My NCBI Help

Last Updated: September 30, 2019

This book contains information on how to use My NCBI, a tool developed by the National Center for Biotechnology Information (NCBI).

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My NCBI Help

Created: December 13, 2010; Revised: September 27, 2018.

My NCBI saves searches and results from multiple NCBI databases and features an option to automatically update and e-mail search results from your saved searches. My NCBI includes other features that help you save PubMed citations to your articles and manage peer review article compliance with the NIH Public Access Policy (My Bibliography), create an online professional profile (SciENcv), highlight search terms, and set up LinkOut, Outside Tool and Document Delivery preferences for PubMed.

What Is My NCBI?

My NCBI is a tool that retains user information and database preferences to provide customized services for many NCBI databases. It allows you to save searches, select display formats, filtering options, and set up automatic searches that are sent by e-mail. My NCBI includes other features that help you save your citations and manage peer reviewed article compliance with the NIH Public Access Policy (My Bibliography), create an online professional profile (SciENcv), highlight search terms, and set up LinkOut, Outside Tool and Document Delivery preferences for PubMed.
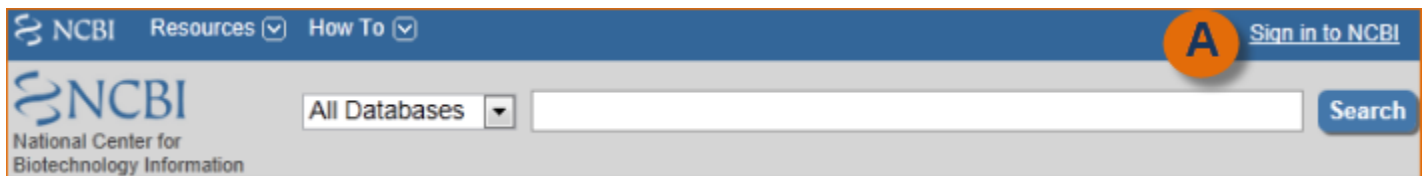
To use My NCBI, your Web browser must accept cookies and allow pop-ups from NCBI Web pages.

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- Accessing My NCBI
- Registering with My NCBI
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- Adding a Partner Sign in option to an Existing My NCBI account
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Accessing My NCBI

Use the NCBI link to sign in to My NCBI. This link can be accessed from any NCBI database and it appears at the top right of the screen (**A**). The URL to the login page is https://www.ncbi.nlm.nih.gov/account/

Registering with My NCBI

1. Click on the **Sign in to NCBI** link in the upper right-hand corner of the page.
2. Enter an alphanumeric username (3 or more letters or numbers) and a password (8 or more characters). Passwords are case-sensitive.
3. Enter your e-mail address.
4. Choose a security question and answer. This information will be used to reset your password.
5. Below the Security Question, you will see an image with 5 characters. This step is to help us prevent automated programs from registering accounts.
6. You will receive a confirmation e-mail from NCBI; confirm your registration by clicking the link provided. After confirming your e-mail address, you can start setting up automatic e-mails for search alerts.

Note:

- Only one e-mail address can be associated with each account
- Record your username, password, and answer to the security question in a safe place for future reference
- Accounts that do not have any activity in two years will be deleted

Signing in to My NCBI

There are two ways to sign in to a My NCBI account: using a direct My NCBI username and password or using a username and password associated with a partner organization. Partner organizations include research organizations and commercial Web sites using either an InCommon or OpenID standard to authenticate users. Note that eRA Commons users would sign in by clicking the NIH Login icon. HRA users would sign in by clicking the Google icon. To see a list of all participating partner organizations, click "See more 3rd party sign in options."

- Signing in using a My NCBI username and password
- Signing in using a partner organization username and password

Signing in using a My NCBI username and password

Start at the NCBI login page https://www.ncbi.nlm.nih.gov/account/

1. Enter your username and password.
2. Check the **Keep me signed in** box to automatically activate My NCBI each time you use any NCBI database. You should not check the box when using a public computer, because your account will remain active for anyone who later uses the same computer. You can sign out at any time by clicking on **Sign Out** on the upper right corner of the page.

Note:

- A checked **Keep me signed** in box saves your My NCBI preferences on your computer in a persistent cookie file. It will also retain your password so that you do not need to sign in again. When using a public computer do not check this option
- If the **Keep me signed in** box is not checked, you will be automatically signed out when you close your Web browser
- Using NCBI databases without signing in to My NCBI means that after eight (8) hours of inactivity, all history and preferences will be lost

Signing in using a partner organization username and password

Start at the NCBI login page https://www.ncbi.nlm.nih.gov/account/

1. Select an organization (3rd party option). My NCBI will link to the partner organization login page.
2. Enter the username and password registered with the partner organization.
3. Link to your existing My NCBI account or create a new My NCBI account.

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account, and you will be able to download data to create a SciENcv profile.

To **remove** a linked account, click on your username on the NCBI header to access the Account Settings page. Click the Change button under "Linked Accounts," and then click the ☒ next to the account that you wish to remove.

Adding a Partner Organization as Sign in option to an Existing My NCBI account

1. Start at the NCBI login page. Enter your My NCBI username and password.
2. Click on your username on the NCBI header to access the Account Settings page.

3. Click the Change button under "Linked Accounts."

4. Under "All available partner accounts," search for the partner organization you wish to link to your NCBI account.

5. Click on the partner organization link presented to you. NCBI will link to the partner organization login page.

6. Enter the username and password registered with the partner organization. Accept the **NIH login request for permission**.

7. You will be redirected to My NCBI where the added partner organization will appear under "Your Linked Accounts."

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account. Your NCBI account can be linked to multiple partner organizations (see example in image above). To **remove** a linked account, click the next to the account that you wish to delete.

Note:

- If your institution is not included in the partner organization list, ask your identity system administrators contact nihfederationrequest@mail.nih.gov.
- If you have multiple NCBI accounts and you wish to merge all your data in to one account, write to info@ncbi.nlm.nih.gov and provide the following information: NCBI usernames, eRA Commons username, and the e-mail addresses associated with the accounts.

If You Forget Your My NCBI Username or Password

In case you forget your username or password:

1. Click **Forgot username or password** on the NCBI Sign In page.
2. Enter your e-mail address or username.
3. Click **Password**.
4. An e-mail will be sent to the e-mail address you provided with your username information and a link to reset your password.

Changing Your My NCBI Password

1. Make sure you are signed in to My NCBI.
2. Click on your **username** on the NCBI header to access the **Account Settings** page.
3. Click the Change button next to **Password**.
4. Enter your old and new passwords.
5. Click **Save**.

Saving and Managing Searches

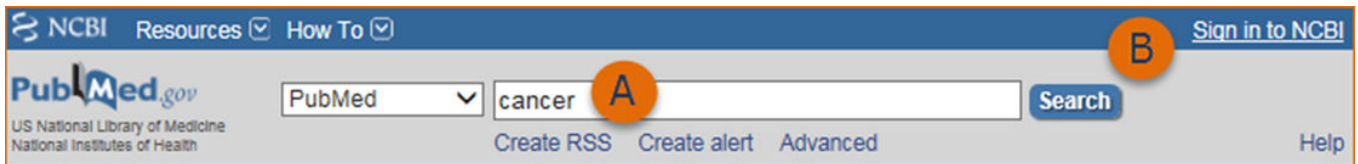Created: December 13, 2010; Revised: September 16, 2019.

The Saved Searches feature facilitates saving search queries for NCBI databases, and provides automatic e-mail updates for saved searches, which can be set up on a daily, weekly, or monthly basis.

Section Contents

- Saving a Search in My NCBI You Tube
- Setting Up Automatic E-mail Updates
- Changing the E-mail Schedule of Your Updates
- Running Saved Searches and Checking for New Results
- Sorting Searches
- Modifying a Search Query
- Deleting a Search

Saving a Search in My NCBI

1. On any database page, run a search—make sure you are signed in to NCBI (B in image below).
2. In PubMed, click on **Create alert**, located below the search box. (A). If you are using other NCBI databases, click **Save search**.

3. You will be guided to your My NCBI Saved searches page where you may edit the name of the search; up to 100 characters are allowed. The name of the saved search will be included in the Subject line of the automatic e-mail update messages.
4. If the database you searched supports e-mail updates, you will be prompted to set up automated e-mail preferences at this time. Or, if you prefer, this can be set up at a later time. Click **Save**. (C in image below.)

My NCBI » Saved Searches

Your PubMed search

Name of saved search: cancer

Search terms: cancer

Test search terms

Would you like e-mail updates of new search results?
○ No, thanks.
◉ Yes, please.

E-mail: @ncbi.nlm.nih.gov (change)

Schedule:

   Frequency: Weekly ∨
   Which day? Tuesday ∨

Formats:
   Report format: Summary ∨

Number of items:
   Send at most: 10 items ∨ ☐ Send even when there aren't any new results

Any text you want to be added at the top of your e-mail (optional):

Save   Cancel

Note:

- For PubMed, you may use History numbers in your search, however, PubMed processes from left to right so order your search statement numbers with this in mind, or use parentheses for nesting
- Your saved searches will be listed in the "Saved Searches" section of My NCBI. Searches are grouped per database and listed by the date they were saved for the first time
- You can save searches through the Recent Activity feature in My NCBI
- Dates and date ranges are not advisable for saved searches
- Links to Related Citations cannot be saved in My NCBI
- Accounts that do not have any activity in two years will be deleted

Setting up Automatic E-mail Updates

In most NCBI databases*, when you click on **Create alert** you are asked if you would like to receive e-mail updates of new search results automatically. Automatic e-mail updates of search results are then sent according to the frequency you selected when saving your search in My NCBI (none, once a month, once a week, or daily). You can also choose a format (Summary, Abstract, Summary-plain text, Abstract-plain text, MEDLINE),

optional text (up to 200 characters), and change the number of items to be sent (1, 5, 10, 20, 50, 100 or 200 items).

The text, which appears in the body of your e-mail updates, can be used to create a title for your search or any specific information you want. You may enter up to 100 characters for the search title. The name of the saved alert will be included in the Subject of your automated e-mail update messages. If you have trouble remembering your original search word or phrase(s), hover over the search name with your mouse in My NCBI - Saved Searches. It will display the original search word or phrase(s).

Automatic e-mail updates can only be sent to e-mail addresses that have been confirmed.

In the rare case of technical problems, updates may miss some citations. Users receiving automatic updates should use the option to link to view complete results to minimize the risk.

*NCBI databases that support e-mail updates are:

CDD, GEO DataSets, Genome, NLM Catalog, Nucleotide, PopSet, PubChem BioAssay, PubChem Compound, PubChem Substance, PubMed, PubMed Central, Protein, SNP, SRA, Structure, Taxonomy.

Note:

- If an e-mail update cannot be delivered three times, the e-mail address will be changed to invalid
- Each My NCBI account can only have one e-mail address
- In the event an update is not sent out on schedule or is incomplete, the next scheduled update will include the omitted items, if any
- E-mail updates may be affected by e-mail filtering SPAM software. Consider adding nih.gov domain to your e-mail "safe list." If your settings do not allow you to add e-mail addresses to a safe list, consult the help section of your e-mail program, or contact your e-mail/Internet provider's customer support to research your configuration options.
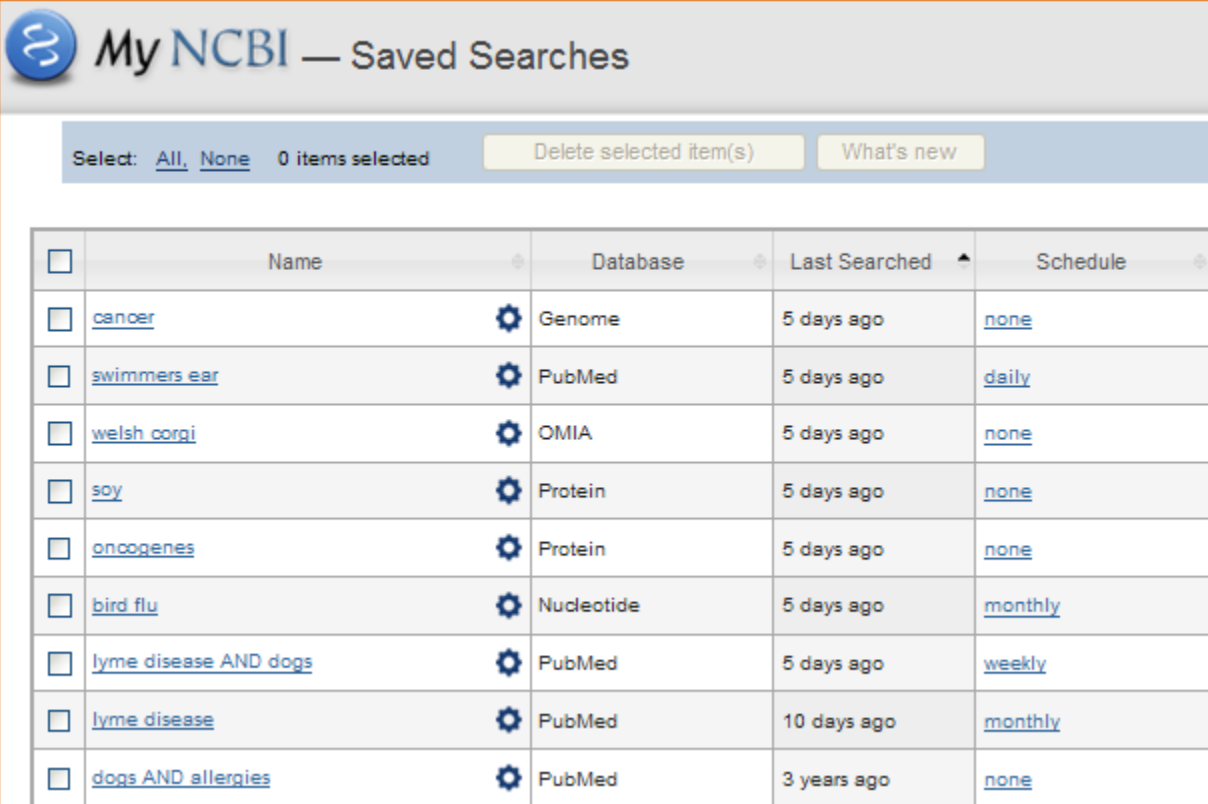
Changing the E-mail Schedule of Your Updates

To change or create a schedule for a saved alert, go to the **Saved Searches** portlet, click the gear icon ⚙ next to the search you wish to edit, it will lead you to the same page where you initially saved a search and set up an e-mail schedule. You can then change the e-mail schedule or any other settings you would like.

