

SciENcv Guidance: How to Prepare and Edit NSF and NIH Biosketches and NSF Current and Pending documents

SciENcv **MUST** be used for the preparation of National Science Foundation (NSF) biosketches and current and pending support documents for new proposals submitted or due on or after **October 23, 2023**.

Access SciENcv through my NCBI: <https://www.ncbi.nlm.nih.gov/sciencv/>

Full Instructions can be found at: <https://www.ncbi.nlm.nih.gov/books/NBK154494/>

What is SciENcv?

Science Experts Network Curriculum Vitae (SciENcv) is an electronic system that researchers can use to create and maintain biosketches that must be submitted with NIH and NSF grant applications and annual reports. SciENcv pulls information from other systems, including MyNCBI, ORCID, and eRA commons in order to ease administrative burden and allow researchers to quickly create and recreate a biosketch for each grant application or annual report.

*Information credit to NC State Libraries ["Using SciENcv to Create Your Biosketch"](#)

Contents

SciENcv Guidance: How to Prepare and Edit NSF and NIH Biosketches and NSF Current and Pending documents	1
Step 1: Accessing SciENcv	2
Step 2: Linking information from ORCID	6
Step 3: Delegate Access (Optional).....	7
Step 4: Creating you Biosketch	10
Step 5: Exporting your Biosketch.....	12
Step 6: Current and Pending Support	13
Additional Resources	17

Step 1: Accessing SciENcv

You can access SciENcv a number of ways. The easiest is by going to <https://www.ncbi.nlm.nih.gov/sciencv/> and selecting your preferred log-in method. You can also access SciENcv via the NCBI's [My NCBI portal](#), or by going to PubMed and selecting the "Sign in to NCBI" link at the top right of the screen.

My NCBI is a tool designed for multiple purposes across the NCBI system, including saving and customizing NCBI database searches and creating bibliographies of your own work, in addition to housing the SciENcv system, so if you're not familiar with My NCBI, finding SciENcv once you're in My NCBI can be a bit tricky. For most users, the SciENcv box will default to the bottom right corner of your screen, but if you have customized your My NCBI account before, it may be located elsewhere.

Login Options

- ERA Commons
- NSF Research.gov
- Third party sign-in options:
 - University of Denver (select from 3rd party drop-down list)
 - ORCID

NIH eRA Commons and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA or ORCID accounts.

Creating a MyNCBI/SciENcv Account

1. Using your web browser, go to <https://www.ncbi.nlm.nih.gov/sciencv/> and select your preferred log-in method.



2. To log-in using your Unity ID: select "More Options", then select "more login options": scroll down to select "Univ. of Denver" to log in using your existing Unity ID credentials:
 - Or to log-in using ORCID, select "More Options" and scroll down to select ORCID

Find your login provider Close

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

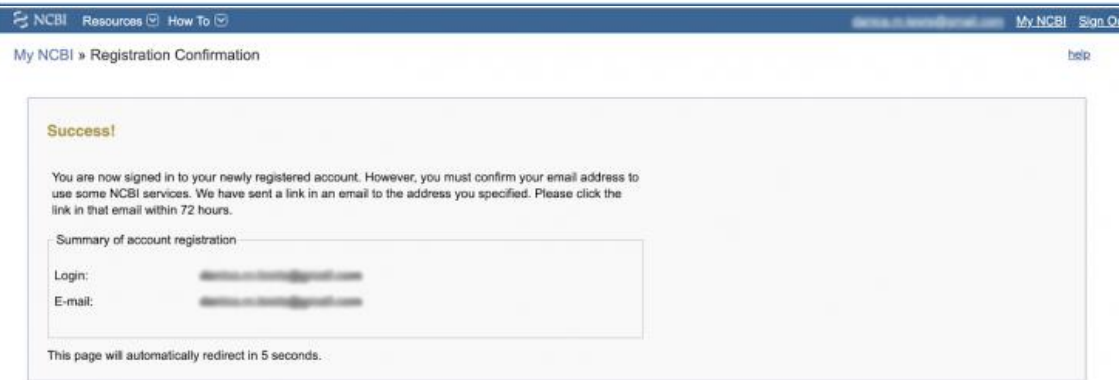
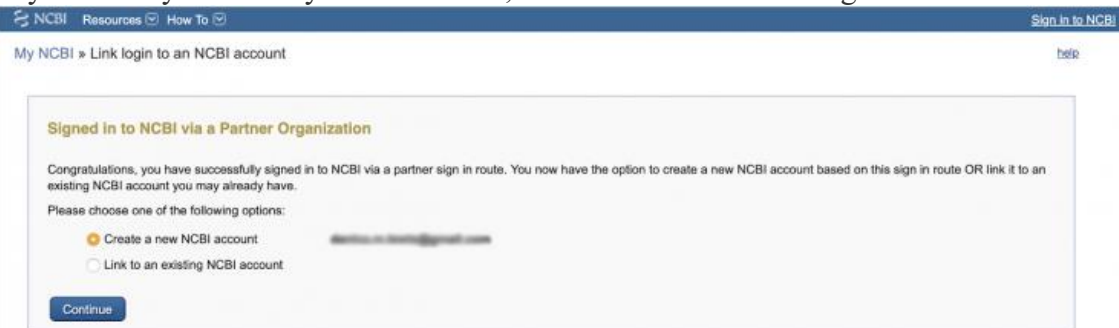
U

