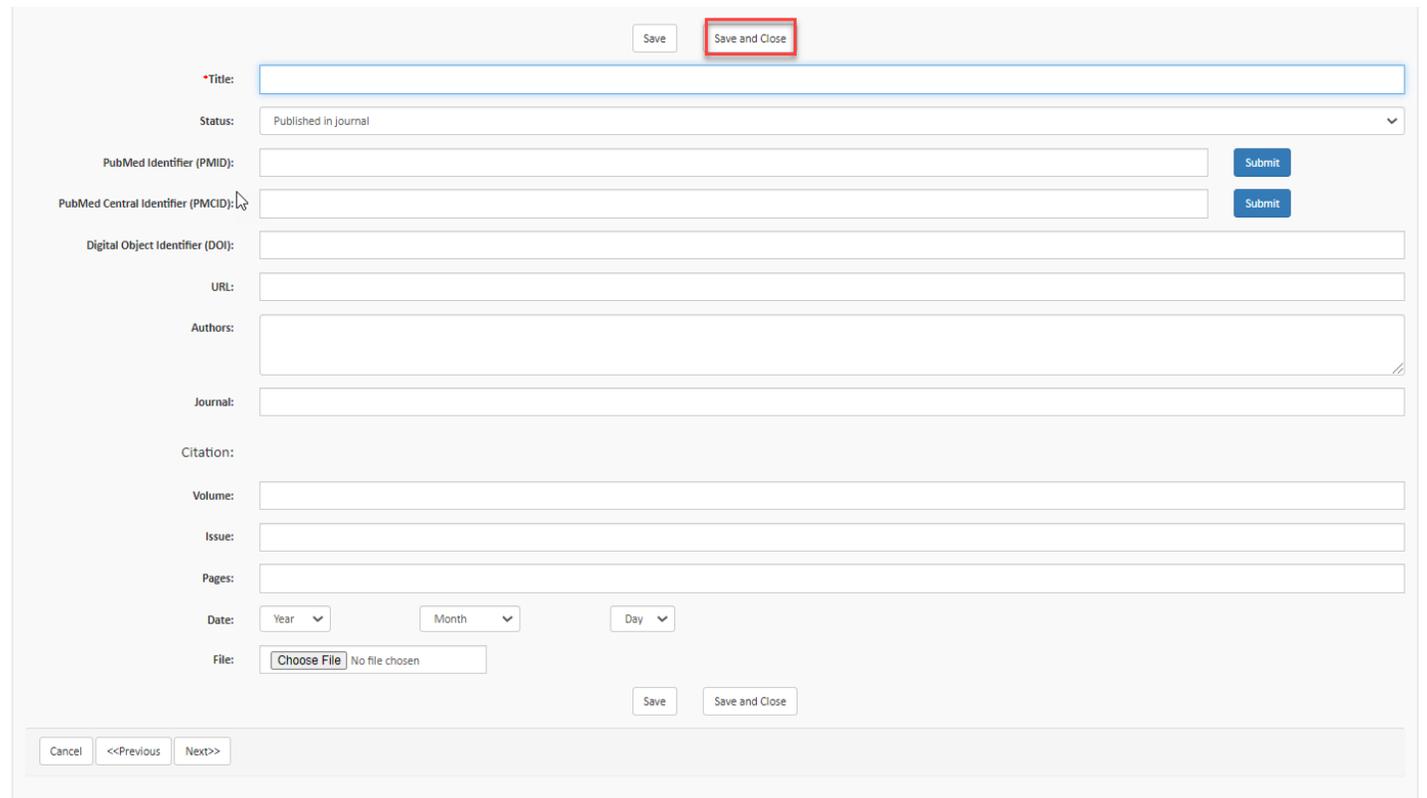
- Once this step is complete, you can click the "Add" button once again and proceed

### 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.

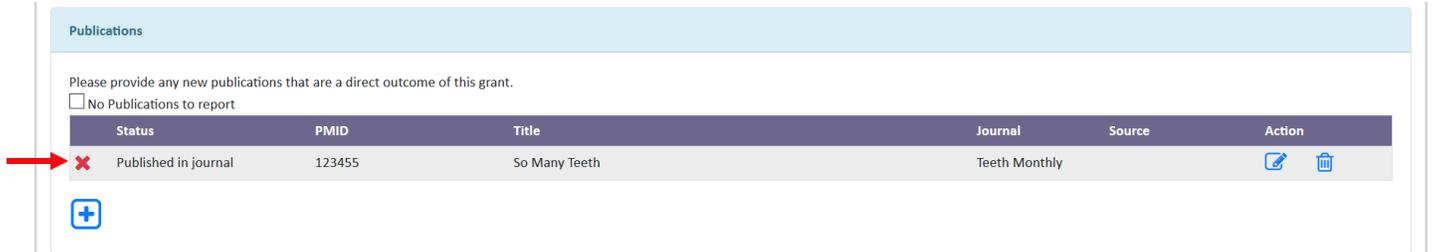


If you need to add any other publication entries, click the 'Create New Publication' button. That opens a blank table. Click the 'Save and Close' button once the table is complete. This entry is automatically added to your Professional Profile once it's been saved. If you do not want this entry added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