To see the e-mail schedule for all your saved searches at once, click "Manage Saved Searches."

If you have set up an e-mail schedule to receive search updates, this information is displayed in the **Schedule** column. For searches that you have not set up a schedule or which were run in databases that do not offer this feature, you will see **none** displayed in the **Schedule** column.
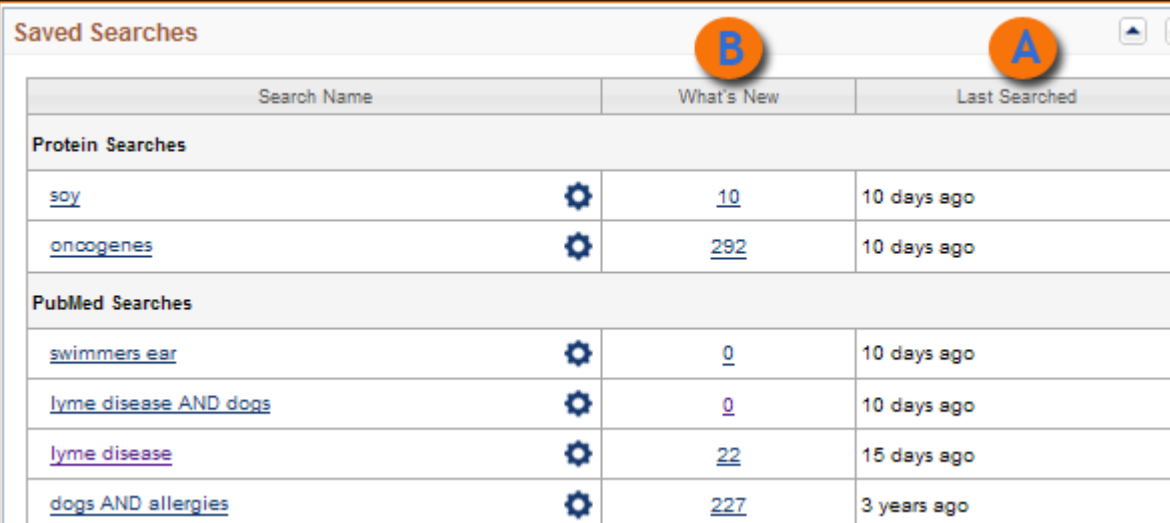
Running Saved Searches and Checking for New Results

Sign in to My NCBI. Go to the **Saved Searches** portlet, where all searches are listed by database. Click on the search name to run the saved search in its respective database. This will not change the date displayed in the Last Searched column (A in the image below). To see the exact date when a search was last run on a database, place your mouse over the date shown under "Last Searched."

To check for new results, click on the hyperlinked number next to your saved search and under the **What's New** column (B). The hyperlinked number indicates how many new items were found since the last time the search was run. This action will change the date in the **Last Searched** column.

Not all NCBI databases support automatic updates. In those cases, the option **What's New** will not be available.

My NCBI search strategy for PubMed to find new citations

The below strategy is applied to searches with untagged terms and searches that do not use filters.

```
(search AND T1:T2[MHDA]) NOT (search[TIAB] AND 0001:T1[EDAT])

Where:
Search=saved search
T1= the date & time the search was last updated
T2=today's date & time
0001= the date that will include all citations
[MHDA]= the search tag for the MeSH date. This field reflects the date MeSH terms were added to the
citation. Note: until MeSH terms are added, the MHDA value is the same as the EDAT)
[EDAT]= the search tag for the date the citation was added to PubMed
[TIAB]= the search tag for words in the Title & Abstract fields
Example: The saved search is heart attack. The search was last updated on January 7, 2008 at 11:00
a.m. and today's update date and time is January 13, 2008 at 9:59 a.m.
("myocardial infarction"[MeSH Terms] OR ("myocardial"[All Fields] AND "infarction"[All Fields]) OR
"myocardial infarction"[All Fields] OR ("heart"[All Fields] AND "attack"[All Fields]) OR "heart attack"[All
Fields]) AND "2008/01/07 11.00"[MHDA]: "2008/01/13 09:59"[MHDA]) NOT (heart attack[TIAB] OR
("myocardial"[TIAB] AND "infarction"[TIAB]) OR "myocardial infarction"[TIAB] OR ("heart[TIAB] AND
"attack"[TIAB]) AND "0001"[EDAT]: "2008/01/07 11:00"[EDAT])
```

Note (for PubMed):

- My NCBI "remembers" the date and time you last retrieved new items from your Saved Searches. For strategies without search tags, it also considers whether citations that were in-process (not yet indexed) the last time you updated have since had MeSH terms applied, and are now retrieved by your strategy
- My NCBI saved searches that include search field tags or selections from the filters sidebar use an abbreviated "What's New" search to ensure that all citations are retrieved
- Searches that include the PubMed search field tags FAU, IR, 1AU, LASTAU, CN, AU, PS, IP, TA, LA, PG, TI, TIAB, LID, JID, TT or VI use the strategy: Search AND T1 : T2 [EDAT]
- Searches that include search field tags other than the ones listed above, use the strategy: Search AND T1 : T2 [MHDA]
- The My NCBI "What's New" feature will not retrieve citations for articles that were available in PubMed more than one year ago
- To retrieve all new citations regardless of publication date, do not use either the "e-mail updates" or "What's New" options for My NCBI Saved Searches. Rather, run the saved search and combine it with a Create Date range. Use the format yyyy/mm/dd: yyyy/mm/dd [crdt]. For example: "lyme disease"[MeSH Terms] 2009/11/24:2010/02/24[crdt]. For further information on searching by date see Searching by Date

Sorting Searches

To sort Saved Searches, click the "Manage Saved Searches" link.

Click on a column name, and then on the small black arrow to change the ascending or descending order. Searches can be sorted:

- alphabetically by name
- by database
- by date last searched
- by schedule

Modifying a Search Query

To modify a saved search query:

1. Sign in to My NCBI.
2. In the Saved Searches module; click the gear icon ⚙ next to the search you wish to edit; it will lead you to the same page where you initially saved a search.

3. You can then edit the search terms or any other settings available in this page.

4. Be sure to click **Save** to keep the amended search query.

Deleting a Search

1. Go to the Saved Searches page, click the "Manage Saved Searches" link.
2. Check the box next to the name of the search you want to delete.
3. Click the button **Delete selected item(s)**. A confirmation window will appear, click OK.

Collections

Created: December 13, 2010; Revised: June 21, 2019.

Search results from many NCBI databases can be saved in My NCBI using the **Collections** feature. Citations to articles published by other authors can be stored in a collection. There is no limit to the number of collections you may store in My NCBI. In addition, collections can be made public to share with others.

Section Contents

- Creating Collections and Adding to an existing collection
- Adding Records to Favorites
- Viewing and Sorting Collections
- Editing Collections
- Merging Collections
- Sharing Collections
- Deleting Collections

Creating Collections and Adding to an Existing Collection

To save search results to a new collection:

1. Sign in to My NCBI. Run a search.
2. From the search results page, click the check box next to **items you want to save.** If you do not select any items all results up to 1,000 items will be sent to collections.
3. After selecting the items you wish to save, select **Collections** from the **Send to** pull-down menu (as shown in the image below). Click **Add to Collections**.

4. The **My NCBI- Collections** page will display. Select **Create new collection** (**A** in the image below).

5. My NCBI will create a default collection name using the number of items you are saving in a collection (**B**). Rename your collection using a short, yet meaningful, title. Identical names for different **Collections** are allowed and may cause confusion. Collection names have a limit of 100 alphanumeric characters. Click Save to finish.
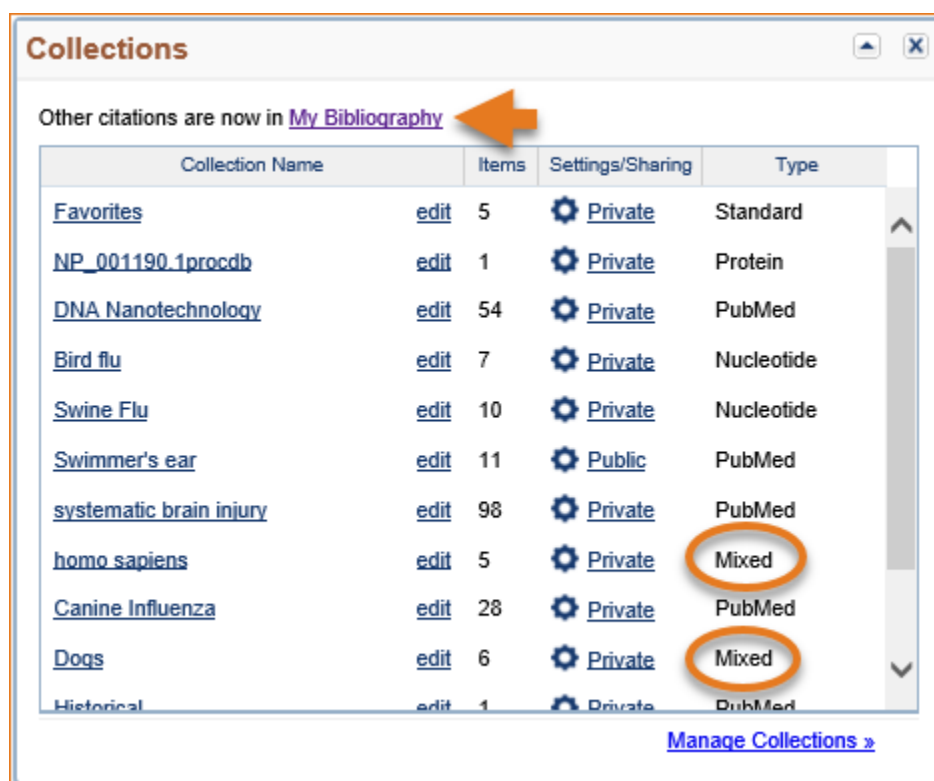

As you continue to build data collections, you may want to add new items to an existing collection. To add search results to an existing collection:

1. Follow steps 1 – 3 under Creating Collections
2. The **My NCBI- Collections** page will display. **Append to an existing collection** will be selected by default (**A** in the image below).
3. Choose the collection into which you want to save your new items (**B**). Click Save to finish.

In addition, you may add data items from multiple NCBI databases to an existing collection. This type of collection is called "Mixed" because it has data items from multiple NCBI databases.

In the above image note that "Other Citations" is no longer included in Collections. The "Other Citations" collection is now included in My Bibliography and records that are included in this collection display the label "Other Citations." The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users My Bibliography public page.

Adding Records to Favorites

The Favorites collection is a feature of My NCBI which helps you keep a list of your preferred NCBI database records. This feature is active only while signed in to My NCBI and is currently available with the PubMed database.

1. Log in to My NCBI. Run a search
2. From the search results page, click on the citation you want to **save in Favorites**. In the **single Abstract** display you will see the **Favorite button** ☆ Favorite ▾
3. Click on the Favorite button and the star next to it will turn blue. A blue star signals that the record has been saved in My NCBI **Favorites**

page 20, My NCBI Help

The **Favorite button** also includes a drop-down menu, which displays a list of all the collections available in your My NCBI account. Clicking the star next to a collection name will automatically add the citation to the collection. You may also choose to create a new collection from the drop-down menu.

