NCBI Bookshelf. A service of the National Library of Medicine, National Institutes of Health.

My NCBI Help [Internet]. Bethesda (MD): National Center for Biotechnology Information (US); 2005-.

# **SciENcv**

Created: August 12, 2013; Last Update: March 14, 2023.

Estimated reading time: 27 minutes

SciENcv is an application in My NCBI that helps you create online professional profiles that can be made public to share with others. In SciENcv you can document your education, employment, research activities, publications, honors, research grants, and other professional contributions. My NCBI users can create multiple SciENcv profiles in official biographical sketch formats, for the National Institutes of Health (NIH), the National Science Foundation (NSF), and the Institute of Education Sciences (IES), which can be used for grant submissions. In addition, the SciENcv application can be used to create the official NSF Current and Pending Support document.

NIH eRA Commons, NSF, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, <u>NSF</u>, or ORCID accounts. The information transferred to SciENcv can be changed, hidden, augmented, or deleted. SciENcv users control the content displayed in their SciENcv profiles.

NCBI started the transition to use only federated account credentials for NCBI account login on June 1st, 2021. The deadline for transitioning all NCBI accounts to 3rd-party only login is June 2022. Please read the below FAQs and write to info@ncbi.nlm.nih.gov if you have any questions.

https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs

## **Section Contents**

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- Creating SciENcv Biosketches
- Using the NIH Biographical Sketch
- Using the NIH Fellowship Sketch
- Using the NSF Biographical Sketch
- Using the NSF Current & Pending Support
- Using the IES Biographical Sketch
- Editing and Deleting SciENcv Biosketches

- Sharing SciENcv
- Downloading SciENcv
- Adding Delegates to SciENcv

# **Accessing SciENcv**

After signing in to NCBI, SciENcv can be accessed from the SciENcv portlet which is located in the My NCBI main page, or from about SciENcv.

The SciENcv portlet provides information at glance on all the existing SciENcv biosketches for a My NCBI account as well as their current sharing status. If no biosketches have been created, the SciENcv portlet provides a link to create a biosketch.

# **Creating SciENcv Biosketches**

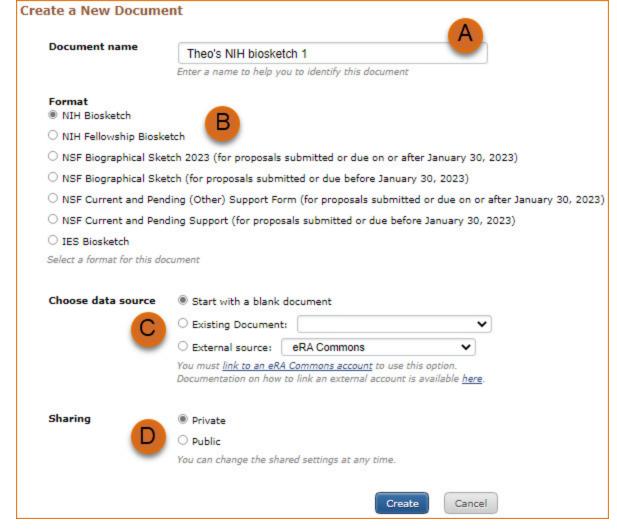
Sign in to NCBI. Go to the SciENCV portlet and click the hyperlink "Click here."



There are three ways to create a professional profile in SciENcv:

- Through manually entering your information into a SciENcv template
- Through making a duplicate of an existing biosketch
- Through an automated data feed from an external source

Through manually entering your information into a SciENcv template



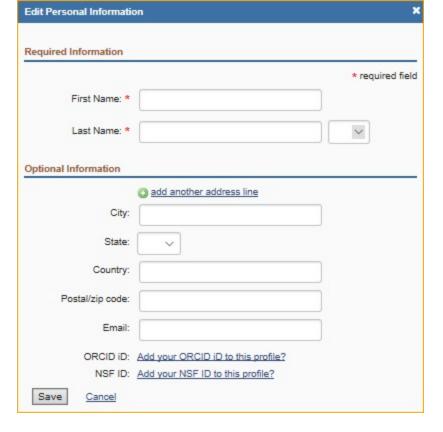
- 1. Enter a name for your new profile (see A above).
- 2. Select a biosketch format (**B**).
- 3. Select "Start with a blank document" (C).
- 4. Choose to make your profile public or private (**D**) and click **Create**. You may change the sharing status for this profile at any time.

To start the process, enter your information in the personal information window. If you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv biosketch.

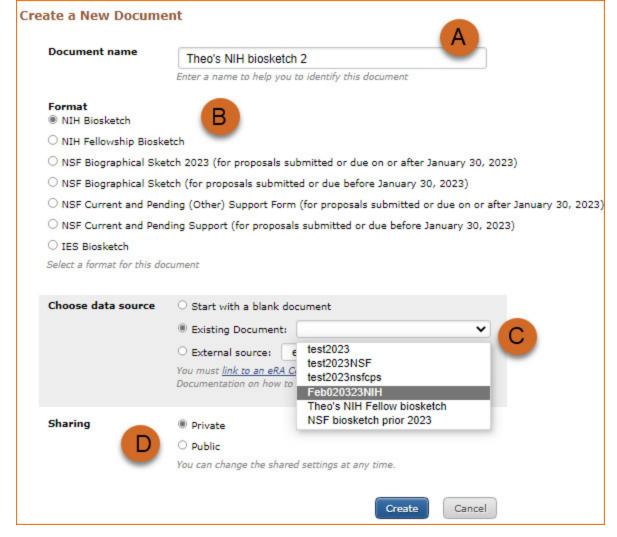


Under optional information, the link next to "eRA COMMONS ID" allows eRA users to link their SciENcv account to their eRA account. Once the accounts are linked, you will be able to populate SciENcv biosketches with your eRA information. Click "Add your ORCID iD to this profile?" to link to ORCID and add your ORCID iD to your SciENcv biosketch. At this point, your ORCID account will be linked to your NCBI account, and consequently, you will be able to use the biographical data in your ORCID record to populate SciENcv profiles (Integrating with ORCID video).

National Science Foundation biographical sketches provide the option to add personal information, NSF ID, and ORCID iD.



Through making a duplicate of an existing biosketch



- 1. Enter a name for your new profile (see **A** above).
- 2. Select a biosketch format (**B**).
- 3. Select a previously created profile from the "Existing Biosketch" drop-down menu( $\mathbb{C}$ ).
- 4. Choose to make your profile public or private (**D**). You may change the sharing status for this profile at any time.
- 5. Click Create. SciENcv will generate a duplicate of the selected existing profile.

# Through an automated data feed from an external source

Document name	Theo's NSF biographical sketch 2
	Enter a name to help you to identify this document
Format  O NIH Biosketch	
O NIH Fellowship Bioske	etch B
NSF Biographical Sket	tch 2023 (for proposals submitted or due on or after January 30, 2023)
O NSF Biographical Sket	tch (for proposals submitted or due before January 30, 2023)
O NSF Current and Pend	ding (Other) Support Form (for proposals submitted or due on or after January 30, 2023
O NSF Current and Pend	ding Support (for proposals submitted or due before January 30, 2023)
O IES Biosketch	
Select a format for this doo	cument
Choose data source	O Start with a blank document
	O Existing Biosketch: Profile1
	External source: National Science Foundation
	Your NSF account is linked to SciENcv.
	Create Cancel

- 1. Enter a name for your new profile (see **A** above).
- 2. Select a biosketch format (B).
- 3. Select a data provider from the External Source drop-down menu(C). Note that your SciENcv account has to be <u>linked to the</u> external data source account.
- 4. Click **Create.** SciENcv will automatically populate the new profile with the information stored in your selected external data source.

# **Using the NIH Biographical Sketch**

NIH eRA Commons, NSF, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv biosketches with the information stored in their eRA, NFS, or ORCID accounts. Information on linking accounts to NCBI can be

found in Using a Partner Organization username and password.

