QUICK GUIDE to registration of projects in DTU Orbit

How to register projects

1. Go to findit.dtu.dk (make sure to be logged in).

2. Click on your name in the upper right corner and choose My publications.

3. Click Add new item and choose Project.

4. Fill out the form and make sure to:
   a. Fill out the fields marked with a red asterisk.*

      Add the project’s participants:
      - **DTU person** - Click Add person and search for the person.
      - **DTU organisation** - Click Add organisational unit.
      - **External person** - Click Add person, then choose Create external person.
      - **External organisation** - Click Add external organisation. Search for an already created external organisations, or create a new one.

   b. Click on the menu Financing to add possible financing sources.

   c. Add additional information if any.

5. Click Save. The project has now been registered and will appear on the DTU participants’ and organisations’ project lists in DTU Orbit.

   **NOTE:** PhD projects are automatically added by the DTU PhD Administration.

How to edit projects

Find the project by browsing your project list or use the search feature in your My publications. Click on the title of the project. You can now edit the data in the project entry.

   **NOTE:** It is only possible to edit projects where you are a participant. It is not possible to edit PhD projects (please contact phd@dtu.dk).

More information and help about research registration and DTU Orbit can be found in our help section.

For further information or questions about research registration please contact orbit@dtu.dk