To remove a record, click the Favorite button or the star next to a collection name a second time, as the star turns gray, the record will be removed from your Favorites or other collections. In addition, records in My NCBI **Favorites** can be deleted in the same manner as records in any other collection - see Deleting Collections.

Viewing and Sorting Collections

Sign in to My NCBI and go to **Collections**. The **Collections** window lists all your saved collections, the number of items stored per collection, the collection privacy status and the collection database record type. Click "Manage Collections" to sort your collections, view collections details, merge collections or delete collections.

To view items stored in a collection:

1. Click the "Edit" link next to the Collection Name you would like to view. The resulting page displays all the items found in that collection.
2. To view the items in their source database, click the checkbox next to items you want to view and click the "View" button. Alternatively, to select all records to view use the link "All."

In the example above, collection items are sorted by Date, however, they can also be sorted by Author or Title using the "Display Settings" drop-down menu.

To sort **Collections** in your My NCBI account, click the link "Manage Collections" and then click the descending or ascending arrow next to the column headings. A black arrow indicates the currently selected sort option.

Collections can be sorted:

- alphabetically by name
- by number of items in the collection
- by privacy status
- by date last modified
- by database

Editing Collections

Collections can be renamed, made public to share with others, saved to a plain text or CSV file (to download to MS Excel or other programs), and individual items in a collection can be deleted. To delete entire collections, see Deleting Collections.

To change the name of a collection and/or to make a collection public:

1. Sign in to My NCBI and go to **Collections**. Click the gear icon next to the Collection Name you would like to rename.
2. On the resulting screen, you may also click on the link "Edit Settings for this collection" (**A** in the image below). The option to save a collection to a text file (**C**) or CSV (**D**) file is also available on this page.
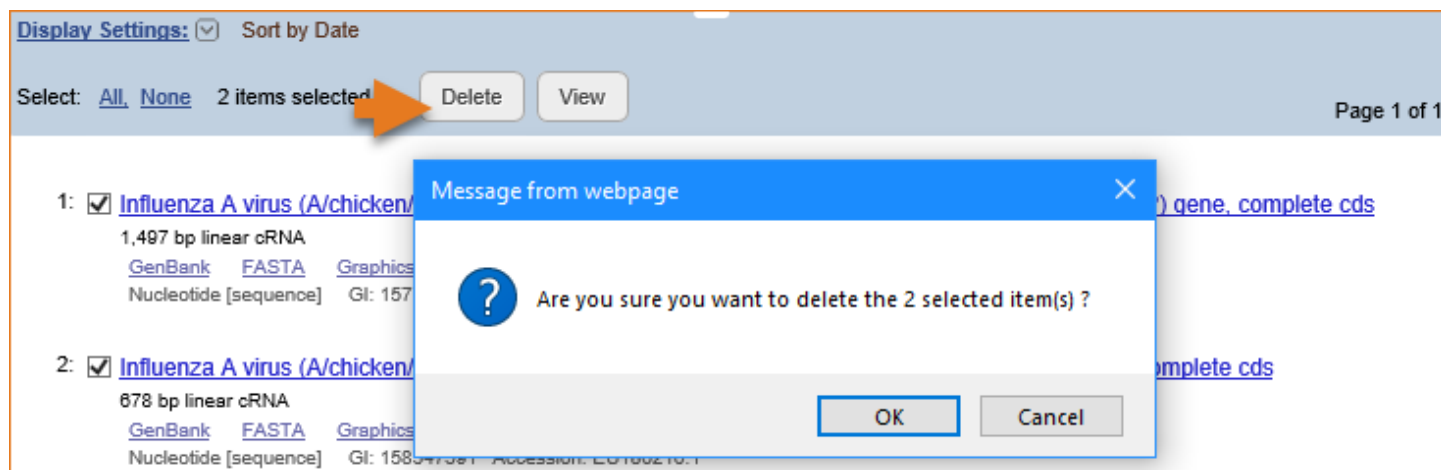

3. Enter a new name for the collection in the Collection Name text box. You may also change the collection status from private to public in this page and obtain a URL to send to others or HTML to create a link to the collection in a Web page or blog.
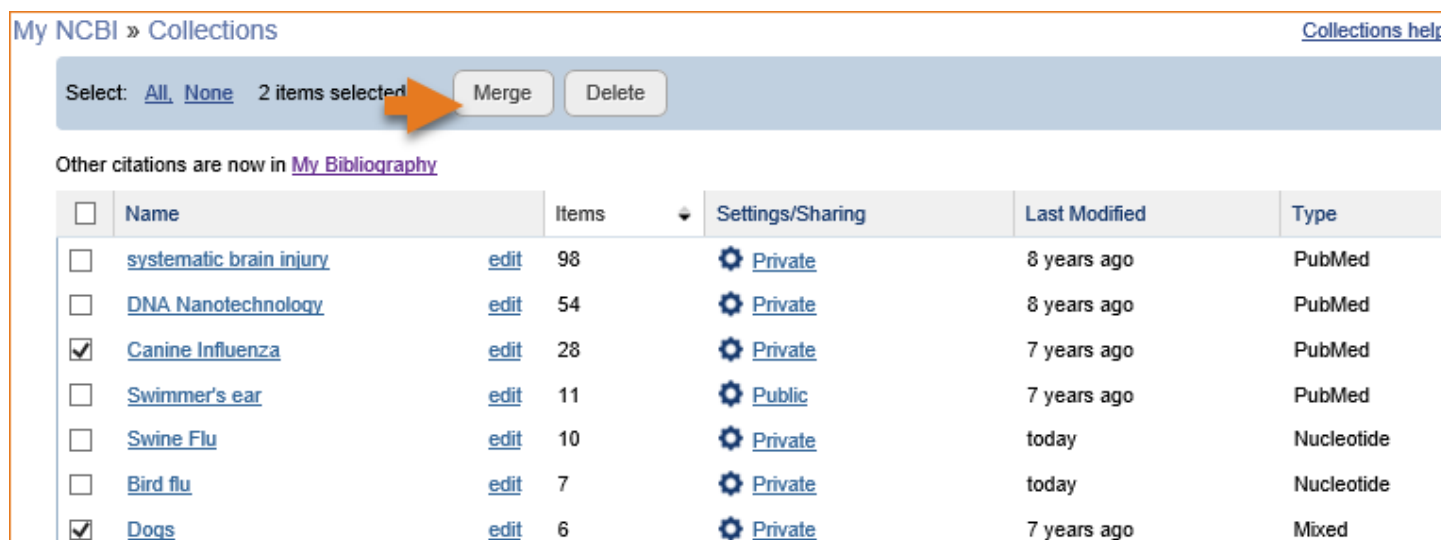

To delete items from a collection:

1. Sign in to My NCBI and go to **Collections**. Click the "Edit" link next to the Collection Name you wish to modify.
2. Click the checkbox next to items you wish to delete and click the Delete button. A pop-up message will ask you to confirm your action.
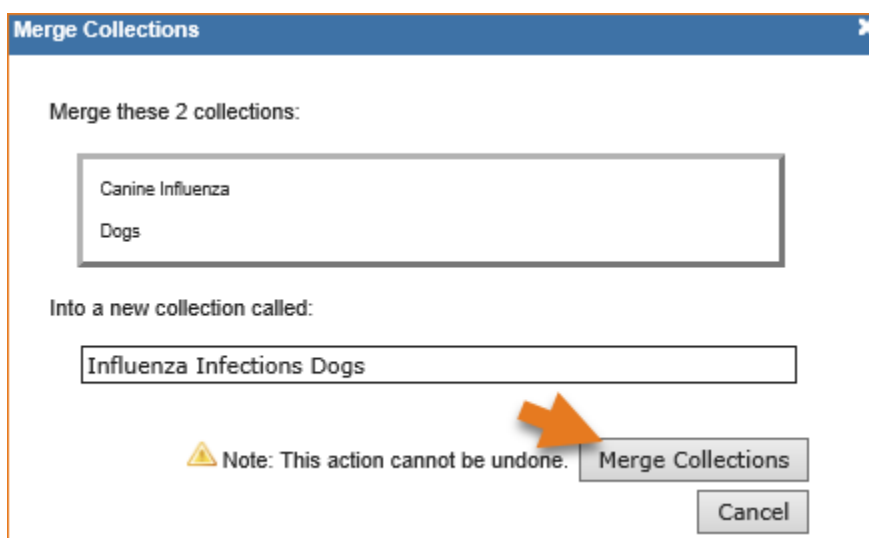

Merging Collections

In the **Collections** portlet, click the link "Manage Collections."

1   Select the collections you wish to merge into a new collection and click "Merge."

2. A confirmation message notifies you of the collections to be merged and requires you to provide a name for the merged collection. Click "Merge Collections."
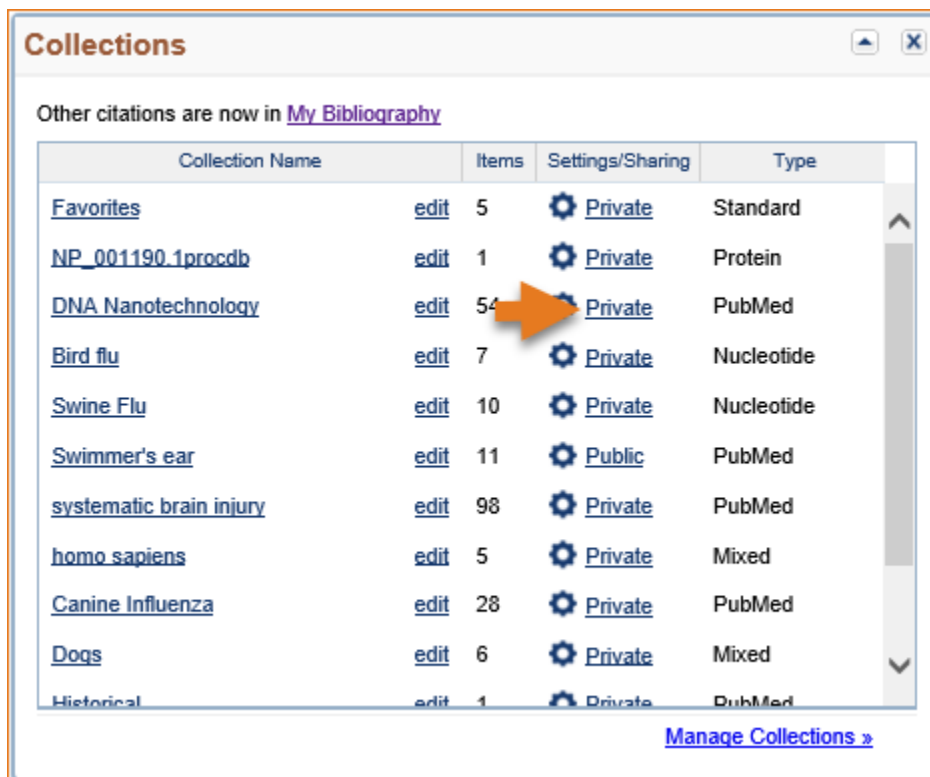
3. Back to Collections, you will notice that only the merged collection is listed.

Sharing Collections

My NCBI collections are set as Private by default. However, a collection can be set as Public to be shared with others. To change a collection from Private to Public:

1. Sign In to My NCBI and go to **Collections**.
2. Under the "Settings/Sharing" column, click the Private link for the collection you wish to share.

3. Click the radio button for Public. A URL and HTML code will be provided. You can use the URL to share with others and the HTML code to post onto a web page. Click Save.

Note:

- Any time someone uses the public collection URL/HTML to see a collection; the retrieval will include all the items currently included in the collection. Adding or deleting items in the collection does not require an update to the public URL or HTML
- If a collection is changed back to Private, the collection URL/HTML will no longer work

Deleting Collections

To delete a collection, start by clicking the "Manage Collections" link. To delete specific items within a collection, see "Editing Collections."

1   Use the check boxes to select collections to delete and then click Delete.

2. A pop-up message will confirm the collections to be deleted. Click "Delete Collections." Once a collection is deleted, this action cannot be undone.

My Bibliography

Created: December 13, 2010; Revised: September 30, 2019.