Univ. of Denver

University of Colorado Denver | Anschutz Medical Campus

3. You will be given the option to create a new MyNCBI account or link your google account to an existing MyNCBI account.

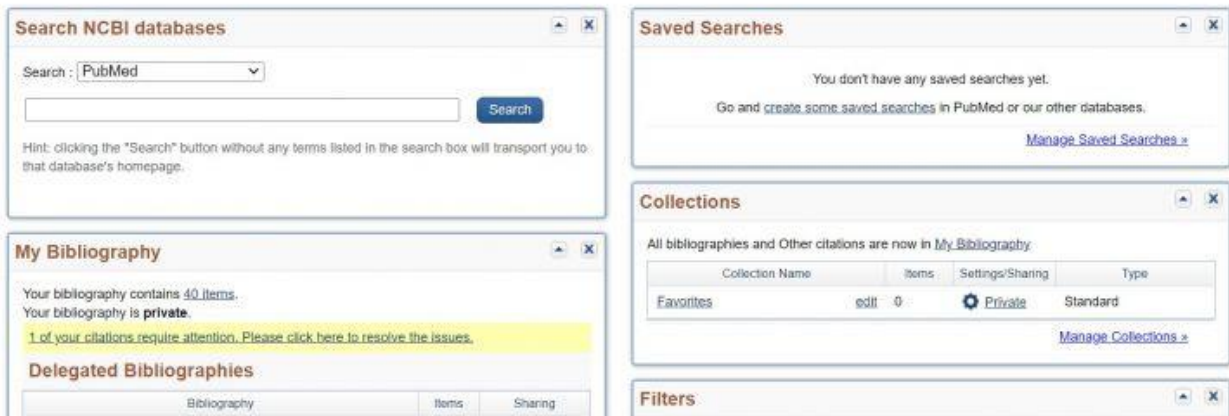
- If you do not already have a MyNCBI account:
 - Select “Create a new NCBI account”
 - Select the account you wish to use and log in; this will create a MyNCBI account with your email as the username and send a verification link to your email.
- If you already have a MyNCBI account, select “Link to an existing NCBI account”



4. You’ll see a screen entitled “My NCBI” - this is your landing page for managing tools within the National Center for Biotechnology Information (NCBI).

My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)



Search NCBI databases

Search : PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

My Bibliography

Your bibliography contains 40 items.

Your bibliography is private.

1 of your citations require attention. Please click here to resolve the issues.

Delegated Bibliographies

Bibliography	Items	Sharing

Saved Searches

You don't have any saved searches yet.

Go and create some saved searches in PubMed or our other databases.

[Manage Saved Searches »](#)