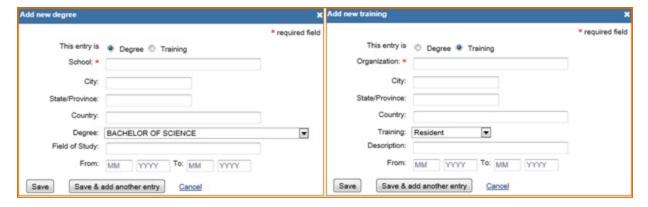
The NIH biographical sketch consists of the following sections:

- Education and Training
- Personal Statement
- Positions, Scientific Appointments, and Honors
- Contribution to Science

## **Education and Training**

Under the section titled **Education/Training**, click the link "add one." Add your academic degree(s) and training, from oldest to most recently acquired.

1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.



- 2. Click "Save." For multiple entries, click "Save & add another entry."
- 3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.

#### (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.) Show in INSTITUTION AND DEGREE MM/YYYY FIELD OF STUDY this profile LOCATION (if applicable) University of California, ✓ BACHELOR OF SCIENCE 05 / 1993 Physiology Delete edit Berkeley, CA, USA University of California, Davis, DOCTOR OF VETERINARY **✓** Large animals - equine Delete edit 06 / 1997 CA, USA MEDICINE University of California, Davis, Equine surgery **✓** Resident 12 / 2000 CA, USA emphasis add another degree/training

4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide and click "Done."

## **Personal Statement**

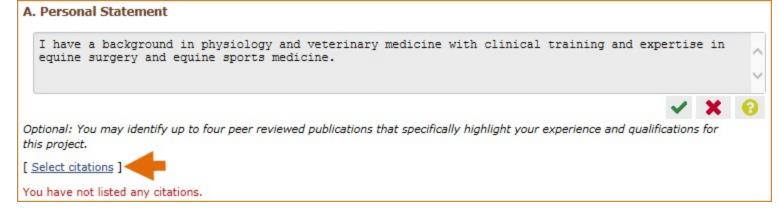
EDUCATION/TRAINING

[ Done ]

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click "Edit Statement."

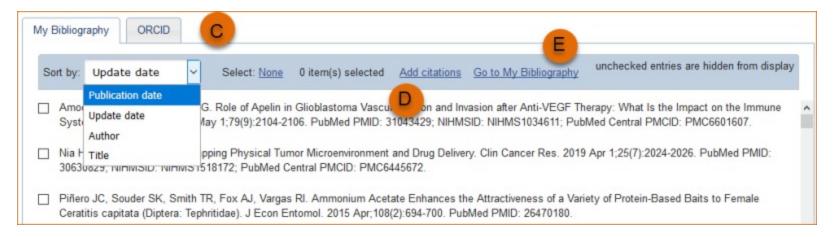


Enter your personal statement and click to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the icon



Citations stored in My Bibliography can be uploaded initially by clicking the link "Select citations." Select up to <u>four citations</u> to be displayed in this section.

In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by publication date, update date, author (first listed authors in alphabetical order), or title (alphabetically). An ORCiD option is available, which you can use to retrieve citations stored in your ORCiD record (C).



If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click "Add citations" (see **B** above) and enter an author full name, or last name and initials in the search box.



Select the citations you wish to add from the list of retrieved citations and click "Add to My Bibliography." The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to add citations using a file, or to add citations manually using My Bibliography templates, click "Go to My Bibliography" (see C above).

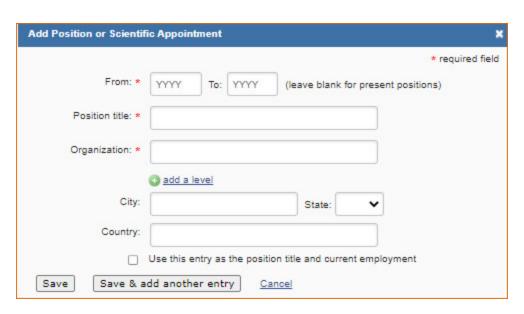
## Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

## **Positions, Scientific Appointments and Honors**

The section titled **Positions, Scientific Appointments and Honors** consists of three parts: employment, scientific appointments, and honors. If you linked your <u>eRA Commons</u>, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

1. Under the subtitle Position or Scientific Appointment, click "add one." Enter your past, present employment, and scientific appointments. For multiple entries, click "Save & add another entry."



2. Under the subtitle Honors, click "add one." Enter honor society memberships, honorary titles, and other honorary awards.



3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected position, scientific appointment or honor entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.



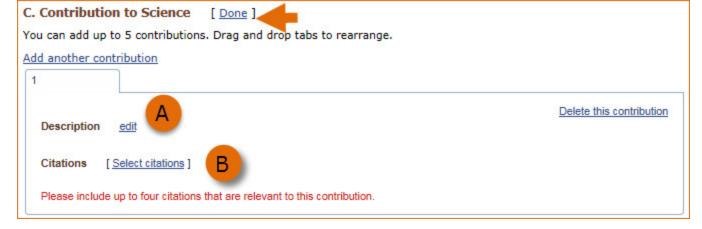
5. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide and click "Done."

## **Contribution to Science**

The **Contribution to Science** section aims to give researchers a place where they can describe five of their most significant contributions to science. Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click "edit" (A). According to NIH guidelines, each description should include: the historical background that frames the scientific problem; the central findings; the influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

To add relevant citations from My Bibliography for each contribution, click "Select citations" (B). Select up to <u>four citations</u> to be displayed.



The default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by publication date, update date, author (first listed authors in alphabetical order), or title (alphabetically). An ORCiD option is available, which you can use to retrieve citations stored in your ORCiD record (C).



If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click "Add citations" (see **D** above) and enter an author full name, or last name and initials in the search box.



Select the citations you wish to add from the list of retrieved citations and click "Add to My Bibliography." The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options

to add citations using a file, or to add citations manually using My Bibliography templates, click "Go to My Bibliography" (see E above).

You can create up to five tabs by clicking "Add another contribution" (F), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking "Delete this contribution." To save edits, click "Done."



There is also an option to include a URL to your My Bibliography collection of published research (**G**). Selecting this option would make your My Bibliography collection public.

## Note:

- This section uses My Bibliography to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.
- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

# **Using the NIH Fellowship Biographical Sketch**

NIH <u>eRA Commons</u>, NSF, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv biosketches with the information stored in their eRA, NSF, or ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization username and password.

The NIH Fellowship biographical sketch consists of the following sections:

- Education and Training
- Personal Statement
- Positions, Scientific Appointments, and Honors
- Contribution to Science
- Scholastic Performance

## **Education and Training**

Under the section titled **Education/Training**, click the link "add one." Add your academic degree(s) and training, from oldest to most recently acquired.

1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.



- 2. Click "Save." For multiple entries, click "Save & add another entry."
- 3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.

#### EDUCATION/TRAINING [ Done ] (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.) Show in this INSTITUTION AND DEGREE MM/YYYY FIELD OF STUDY (if applicable) profile LOCATION University of California, DOCTOR OF Microbiology & **~** 05 / 2016 Delete edit Molecular Genetics Davis, CA, USA PHILOSOPHY University of California, BACHELOR OF **~** 05 / 2013 Microbiology Delete edit Berkeley, CA, USA SCIENCE add another degree/training

4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide and click "Done."

## **Personal Statement**

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click "Edit Statement."

