

# Adding Publications

The Publications section of the Professional Profile allows you to store information about your publications. Many of the grant makers using proposalCENTRAL may collect information about your publications in their applications and post-award reports. If they use the specially designated Publications feature, the information you enter in the Publications section of the Professional Profile can easily be added to any applications and post-award reports.

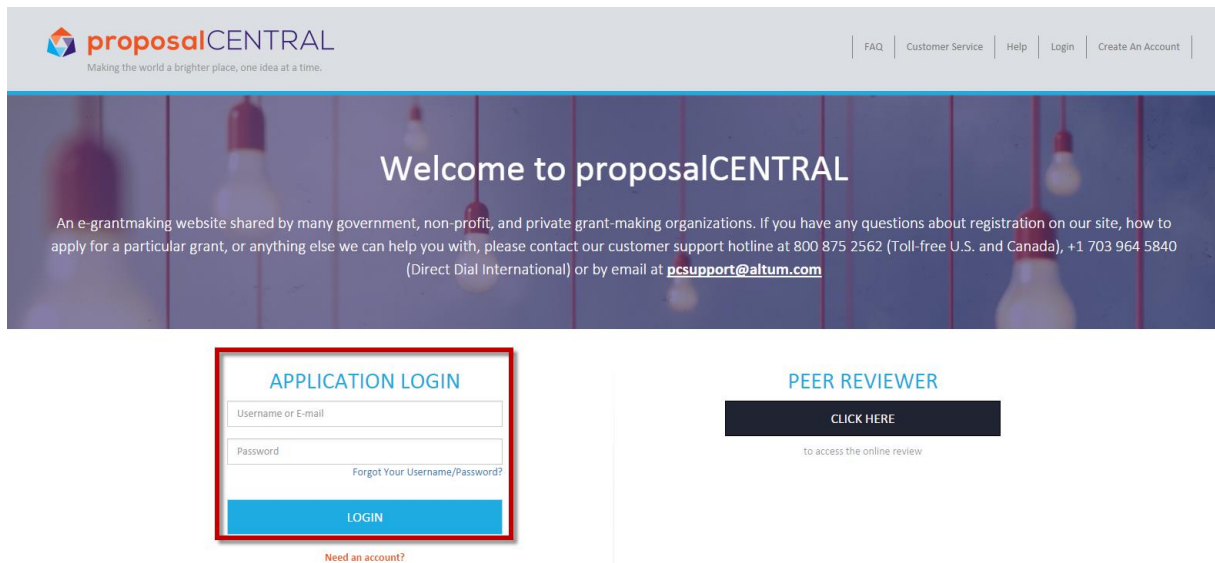
This tutorial includes the following information:

Adding Publications to Your Professional Profile.....	1
Adding Publications From Your Professional Profile to an Application .....	3
Adding Publications From Your Professional Profile to a Web Form Deliverable .....	7

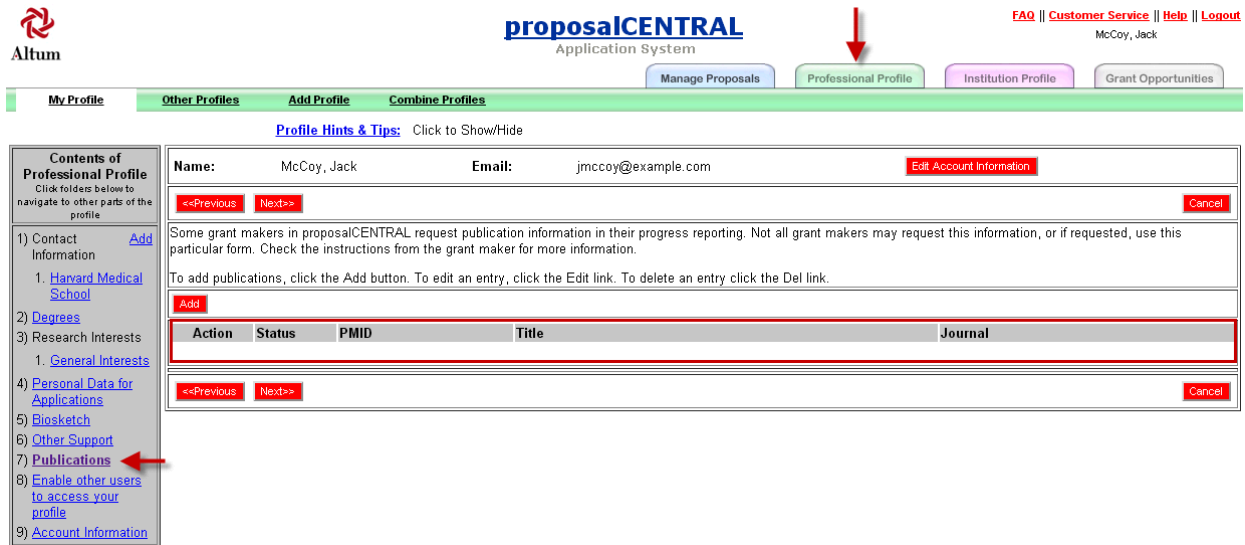
## Adding Publications to Your Professional Profile