Collections

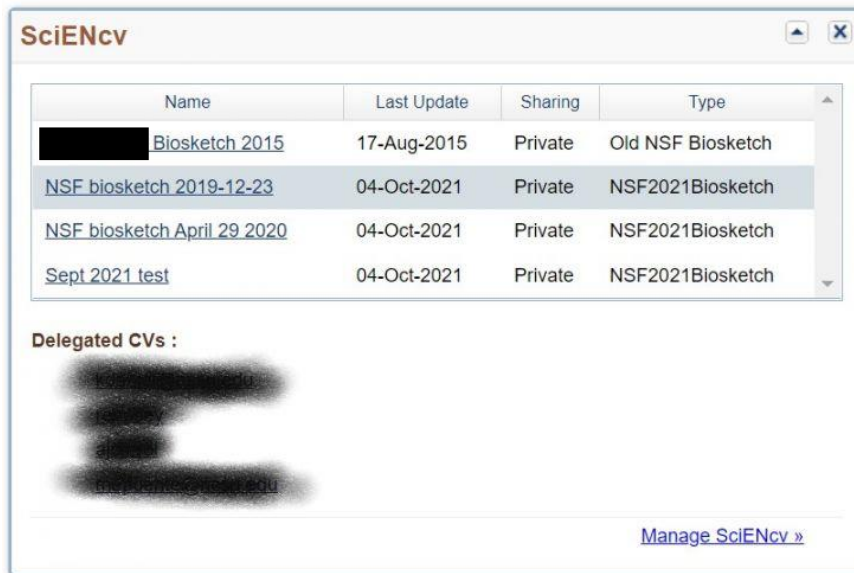
All bibliographies and Other citations are now in My Bibliography.

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections »](#)

Filters

- For most users, SciENcv will be down the page and at the bottom right. Click "Manage SciENcv". If you haven't used SciENcv before, there will be a small box with a link to create a profile. If you have used SciENcv before, you will see links to biosketches you've already created. To get started on your biosketch go to the "SciENcv" section and at the bottom of that section and select "Manage SciENcv".



SciENcv

Name	Last Update	Sharing	Type
Biosketch 2015	17-Aug-2015	Private	Old NSF Biosketch
NSF biosketch 2019-12-23	04-Oct-2021	Private	NSF2021Biosketch
NSF biosketch April 29 2020	04-Oct-2021	Private	NSF2021Biosketch
Sept 2021 test	04-Oct-2021	Private	NSF2021Biosketch

Delegated CVs :

[Manage SciENcv »](#)

- Select "Create New Document"
- [My NCBI » SciENcv](#)



<http://orcid.org/0000-0001-2613-1717>

SciENcv documents [Edit](#) [+ Create New Document](#)

7. View the new biosketch template.

Create a New Document

Document name

Enter a name to help you to identify this document

Format

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biosketch
- NSF Current and Pending Support
- IES Biosketch

Select a format for this document

Choose data source

- Start with a blank document
- Existing Document: ▼
- External source: ▼

Your eRA Commons account is linked to SciENcv.

Sharing

- Private
- Public

You can change the shared settings at any time.

Step 2: Linking information from ORCID

The easiest way to populate your SciENcv biosketch is through an ORCID iD. If you do not yet have an ORCID iD, please follow this link to do so: <https://orcid.org/register>.

An ORCID record is a free account that creates a persistent identifier that will follow you throughout your career and allows you to gather all of your scholarly work in a single location. You can use it to add publications to your Biosketch that are not located in PubMed.

The University Libraries can help researchers make their ORCID records more complete. The first step is for researchers to connect their ORCID record with their Unity ID. If you have any questions or would like help registering or with any part of ORCID, please contact Jack Maness, Associate Dean in the University Libraries, at jack.maness@du.edu.

Step 3: Delegate Access (Optional)

Any My NCBI account holder can set up one or more delegates for their My NCBI account. Once a delegate has accepted their invitation, they will then have the ability to view, edit, and create profiles in the original account holder's SciENcv, as well as editing the account holder's My Bibliography.

If you would like to send a delegate request:

1. Login to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. Under "Delegates," select "Add delegate"
4. Enter your delegate's email address and select OK.