My Bibliography is a reference tool that helps you save your citations from PubMed or, if not found there, to manually upload a citations file, or to enter citation information using My Bibliograph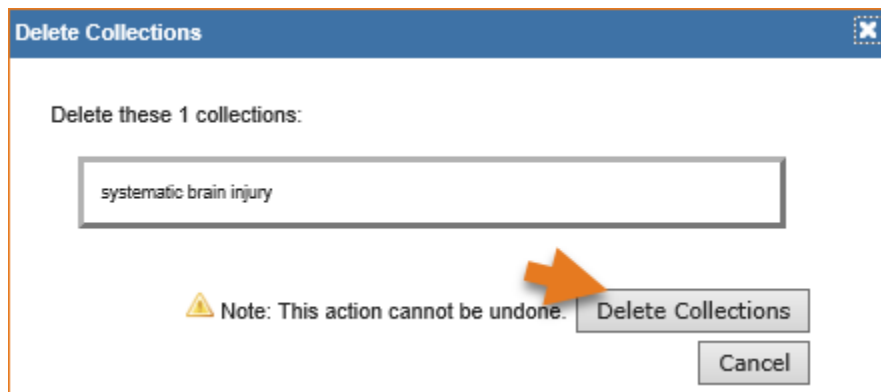y templates. My Bibliography provides a centralized place for your publications where citations are easily accessed, exported as a file, and made public to share with others.

When linked to an eRA account, My Bibliography includes more features which allow eRA Commons users to see whether their publications comply with the NIH Public Access Policy, to start the compliance process for their publications, and to associate their publications to awards. In addition, HRA grantees can associate their publications to their HRA awards in My Bibliography.

Section Contents

- Creating a Bibliography
- Viewing Citations and Making Citations Private
- Downloading Citations and Copying Citations to Collections
- Sorting and Searching Citations
- Deleting Citations
- Managing Compliance with the NIH Public Access Policy
- Sharing My Bibliography
- Adding Delegates in My Bibliography
- Confirming a My Bibliography Connection for Delegates

Creating a Bibliography

There are four options to populate a My Bibliography collection with author-specific citations: directly from PubMed, using a search tool in My Bibliography to add PubMed citations, uploading citations from a file, or using a template for publications not found in PubMed. Citations to articles published by other authors can be stored in a My NCBI collection.

- Adding Citations directly from PubMed
- Adding PubMed Citations in My Bibliography
- Adding Citations from a File
- Adding Citations Manually

Adding Citations Directly from PubMed

1. Sign in to My NCBI.
2. Run an author search.
3. Select the citations you want to add to My Bibliography, and then click the "Send to" link to expand the drop-down menu. If, instead, you would like to send the entire search results to My Bibliography, proceed to click the "Send to" link to expand the drop-down menu.
4. Select the destination "My Bibliography" (a message indicates the number of citations selected to be copied to your bibliography) and click "Add to My Bibliography."

5. A message indicates that new citations were added to My Bibliography.

Adding PubMed Citations in My Bibliography

Use the My Bibliography search tool to add PubMed citations:

1   Sign in to My NCBI and go to My Bibliography. Click "Manage My Bibliography."

2. Click on '+Add citations' and select 'From PubMed.'

3. Enter an author full name, or last name and initials in the search box, and click "Search PubMed."

4. Select the citations you wish to add to your My Bibliography collection and click "Add to My Bibliography." Close the window and the newly added citations will immediately display in My Bibliography.

Add PubMed Citations to My Bibliography   ✖

trevor r smith   **Search PubMed**

Search Results 21 items

☑ **DMAb inoculation of synthetic cross reactive antibodies protects against lethal influenza A and B infections.**
Elliott STC, et al. NPJ Vaccines. 2017

☑ **An engineered bispecific DNA-encoded IgG antibody protects against Pseudomonas aeruginosa in a pneumonia challenge model.**
Patel A, et al. Nat Commun. 2017

☐ **Nucleic acid-based vaccines targeting respiratory syncytial virus: Delivering the goods.**
Smith TRF, et al. Hum Vaccin Immunother. 2017

☐ **Development of an intradermal DNA vaccine delivery strategy to achieve single-dose immunity against respiratory syncytial virus.**
Smith TRF, et al. Vaccine. 2017

☐ **Cost-effectiveness of oral nutritional supplements in older malnourished care home residents.**
Elia M, et al. Clin Nutr. 2018

☐ **Characterization of guinea pig T cell responses elicited after EP-assisted delivery of DNA vaccines to the skin.**
Schultheis K, et al. Vaccine. 2017

2 item(s) selected   ➡️ **Add To My Bibliography**

Adding Citations from a File

Use a file that has your article citations in either the MEDLINE or RIS format to add citations to your My Bibliography collection.

1. Sign in to My NCBI and go to My Bibliography. Click "Manage My Bibliography."

2. Click on '+Add citations' and select 'From a file.'

3. Upload a file with citations in either MEDLINE or RIS format. A confirmation message indicates the number of citations added to your My Bibliography collection.

4. In the cases where a file has citations in a format other than MEDLINE or RIS, a message will indicate that the format is not supported.

Adding Citations Manually

Use My Bibliography templates to create citations for publications not found in PubMed:

1 Sign in to My NCBI and go to My Bibliography. Click "Manage My Bibliography."

2. Click on '+Add citations' and select 'Manually.'

3. Select the type of publication to be entered manually: journal articles, books/chapters, meeting abstracts, presentations, patents, dataset/database, software, interim products and non-standard citations. Enter the publication information in the fields provided. All required fields are denoted with a red asterisk.

My Bibliography has multiple templates with fields pertinent to each type of publication (see list in the image above). For example, to enter information for articles that are being published ahead of print, also called preprint articles:

1. Click on '+Add citations' and select 'Manually.'
2. Select the option "Interim products." All required fields are denoted with a red asterisk.
3. Enter the research manuscript title and author(s) name(s).
4. Select "Preprint" from the Interim Product Type drop-down menu.
5. Enter the manuscript posted date. Enter revision date (if available).

6. Enter the institutional repository name where the manuscript is stored.
7. Enter the work assigned DOI. Note that NIH preference is to include DOI information. For further information on requirements, see the NIH Grants FAQ for Interim Research Products.

Add citation manually   ☒

Choose the type of citation to create:

Interim products   ⌄

_____

* Required field   Clear all fields

Title of work | Effects of aerobic exercise in COPD patients | *

Author | Trevor | R | Smith | *

                  | Giovanni | V | Gabrieli | *

Add Another Author

Interim Product | Preprint   ⌄ |
Type

Posted Date | June   ⌄ | DD | 2019 | *

Revision/Update | ⌄ | DD | YYYY |
Date

Repository | EScholarship - University of California | *

Unique ID | 10.1055/s-0043-11233 | Type | DOI   ⌄ |

URL | |

Archive ID | |

Version | 1 |

Extent | Seven pages. |

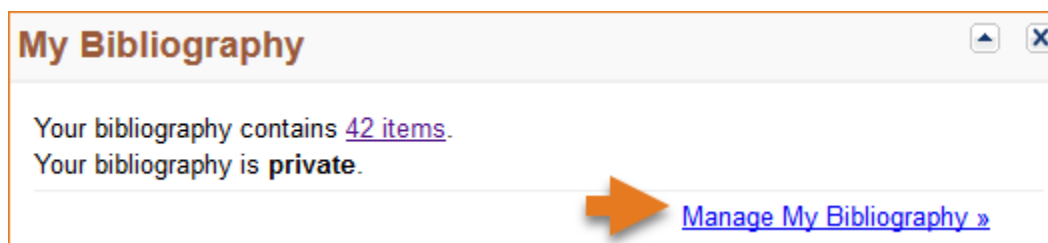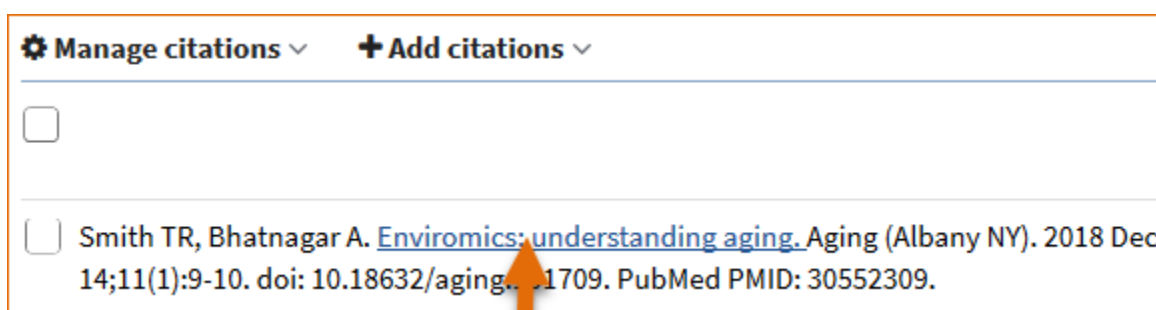   **Add Citation**   Cancel

Viewing Citations and Making Citations Private

Sign in to My NCBI. To view all citations available in your bibliography, click "Manage My Bibliography" or the items number link.

My Bibliography displays citations that are included in PubMed, not published in PubMed and uploaded using a file, or created manually using My Bibliography templates. **Citations included in PubMed have hyperlinked article titles**. Click on each article title to view all information related to a citation that is found in the corresponding PubMed record.

When a My Bibliography collection is set as public to share with others, a URL is provided to a public view of your bibliography. The public view page displays all the citations stored in your My Bibliography collection. Using the **Set to private** option in Manage citations you can select citations to label as private which will not be displayed in My Bibliography's public view page. To label citations as private, select the citations to omit from your bibliography public view page and click the option **Set to private** under Manage citations.

In your My Bibliography collection the selected citations will be labeled "private," as shown below.

Note:

- When adding citations manually to My Bibliography, there will be no hyperlink for the citation title unless the citation exists in PubMed. Manually entered citations display a pencil icon Manually-entered ✎ Edit citation which allows for further editing at any time

Downloading Citations and Copying Citations to Collections

Citations stored in My Bibliography can be downloaded in MEDLINE (text) format by checking the boxes next to the citations that you wish to include in an export file and selecting the option "Export file (MEDLINE)" in ⚙ **Manage citations.**

Manage citations. also includes an option to **copy citations** to a new collection, or to an existing collection, by checking the boxes next to the citations to be copied and selecting the option "Copy to collection." This option can be used to copy citations labeled "Other Citations" to an existing collection or a new collection. The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users' My Bibliography public page.

Note:

- The Manage citations feature includes two options for eRA Commons users: Manage awards and Compliance report PDF. These options are explained in detail in Managing Compliance with the NIH Public Access Policy

Sorting and Searching Citations

In My Bibliography citations can be sorted by author name (either in ascending or descending order), by publication date (newest to oldest or oldest to newest), or by recently updated citations.
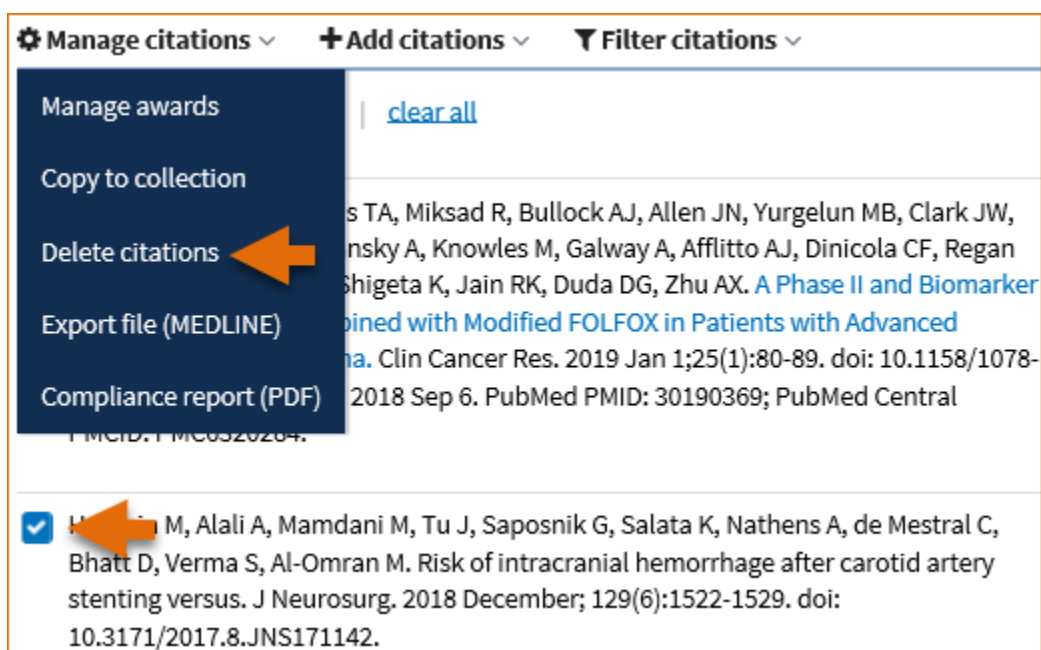
Locating citations in My Bibliography can be accomplished with ease by entering in the search box: article PMCID, citation PMID, article title words, author name, DOI, or journal title.