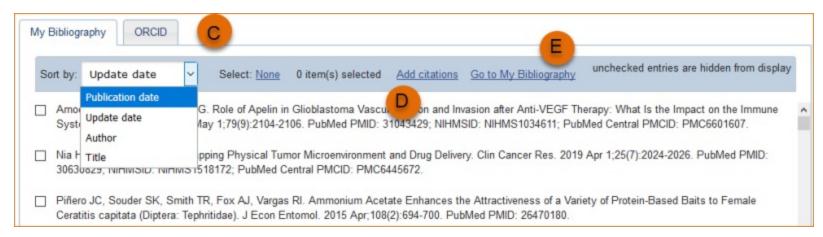


Enter your personal statement and click to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the icon

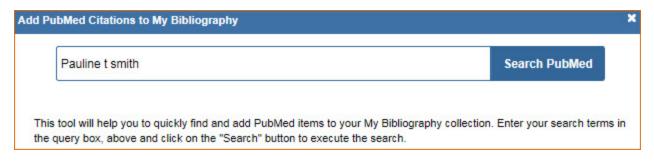


Citations stored in My Bibliography can be uploaded initially by clicking the link "Select citations." Select up to <u>four citations</u> to be displayed in this section.

In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by publication date, update date, author (first listed authors in alphabetical order), or title (alphabetically). An ORCiD option is available, which you can use to retrieve citations stored in your ORCiD record (C).



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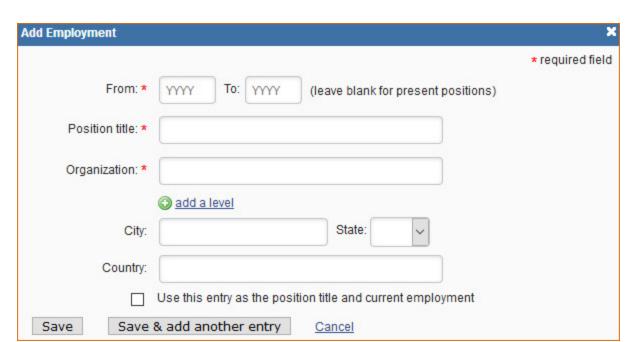
## Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
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## **Positions, Scientific Appointments and Honors**

The section titled **Positions, Scientific Appointments and Honors** consists of three parts: employment, scientific appointments, and honors. If you linked your <u>eRA Commons</u>, <u>NSF</u>, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

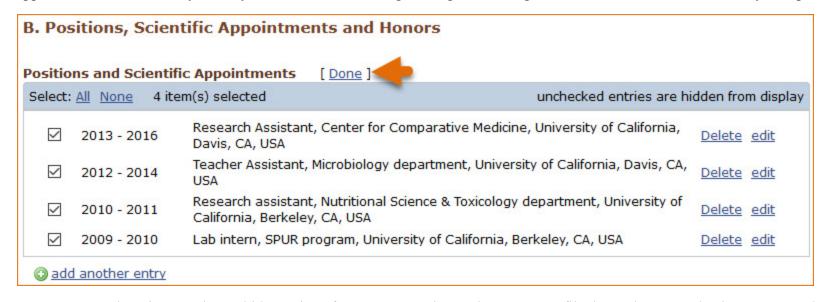
1. Under the subtitle Position or Scientific Appointment, click "add one." Enter your past, present employment, and scientific appointments. For multiple entries, click "Save & add another entry."



2. Under the subtitle Honors, click "add one." Enter honor society memberships, honorary titles, and other honorary awards.



3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected position, scientific appointment, or honor entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.



5. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide and click "Done."

## **Contribution to Science**

The **Contribution to Science** section aims to give researchers a place where they can describe five of their most significant contributions to science. While all applicants may describe up to five contributions, graduate students and post doctorates may wish to consider highlighting two or three they consider most significant.

Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click "edit" (A). According to NIH guidelines, each description should include: the historical background that frames the scientific problem; the central findings; the influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

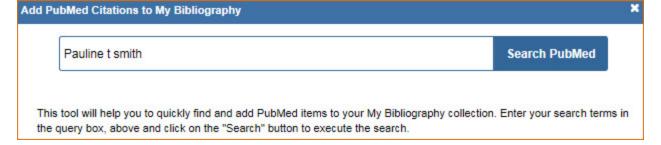
To add relevant citations from My Bibliography for each contribution, click "Select citations" (**B**). Select up to <u>four citations</u> to be displayed.



The default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by publication date, update date, author (first listed authors in alphabetical order), or title (alphabetically). An ORCiD option is available, which you can use to retrieve citations stored in your ORCiD record (**C**).

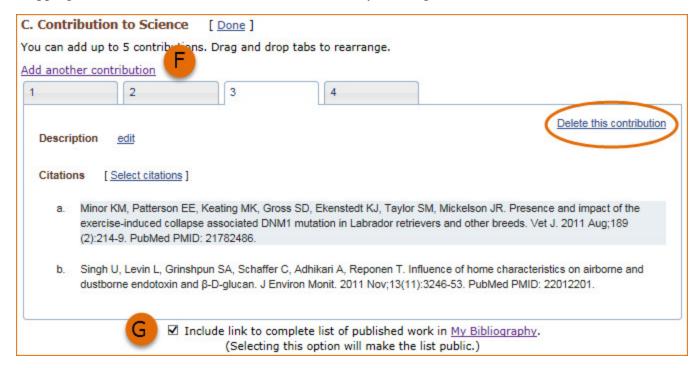


If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click "Add citations" (see **D** above) and enter an author full name, or last name and initials in the search box.



Select the citations you wish to add from the list of retrieved citations and click "Add to My Bibliography." The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to add citations using a file, or to add citations manually using My Bibliography templates, click "Go to My Bibliography" (see E above).

You can create up to five tabs by clicking "Add another contribution" (F), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking "Delete this contribution." To save edits, click "Done."



There is also an option to include a URL to your My Bibliography collection of published research (**G**). Selecting this option would make your My Bibliography collection public.

#### Note:

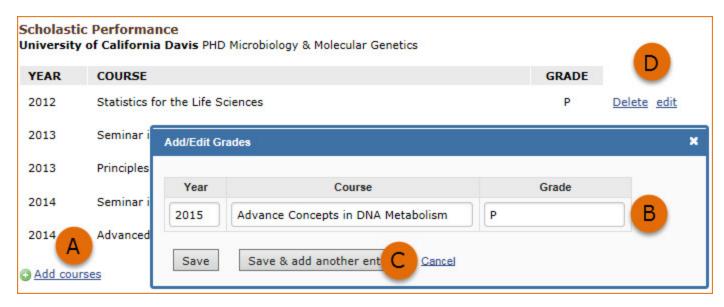
• This section uses My Bibliography to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.

- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

## **Scholastic Performance**

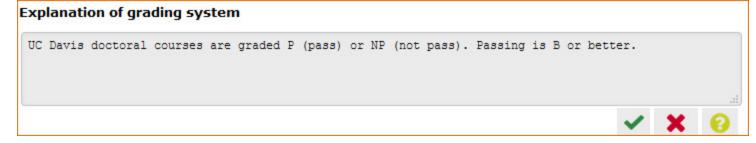
In the **Scholastic Performance** section, list all the undergraduate and graduate courses completed and the corresponding year and grade for each course. Postdoctoral applicants may also include professional courses relevant to the training sought at NIH. To add courses to your biosketch:

- 1. Click "Add courses" (A).
- 2. In the Add/Edit Grades window, enter the year, course title, and grade received (**B**).
- 3. For multiple entries, click "Save & add another entry" (C).
- 4. To delete or edit entries use the links provided next to each course (**D**)



Use the section "Explanation of Grading System" to explain an institution's grading system that differs from a scale (1-100 points, 0-4.0, or A, B, C, D, F).

- 1. Click "Edit Notes"
- 2. Enter a brief explanation regarding the levels required for a passing grade and click w to save your narrative.



# **Using the NSF Biographical Sketch**

The National Science Foundation (NSF) biographical sketch is an NSF approved format used for proposal submissions to the NSF. Complete details regarding the NSF biographical sketch requirements can be found in the NSF Proposal and Award Policies and Procedures Guide (PAPPG) II.D.2.h(i).