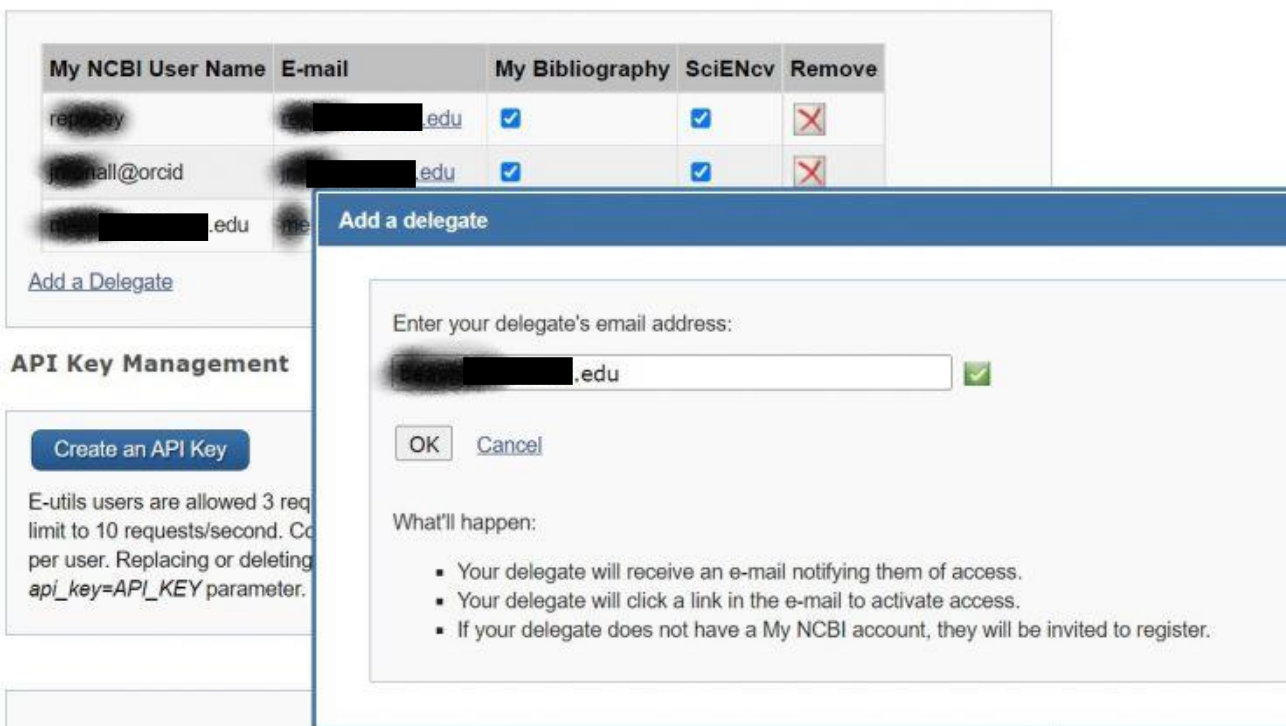
If you would like to accept a delegate request:

1. Log in to your My NCBI account
2. Check your email for the delegate request. If you haven't received the request email, be sure to check your spam folder – the email comes from myncbi@ncbi.nlm.nih.gov
3. Use the link in the delegate request email to accept and confirm the delegation

If you would like to see if a delegate has accepted your request:

1. Login to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. If you have sent one or more delegate requests, you will see a table in the Delegates section:

Delegates



The screenshot shows the 'Delegates' section of the My NCBI account settings. It features a table with the following columns: My NCBI User Name, E-mail, My Bibliography, SciENcv, and Remove. Two delegates are listed, both with checkmarks in the 'My Bibliography' and 'SciENcv' columns. Below the table is an 'Add a Delegate' button. An 'Add a delegate' modal window is open, showing a text input field for the delegate's email address (with a green checkmark icon to its right), 'OK' and 'Cancel' buttons, and a 'What'll happen:' section with three bullet points: 'Your delegate will receive an e-mail notifying them of access.', 'Your delegate will click a link in the e-mail to activate access.', and 'If your delegate does not have a My NCBI account, they will be invited to register.'

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
reps@du.edu	reps@du.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
johnhall@orcid	johnhall@orcid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
me@du.edu	me@du.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

API Key Management

Create an API Key

E-utils users are allowed 3 requests/second. C...
limit to 10 requests/second. C...
per user. Replacing or deleting
api_key=API_KEY parameter.

This delegation request has not been accepted – refer your delegate to the instructions on how to accept a delegate request.

Delegates

My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
reps@y	██████████@██████████.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
jhall@orcid	john@██████████.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
miller@██████████.edu	miller@██████████.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(Awaiting confirmation)	██████████@██████████.edu			<input type="checkbox"/>

[Add a Delegate](#)

This request has now been accepted.

My NCBI » Settings

hmd

Delegate for ██████████

Delegation Confirmation for My Bibliography and SciENCv

hmdavis4 has added you as a delegate for their bibliography and SciENCv profile in My NCBI. You will be able to view the bibliography, add citations, remove them, and perform other actions on it as if you were hmdavis4. Similarly, you will be able to view their SciENCv profile and add information, remove items, and perform other actions on it as if you were hmdavis4.