Note:

- The default setting for the Sort option is to group citations by newest to oldest. Citations are sorted by the date an article was published and not the Entrez date
- When sorting by author name, citations are sorted by the first listed authors in alphabetical order
- Meeting abstracts have two different dates: conference date and publication date. The publication date will be used to determine the sort date
- When a publication has both a print date and an Epub date, the print date will be used to sort citations

Deleting Citations

To delete citations, use the check boxes to select citations to delete, and in the ✾Manage citations drop-down menu select "Delete citations." A pop-up message will ask to confirm your action.

Note:

- Deleted citations can only be re-stated by loading citations from PubMed, uploading citations from a file, or entering citations manually using My Bibliography templates.

Managing Compliance to the NIH Public Access Policy

In **My Bibliography** eRA Commons users, who have awarded grants in their portfolio, are able to see whether their publications are compliant with the NIH Public Access Policy, to start the compliance process, and to associate their publications to NIH extramural awards.
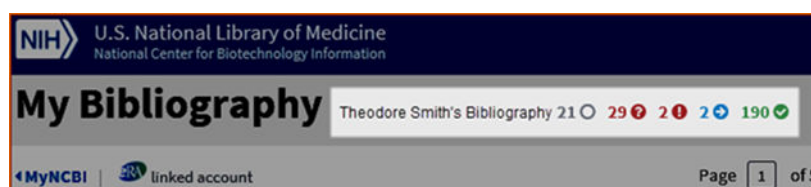
- Checking your Publications Compliance Status
- Initiating the Compliance Process
- Associating Funding to your Publications
- Filtering your Publications by Awards and by Citation Status
- Viewing New Citations Linked to your Awards
- Creating a Compliance Report PDF for your Bibliography

Checking your Publications Compliance Status

Select the "eRA Commons" signing option in the NCBI login page, log in using your eRA Commons credentials, and proceed to link your eRA account to an existing NCBI account, or register for a new NCBI account.

In the NCBI homepage, go the **My Bibliography** widget and click "Manage My Bibliography." The icon ⬚ linked account verifies that an eRA account has been linked to an NCBI account.

In the My Bibliography banner, check the **citation compliance status bar** for immediate feedback on the number of your publications that are non-compliant, not defined, in process, or complete. In the example below, Theodore Smith has two articles which are non-compliant, 29 not defined, two in process, and 190 articles compliant to the NIH Public Access Policy.

The **publication compliance status bar** has filtering functionality as well. It can help you quickly find the article citations associated to each compliance group. For example, clicking on the second icon in the status bar **2❶** would result in My Bibliography displaying only the two non-compliant citations found in Theodore's bibliography.

The **color coding** in the publication compliance status bar corresponds to the color coding in the article citations list. Article citations that are compliant with the NIH Public Access Policy have the Public Access Compliance information color coded in **green** and they have a PubMed Central article ID (PMCID) associated with the article citation. In the example below, six awards are found to be associated to the article.

Citations that have the Public Access Compliance information color coded in **red** are either non-compliant or not defined. Non-compliant article citations have awards associated to them but the research article manuscripts have not been submitted to the NIH Manuscript Submission (NIHMS) system. Non-compliant article citations do not display a PMCID. The compliance process can be started by clicking "Edit Status."

Not defined citations do not have awards associated to them and they do not display a PMCID. Citations that are not defined need to be identified as publications supported by NIH grants; click "Edit Status" to confirm that an article was partly or wholly supported by NIH grants. NIH funding information can be added to not defined citations by clicking the "Add award" button.

Piñero JC, Souder SK, Smith TR, Fox AJ, Vargas RI.
Ammonium Acetate Enhances the Attractiveness of a Variety of Protein-Based Baits to Female Ceratitis capitata (Diptera: Tephritidae). J Econ Entomol. 2015 Apr;108(2):694-700. doi: 10.1093/jee/tov046. Epub 2015 Mar 18. PubMed PMID: 26470180.

Public Access Compliance

Not defined [Edit Status]

+ Add Award

Publications or products newly submitted to the NIHMS are considered in process and display the Public Access Compliance information color coded in **blue**. Note that the citation below has been assigned an NIHMS article ID number.

Nia HT, Munn LL, Jain RK. Mapping Physical Tumor Microenvironment and Drug Delivery. Clin Cancer Res. 2019 Jan 10;. doi: 10.1158/1078-0432.CCR-18-3724. [Epub ahead of print] PubMed PMID: 30630829; NIHMSID:NIHMS1518172.

Public Access Compliance

In process at NIHMS. NIHMS ID: NIHMS1518172 [Edit Status]

49 Awards

Publications or products that are not funded by NIH grants, or were accepted for publication prior to April 7, 2008 (not covered by the NIH Public Access Policy), are marked as "Not Applicable-Exempted."

Samdani A, Jallo GI. Intraoperative MRI: technology, systems, and application to pediatric brain tumors. Surg Technol Int. 2007;16:236-43. Review. PubMed PMID: 17429795.

Public Access Compliance

Not applicable-Exempted. [Edit Status]

+ Add Award

The **Sort by** filter has an option to help you organize your citations by **Public Access Compliance.**

242 citations, Sort by   newest to oldest ∨

Public Access Com
Complete. PMCID: F

40 Awards
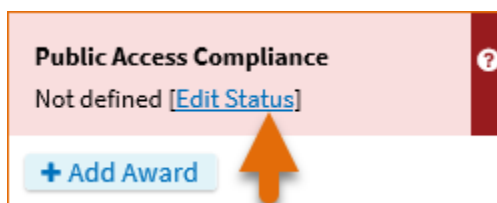
- recently updated
- oldest to newest
- author ↓ᴬ_Z
- author ↓�z_ᴬ
- Public Access Compliance

When selecting to **sort** article citations by **public access compliance**, the group of not defined citations will move to the top, followed by non-compliant citations, compliance in process, compliance complete, and last, not applicable-exempted article citations.

Initiating Public Access Compliance

Initiate the compliance process in My Bibliography, for not defined or non-compliant citations, by clicking "Edit Status" to activate the pop-up wizard.

Citations that are not defined (citations that do not have grant associations) need to be identified as publications of research activities supported by NIH grants.

Citations that are non-compliant (citations that have NIH grant associations) will be directed to a compliance status pop-up form where you will be able to begin an article submission to the NIH Manuscript Submission program (NIHMS), provide the NIHMS ID for your publication to change article compliance status to in process, confirm that other arrangements have been made with journal publishers or PubMed Central, or determine if your articles are exempt from the NIH Public Access policy.

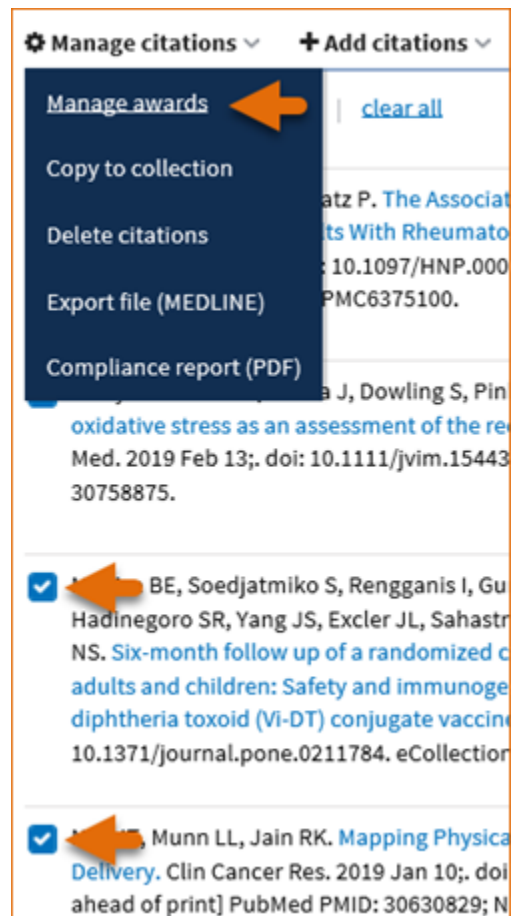## Associating Funding to your Publications

Assign Awards is a My Bibliography feature that is used to associate NIH or HRA (Health Research Alliance) awards to article citations and to search for awards using a grant number, award title, or grantee name. To associate multiple article citations with awards at once, select the citations you wish to associate to awards, click ⚙ Manage citations and select "Manage awards."

Select the appropriate funding institution tab and choose the pertinent award ID(s) from the award list presented to you in either **"My awards"** or **"Other awards."** Your selections will be saved automatically. To remove awards from your citations, uncheck the checkbox next to an award. Your citations will be updated immediately.

The **"My awards"** section displays a list of awards associated with your personal profile. The **"Other awards"** section displays awards that are not associated directly with your personal profile but have been linked to citations found in your My Bibliography collection. In some cases, it is not possible to deselect awards in the Assign Awards tool. For example, if a grant association was created in the NIHMS system or if a grant was linked to one of your citations by the grant owner, in both cases the award checkboxes will be locked, shown by a padlock icon ⬜. Mouse over the padlock icon to check whether to contact the NIH Public Access office or the NIHMS help desk for assistance in removing locked award associations for your citations.

It is also possible to **associate individual citations to awards** by clicking the ⊞ Add Award button and selecting the pertinent award ID(s) in "My awards" or "Other awards" lists. Your selections will be saved automatically.

In the **"Search/Add other awards"** tab, you can search for awards using a grant number, award title, or grantee name. The search box includes an auto-complete feature, which provides a list of possible grant number or grantee name matches.

A list of grantee names affiliated with the selected grant number will be provided. Check the award(s) you wish to associate to a citation in your bibliography and the selected award(s) will be automatically saved in the "Other Awards" section. Afterwards you will be able to associate the newly selected awards to other citations in your bibliography.

Filtering your Publications by Awards and by Citation Status

Filter citations is a feature of My Bibliography that helps you limit citation results by awards associated to your publications. Filter citations lists all the grants associated with your citations that are stored in My Bibliography. Click "Filter citations" and select one or more awards by which to limit your citation results.
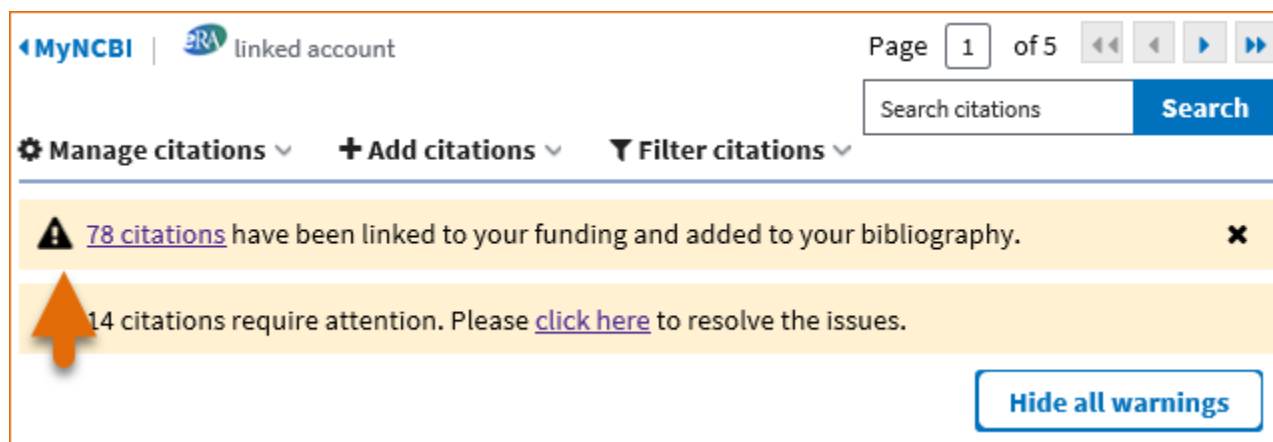
Use **filter citations** to limit results by citation status either public or private. Citations labeled "private" do not display in your My Bibliography public view page.

Viewing New Citations Linked to your Awards

My Bibliography will notify award owners when citations have been associated to their awards and added to their My Bibliography collection. Once a citation is associated to a grant in My Bibliography or the association is made via the NIH Manuscript Submission system, the article-grant association will be included in the PubMed citation for that research article, and it will be linked to the grant in the NIH research activities database as well.

My Bibliography will automatically add citations to your bibliography based on new associations made to grants awarded to you. A message will be displayed, which will provide a link to review the new citations. Note that grant owners can remove article-grant associations made by other users. In the case of citations created manually in My Bibliography, only grant owners can associate their grants to these citations.

The alert message will remain until it is dismissed by clicking on the X to the right.

Creating an Award Compliance Report PDF for your Bibliography

Citations stored in My Bibliography can be selected and compiled into a report in PDF format. Select the citations you wish to include in your report and choose the option "Compliance report (PDF)" in ✿Manage citations.

It is possible to sort citations by public access compliance before selecting citations to include a compliance report, select the option "Public Access Compliance" in the Sort by drop-down list.

To select all citations included in your My Bibliography collection, check the box immediately below ✿Manage citations and click the "Select all xxxx" link.