To add publications to your Professional Profile:

1. Go to proposalCENTRAL (<https://proposalcentral.altum.com>) and login under Applicant Login.

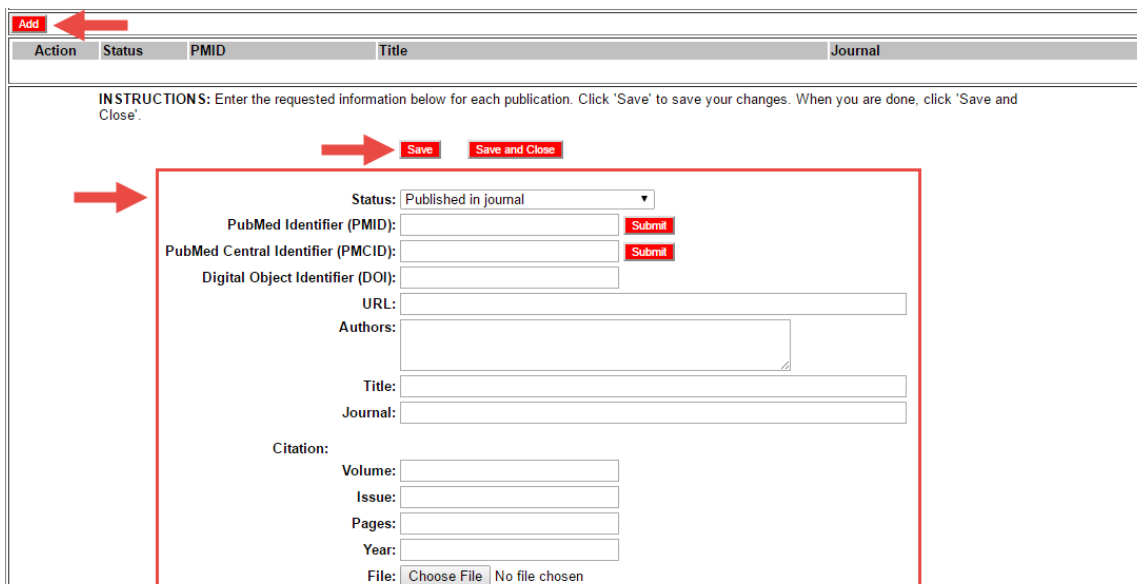


2. Click the green Professional Profile link and then the [Publications](#) link in the gray menu on the left. The first time you access the Publications section, it will be blank as you have not added any entries yet.



3. To add a publication entry, click the **Add** button at the top of the table. Clicking the **Add** button will show the publication fields for you to complete. There are three ways that you can enter the publication information:
  - a. Enter the PubMed Identifier (PMID) and click the **Submit** button. This will populate most of the data fields for you. If you enter a PMID that does not match a record, you'll see an error notice. You will still need to upload the file.
  - b. Enter the PubMed Central Identifier (PMCID) and click the **Submit** button. This will populate most of the data fields for you. If you enter a PMCID that does not match a record, you'll see an error notice. You will still need to upload the file.
  - c. 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 will retain your changes. When you are done with the entry you can click the **Save and Close** button.