To control what your delegate has access to:

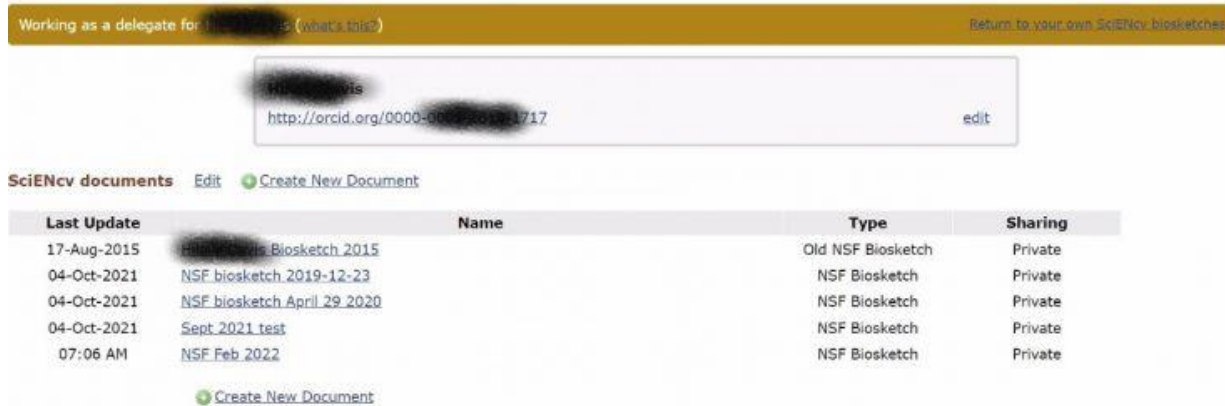
1. Login to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. You can use the table in the delegates section to control what your delegates have access to.
4. If you have checked the “My Bibliography” box, your delegate will have the ability to view and make changes to your My Bibliography and Other Citations collections. If you have checked the “SciENCv” box, your delegate will be able to create, view, and change your SciENCv products.

My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
reps@y	██████████@██████████.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
jhall@orcid	john@██████████.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
miller@██████████.edu	miller@██████████.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
benjamin@orcid	benjamin@██████████.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note that the Public or Private settings on your My Bibliography or SciENcv have no effect on your delegate's ability to view and make changes to these resources. Should you wish to remove a delegate, use the "Remove" icon next to the delegate to remove. Should you wish to give a delegate access to only one resource, use the check-boxes.

To access your delegator's SciENcv:

1. Login to your My NCBI account
2. If you have been granted access to your delegator's SciENcv, you will be able to access it from your SciENcv portlet:



Working as a delegate for [redacted] (what's this?) [Return to your own SciENcv biosketches](#)

[redacted]
<http://orcid.org/0000-0000-0000-0000> [edit](#)

SciENcv documents [Edit](#) [Create New Document](#)

Last Update	Name	Type	Sharing
17-Aug-2015	[redacted] Biosketch 2015	Old NSF Biosketch	Private
04-Oct-2021	NSF biosketch 2019-12-23	NSF Biosketch	Private
04-Oct-2021	NSF biosketch April 29 2020	NSF Biosketch	Private
04-Oct-2021	Sept 2021 test	NSF Biosketch	Private
07:06 AM	NSF Feb 2022	NSF Biosketch	Private

[Create New Document](#)

*Information taken from MY NCBI Delegates FAQ and NCBI Insights.

Step 4: Creating you Biosketch

To create a new biosketch using your ORCID information, go back to your [SciEncv](#) account, sign in if you are not already signed in, and follow these steps:

1. Give your new biosketch a name (e.g., 2023 NSF biosketch).
 - For Format, select “NSF Biosketch” (if you would like to create an NIH biosketch, select "NIH Biosketch" instead)
 - For Choose Data Source, select “External source: ORCID” (Once you have created your first biosketch in SciENcv, you can select “Existing Biosketch” and use a previous biosketch as a template, saving you from having to re-do the process described below)

Note that your biosketch will not dynamically update as you make updates to your ORCID profile - you will want to create your Biosketch after your ORCID profile is up to date.

- For Sharing, choose if you want the biosketch to be public or private.
- Select “Create”

Create a New Document

Document name
Enter a name to help you to identify this document

Format

NIH Biosketch
 NIH Fellowship Biosketch
 NSF Biosketch
 NSF Current and Pending Support
 IES Biosketch

Select a format for this document

Choose data source

Start with a blank document
 Existing Document:
 External source:

Your ORCID account is linked to SciEncv.