NSF, NIH eRA Commons, and ORCID ID account holders who have linked their accounts to My NCBI can populate their SciENcv biographical sketches with the information stored in their eRA, NSF, or ORCID ID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization Username and Password.

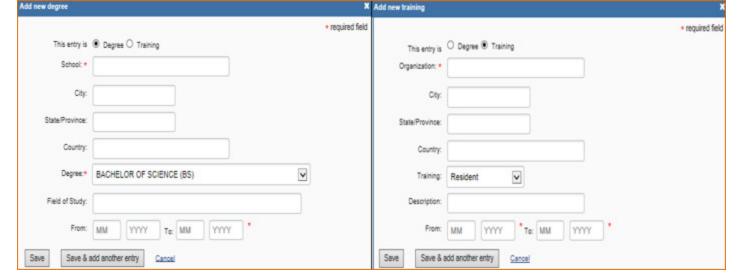
The NSF biographical sketch consists of four sections and certification statement:

- Professional Preparation
- Appointments and Positions
- Products
- Synergistic Activities
- Certification

## **Professional Preparation**

Under **Professional Preparation** enter your undergraduate and graduate education and postdoctoral training in chronological order.

1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.



- 2. Click "Save." For multiple entries, click "Save & add another entry."
- 3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.

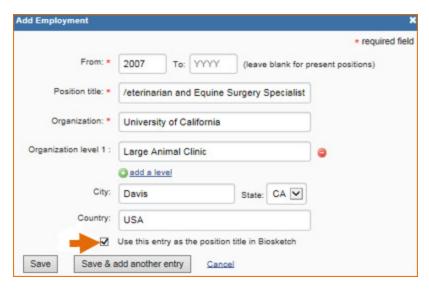


4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide and click "Done."

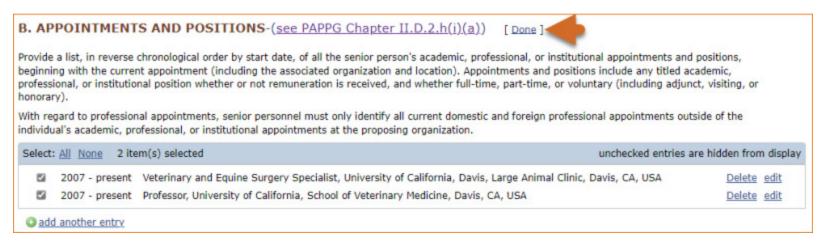
## **Appointments and Positions**

In the **Appointments and positions** section, list your academic and professional appointments in *reverse* chronological order. Appointments include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

1. Enter your present and past employment. For multiple entries, click "Save & add another entry."



2. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.



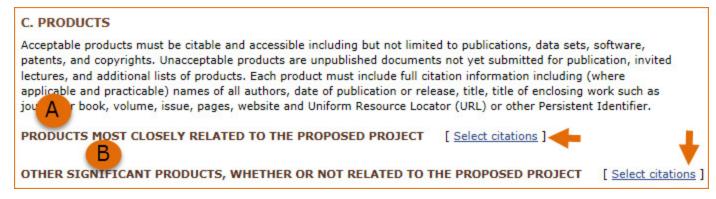
3. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide and click "Done."

## **Products**

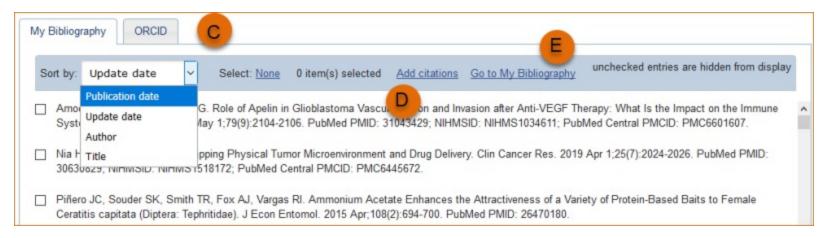
The **Products** section of the NSF biographical sketch displays citable and accessible publications, data sets, software, patents and copyrights (See PAPPG Chapter II.D.2.h(i) for more information about acceptable products).

This section uses My Bibliography to manage product information, and it consists of two parts:

- 1. Products most closely related to the proposed project (A), where you may add up to five products that are most closely related to the proposed project.
- 2. Other significant products (**B**), where you may add up to five other significant products, whether or not related to the proposed project.



Click "Select citations" to add products from your My Bibliography collection, or if not found there, to add citations for your products (see Creating a bibliography). In My Bibliography the default setting for the Sort by drop-down menu is to list citations by publication date (newest to oldest). Citations can also be sorted by update date, author (first listed authors in alphabetical order), or title (alphabetically). Note that after selecting and saving five citations for each Products section, A and B above, you will be able to organize the selected five citations for each section in the order you consider pertinent by dragging and dropping each citation into different positions.

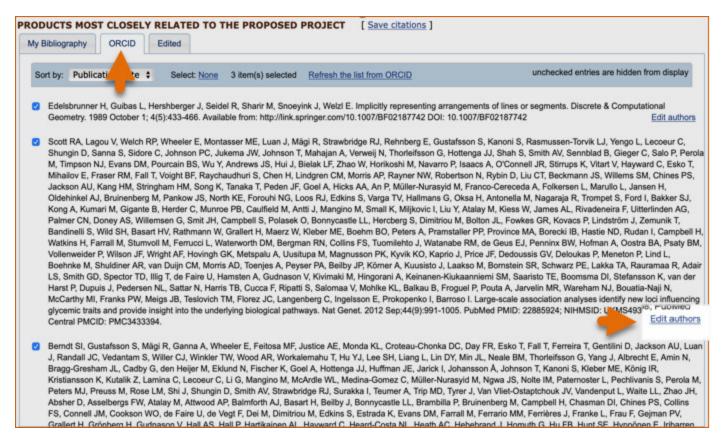


An ORCID option is available, which you can use to retrieve citations stored in your ORCID ID record (C).

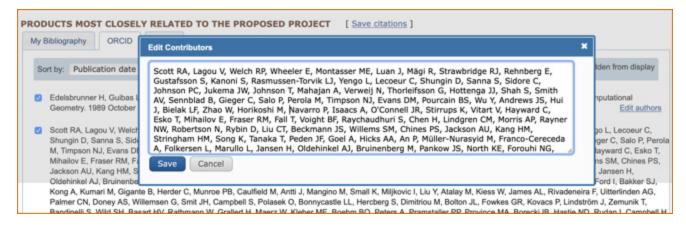
If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click "Add citations" (see **D** above) and enter an author full name, or last name and initials in the search box.

Select the citations you wish to add from the list of retrieved citations and click "Add to My Bibliography." The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to add citations using a file, or to add citations manually using My Bibliography templates, click "Go to My Bibliography" (see E above).

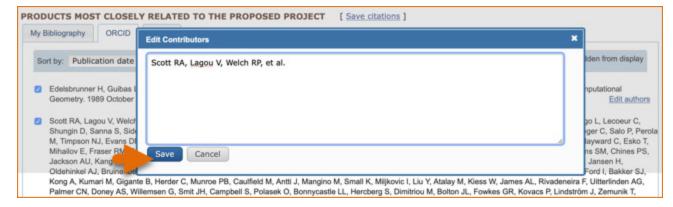
Product citations in the ORCID tab that have an extended list of contributing authors can be amended to reduce the number of authors displayed. Edited citations highlight the authors directly associated to a biographical sketch while helping to reduce the space that citations take in a required two-page biographical sketch. To edit an extended list of contributing authors in a citation, click "Select citations" and select the ORCID tab.



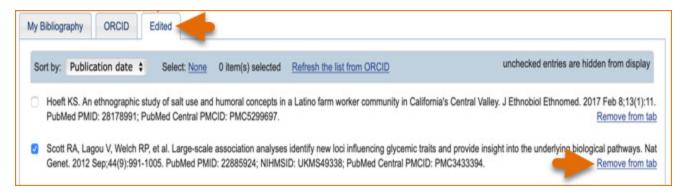
Click the link "Edit authors," immediately below the citation that you wish to amend. An edit contributors window will display where you can amend the author list.