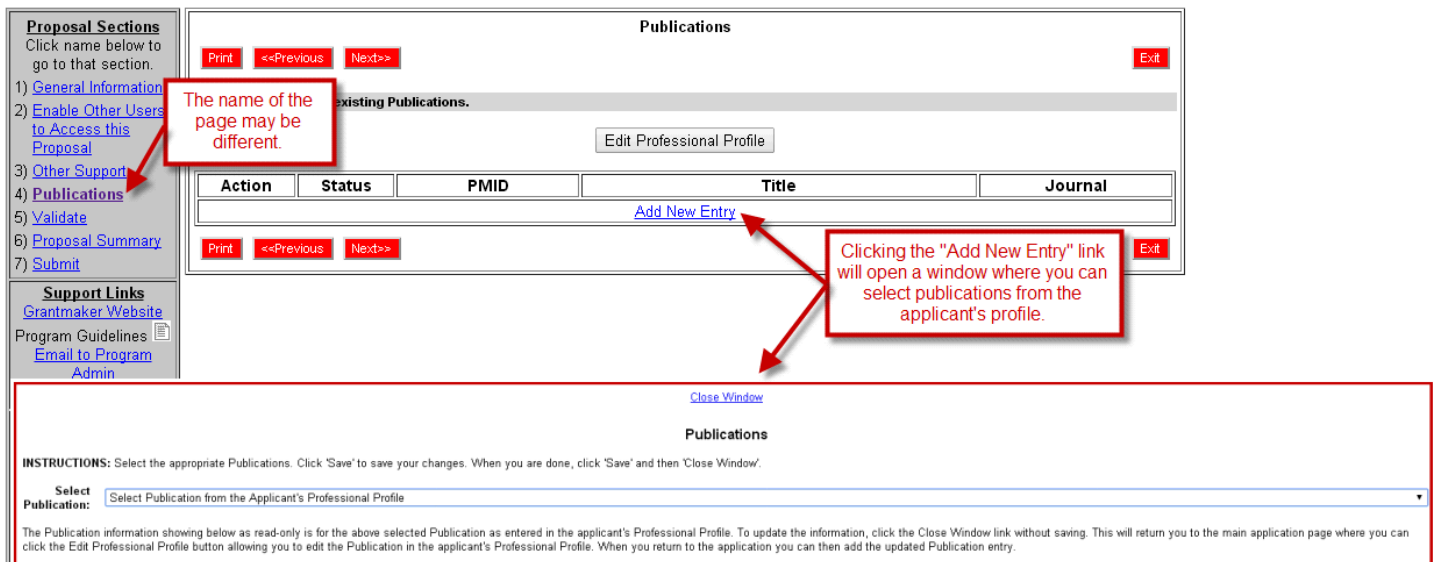
- The publication you entered will now appear in the table. If you have additional publications to include, click the **Add** button again. Repeat the steps until you've included all of your publications. If you need to edit an entry, click the corresponding [Edit](#) link for the publication. This will show 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 [Del](#) link for the publication and confirm the deletion when prompted.

Name:	Lannister, Tyrion	Email:	tlannister@example.com	<a href="#">Edit Account Information</a>										
<a href="#">&lt;&lt;Previous</a> <a href="#">Next&gt;&gt;</a> <a href="#">Cancel</a>														
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 publication, click the Add button. To edit an entry, click the Edit link. To delete an entry click the Del link.														
<table border="1"> <thead> <tr> <th>Action</th> <th>Status</th> <th>PMID</th> <th>Title</th> <th>Journal</th> </tr> </thead> <tbody> <tr> <td><a href="#">Del</a> <a href="#">Edit</a></td> <td>Preprint server or submitted to journal</td> <td></td> <td>The necessity of joints and blah, blah, blah</td> <td>Joints Today</td> </tr> </tbody> </table>					Action	Status	PMID	Title	Journal	<a href="#">Del</a> <a href="#">Edit</a>	Preprint server or submitted to journal		The necessity of joints and blah, blah, blah	Joints Today
Action	Status	PMID	Title	Journal										
<a href="#">Del</a> <a href="#">Edit</a>	Preprint server or submitted to journal		The necessity of joints and blah, blah, blah	Joints Today										
<a href="#">&lt;&lt;Previous</a> <a href="#">Next&gt;&gt;</a> <a href="#">Cancel</a>														

## 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 they may use 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.



The screenshot shows the 'Publications' section of the application. On the left, there is a 'Proposal Sections' menu with 'Publications' selected. The main area contains a table with columns for Action, Status, PMID, Title, and Journal. An 'Add New Entry' link is visible below the table. A red box highlights the 'Add New Entry' link with the text: 'Clicking the "Add New Entry" link will open a window where you can select publications from the applicant's profile.' Another red box highlights the 'Add New Entry' link with the text: 'The name of the page may be different.' Below the table, there is a 'Close Window' link and a dropdown menu labeled 'Select Publication from the Applicant's Professional Profile'. At the bottom, there are instructions: 'INSTRUCTIONS: Select the appropriate Publications. Click 'Save' to save your changes. When you are done, click 'Save' and then 'Close Window'.'

If your application is not collecting publications in the manner described above, then the following steps do not apply to your application.