2. SciENcv will automatically pull from ORCID to populate your new biosketch. This may take a couple of minutes.
3. Scroll down to find section C on "Products" to add the relevant publications - the name of the section will be different for different Biosketch Formats.
4. Select "See related products" or "Select other products". Then select the ORCID tab. Select the articles you want displayed in this biosketch. You will also have the option of selecting from your My Bibliography as well. Once you have checked the ones you want, select "Continue."
5. The articles you selected should then appear in Section C. You can edit what appears there by selecting "Edit products".

Remember that the more up-to-date you keep your ORCID profile, the more publications or works that you will be able to pull automatically add into SciENcv when you create a biosketch.

Step 5: Exporting your Biosketch

Once your biosketch is complete you will want to export it to be included in the grant / funder materials.

1. On the SciENcv landing page select the Biosketch you want to export

SciENcv documents Edit Create New Document

Last Update	Name	Type	Sharing
17-Aug-2015	Biosketch 2015	Old NSF Biosketch	Private
04-Oct-2021	NSF biosketch 2019-12-23	NSF Biosketch	Private
04-Oct-2021	NSF biosketch April 29 2020	NSF Biosketch	Private
04-Oct-2021	Sept 2021 test	NSF Biosketch	Private
07:06 AM	NSF Feb 2022	NSF Biosketch	Private

Create New Document

My NCBI » SciENcv » NSF Feb 2022

SciENcv: About | Using

Profile name: NSF Feb 2022 [Edit]

Profile type: PAPPG Chapter II (nsf.gov) [NSF Biographical Sketch Instructions](#)

Last Updated: 3 March 2022

Sharing: Private [Change]

Download: [PDF](#) [XML](#)

2. After you select the biosketch you will have the opportunity to export as a certified PDF.
3. When the certified PDF is generated, save it to your computer so that you can upload it with your grant application.

Step 6: Current and Pending Support

SciENcv will also be required to complete the Current and Pending support section of NSF proposals.

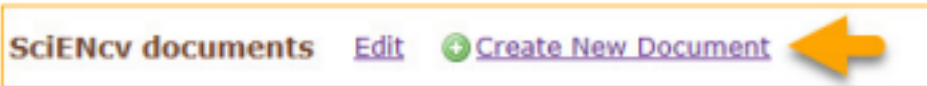
As part of the Current and Pending support section, senior personnel are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. Further, if an individual receives direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Senior personnel must also report other foreign government sponsored or affiliated activity.

Creating a new SciENcv Current and Pending:

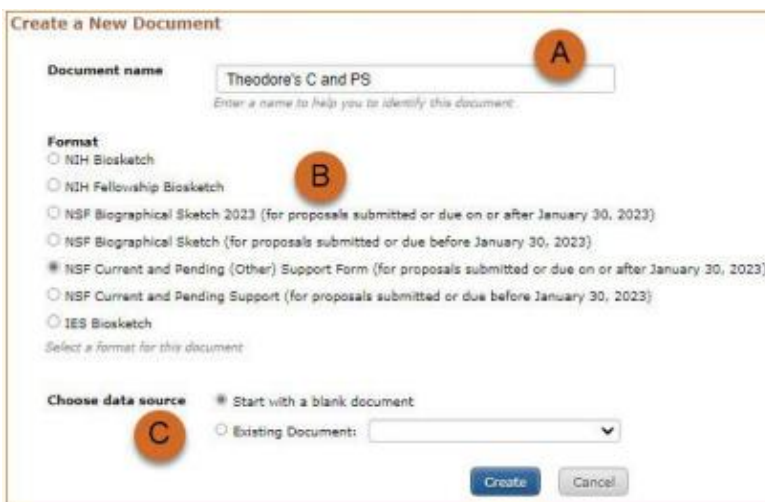
- Create or log into your [My NCBI Account](#).

You can log in with eRA Commons, Google, NSF credentials, ORCID or PubMed. Linking these accounts allows you to pull profiles, publications or products from those databases into your biosketch and/or Current and Pending document.

- Click *Manage SciENcv* to access your SciENcv documents page.
- In the SciENcv documents page click *Create New Document*.



- (A) Enter a name for your new document.
- (B) Select *NSF Current and Pending Support (C & PS)*.
- (C) Select *Start with a blank document* or select an existing NSF C & PS document from the dropdown list and click *Create*.