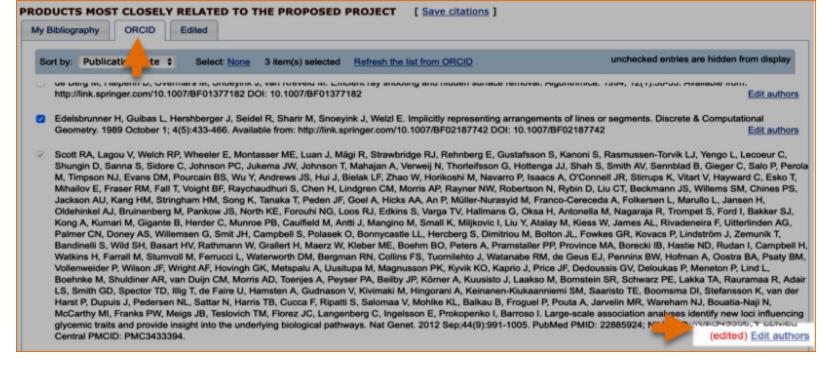
When your edits are complete, be sure to click Save.



Your edited citations will display in the "Edited" tab.



Edited citations are marked in red in the ORCID tab.



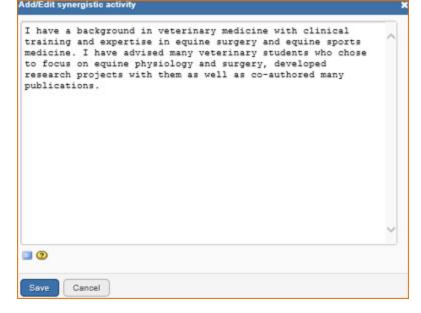
## Note:

- If you linked your ORCID ID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID ID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID ID record

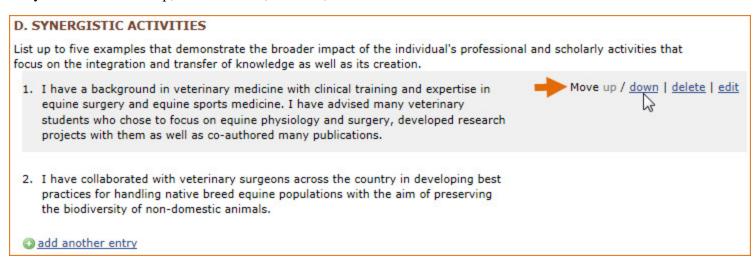
## **Synergistic Activities**

In the **Synergistic Activities** section of the NSF biographical sketch list up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation (See PAPPG Chapter II.D.2.h(i) for more information about acceptable products).

1. Enter each activity in the "Add/Edit Synergistic activity" window.



2. To reorganize the order of your listed synergistic activities, or to delete or edit an entry, hover your mouse next to the selected entry and click 'Move up,' 'Move down,' 'Delete,' or 'Edit.'



## Certification

After the four sections of the NSF biographical sketch are complete and you are ready to download the document

**Download:** PDF, a window will display asking you to agree to the **certification statement** in order to proceed.



# **Using the NSF Current & Pending Support**

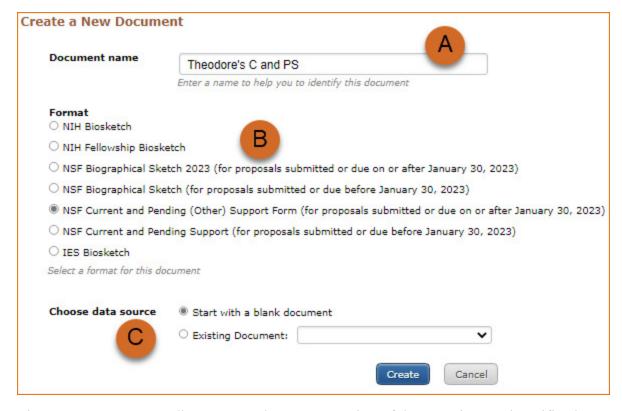
The National Science Foundation (NSF) requires current and pending support information for each individual designated as senior personnel on the project proposal. NSF uses the information submitted in the Current and Pending Support document to assess the capacity of the individual to carry out the research as proposed as well as to help assess any potential overlap or duplication with the project being proposed. Detailed information about the content is available in the Proposal and Award Policies and Procedures Guide (PAPPG) II.D.2.h(ii)

Current and Pending Support must be provided separately for each individual designated as senior personnel. Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project to be supported by an NSF award. Senior personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov.

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. Note that non-disclosure clauses associated with these contracts are not acceptable exemptions from this disclosure requirement.

To create an NSF Current and Pending Support document in the NSF compliant PDF format, go to the SciENCV portlet in My NCBI and click "Manage SciENCV" to access your SciENCV documents page. In the Science documents page click "Create New Document."

- 1. Enter a name for your new document (see A below).
- 2. Select NSF Current and Pending Support (C & PS) (B).
- 3. Select "Start with a blank document" or select an existing NSF C & PS document from the drop-down list (C) and click Create.



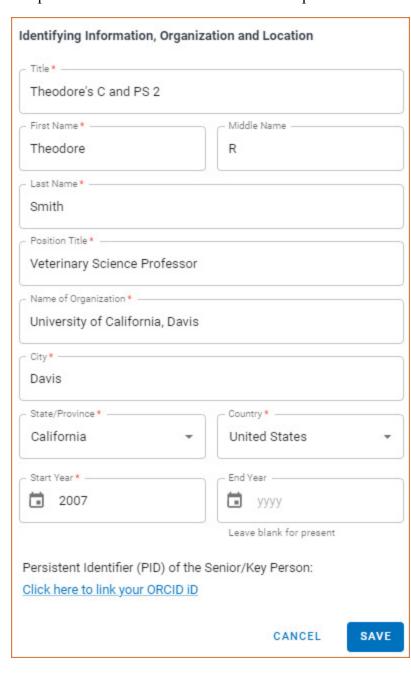
The NSF Current & Pending Support document consists of three sections and certification statement:

- Identifying Information, Organization and Location
- Project/Proposal Summary
- In-Kind Contribution Summary
- Certification

# **Identifying Information, Organization and Location**

The **Identifying Information**, **Organization and Location** form includes your first and last name by default, however, these two fields can be amended to include the name of the senior person contributing to the scientific development of the project proposed.

Click and 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 person to the NSF Current and Pending Support document.



# **Project/Proposal Summary**

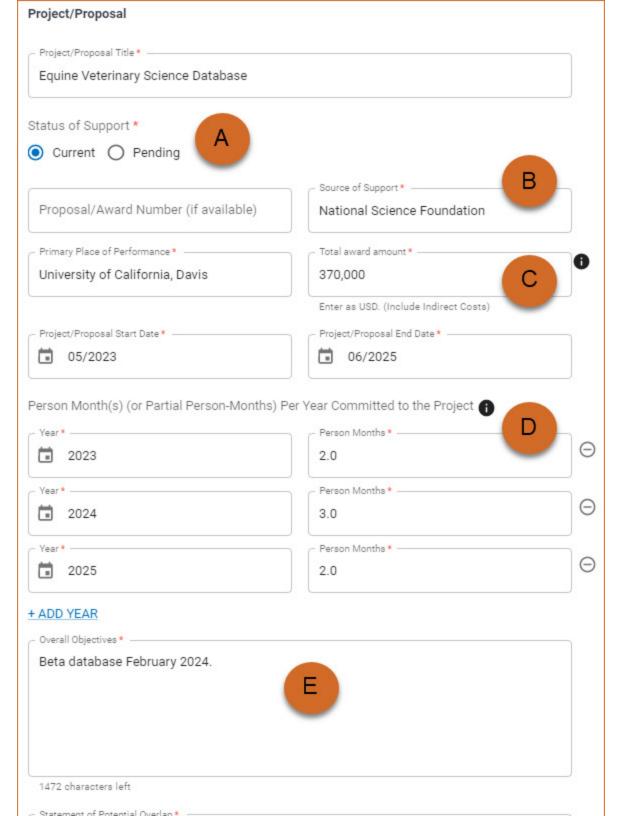
In the **Project/Proposal Summary** section, create a Project/Proposal record for all projects currently funded and projects under consideration for funding. Click ADD PROJECT/PROPOSAL to create a new record for a project or proposal.

