

# LINKING ORCID ID WITH NIH ERA COMMONS

Revised January 16, 2025

## OVERVIEW

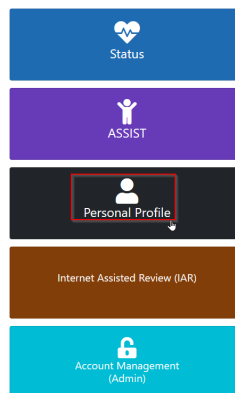
The Open Researcher and Contributor Identification (ORCID) IDs are unique, persistent digital identifiers that distinguish individual investigators and can be used to connect researchers with their contributions to science over time and across changes of name, location, and institutional affiliation. These free identifiers are assigned and maintained by the non-profit organization [ORCID](https://orcid.org/).

As of 05/25/25, all personnel required to provide either Biographical Sketch or Current and Pending Support, aka Other Support, must have an ORCID ID linked to their Commons Personal Profile.

## STEPS TO LINKING ORCID ID WITH NIH COMMONS ID

1. Log into [NIH eRA Commons](https://eRA Commons) with eRA Credentials

2. Click on Personal Profile



3. If ORCID ID is listed under Personal Profile, that means ORCID & eRA Commons ID are linked. **No further action is required.**

If ORCID ID is “unavailable”, additional steps must be taken to either create or connect ORCID ID. **Continue to step 4.**

4. **To create new ORCID ID:** Click “Register now”. Follow steps for creating new ID.

a. Hints & Tips:

- i. **Step 1 of 5:** Recommend setting up “additional email” in case account recovery is required
- ii. **Step 3 of 5:** Under “Current employment - Organization” type “Los Angeles” to help narrow down the search or type “University of California, Los Angeles”
- iii. **Step 4 of 5:** Choose visibility setting you’d like. This can be updated later as well.

Sign in to ORCID

Don't have your ORCID ID yet? [Register now](#)

Email or ORCID ID

Email or 16-digit ORCID ID

For example: joe@institution.edu or 0000-1234-5678-9101

Password

Your ORCID password

Sign in to ORCID

[Forgot your password or ORCID ID?](#)

OR

Sign in through your institution

Sign in with Google

Create your ORCID iD

Step 1 of 5 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID ID? [Sign In](#)

**Your names**

Given names

Catherine

Family names (Optional)

Rujanuruks

**Your email addresses**

Primary email

crujanuruks@mednet.ucla.edu

**Add an additional email to secure your account**

Adding an additional email as backup helps secure your account and makes sure you can always sign in.

Additional email (Optional)

[Next Step](#)

Create your ORCID iD

Step 3 of 5 - Current employment

Adding a current employment affiliation helps distinguish you from other researchers with a similar name.

**Current employment**

Organization

University of California, Los Angeles

Los Angeles, US

Department (Optional)

Medicine

Role/job title (Optional)

Your role or job in the organization

Start date (Optional)

Year / Month

[Next Step](#)

[Skip this step without adding an affiliation](#)

[Previous Step](#)

Create your ORCID iD

Step 4 of 5 - Visibility

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

**Visibility settings**

By default, what visibility should be given to new items added to your ORCID Record?

☒ **Everyone** (87% of users choose this)  
Everyone can see these items

☐ **Trusted parties** (5% of users choose this)  
Only people and organizations you've given permission

☐ **Only me** (8% of users choose this)  
Items are private and only visible to you

[More information on visibility settings](#)

[Next Step](#)

- b. Once ORCID ID has been created, **authorize access for NIH – eRA Commons**. This will link your newly created ORCID ID with your eRA Commons User Name.

The image shows two screenshots from the ORCID website. The left screenshot is the 'Authorize access' page for the National Institutes of Health - eRA Commons. It shows a user named Catherine Rujanuruks with an ORCID ID of https://orcid.org/0009-... and a button to 'Authorize access'. The right screenshot is the 'Personal Profile' page for Ms Catherine Rujanuruks. It lists her roles: AO - Administrative Official, SO - Signing Official, ASST - PI Assistant, and PACR - Public Access Compliance Role. It also shows her Person ID: 7738609 and her ORCID ID: https://orcid.org/0009-... with a red box highlighting the ORCID ID field.

5. **To link ORCID ID to eRA Commons User Name:** Sign in through your Institution by following below steps:
  - a. **Search for Organization:** Type “Los Angeles” to narrow down search or type “University of California, Los Angeles”
  - b. Once selected, **“Sign in with this organization”**
  - c. Enter ORCID ID & Password and click **“Sign in and link your UCLA account”**

The image shows three screenshots illustrating the steps to link an ORCID ID to a University of California, Los Angeles account. Screenshot 5.a shows the 'Access through your institution' page with a search for 'Los Angeles' and 'University of California, Los Angeles' selected. Screenshot 5.b shows the 'Access through your institution' page with 'University of California, Los Angeles' selected and the 'Sign in with this organization' button highlighted. Screenshot 5.c shows the 'Link your University of California, Los Angeles account' page with the email 'crujanuruks@mednet.ucla.edu' and password entered, and the 'Sign in and link your University of California, Los Angeles account' button highlighted.

## TIMELINE

- October 2019: ORCID required for all trainees at time of appointment through xTrain system for support on the following **training awards** including: T03, T15, T32, T34, T35, T37, T42, T90/R90, TL1, TL4, TU2, K12/KL2, R25, R38, RL5, RL9
- January 25, 2020: ORCID required for all applicants of **individual fellowships & career development awards** including: F05, F30, F31, F32, F33, F37, F38, F99/K00, F12, K01, K02, K05, K07, K08, K18, K22, K23, K24, K25, K26, K38, K43, K76, K99/R00

May 25, 2025: ORCID required to be entered into the Persistent Identifier (PID) section of the Common Forms. SciENCv required for completing and certifying the Common Forms.

**RESOURCES**

[ORCID ID eRA Commons Online Help](#)

[NOT-OD-19-109](#)

[What is an ORCID ID and how do I use it?](#)

[NOT-OD-25-035](#)