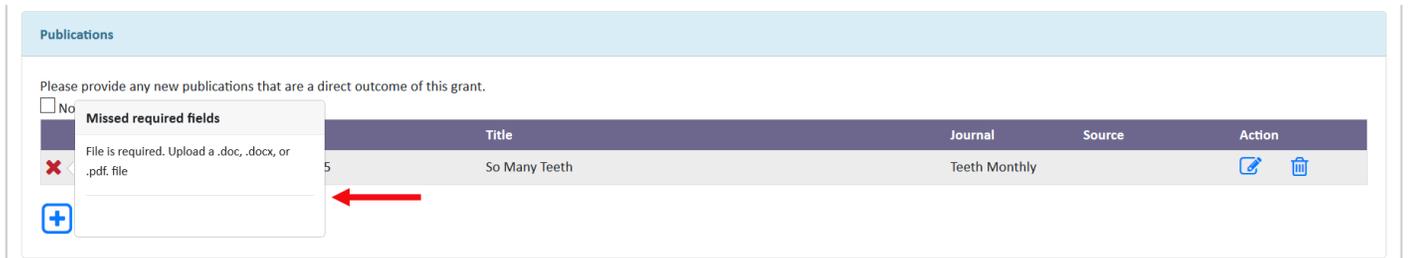


The screenshot shows a detailed form for adding a publication entry. At the top right, there are "Save" and "Save and Close" buttons, with "Save and Close" highlighted by a red box. The form fields include: "\*Title:" (text input), "Status:" (dropdown menu with "Published in journal" selected), "PubMed Identifier (PMID):" (text input with a "Submit" button), "PubMed Central Identifier (PMCID):" (text input with a "Submit" button), "Digital Object Identifier (DOI):" (text input), "URL:" (text input), "Authors:" (text input), "Journal:" (text input), "Citation:" (text input), "Volume:" (text input), "Issue:" (text input), "Pages:" (text input), "Date:" (Year, Month, and Day dropdown menus), and "File:" (Choose File button with "No file chosen" text). At the bottom, there are "Save" and "Save and Close" buttons, and a navigation bar with "Cancel", "<<Previous", and "Next>>" buttons.

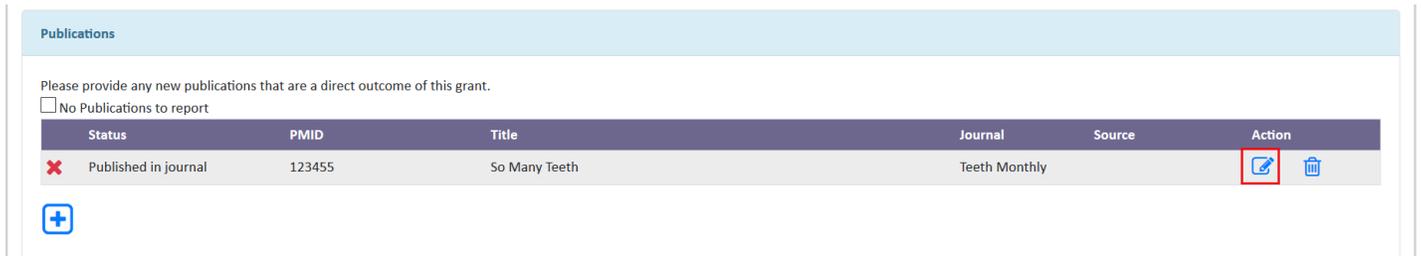
When all publications are added to the table, click the 'Save and Close' button to return to the deliverable page. The Publications section now displays the selected Publication entries. If any information from a required field is missing your support displays a red 'x' next to the award status.



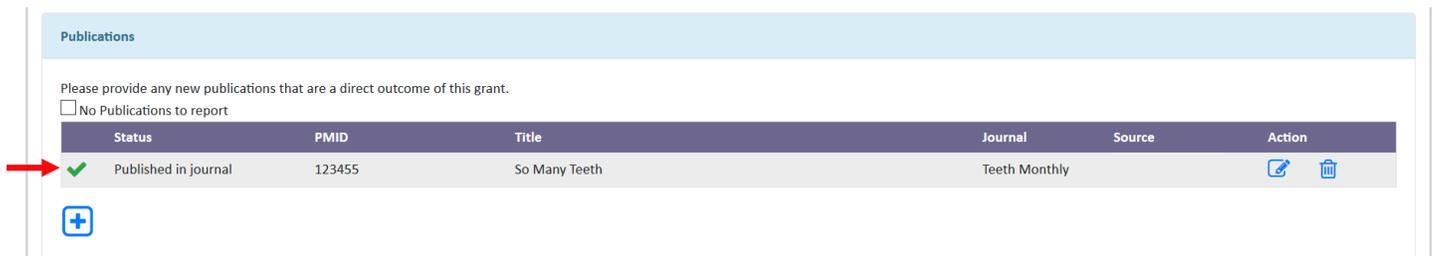
If you hover the cursor over the 'x' the missing information is displayed.



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.

Publications

Please provide any new publications that are a direct outcome of this grant.

No Publications to report

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