In the Export - PDF report pop-up, enter the First, Middle, and Last name to appear in the report and a starting page number. Do not enter a page number if you prefer to enter the page numbers directly on the report pages.

The resulting PDF will have the information entered in the First, Middle and Last Name fields on the upper right corner of all the pages included in the report. The compliance status will be shown in the first column and the corresponding citations will be listed in the second column. Pagination will be displayed at the bottom of the page.

Sharing My Bibliography

Citations stored in My Bibliography can be shared with others using the personal public URL found in your My Bibliography collection. The My Bibliography public page displays all the citations currently stored in your My Bibliography collection that are not labeled as private. Citations in this public page can be sorted by: recently updated, newest to oldest, oldest to newest, author name in descending or ascending order.
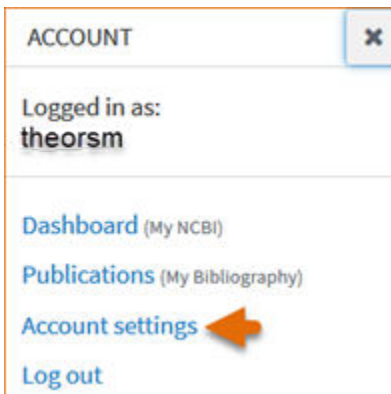

Note:

- Any time someone uses the My Bibliography public URL to see a My Bibliography collection; retrieval will include all the citations currently stored in My Bibliography except for citations labeled "private" or labeled "Other citations." The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users My Bibliography public page.
- Adding or deleting citations does not require an update to the My Bibliography public URL.
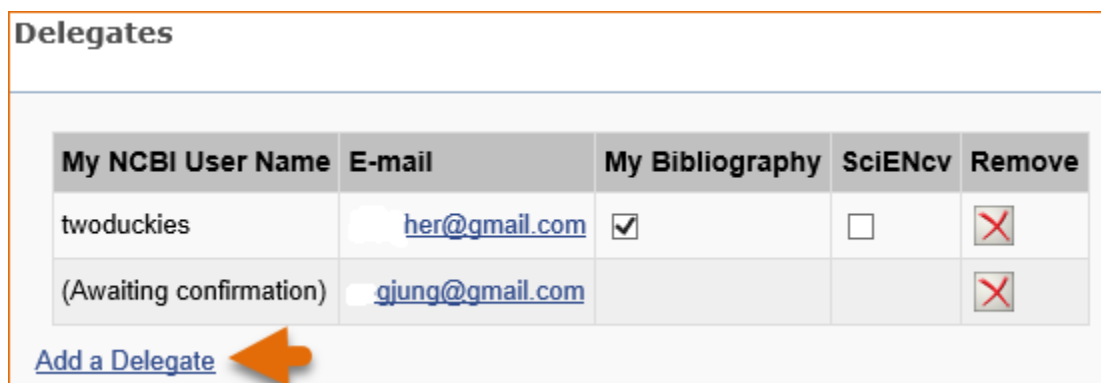
Adding Delegates in My Bibliography

My Bibliography users can grant access to other persons (delegates) to view and manage their My Bibliography collection. The delegates will then be able to add or to remove citations in a collection and they will be able to associate citations to grants as well. Delegate invitations are initiated by NCBI account owners.

The option to **add a delegate** is available in the My NCBI account settings page. To add a delegate to manage your My Bibliography collection:

1 Log in to your NCBI account and click on your username (top right corner of page) to access the Account Settings page. The Account Settings page can also be accessed in My Bibliography by clicking on your username (top right corner) and selecting "Account Settings."

2. Go to the "Delegates" section and click "Add a Delegate."

3. Enter the delegate's e-mail address and click OK.

4. Your delegate will receive an e-mail with a URL that leads to an access confirmation page. After a delegate confirms the connection to your account, access to the account will be enabled.

Note:

- The Delegates section of the Account Settings page displays a list of all the delegates granted access to your My Bibliography collection.

- In the Delegates section you may add or remove delegates as well as **modify the access** granted.
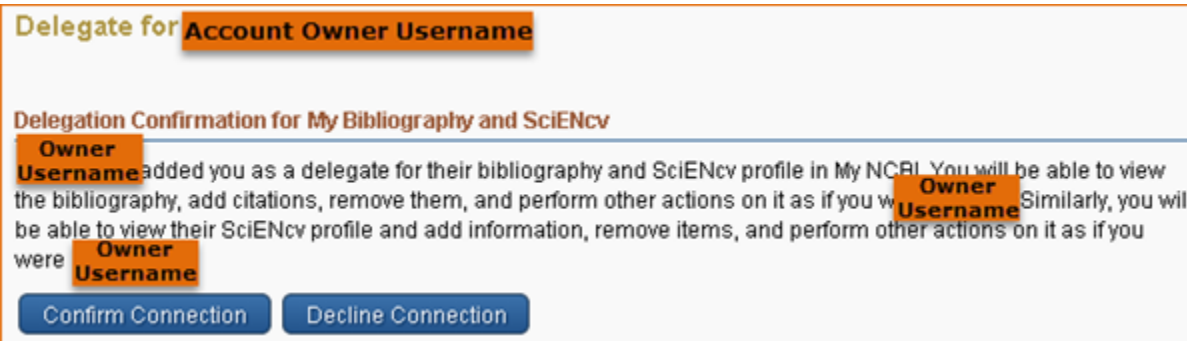
Confirming a My Bibliography Connection for Delegates

Delegates are persons who are granted access by My Bibliography collection owners to view and manage their bibliographies. Delegates can add and remove citations in My Bibliography, and check whether a publication is compliant with the NIH Public Access policy.

Delegate invitations are initiated by My Bibliography collection owners. The collection owners log in to their My NCBI accounts and select to add a delegate. A confirmation e-mail will be sent to the delegate(s) added to the NCBI account.

To confirm the connection:

1. Delegates must sign into their personal NCBI account **before** replying to the confirmation e-mail. To register for a NCBI account, go to https://www.ncbi.nlm.nih.gov/account/
2. Respond to the confirmation e-mail from NCBI by clicking on the URL provided.
3. Click on the "Confirm Connection" button. Under Collections you should see a link for the bibliography for which you are a delegate along with a link to your personal bibliography. Note that these are separate bibliographies.

SciENcv

Created: August 12, 2013; Updated: June 26, 2019.

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, SciENcv profiles include, when registered with ORCID, your ORCID iD.

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

For details on the mission and guiding principles of the Science Experts Network Curriculum Vitae project, go to SciENcv project. Institutions interested in obtaining a copy of the current data schema can download it from about SciENcv.

Section Contents

- Accessing SciENcv
- Creating SciENcv Biosketches
- Using the NIH Biographical Sketch
- Using the NIH Fellowship Sketch
- Using the NSF Biographical Sketch
- Using the IES Biographical Sketch
- Editing and Deleting SciENcv Biosketches
- Sharing SciENcv
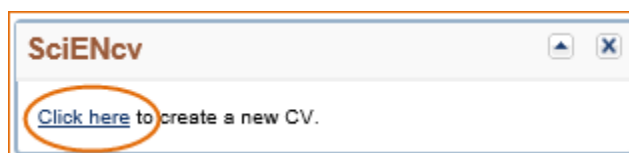- Downloading SciENcv
- Adding Delegates to SciENcv

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

Create a New Biosketch

Biosketch name   Theo's NIH biosketch 1   **A**

Enter a name to help you to identify this biosketch

Format   ● NIH Biosketch

B   ○ NIH Fellowship Biosketch

○ NSF Biosketch

○ IES Biosketch

Select a format for this biosketch

C

Choose data source   ● Start with a blank document

○ Existing Biosketch: [▼]

○ External source: [ORCID   ▼]

You must link to an ORCID account to use this option.
Documentation on how to link an external account is available here.

Sharing   ● Private

D   ○ Public

You can change the shared settings at any time.

[Create]   [Cancel]

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). If you do not have an ORCID iD, you may register with ORCID and your new ORCID iD will be added to your SciENcv profile.

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(**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

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 linked to the external data source account. In the image above, after the National Science Foundation is selected as external data source, the comment "You must link to a NSF account" indicates that SciENcv is not linked to the user's NSF account. Click "link to a NSF account" to go to the Linked Accounts page.
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 automatically populate the new profile with the information stored in your selected external data source.

Using the NIH Biographical Sketch

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv biosketches with the information stored in their eRA, FastLane, 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
- Work Experience, Professional Memberships, and Honors
- Contribution to Science
- 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 ❓ icon

Citations stored in My Bibliography can be uploaded initially by clicking the link "Select citations." Select up to four citations 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 author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (**A**).

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).
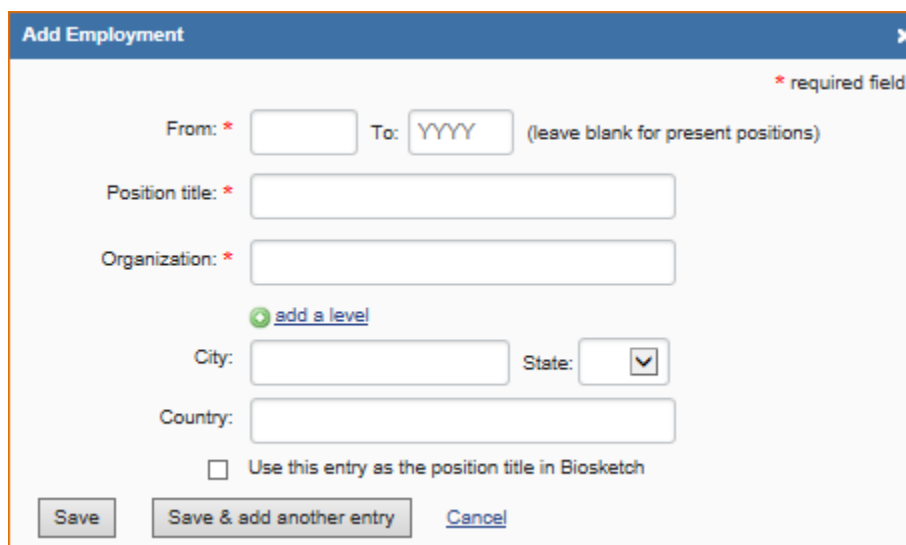
Note:

- 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

Work Experience, Professional Memberships and Honors

The section titled **Positions and Honors** consists of three parts: employment, other experience and professional memberships, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

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 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 four citations 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 author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD 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

Research Support/Scholastic Performance

The **Research Support/Scholastic Performance** section displays a list of your ongoing and completed research awards. **NIH and** HRA grantees who have linked their eRA/HRA accounts to My NCBI will have their SciENcv profile automatically populated with their research awards. 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 awards:

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
- Go to My Bibliography to review the NIH or HRA awards associated to your publications. For an explanation, see Associating Funding to your Publications
- Awards under the 'ORCID' tab can only be edited/deleted in your ORCID record

Using the NIH Fellowship Biographical Sketch

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv biosketches with the information stored in their eRA, FastLane, 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
- Work Experience, Professional Memberships, and Honors
- Contribution to Science
- 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 ❓ icon

Citations stored in My Bibliography can be uploaded initially by clicking the link "Select citations." Select up to four citations 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 author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (**A**).

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

Work Experience, Professional Memberships and Honors

The section titled **Positions and Honors** consists of three parts: employment, other experience and professional memberships, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

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 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 four citations 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 author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD 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

Research Support/Scholastic Performance

Applicants to predoctoral or postdoctoral NIH fellowships must complete the "Scholastic Performance" section and may skip the "Awards" section, unless they have been awarded research support, in which case they may complete both sections.

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 "Notes about the grades" 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 ✔ to save your narrative.

Notes about the grades

UC Davis graduate courses are graded P (pass) or NP (not pass). Passing is B or better.

In the **Awards** section enter your awarded research support. Note that this section is <u>optional</u> for predoctoral or postdoctoral applicants.

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.

Add award

* required information

Funding source:*

Note: Do not use this feature to add NIH grants. *Link your eRA Commons account* to access your NIH funding.

Grant ID:*

From: YYYY * MM DD

To: YYYY * MM DD

Project title:*

Project description:

Your role:* Graduate Student

PI last name:*

Save   Save & add another entry   Cancel

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 awards:

1. Click "**Edit Awards**."
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 uploaded from an ORCID record can only be edited/deleted in your ORCID record

Using the NSF Biographical Sketch

The National Science Foundation (NSF) biographical sketch format is the official format used for grant submissions to the NSF. NSF FastLane, NIH eRA Commons, and ORCID account holders who have linked their accounts to My NCBI can populate their SciENcv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization Username and Password.

The NSF biographical sketch consists of five sections:

- Professional Preparation
- Appointments
- Products
- Synergistic Activities
- Collaborators and Other Affiliations

Professional Preparation

Under **Professional Preparation** enter your academic degrees and 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

In the **Appointments** section, list your academic and professional appointments in *reverse* chronological order.

