



# Open Access for the REF: ORCID for UCL researchers

v 1.1

The open access policy for the next REF applies to articles and conference papers accepted after 1 April 2016. All researchers must upload their papers to UCL's Research Publications Service (RPS), **or they will not be eligible for the next REF**. Contact the Open Access Team ([open-access@ucl.ac.uk](mailto:open-access@ucl.ac.uk)) if you have any questions.

**ORCID** (<http://orcid.org/>) provides researchers with a unique identifier that can be kept throughout their career. It can be used in publications and grant applications, and in RPS. ORCID distinguishes between researchers with similar names, and helps ensure that publications are attributed and recorded correctly. It also helps researchers to comply with funders' open access requirements.

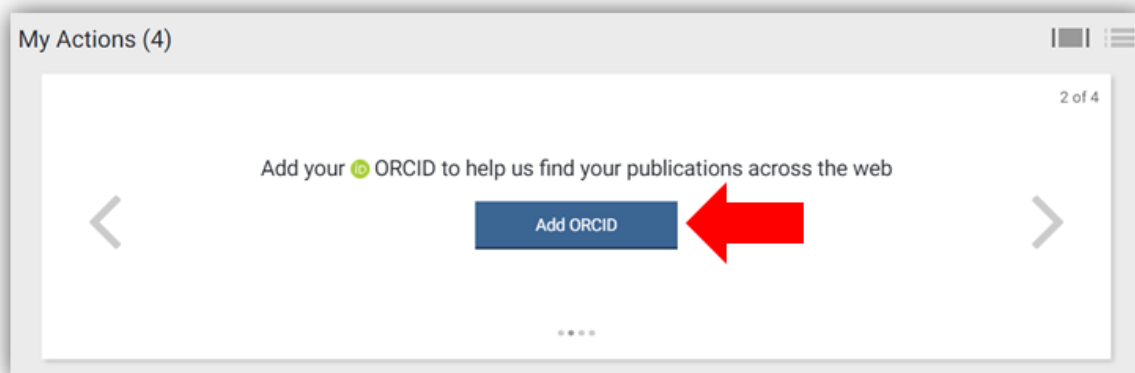
## Why should I use ORCID?

ORCID helps researchers to record and report their work. UCL encourages all researchers to use ORCID. Funders like the Wellcome Trust and the UK Research Councils now require or recommend the use of ORCID IDs, and systems like Researchfish and can link with ORCID.

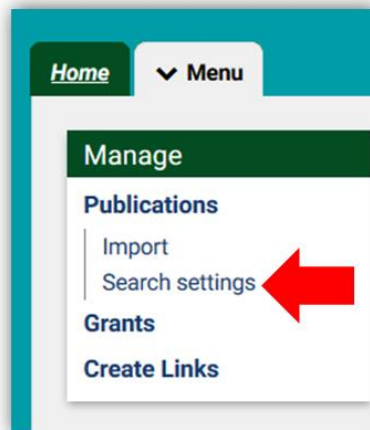
## How do I get an ORCID and link it to RPS?

UCL researchers should follow the instructions below to create an ORCID ID using RPS. If you already have an ORCID ID, you should still follow the same steps to ensure that your ORCID ID is connected to your RPS profile.

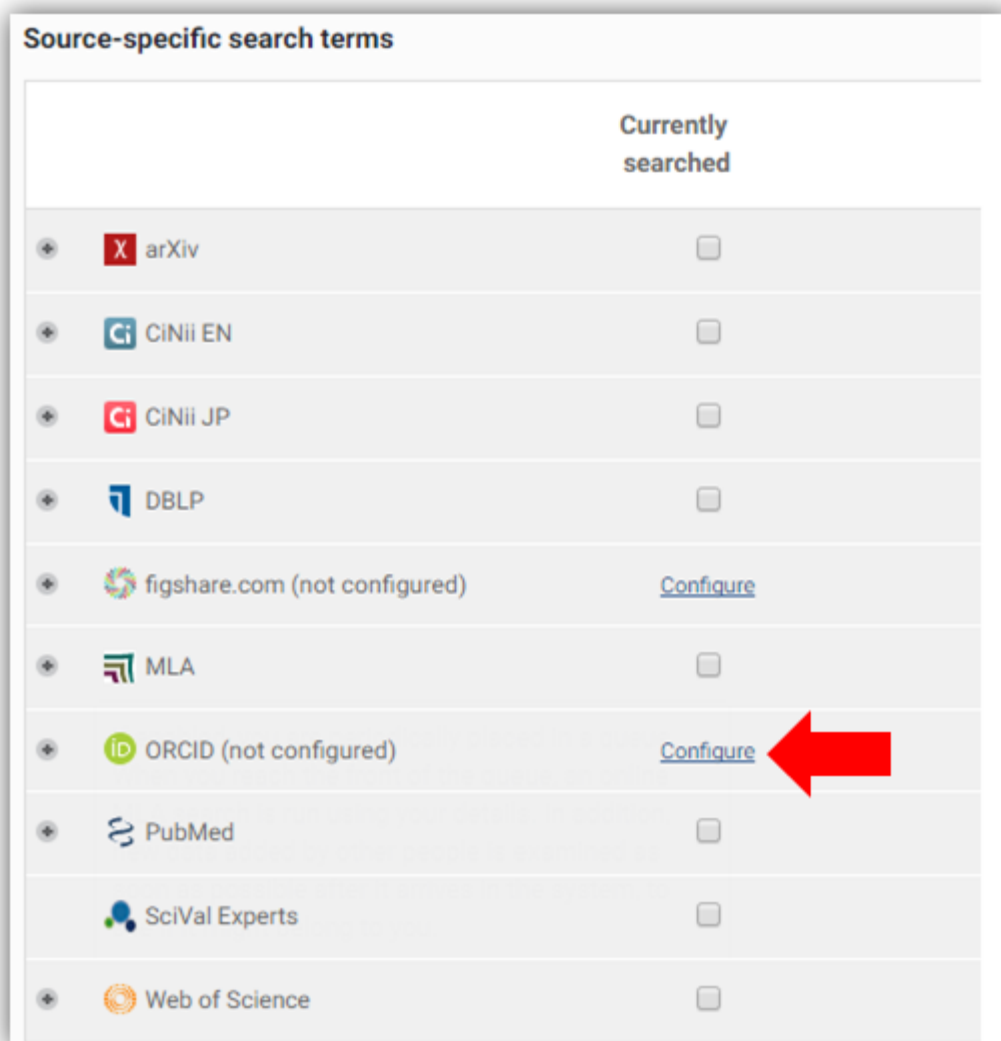
1. **Log in to RPS** at <http://rps.ucl.ac.uk/>
2. Check the 'My Actions' section under the welcome message – scroll through by using the arrow buttons and look for the following notification: Click on 'Add ORCID':