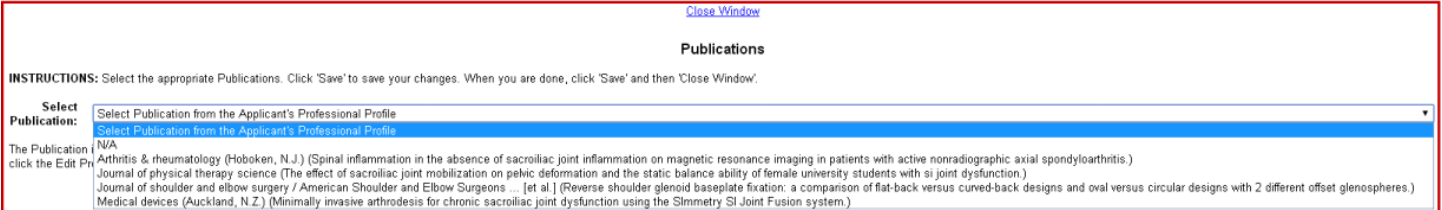
Use the following steps to add publication entries using the Publications functionality shown above.

### Step 1

Click the [Add New Entry](#) link (shown above).

### Step 2

A pop-up window or new browser tab will show with instructions and a drop-down menu. The drop-down menu will include all of the publications included in the applicant's Professional Profile, along with an option of "N/A".



**If all necessary publications are showing and/or you don't have any publications to report,** [click here to skip to step #3.](#)

**If you need to add any publications,** you need to do this in the applicant's Professional Profile. To update the publications in the applicant's profile:

1. Click the [Close Window](#) link at the top without saving anything.
2. If you are the applicant, you'll see an **Edit Professional Profile** button. If you are NOT the applicant, but you have access to the applicant's Professional Profile, you'll also see the **Edit Professional Profile** button. If you don't have access to the **Edit Professional Profile** button, you will need to contact the applicant and ask them to provide you access to their Professional Profile ("Enable other users to access your profile" section of profile).

If you have access to the **Edit Professional Profile** button, click it.




3. This will direct you to the applicant's Professional Profile. [Click here](#) to follow the steps in the "Adding Publications to Your Professional Profile" section. When you have completed adding/updating the publications, click the **Return to LOI/Proposal** button.

[Manage Proposals](#)   [Professional Profile](#)   [Institution Profile](#)   [Grant Opportunities](#)

[My Profile](#)   [Other Profiles](#)   [Add Profile](#)   [Combine Profiles](#)

[Profile Hints & Tips](#) Click to Show/Hide

[Return to LOI / Proposal](#) 

Be sure to save changes to the profile before returning.

**Name:** McCoy, Jack      **Email:** jmccoy@example.com      [Edit Account Information](#)

[<<Previous](#)   [Next>>](#)      [Cancel](#)

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, click the Add button. To edit an entry, click the Edit link. To delete an entry click the Del link.

[Add](#)

Action	Status	PMID	Title	Journal
<a href="#">Del</a> <a href="#">Edit</a>	Published	25013280	The effect of sacroiliac joint mobilization on pelvic deformation and the static balance ability of female university students with si joint dysfunction.	Journal of physical therapy science
<a href="#">Del</a> <a href="#">Edit</a>	Published	24851059	Minimally invasive arthrodesis for chronic sacroiliac joint dysfunction using the Simmetry SI Joint Fusion system.	Medical devices (Auckland, N.Z.)
<a href="#">Del</a> <a href="#">Edit</a>	Published	24739792	Reverse shoulder glenoid baseplate fixation: a comparison of flat-back versus curved-back designs and oval versus circular designs with 2 different offset glenospheres.	Journal of shoulder and elbow surgery / American Shoulder and Elbow Surgeons ... [et al.]
<a href="#">Del</a> <a href="#">Edit</a>	Published	24574227	Spinal inflammation in the absence of sacroiliac joint inflammation on magnetic resonance imaging in patients with active nonradiographic axial spondyloarthritis.	Arthritis & rheumatology (Hoboken, N.J.)

[<<Previous](#)   [Next>>](#)      [Cancel](#)