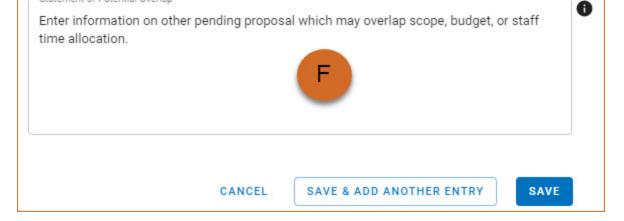
- 1. List your Project or Proposal Title
- 2. Select the Status of Support, current or pending.

For projects that are currently funded, select **Current** (see **A** below). Current projects include all ongoing projects, or projects with ongoing obligations, from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

For project proposals that are under consideration for funding, select **Pending** (see **A** below). Pending project proposals include any proposals requesting funding from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

- 3. Enter a proposal or award number (if available)
- 4. Enter the source of support (NSF or other support source, see **B** below)
- 5. Enter the project/proposal primary place of performance
- 6. The project/proposal total award amount is the award provided or requested for the entire project/proposal period and it should include indirect costs (see C below).
- 7. Enter the project/proposal start and end dates as proposed or approved for funding support
- 8. Information regarding the number of staff committed to the project for each year is required (see **D** below)
- 9. Provide a brief statement of your overall objectives. Required. (see E below)
- 10. List other pending proposals which may overlap in scope, budget, or staff time allocation. If there is no potential overlap, enter N/A (see F below).





## **In-Kind Contribution Summary**

In the In-Kind Contribution Summary section, create a In-Kind Contribution record for all contributions related to current and pending support. Click

ADD IN-KIND CONTRIBUTION to create a new In-Kind Contribution record.

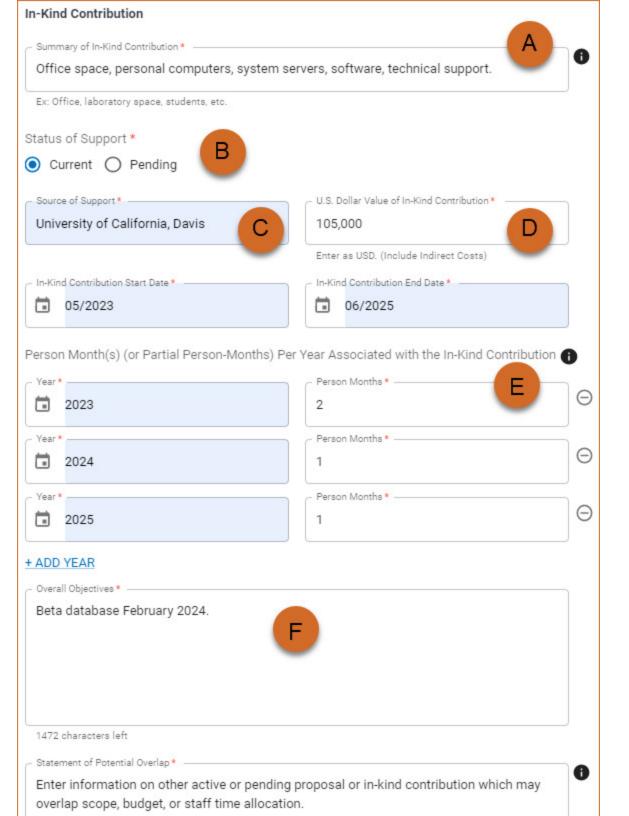
- 1. In the Summary of In-Kind Contributions (see A below), include in-kind support such as office or laboratory space, equipment, supplies, technical support staff, etc. If the in-kind contributions are intended for use on a project being proposed to NSF, the information must be included as part of the Facilities, Equipment and Other Resources section of the proposal and need not be replicated in the Current and Pending Support document. Note that in-kind contributions not intended for use on the project being proposed also must be reported in the Current and Pending Support document.
- 2. Select the Status of Support, current or pending.

Select **Current** (see **B** below) for all in-kind contributions supported, from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Select **Pending** (see **B** below) for all in-kind contributions currently under consideration from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

- 3. Enter the name of the institution, foundation or entities providing the in-kind contribution (see C below)
- 4. Enter the in-kind contribution U.S. Dollar value, including indirect costs (see **D** below). The Dollar Value of In-Kind Contribution is the assigned value to contributions listed in the summary of in-kind contributions and to the number of staff committed to the project for the entire project period
- 5. Enter the in-kind contribution start and end dates as proposed or approved
- 6. Information regarding the number of staff committed to the project for each year is required (see E below)
- 7. Provide a brief statement of your overall objectives. Required (see F below)







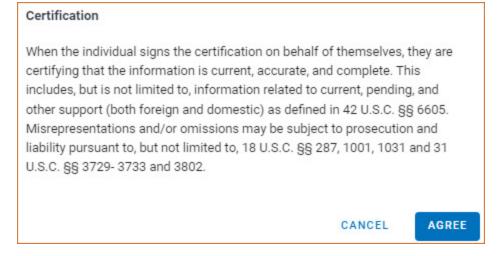
### Certification

After the four sections of the NSF Current and Pending Support document are complete and you are ready to download the document

document

document

a window will display asking you to agree to the certification statement in order to proceed.



# **Using the IES Biographical Sketch**

The Institute of Education Sciences (IES), biographical sketch format is the official format used for grant submissions to the IES. Researchers who have their publications indexed in the IES <u>ERIC</u> database can export their ERIC citations to My Bibliography, and use the citations stored in My Bibliography to populate SciENcv biosketches. ORCID ID account holders who have linked their accounts to My NCBI can populate their SciENcv biosketches with the information stored in their ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization Username and Password.

The IES biographical sketch consists of five sections:

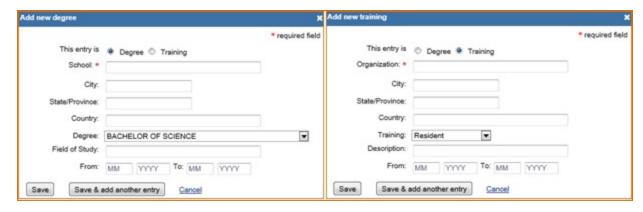
- Education and Training
- Personal Statement

- Exporting Citations from ERIC to My Bibliography
- Work Experience, Professional Memberships, and Honors
- Contribution to Education Research
- Research Support/Scholastic Performance

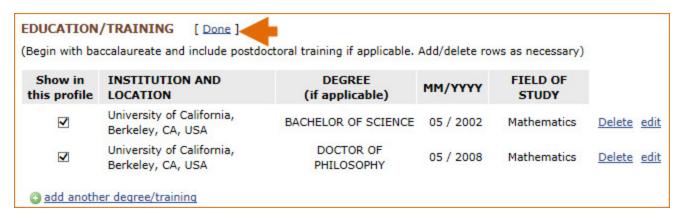
## **Education and Training**

Under the section titled **Education/Training**, click the link "add one." Add your academic degree(s) and training, from oldest to most recently acquired.

1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.



- 2. Click "Save." For multiple entries, click "Save & add another entry."
- 3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.



4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide and click "Done."

### **Personal Statement**

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click "Edit Statement."