Adding Your Identifying Information, Organization and Location

Click *Add Information* to include the position title and position starting date, organization's name and location.

There is also an option to link the ORCID ID of the Senior/Key person to the NSF Current and Pending Support document.

Identifying Information, Organization and Location

Title *
Theodore's C and PS 2

First Name * Theodore Middle Name R

Last Name * Smith

Position Title *
Veterinary Science Professor

Name of Organization *
University of California, Davis

City *
Davis

State/Province * California Country * United States

Start Year * 2007 End Year * YYYY
Leave blank for present

Persistent Identifier (PID) of the Senior/Key Person:
[Click here to link your ORCID ID](#)

CANCEL SAVE

Completing the Project/Proposal Summary Section

In the Project/Proposal Summary section, create a record for all projects currently funded and projects under consideration for funding.

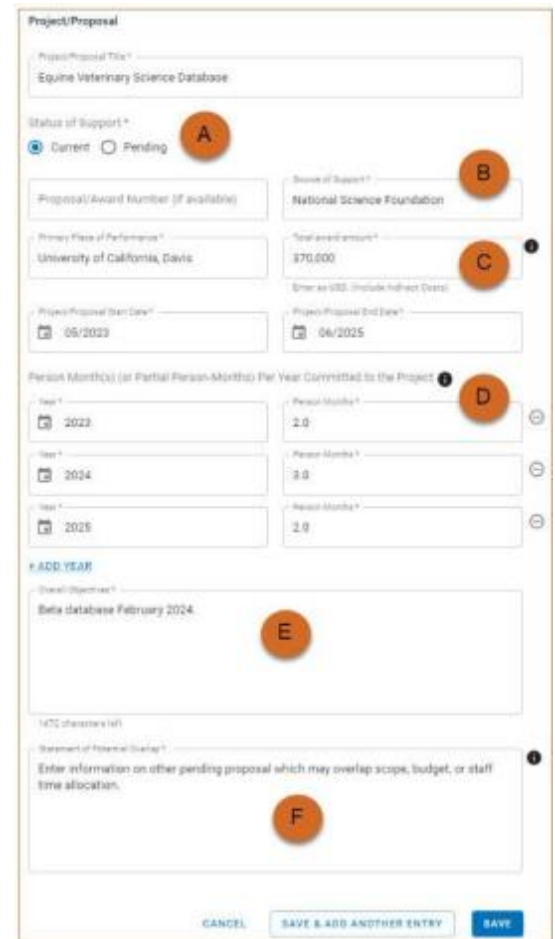
- Click *Add Project/Proposal* to create a new record for a project or proposal.
- (A) Select *Current* or *Pending*.
- (B) Enter the source of support.
- (C) Enter the total amount of funding requested or provided for the entire project/proposal period, including indirect costs.
- (D) Enter the person and months committed to the project for each year.

Tip: List total effort (sum + acad = total) by year, taking care to avoid more than 12 months of effort in any one year (preferably much less if teaching).

- (E) Give a brief summary of the overall project objectives.
- (F) List any pending proposals that may

overlap in scope, budget or effort allocation. If none, state N/A.

- Click *Save & Add Another Entry* or *Save* when ready to continue to the next section.



The screenshot shows a web form titled "Project/Proposal" with the following fields and callouts:

- Project/Proposal Title:** Equine Veterinary Science Database
- Status of Support:** Radio buttons for "Current" (selected, callout A) and "Pending".
- Proposal/Award Number (if available):** Empty field.
- Source of Support:** National Science Foundation (callout B).
- Primary Place of Performance:** University of California, Davis.
- Total award amount:** \$70,000 (callout C).
- Project/Proposal Start Date:** 05/2023.
- Project/Proposal End Date:** 06/2025.
- Person Month(s) (or Partial Person-Months) Per Year Committed to the Project:** A table with columns for Year and Person Month(s).