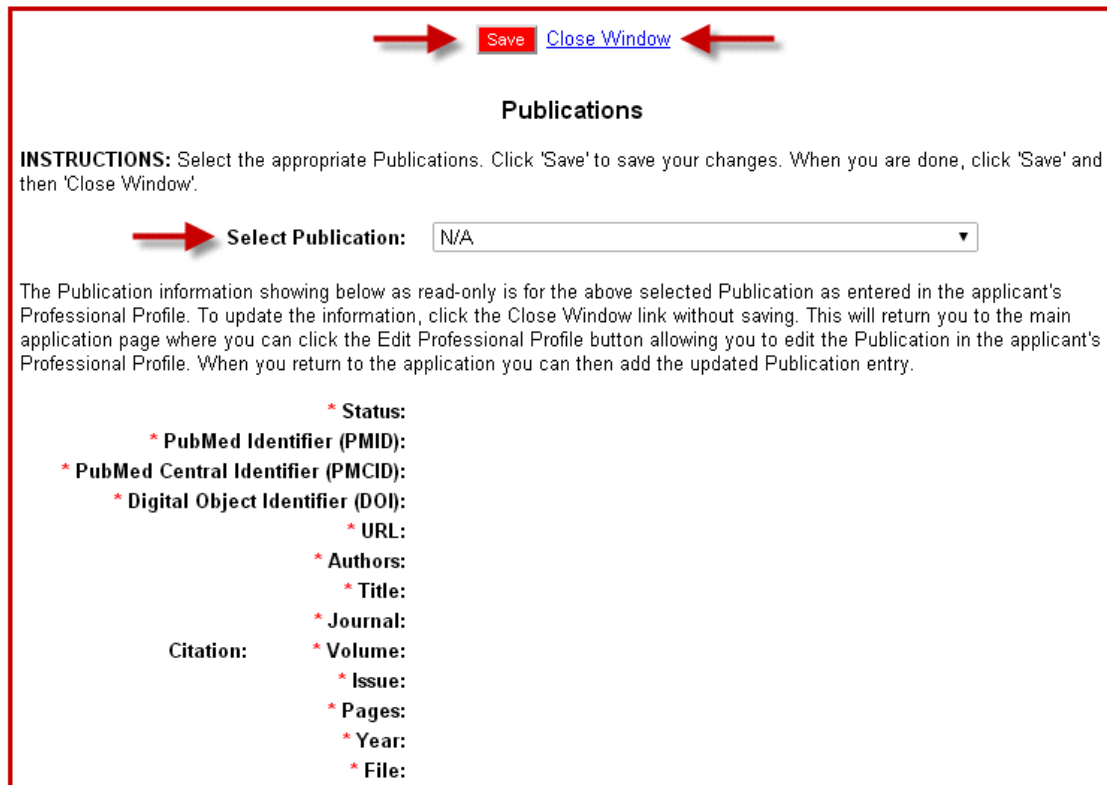
- Now that the applicant's Professional Profile includes the necessary publications, [click here](#) to proceed to the section of Step 3 regarding adding publication.

### Step 3

If you have publications to enter, [click here](#) to be directed to the appropriate instructions.

If you have NO publications to enter:

- Select "N/A" from the drop-down menu.
- After selecting "N/A", a **Save** button will appear. Click the **Save** button and then click the [Close Window](#) link. You are then done with publication and can work on the remainder of your application.



**Publications**

**INSTRUCTIONS:** Select the appropriate Publications. Click 'Save' to save your changes. When you are done, click 'Save' and then 'Close Window'.

**Select Publication:**

The Publication information showing below as read-only is for the above selected Publication as entered in the applicant's Professional Profile. To update the information, click the Close Window link without saving. This will return you to the main application page where you can click the Edit Professional Profile button allowing you to edit the Publication in the applicant's Professional Profile. When you return to the application you can then add the updated Publication entry.