1 Enter your present and past employment. For multiple entries, click "Save & add another entry." To indicate your principal professional appointment for the NSF biographical sketch, be sure to check the box next to "Use this entry as the position title in Biosketch."

3. 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.

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."

Products

The **Products** section of the NSF biographical sketch displays citable and accessible publications, data sets, software, patents and copyrights. 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 five products that are most closely related to the proposed project.
2. Other significant products (**B**), where you may add up five products that are significant, whether or not related to the proposed project.

C. PRODUCTS

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT   [Select citations]

OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT   [Select citations]

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 date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (**C**).

My Bibliography   Click here to connect to your ORCiD account

Sort by: Date / Author / Title   Select: None   0 item(s) selected   Add citations   Go to My Bibliography   unchecked entries are hidden from display

☐ Shel... ...on GC, O'Brien DP, Katz ML, Pesayco JP, ...BJ, Mizisin AP, Coates JR. Degenerative myelopathy associated with a missense mutation in the superoxide dismutase 1 (SOD1) gene progresses to peripheral neuropathy in Pembroke Welsh corgis and boxers. J Neurol Sci. 2012 Jul 15;318(1-2):55-64. PubMed PMID: 22542607.

☐ Alvarez CE, Akey JM. Copy number variation in the domestic dog. Mamm Genome. 2012 Feb;23(1-2):144-63. PubMed PMID: 22138850.

☐ Singh U, Levin L, Grinshpun SA, Schaffer C, Adhikari A, Reponen T. Influence of home characteristics on airborne and dustborne endotoxin and β-D-glucan. J Environ Monit. 2011 Nov;13(11):3246-53. PubMed PMID: 22012201.

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.

Add PubMed Citations to My Bibliography   ✖

Theodore r smith   **Search PubMed**

This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.

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).

Note:

- 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

Synergistic Activities

In the **Synergistic Activities** section of the NSF biographical sketch list up to five examples that illustrate the impact of your professional or scholarly activities and their focus on the integration and transfer of knowledge.

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.'

Collaborators and Other Affiliations

The **Collaborators & Other Affiliations** section of the NSF biographical sketch consists of three parts:

1   Collaborators and Co-Editors, displays a list of persons, with their institutional affiliations, who have collaborated or co-authored on projects or publications with you during the 48 months preceding the submission of a proposal. Include also other persons who have co-edited a journal, a compendium or conference proceedings with you during the 24 months preceding the submission of a proposal. Select a radio button for either Collaborator, Co-editor or Co-author; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

2. Graduate Advisors and Postdoctoral Sponsors, where you list your graduate advisors as well as principal postdoctoral sponsors, and their current institutional affiliations. Select a radio button for either Graduate Advisor or Postdoctoral Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

3. Thesis Advisors and Postgraduate-Scholar Sponsors displays a list of persons, with their institutional affiliations, to whom you have been a thesis advisor, or a postgraduate-scholar sponsor within the last five years. Select a radio button for either Thesis Advisor or Postgraduate-Scholar Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

To edit or delete an entry in either of the three parts, click "Edit entries" and select either "delete" or "edit" next to the entry you wish to amend or delete. To hide an entry, uncheck the checkbox next to the selected entry, and click "Done."

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 ERIC database can export their ERIC citations to My Bibliography, and use the citations stored in My Bibliography to populate SciENcv biosketches. ORCID 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 ❓ icon.

Citations stored in My Bibliography can be uploaded initially by clicking the link "Select citations." Select up to four citations 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 author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record.

If your publications are included in the Institute of Education Studies ERIC 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 exported file from ERIC, or added manually using My Bibliography templates.

Exporting Citations from ERIC to My Bibliography

Go to ERIC 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"

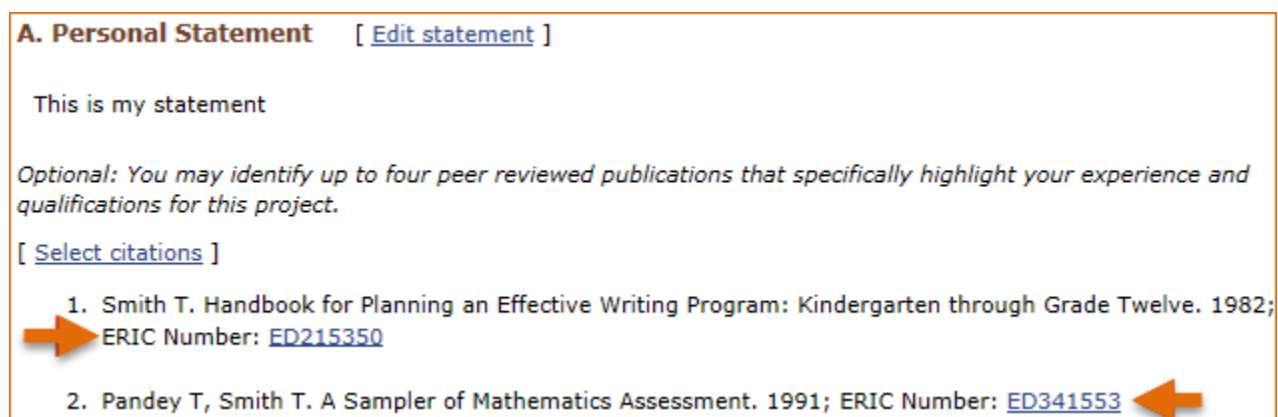Save the generated file. Sign in to NCBI and click "Manage My Bibliography." In My Bibliography, click "Upload a file".

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 four citations 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 author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record.

If your publications are included in the Institute of Education Studies ERIC 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 exported 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
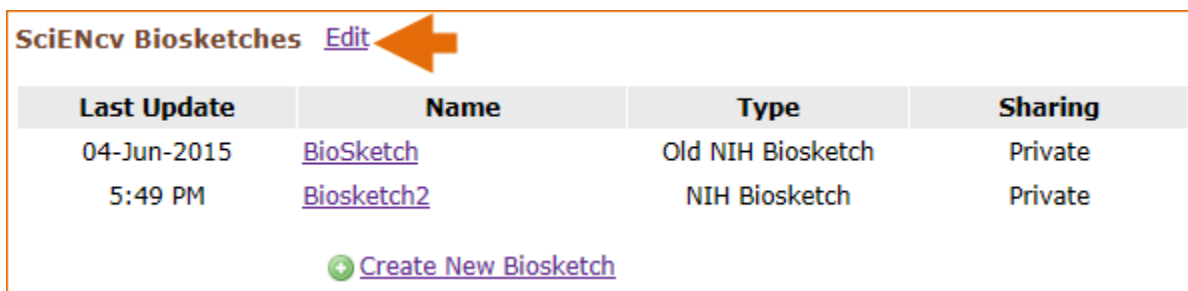- Awards under the 'ORCID' tab can only be edited/deleted in your ORCID record

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 biosketches can be downloaded in three formats: PDF, MS Word, and XML.

To download a SciENcv 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.

Adding Delegates to SciENcv

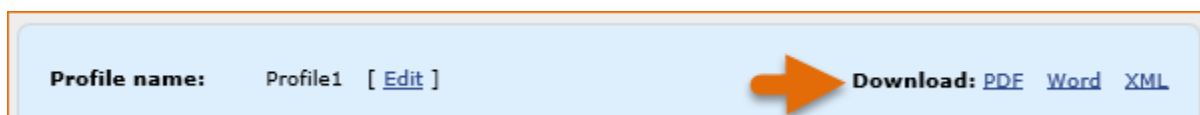My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

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.'

Working with Filters

Created: December 13, 2010; Revised: February 12, 2018.

NCBI databases search results can be narrowed down to smaller groups of data using filters. In My NCBI, you can select your preferred filters to be active every time you run a search.

For example, in the PubMed database, filters can be used to group results into reviews, clinical trials, or citations with free full text links, among other choices. Users may also create their own custom filters.

There is a limit of five filters (including custom filters) that can be selected for all NCBI databases, except for PubMed, where the maximum number of filters allowed is 15.

Section Contents

- The Filter Display
- Setting Up Filters
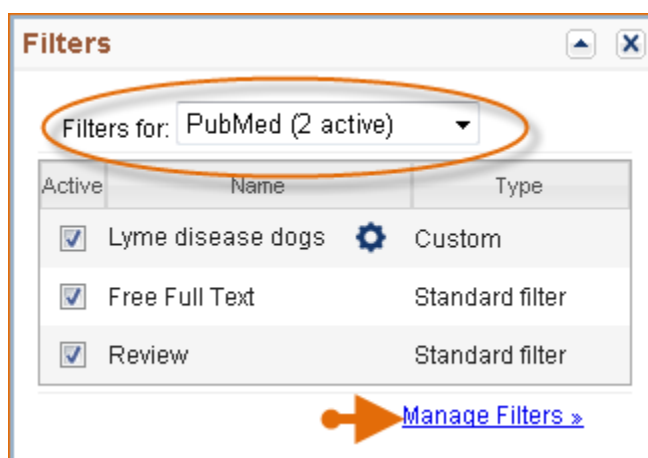- Creating Custom Filters

The Filter Display

In the figure below, a search in PubMed with the term *human genetic deficiencies* generated 2,337 citations. Two filters have been activated: **Review** and **Free Full Text**. Filtered results with their respective counts are displayed as links: Review (945 citations) and Free Full Text (566 citations).

Setting Up Filters

To set up filters, go to the Filters portlet, select the database for which you want to establish filter preferences, and click the link **Manage Filters**.
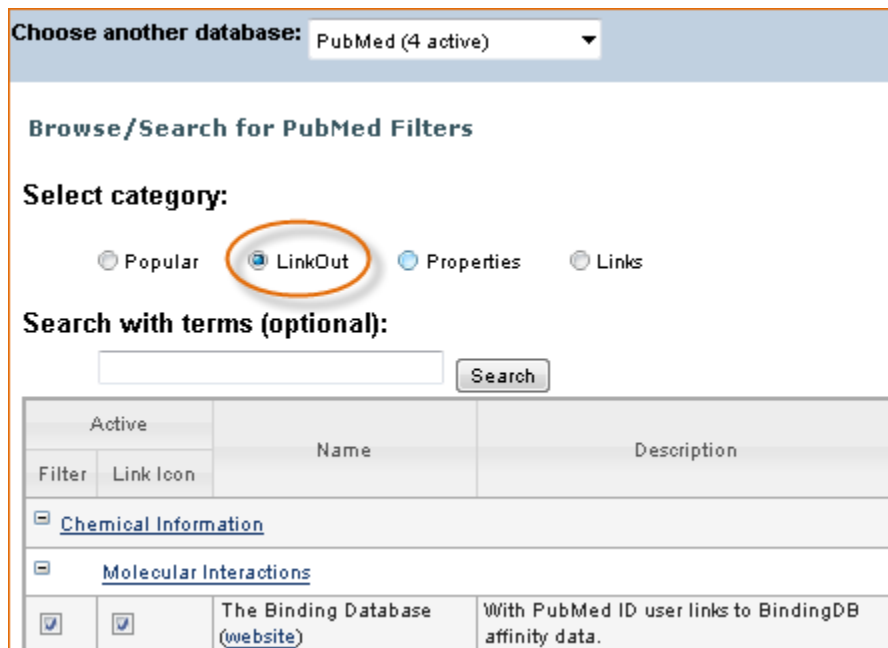
In the Filters page, users can browse a list of filters that is divided in four categories: **Popular**, **LinkOut**, **Properties** and **Links**. To select and activate a filter, click the checkbox next to the filter name.
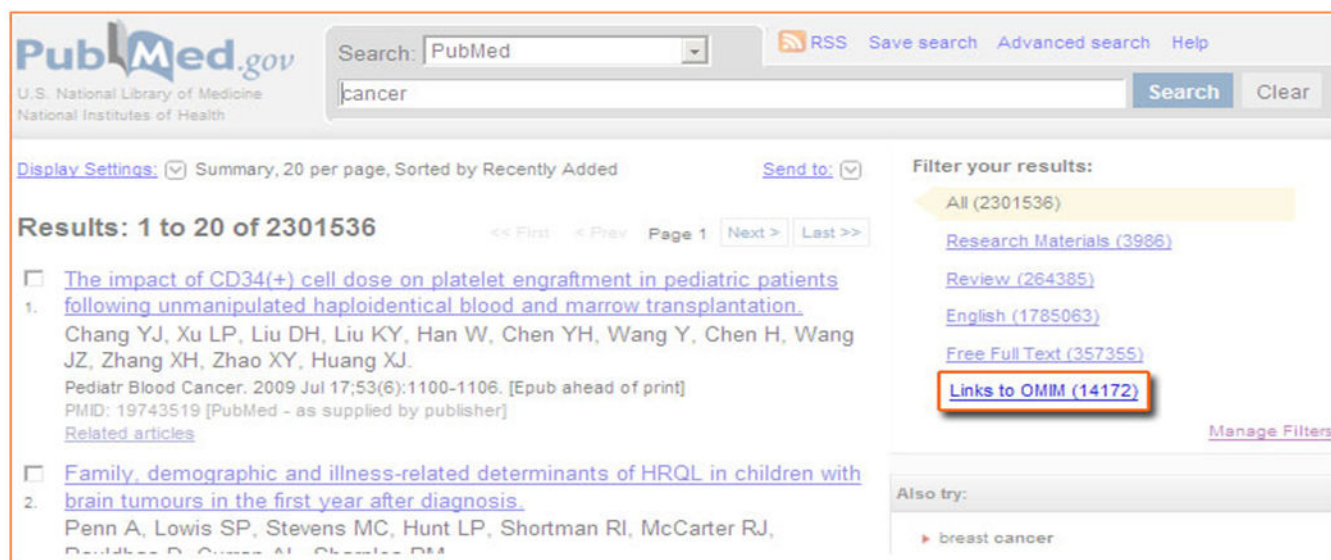

The "**Popular**" category lists the most commonly requested filters according to each NCBI database. For example, the filters Bacteria and genomic DNA/RNA are requested for Nucleotide.