Enter your personal statement and click to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the



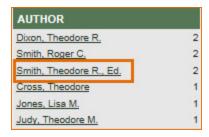
Citations stored in My Bibliography can be uploaded initially by clicking the link "Select citations." Select up to <u>four citations</u> to be displayed in this section. In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by publication date, update date, author (first listed authors in alphabetical order), or title (alphabetically). An ORCiD option is available, which you can use to retrieve citations stored in your ORCiD record (C).



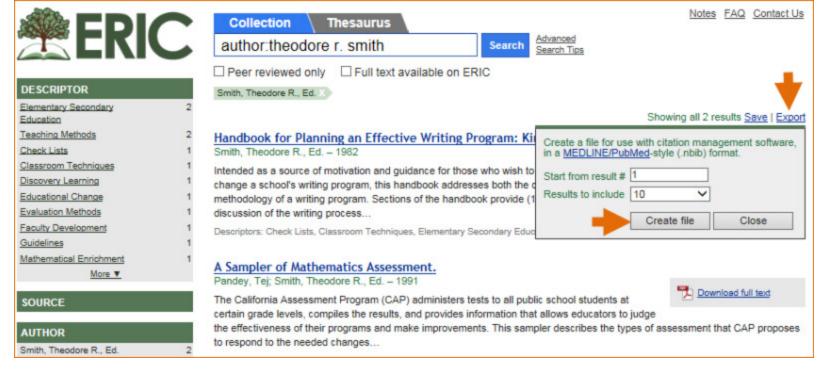
If your publications are included in the Institute of Education Studies <u>ERIC</u> database, you can populate SciENcv biosketches with those citations, but first they would need to be added to My Bibliography, which can be accomplished either using an <u>exported</u> file from ERIC, or added manually using My Bibliography templates.

## **Exporting Citations from ERIC to My Bibliography**

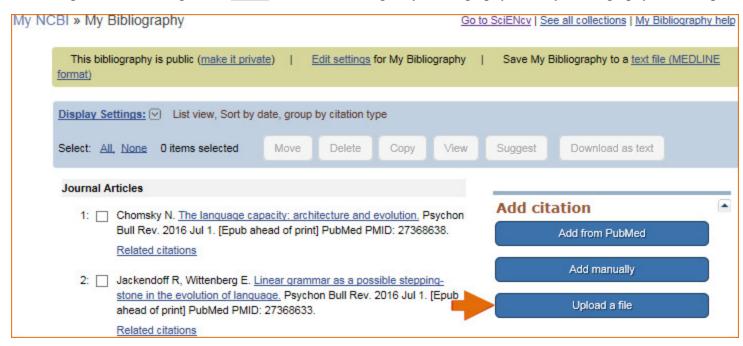
Go to <u>ERIC</u> and enter an author full name, or last name and initials in the search box. For example, "Smith, Theodore R." Or use the ERIC author field in your query **author:** Theodore R. Smith, and click search. To limit your retrieval, select the appropriate author name in the Author limiter on the left side of the screen. For further information on searching the ERIC database, see this IES video.



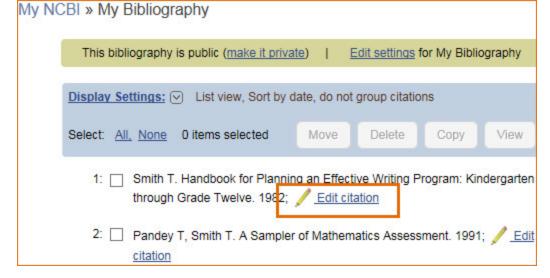
Click "Export," select the number of records to include, and click "Create file"



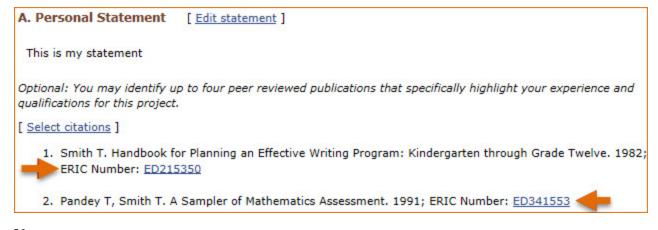
Save the generated file. Sign in to NCBI and click "Manage My Bibliography." In My Bibliography, click "Upload a file".



Upload the ERIC citations file you saved. The citations will display in My Bibliography with a pencil icon, and you will be able to further edit these citations.



The exported ERIC citations will be immediately listed in My Bibliography and ready to be selected in SciENcv. See below an example of newly added citations from ERIC to SciENcv via My Bibliography.



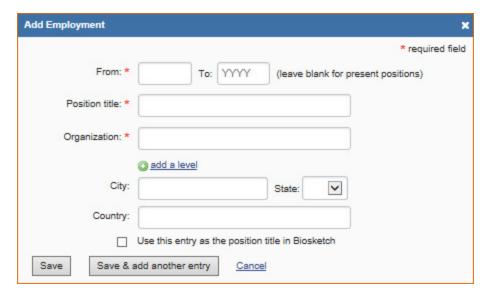
#### Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

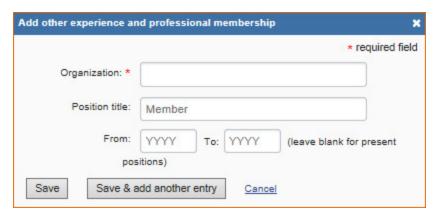
### **Work Experience, Professional Memberships and Honors**

The section titled **Positions and Honors** consists of three parts: employment, other experience and professional memberships, and honors.

1. Under the subtitle Positions and Employment, click "add one." Enter your past and present employment. For multiple entries, click "Save & add another entry."



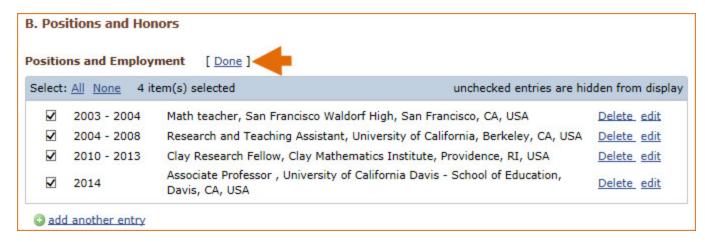
2. Under the subtitle Other Experience and Professional Memberships, click "add one." Enter other work experience and professional memberships.



3. Under the subtitle Honors, click "add one." Enter honor society memberships, honorary titles and other honorary awards.



4. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected work experience, professional membership, or honor entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.



5. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, unckeck the checkbox next to the entry you would like to hide, and click "Done."

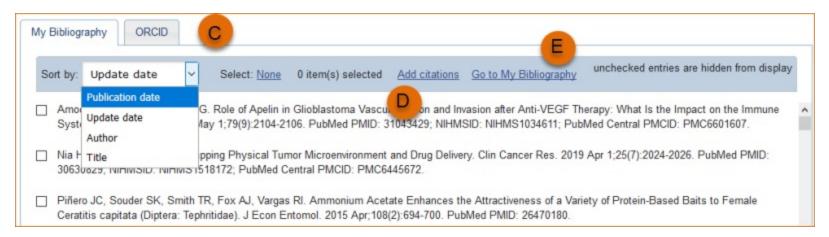
### **Contribution to Education Research**

The Contribution to Education Research section aims to give researchers a place where they can describe five of their most significant contributions to educational research. Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click "edit" (A), and to add relevant citations from My Bibliography for each contribution, click "Select citations" (B). Select up to <u>four citations</u> to be displayed for each contribution.