\* **Status:**

\* **PubMed Identifier (PMID):**

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

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

\* **URL:**

\* **Authors:**

\* **Title:**

\* **Journal:**

**Citation:** \* **Volume:**

\* **Issue:**

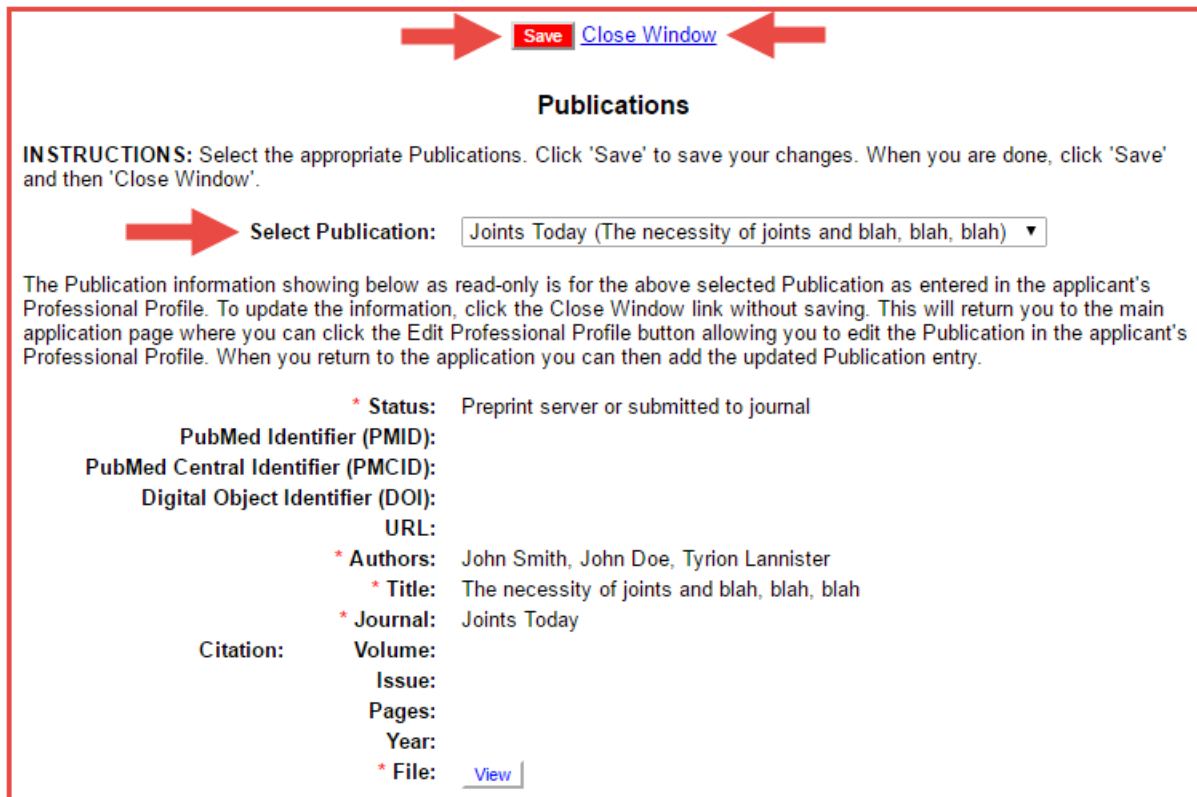
\* **Pages:**

\* **Year:**

\* **File:**

If you have publications to enter:

1. Select the appropriate publication from the drop down menu.
2. The details for the selected publication, as saved in the applicant's Professional Profile, will be displayed below. If the information showing is:
  - a. Incorrect or missing: You will need to update the information in the applicant's Professional Profile. [Click here](#) to be directed to the section on adding publications. That section will include information on editing the publications in the applicant's Professional Profile.
  - b. Correct and complete: Click the **Save** button and then click the [Close Window](#) link. If you have additional publications to add, repeat the steps (i.e. click the [Add New Entry](#) link, select the publication, save, and close). Once all of your publications are entered, you can work on the remainder of your application.



**Publications**

**INSTRUCTIONS:** Select the appropriate Publications. Click 'Save' to save your changes. When you are done, click 'Save' and then 'Close Window'.

**Select Publication:**

The Publication information showing below as read-only is for the above selected Publication as entered in the applicant's Professional Profile. To update the information, click the Close Window link without saving. This will return you to the main application page where you can click the Edit Professional Profile button allowing you to edit the Publication in the applicant's Professional Profile. When you return to the application you can then add the updated Publication entry.

**\* Status:** Preprint server or submitted to journal

**PubMed Identifier (PMID):**

**PubMed Central Identifier (PMCID):**

**Digital Object Identifier (DOI):**

**URL:**

**\* Authors:** John Smith, John Doe, Tyrion Lannister

**\* Title:** The necessity of joints and blah, blah, blah

**\* Journal:** Joints Today

**Citation:**

**Volume:**

**Issue:**

**Pages:**

**Year:**

**\* File:** [View](#)

## 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 as to how they can collect deliverables from you, 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, you'll see an [Upload](#) link listed for the deliverable (1). If they want you to complete an on-line form (aka web form), you'll see either a: 2a) [Start](#) link, for a web form you haven't started yet; or 2b) [Edit](#) link, for a web form you already started.