Year	Person Month(s)
2023	2.0
2024	2.0
2025	2.0

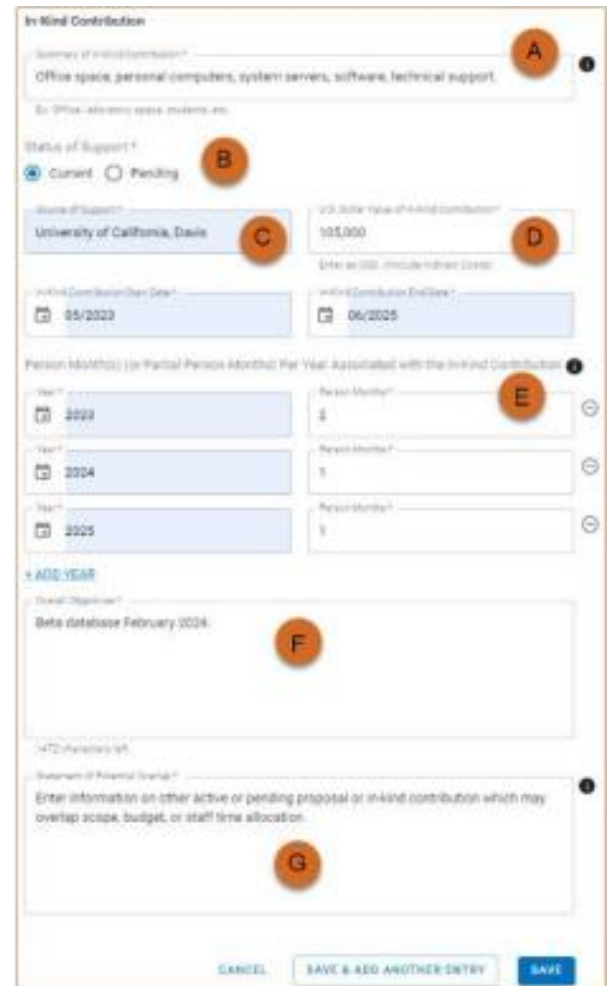
 (callout D)
- Overall Objectives:** Beta database February 2024 (callout E).
- Statement of Potential Overlap:** Enter information on other pending proposal which may overlap scope, budget, or staff time allocation. (callout F).

Buttons at the bottom: CANCEL, SAVE & ADD ANOTHER ENTRY, SAVE.

Summarizing In-Kind Contributions

Create an In-Kind Contribution record for all contributions related to current and pending support. Click *Add In-Kind Contribution* to create a new record.

- (A) Include in-kind support such as office or laboratory space, equipment, supplies,
- technical support staff, etc.
- (B) Select *Current* or *Pending*.
- (C) Enter the entity providing the in-kind contribution.
- (D) Enter the dollar value amount of the in-kind contribution.
- (E) Enter the person and months committed to the project for each year.
- (F) Give a brief summary of the overall project objectives.
- (G) List any other active or pending proposal or in-kind contribution that may overlap in scope, budget or staff time allocation. If there is no potential overlap, enter N/A.
- Click *Save & Add Another Entry* or *Save* when ready to continue to the next section.



The screenshot shows the 'In-Kind Contribution' form with the following fields and callouts:

- (A)** Summary of In-Kind Contribution: Office space, personal computers, system servers, software, technical support.
- (B)** Status of Support: Current Pending
- (C)** Source of Support: University of California, Davis
- (D)** US Dollar Value of In-Kind Contribution: 100,000
- (E)** Person Months: A table with columns for Year (2023, 2024, 2025) and Person Months (2, 1, 1).
- (F)** Overall Objective: Beta database February 2024.
- (G)** Overview of Potential Overlap: Enter information on other active or pending proposal or in-kind contribution which may overlap scope, budget, or staff time allocation.

Buttons at the bottom: CANCEL, SAVE & ADD ANOTHER ENTRY, SAVE.

Tip: For in-kind contributions on NSF proposals, the information must be included as part of the [Facilities, Equipment and Other Resources](#) section of the proposal and need not be replicated in the Current and Pending Support document.

Agreeing to the Certification Statement

When all sections are complete:

- • Click *Download PDF*.
- • Click *Agree* to the certification statement.

Caution: Do NOT edit the downloaded PDF such as flatten or change content. This will cause an error in upload.

Additional Resources

You can find more information on using SciENcv at the following links:

- [SciENcv Background](#)
- [YouTube Video: SciENcv Tutorial](#)
- [YouTube Video: Integrating with ORCID](#)
- [SciENcv Help](#)
- [NSF SciENcv FAQs](#)

To troubleshoot issues with SciENcv, you can contact the [NCBI Help Desk](#) or info@ncbi.nlm.nih.gov. You can also contact NSF Help Desk at **800-381-1532** or rgov@nsf.gov