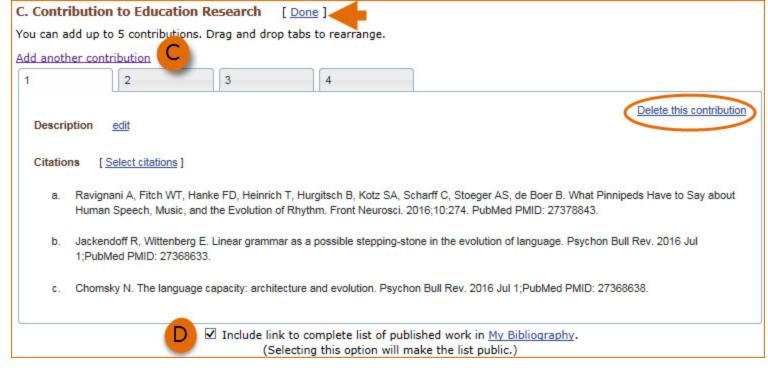


In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by publication date, update date, author (first listed authors in alphabetical order), or title (alphabetically). An ORCiD option is available, which you can use to retrieve citations stored in your ORCiD record (C).



If your publications are included in the Institute of Education Studies <u>ERIC</u> database, you can populate SciENcv biosketches with those citations, but first they would need to be added to My Bibliography, which can be accomplished either using an <u>exported</u> file from ERIC, or added manually using My Bibliography templates.

You can create up to five tabs by clicking "Add another contribution" (C), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking "Delete this contribution." To save edits, click "Done."



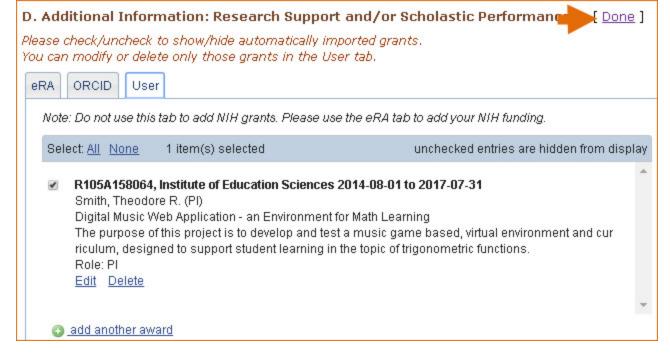
There is also an option to include a URL to your My Bibliography collection of published research (**D**). Selecting this option would make your My Bibliography collection public.

#### Note:

- This section uses My Bibliography to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.
- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

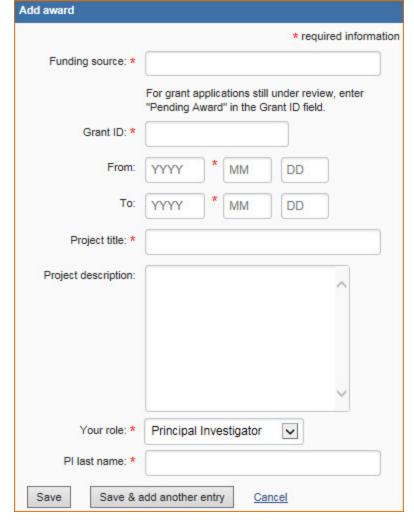
# Research Support/Scholastic Performance

The Research Support/Scholastic Performance section displays a list of your ongoing and completed research awards information. If you linked your ORCID account to My NCBI, your SciENcv profiles will have the research awards included in your ORCID record. The research awards information retrieved from ORCID appear under the ORCID tab.



Additionally, you have the option to add awards manually if your research awards were issued by other agencies or institutions:

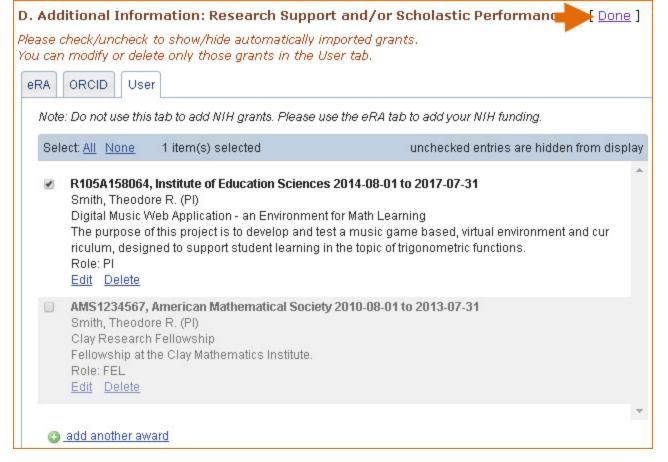
- 1. Click "Edit awards."
- 2. Select the "User" tab.
- 3. Click "Add another award." Enter your ongoing and completed research awards. Be sure to select the appropriate category in the "Your Role" drop-down menu.



4. For multiple entries, click "Save & add another entry."

In SciENcv, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide citations:

- 1. Click "Edit Awards." Research awards are organized in four tabs: eRA, HRA, ORCID and User. The HRA and ORCID tabs appear only when award data is transferred from HRA, or ORCID. The User tab stores manually added research award information.
- 2. Locate the awards you want to hide
- 3. Uncheck the awards you want to hide, and click "Done."



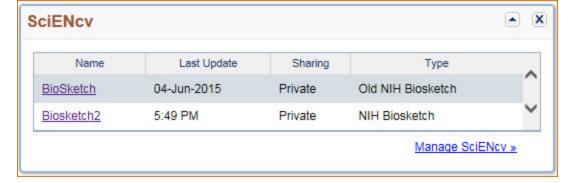
4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCV biosketch is shared through a URL or printed.

#### Note:

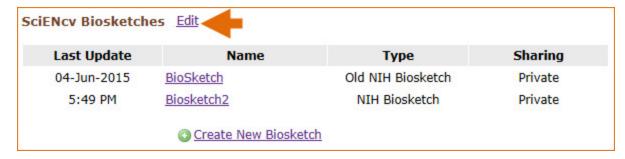
- Only research awards in the User tab can be modified or deleted in SciENcv
- Awards under the 'ORCID' tab can only be edited/deleted in your ORCID record

## **Editing and Deleting SciENcv Biosketches**

Once you have created a few biosketches in SciENcv, the SciENcv portlet will display all the existing biosketches in your My NCBI account. To return to any of those biosketches to edit their content, select the biosketch that you wish to amend directly in the SciENcv portlet.



To delete a SciENcv biosketch, click "Manage SciENcv" in the SciENcv portlet. The resulting page is the SciENcv main page. Next to the heading SciENcv BioSketches, click Edit, and the delete and edit links will display.



Select the delete link next to the biosketch that you wish to delete. To close the Delete/Edit view, click **Done**.



# **Sharing SciENcv**

SciENcv biosketches are set as private by default. However, they can be shared with others through a public URL. Each biosketch can be independently set up as private or public, and their current status can be viewed immediately on the SciEncv portlet.



To change a SciENcv biosketch from **private to public:** 

- 1. Sign in to My NCBI. Go to the SciENcv portlet and select the biosketch that you wish to change to public.
- 2. Next to 'Sharing,' click Change. A URL will be provided, which you can use to share your SciENcv biosketch with others.



3. To change your SciENcv biosketch back to private, click "Stop Sharing."

#### Note:

- Any time someone uses a public SciENcv URL to see your biosketches; the retrieval will include all the items currently displayed in your SciENcv biosketches. Hidden items will not be displayed.
- Adding, hiding or deleting items in a SciENcv biosketch does not require an update to your public URL.
- If a SciENcv biosketch is changed back to private, the public URL will no longer function.

# **Downloading SciENcv**

SciENcv biographical sketches can be downloaded in three formats: PDF, MS Word, and XML.

To download a SciENcy biosketch:

- 1. Sign in to My NCBI. Go to the SciENcv portlet and select the biosketch that you wish to download.
  - 3. Click the hyperlink of the format you wish to download.



The NSF Current and Pending Support document can be downloaded in a PDF format that is NSF compliant.

Profile name: Theodore's C and PS [ Edit ] Download: PDF

Profile type: NSF Current and Pending Support Current and Pending Support Instructions

# **Adding Delegates to SciENcv**

My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

The option to Add a delegate is available through the Accounts Settings page. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv, or both. In the Delegates section you may add or remove delegates as well as modify the access granted, see 'Adding and Removing Delegates.'

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