Award Deliverables (Upload Instructions)									
Due Date	Deliverable Type	Date Submitted/ User	Type Description	Deliverable Description	Add	View	Delete	Edit Status	
12/02/2011	Signed Grant Agreement	09/26/2014(Briscoe, Lenny)	Please sign the agreement that was e-mailed to you and upload here.	Fully executed agreement		<a href="#">View</a>		Final	
02/01/2013	Progress Report	09/28/2014(Briscoe, Lenny)	Please provide the requested information.			<a href="#">View</a>		Final	
04/01/2013	Annual Financial Report	09/28/2014(Briscoe, Lenny)	Please use the template provided below to complete your annual financial report.	Year 1 Expenditures		<a href="#">View</a>		Final	
02/01/2014	Progress Report	09/28/2014(Briscoe, Lenny)	Please provide the requested information.			<a href="#">View</a>			
04/01/2014	Annual Financial Report	09/28/2014(Briscoe, Lenny)	Please use the template provided below to complete your annual financial report.	Year 2 Expenditures	<a href="#">Replace</a>	<a href="#">View</a>	<a href="#">Delete</a>		
02/01/2015	Progress Report		Please provide the requested information.		<a href="#">Edit</a>				
04/01/2015	Annual Financial Report		Please use the template provided below to complete your annual financial report.		<a href="#">Upload</a>				
02/01/2016	Progress Report		Please provide the requested information.		<a href="#">Start</a>				
04/01/2016	Annual Financial Report		Please use the template provided below to complete your annual financial report.		<a href="#">Upload</a>				
03/31/2017	Final Financial Report		Please use the template provided below to complete your final financial report.		<a href="#">Upload</a>				
03/31/2017	Final Project Report		Please provide the requested information.		<a href="#">Start</a>				

To submit a deliverable that is being collected as a web form (e.g. progress report), click either the [Start](#) or [Edit](#) link in the Add column for the appropriate deliverable.

Award Deliverables (Upload Instructions)									
Due Date	Deliverable Type	Date Submitted/ User	Type Description	Deliverable Description	Add	View	Delete	Edit Status	
12/02/2011	Signed Grant Agreement		Please sign the agreement that was e-mailed to you and upload here.		<a href="#">Upload</a>				
02/01/2013	Progress Report		Please provide the requested information.		<a href="#">Start</a>				

Clicking the [Start/Edit](#) link will direct you to a page where you will 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 ([click here to access the tutorial](#)).

The aforementioned Publications feature is shown in its own section within the web form and you can add relevant publications from the grantee's Professional Profile by clicking the [Add New Entry](#) link. If publications are required, there will be a red asterisk (\*) in the blue bar.

Publications <span style="float: right;"><a href="#">Edit Professional Profile</a></span>				
Action	Status	PMID	Title	Journal
<a href="#">Add New Entry</a>				

Use the following steps to report publications or the lack thereof.

### Step 1

Click the [Add New Entry](#) link.



Publications					Edit Professional Profile
Action	Status	PMID	Title	Journal	
<a href="#">Add New Entry</a>					

## Step 2

You will be directed to a page with instructions and a drop-down menu. The drop-down menu will include all of the publications included in the grantee's Professional Profile, along with an option of "N/A".

Publication
<a href="#">Return to Progress Report</a> <b>INSTRUCTIONS:</b> Please list all publications related to this grant. * Select Publication: <input type="text" value="Select Publication from the Grantee's Professional Profile"/> The Publication information will be updated in the grantee's Professional Profile. To update the information, you can click the Edit Professional Profile button allowing you to appear when you return. <ul style="list-style-type: none"> <li>Select Publication from the Grantee's Professional Profile</li> <li>Select Publication from the Grantee's Professional Profile</li> <li>N/A</li> <li>Arthritis &amp; rheumatology (Hoboken, N.J.) (Spinal inflammation in the absence of sacroiliac joint inflammation on magnetic resonance imaging)</li> <li>Journal of physical therapy science (The effect of sacroiliac joint mobilization on pelvic deformation and the static balance ability of the pelvis)</li> <li>Journal of shoulder and elbow surgery / American Shoulder and Elbow Surgeons ... [et al.] (Reverse shoulder glenoid baseplate fixation)</li> <li>Medical devices (Auckland, N.Z.) (Minimally invasive arthrodesis for chronic sacroiliac joint dysfunction using the Slimmetry SI Joint)</li> </ul>

**If all necessary publications are showing and/or you don't have any publications to report, [click here to skip to step #3](#).**

**If you need to add any publications,** you need to do this in the grantee's Professional Profile. To update the publications in the applicant's profile:

1. Click the [Return to](#) link at the top without saving anything.
2. If you are the grantee, you'll see an **Edit Professional Profile** button. If you are NOT the grantee, but you have access to the grantee's Professional Profile, you'll also see the **Edit Professional Profile** button. If you don't have access to the **Edit Professional Profile** button, you will need to contact the grantee and ask them to provide you access to their Professional Profile ("Enable other users to access your profile" section of profile).

If you have access to the **Edit Professional Profile** button, click it.

Publications					Edit Professional Profile
Action	Status	PMID	Title	Journal	
<a href="#">Add New Entry</a>					

3. This will direct you to the grantee's Professional Profile. [Click here](#) to follow the steps in the "Adding Publications to Your Professional Profile" section. When you have completed adding/updating the publications, click the **Return to Deliverable Web Form** button.

