1. Where do I go to integrate my ORCID account?
   a. You MUST log into the Autism Speaks online grants system (not the ORCID website) at https://science.grants.autismspeaks.org to authorize ORCID to link to your Autism Speaks profile.

2. Can I just provide Autism Speaks with my ORCID profile number?
   a. **NO!** You must take action personally to authorize our system to communicate with ORCID’s system. An Autism Speaks representative cannot do this for you.

3. I already have an ORCID profile. Do I need to do anything in the Autism Speaks online system?
   a. **YES!** You must log into the AS system and link up your ORCID profile with your Autism Speaks account. Information is available on the pages below to help.

4. What is ORCID?
   a. ORCID provides a persistent digital identifier that distinguishes you from every other researcher and supports automated linkages between you and your professional activities. www.orcid.org

5. Who needs an ORCID profile?
   a. All Principal Investigators and Mentors named on AS grant applications.

6. Can I apply for Autism Speaks funding without an ORCID profile?
   a. An LOI may be submitted without an ORCID profile, but an ORCID profile must be linked to the Principal Investigator’s Autism Speaks account to submit a full application.

7. Do my Mentors need to have ORCID profiles before I submit my application?
   a. **NO!** An application is designed to be submitted without all of the named Mentors having ORCID profiles. But, they will need to follow instructions sent to them as the application is submitted to link up their profiles in the weeks following submission.

8. Will applications without all Mentors having linked ORCID profiles be reviewed?
   a. **NO!** All Mentors without linked ORCID profiles at the time of the application’s submission will be given a few weeks to complete the ORCID integration. If these named collaborators fail to complete the ORCID integration, the application will not be included in the peer review process.

9. If my application is funded, will I have more to do with ORCID integration?
   a. **YES!** As you start your grant, the AS system (via the grant page) will instruct you to link your Autism Speaks funding with your ORCID profile.

10. If I have questions about ORCID and Autism Speaks, whom do I ask?
    a. Contact Joan New, Grants Manager, at jnew@autismspeaks.org or 609-228-7313.
1) **Integrating your Autism Speaks Profile with ORCID** – You must first log into the Autism Speaks Online Grants System using the link [https://science.grants.autismspeaks.org](https://science.grants.autismspeaks.org)
   - If you have been named as a Mentor, your account is already active with the provided email address. First, click *Forgot Password*. The system will email you a temporary password. Then, at the login screen, click *Reset Password* to establish your own and gain access.
   - Once logged into our system, navigate to Recommendations from the profile page.

   ![Science Grants System](image)

   - Then you will see the prompt (as shown below) on the Autism Speaks profile page. Click on the Create link at the bottom of the ORCID information. This will take you to ORCID’s system.

   ![ORCID Login Screen](image)

   - **ORCID Login Screen** – As you leave the Autism Speaks profile page, you’ll land on a page within ORCID’s website. If you have an existing ORCID profile, simply sign in to link your ORCID profile to your Autism Speaks profile. Or, register for a new ORCID profile if you don’t already have one.

   - **Autism Speaks Authorization** – Once you’ve either signed into or created your ORCID profile, you will be prompted to Authorize ORCID’s database to communicate with the Autism Speaks database. Please click ‘Authorize’ to complete the connection.
ORCID Requirements:

- We require a linked ORCID profile for all of our Principal Investigators and Mentors. (We encourage all of our users to get ORCID profiles but only require accounts for these three roles.)

- A Letter of Intent (LOI) may be started and submitted without the Principal Investigator having an ORCID profile. But, an approved LOI (now at the application draft stage) may not start/continue until the PI has registered with ORCID.
  
  - The requirement message in such a circumstance looks like this…

- An Application may be submitted with named Co-Investigators or Mentors not having an ORCID profile. The first page of the Application will show the ORCID status in the key personnel section (as shown below).

- All named Mentors must log into the Autism Speaks Science Grants System and successfully link to their own ORCID profile before their application can be included in the peer review process.
  
  - Again, they are not required to have ORCID profiles at the time the application is submitted. But, they are required to have ORCID profiles in order to be considered for funding.
As the Applicant marks the application ready for the Responsible Official, the system will send an email to the named Co-Investigators/Mentors with instructions to complete their ORCID integration.

- Co-Investigators/Mentors will have a few weeks after the submission of an application to log into the Autism Speaks system and complete their ORCID integration.
  - NOTE: Autism Speaks representatives cannot complete the ORCID integration on our users’ behalf. This action must be done personally by our applicants.

Managing Funding with ORCID:

- As you receive approved proposals from Autism Speaks, our Science Grants System will prompt you to update your funding with ORCID. This is required and will be reflected in all agreements. The prompt is on the grant detail page. See the screenshot below.

![ORCID screenshot](image)

- As you click on the blue link (shown above) to Authorize your grant, you’ll be redirected to the ORCID site where you’ll be asked to confirm the authorization of your new Autism Speaks funding/grant to be added to your ORCID profile. After successfully signing in with your ORCID credentials, the Autism Speaks funding will be automatically linked to your ORCID profile, and you’ll be redirected back to the Autism Speaks science system. The screenshot below shows an example of what you’ll see on the ORCID site.

![ORCID screenshot](image)

- Once your new grant’s information has been uploaded to ORCID, you won’t see this same prompt again.
ORCID Questions and Concerns:

- Log on to our Policy Page for more information concerning ORCID
- Contact Joan New, Grants Manager, at jnew@autismspeaks.org or 609-228-7313 for assistance.