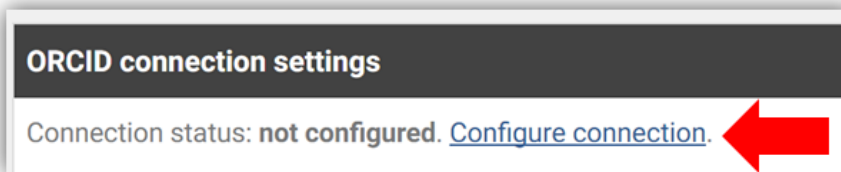


You can also add an ORCID ID by navigating to your Search settings - click on Menu then click the 'Search settings' link from under the 'Publications' header:

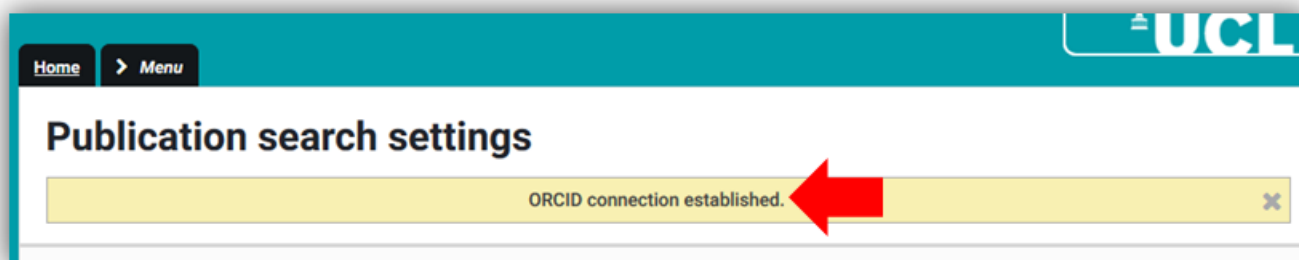


Scroll to the bottom of the page and click on 'Configure' next to the ORCID icon:

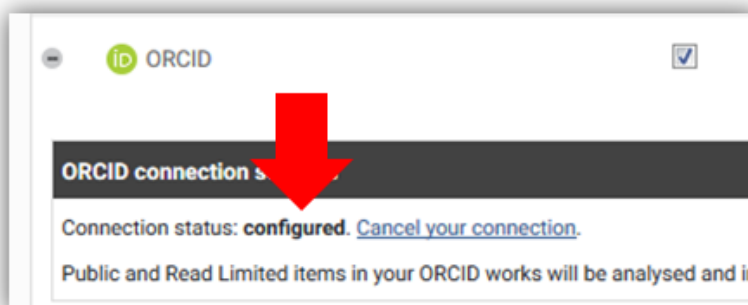




3. Register to create an ORCID ID, or sign in to your ORCID account if you already have one. Once this is done, you should see a confirmation message appear at the top of your RPS Home page:



If you click to expand the ORCID section of your Search Settings, the status should appear as 'configured':



4. If you have any problems creating an ORCID ID, contact the Open Access Team ([open-access@ucl.ac.uk](mailto:open-access@ucl.ac.uk)).
5. Start providing publishers and funders with your ORCID ID when you submit your work for publication, report your publications and apply for grants. Where your ORCID ID is included in records in Web of Science, Scopus and other databases, the publications will be added to RPS automatically.

See our FAQ for more on the REF OA policy: [www.ucl.ac.uk/library/open-access/faqs](http://www.ucl.ac.uk/library/open-access/faqs)  
More UCL OA guides are available: [www.ucl.ac.uk/library/open-access/deposit](http://www.ucl.ac.uk/library/open-access/deposit)

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