Return to Deliverable Web Form  
 Be sure to save changes to the profile before returning.

**Contents of Professional Profile**  
 Click folders below to navigate to other parts of the profile

1) [Other Support](#)  
 2) [Publications](#)

**Name:** McCoy, Jack      **Email:** jmccoy@example.com

---

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, click the Add button. To edit an entry, click the Edit link. To delete an entry click the Del link.

Add

Action	Status	PMID	Title	Journal
<a href="#">Del</a> <a href="#">Edit</a>	Published	25013280	The effect of sacroiliac joint mobilization on pelvic deformation and the static balance ability of female university students with si joint dysfunction.	Journal of physical therapy science
<a href="#">Del</a> <a href="#">Edit</a>	Published	24851059	Minimally invasive arthrodesis for chronic sacroiliac joint dysfunction using the SImmetry SI Joint Fusion system.	Medical devices (Auckland, N.Z.)
<a href="#">Del</a> <a href="#">Edit</a>	Published	24739792	Reverse shoulder glenoid baseplate fixation: a comparison of flat-back versus curved-back designs and oval versus circular designs with 2 different offset glenospheres.	Journal of shoulder and elbow surgery / American Shoulder and Elbow Surgeons ... [et al.]
<a href="#">Del</a> <a href="#">Edit</a>	Published	24574227	Spinal inflammation in the absence of sacroiliac joint inflammation on magnetic resonance imaging in patients with active nonradiographic axial spondyloarthritis.	Arthritis & rheumatology (Hoboken, N.J.)

- Now that the grantee's Professional Profile includes the necessary publications, [click here](#) to proceed to the section of Step 3 regarding adding publications.



### Step 3

If you have publications to enter, [click here](#) to be directed to the appropriate instructions.


If you have NO publications to enter:

- Select "N/A" from the drop-down menu.
- After selecting "N/A", a **Save** button will appear. Click the **Save** button and then click the [Return to](#) link. You are then done with publications and can work on the remainder of your web form deliverable.

**Publication**

[Return to Progress Report](#)  

**INSTRUCTIONS:** Please list all publications related to this grant.

\* Select Publication:  

The Publication information showing below as read-only is for the above selected publication as entered in the grantee's Professional Profile. To update the information, click the Save button and then return link. This will return you to the main page where you can click the Edit Professional Profile button allowing you to edit the publication in the grantee's Professional Profile. Changes made there will appear when you return.

\* **Status:**

**PubMed Identifier (PMID):**

**PubMed Central Identifier (PMCID):**

**Digital Object Identifier (DOI):**

**URL:**

\* **Authors:**

\* **Title:**

\* **Journal:**

**Citation:** **Volume:**

**Issue:**

**Pages:**

\* **Year:**

\* **File:**

If you have publications to enter:

1. Select the appropriate publication from the drop down menu.
2. The details for the selected publication, as saved in the applicant's Professional Profile, will be displayed below. If the information showing is:
  - a. Incorrect or missing: You will need to update the information in the grantee's Professional Profile. [Click here](#) to be directed to the section on adding publications. That section will include information on editing the entries in the grantee's Professional Profile.
  - b. Correct and complete: There may be additional fields at the bottom asking for information about the publication (1). If so, enter the requested information. When done, click the **Save** button (2) and then click the [Return to](#) link (3). If you have additional publications to report, repeat the steps (i.e. click the [Add New Entry](#) link, select publication, add information, save, and return to web form). Once all of your publications are entered, you can work on the remainder of your web form deliverable.

**Publication**

[Return to Annual Progress Report](#) 3 2

**INSTRUCTIONS:** Select the appropriate publication. If you don't have any publications to report, select "NA". Click 'Save' to save your changes. When you are done, click the return link.

\* Select Publication:  ←

The publication information showing below as read-only is for the above selected publication as entered in the grantee's Professional Profile. To update the information, click the return link without saving. This will return you to the main page where you can click the Edit Professional Profile button allowing you to edit the publication in the grantee's Professional Profile. Changes made there will appear when you return and re-select the publication.

\* **Status:** Preprint server or submitted to journal

**PubMed Identifier (PMID):**

**PubMed Central Identifier (PMCID):**

**Digital Object Identifier (DOI):**

**URL:**

\* **Authors:** John Smith, John Doe, Tyrion Lannister

\* **Title:** The necessity of joints and blah, blah, blah

\* **Journal:** Joints Today

**Citation:** **Volume:**

**Issue:**

**Pages:**

**Year:**

\* **File:**

\* **Does this publication result from our funding?**  ← 1

\* **Is this publication related to our organization's mission?**