

## Standard Operating Procedure

Title:	Open Research and Contributor Identifier (ORCID) Registration Requirements		
Version:	1.0	Effective date:	18/07/2016
Summary:	Describes ORCID requirements for researchers		

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### 1. PURPOSE

Open Researcher and Contributor IDs (ORCID) uniquely identify individual researchers and enable automated links to their affiliations, grants and scholarly works. This information is then openly available via a central registry.

The University has adopted this procedure to ensure that all researchers claim an ORCID as they become an increasingly ubiquitous component of the international research infrastructure.

### 2. SCOPE

This procedure applies to all University employees and students who undertake research.

### 3. REQUIREMENTS

Each employee or student must:

- a) ensure that they have claimed an ORCID and made this known to the University via appropriate system(s);
- b) ensure that their complete research output is recorded against their ORCID;
- c) provide their ORCID to publishers during manuscript submission where this option is available; and
- d) provide their ORCID to research funders during applications where this option is available.

Version	Date	Reason for change
1.0	July 2016	Creation

<b>Document control box</b>	
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