The "**LinkOut**" category groups records that have links to resources provided by outside organizations, such as full-text publications, biological databases, consumer health information, library holdings and research tools. These links provide supplemental information related to records in NCBI databases. For example, users looking for affinity data can select the Binding database as a filter in PubMed.

The "**Properties**" category groups records according to specific criteria for each database, such as languages, gender, age groups, publication type for PubMed; biosource, molecule type, RefSeq for Nucleotide among many others.

The "**Links**" category groups records that have links to other NCBI databases. For example, you can select "Links to OMIM" to create a result link that groups all records retrieved in a search that have links to OMIM. The result link is active every time you search any NCBI database (see image below).

Libraries using LinkOut to display their holdings in PubMed can set up a filter for their holdings in My NCBI. In the Filters portlet click on the link "Manage Filters." Select the radio button for LinkOut. Enter the library name in the filter search box. Check the box under the "Filter" column. In addition, to display the library icon, check the box under the "Link Icon" column.

Note:

- To deactivate filters, uncheck the box next to the filter name
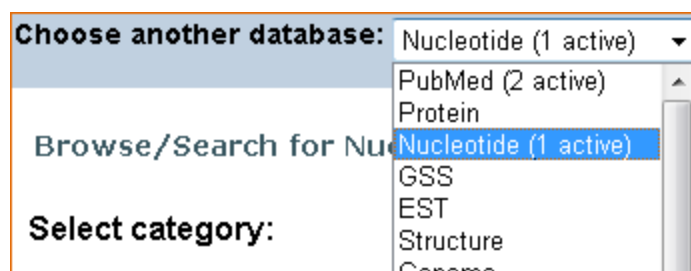- To see your active filters and icon settings, check the Filter list for each database

LinkOut and **Properties** are divided into subcategories that may include additional subcategories. You may choose to have either a single filter added to your search results or an entire category or subcategory

- If you know the name of a filter you are interested in, you can search for filter names and descriptions using the Search **with Terms** search box
- Some databases have a default set of result filters that are active whether you have a My NCBI account or not. Default filters are replaced by your filter preferences, which can also be accessed and changed from all databases results pages. When on a results page, look for "Filter you results" and click the link "Manage Filters" to access your filter preferences list
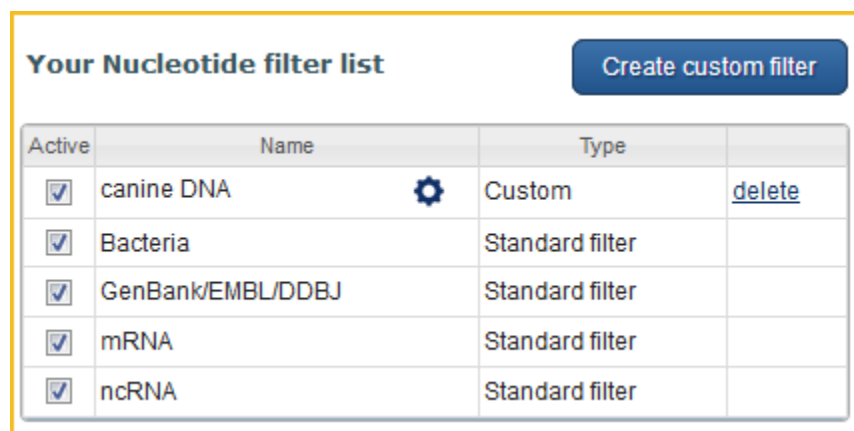
Creating Custom Filters

It is possible to customize your own filters for any NCBI database. To create a custom filter:

1. Sign into My NCBI and go to Filters, click the link **Manage Filters**
2. Choose the database for which you want to create a custom filter from the drop-down list.

Choose another database: Nucleotide (1 active) ▾

PubMed (2 active) ▲
Protein
Nucleotide (1 active)
GSS
EST
Structure
Genome

Browse/Search for Nu

Select category:

3. Click the button [Create custom filter]

4. On the pop-up window, enter the Name for this custom filter and the Search terms that you wish to use for this filter. Note that queries should not be longer than 4,000 characters and should not include terms with truncation (asterisk).

5. You can then click "Run Filter" to see the number of items retrieved by the custom filter search.

6. If you are satisfied with the custom filter, click "Save Filter." Your new custom filter will be automatically activated and displayed in the database filter list.

Your Nucleotide filter list   [Create custom filter]

Active	Name		Type	
☑	canine DNA	⚙	Custom	delete
☑	Bacteria		Standard filter	
☑	GenBank/EMBL/DDBJ		Standard filter	
☑	mRNA		Standard filter	
☑	ncRNA		Standard filter	

7. To modify a custom filter, click the gear icon ⚙ and then amend the filter Name and Search terms.

8. To deactivate filters, uncheck the box next to the filter name.

Examples of custom filters for PubMed:

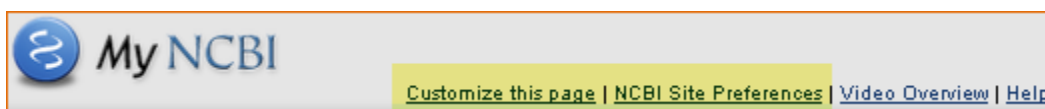| Filter type	Filter search
Address of first author	mayo [ad] AND clinic [ad]
Library holdings or anything available free	"loprovnlmlib"[Filter] OR free full text [sb]
Articles identified by a funding agency	"loprovnlmlib"[Filter] OR free full text [sb]
Items from particular journals	Birth Defects Res A Clin Mol Teratol [ta] OR Birth Defects Res B Dev Reprod Toxicol [ta] OR Birth Defects Res C Embryo Today [ta] OR Clin Dysmorphol [ta] OR Congenit Anom Kyoto [ta]
Any term	delivery of health care [mh]
Any combination of terms	clinical trial [pt] AND aged [mh]

Table continued from previous page.

Free text searching	health disparities

Using Preferences

Created: December 13, 2010; Revised: May 23, 2018.

My NCBI preferences and customization links can be found at the top right corner of the My NCBI homepage.

Users can customize the appearance of the My NCBI homepage display and select their preferences for: displaying the links menu, activating search term highlighting, saving shared settings, setting up and activating filters, customizing search results display and turning off the Auto Suggest feature and Search Details ad for PubMed.

Section Contents

- Customizing the My NCBI homepage
- Account Settings
    - Changing your E-mail Address
    - Changing your Password
    - Changing your Security Question
    - Linked Accounts
    - Adding or Removing Delegates
    - Creating an API Key
- Common Preferences
    - Changing the Links Menu Display
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- PubMed Preferences
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    - Outside Tool
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    - Customizing the Search Results Display
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    - Changing the Record Display Format
    - Customizing the Search Results Display
- GTR Preferences
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    - Customizing the Search Results Display
- Protein Preferences
    - Changing the Record Display Format
    - Customizing the Search Results Display
- GSS Preferences
    - Changing the Record Display Format
    - Customizing the Search Results Display

- EST Preferences
  - Changing the Record Display Format
  - Customizing the Search Results Display

Customizing the My NCBI Homepage

The homepage display can be customized by dragging and dropping each function window to the top or bottom of the page. Each function window can also be minimized or removed from the homepage display. To see a video tutorial of the display customizer click You Tube

Users may select or deselect any of the function windows from appearing in the My NCBI homepage. To deselect any function window, click on the "Customize this page" link and uncheck any of the functions that you do not want to see in your My NCBI homepage.

My **NCBI** — Customize homepage

Checked items will appear on your My NCBI homepage.
Unchecked items will not appear on your My NCBI homepage.

Active

☑ **My Bibliography**   A special collection of your publications, papers, and citations. You can:

- Set up and manage your bibliography
- Create a second bibliography of other citations
- Use the bibliography for grant reporting

☑ **Recent Activity**   A record of your searches and record views within NCBI databases while you are signed into My NCBI. You can:

- Find and rerun searches
- Find and go to records you've looked at before
- Turn Recent Activity on or off

☑ **Collections**   Use Collections to save search results indefinitely. You can:

- Save records from different searches in one collection
- Create multiple collections based on your interests
- Share your collections with others

☑ **Saved Searches**   A record of your search strategy and results within the NCBI databases while you are signed into My NCBI. You can:

- Set up automatic updates and receive results via e-mail
- Manually update results in My NCBI
- Save searches from your Recent Activity

☑ **Filters**   Use filters to group your NCBI database search results into subsets. You can:

- Add additional filters specific to your areas of interest
- Browse the library of filters or create custom filters
- Use filters to easily identify citations with full text available through your institution

☑ **NCBI Search**   Use the NCBI Search tool to run a search within the selected database. Clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage. It's a handy way to get to where you want to go!

☑ **BLAST History**   Use BLAST History tool to access your most recent BLAST searches.

➡ **Done**   **Cancel**

Account Settings

After signing in to your My NCBI account, click on your username on the NCBI header to access the Account Settings page.

Changing your E-mail Address

To change your e-mail address:

1. Click on your **Username** to access the Account Settings page
2. Click the "Change" button next to the current e-mail address
3. Enter your account password
4. Enter an e-mail address
5. Click **Save**.

Note:

- A confirmation e-mail message will be sent to the new e-mail address to activate automatic e-mail updates
- For the Send to E-mail option, you may enter a different address.

Changing your Password

To change your password:

1. Click on your **Username** to access the Account Settings page
2. Click the "Change" button
3. Enter your current account password
4. Enter your new account password and repeat the new account password
5. Click **Save**.

Changing your Security Question

To change your security question:

1. Click on your **Username** to access the Account Settings page
2. Click the "Change" button next to the security question
3. Enter your account password
4. Enter a security question and answer
5. Click **Save**.

Linked Accounts

Go to "Linked Accounts" to view or remove partner organization accounts that are currently linked to your My NCBI account. You may also search for a different partner account to link to your My NCBI account.

To view or delete linked accounts:

1. Click on your **Username** to access the Account Settings page
2. Click the "Change" button next to Linked Accounts

3. To remove a linked account, click on the red X.
4. Click **Save**.

To **link** your My NCBI account to a partner account: repeat steps 1 and 2 and search for a partner account. If available, click on the partner organization link displayed. Then, log in at the partner organization page with your partner organization credentials.

Adding and Removing Delegates

Delegates are persons who are granted access by NCBI account owners to view and manage their My Bibliography collection and/or their SciENcv profile. Delegate invitations are initiated by NCBI account owners.

To **add a delegate** to manage your My Bibliography and/or SciENcv data:

1. Log in to your NCBI account, and click on your username(top right corner of page) to access the Account Settings page
2. Go to the **"Delegates"** section and click "Add a Delegate" link
3. Enter the delegate's e-mail address, and click **OK**
4. Your delegate will receive an e-mail with a URL that leads to an access confirmation page. For further information, see confirming a My Bibliography connection for delegates.

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 professional profile, or both. In the Delegates section you may add or remove delegates as well as **modify the access** granted by checking or unchecking the boxes under the My Bibliography or SciENcv columns. Additionally, delegates can be **removed** by clicking on the **red X.**

Creating an API Key

Web services developers and other users of NCBI E-Utilities can create an API key in Account Settings. An API key is required for Web service requests set up to make more than three requests per second to E-Utilities.

Use the API key generated for your account in your request URLs with the api_key parameter and you will be able to make up to ten requests per second. For example: esummary.fcgi?db=pubmed&id=28933509&api_key= 21abcd97ef62XXXXXXXXXX

Users who need to make more than ten requests per second should contact eutilities@ncbi.nlm.nih.gov.

To create an API key using your NCBI account:

1. Click on your **Username** to access the Account Settings page
2. Go to the "API Key Management" section and click the button "Create an API key"
3. An API Key will be generated for you.
4. Click the "Replace" button to generate a new API key. Note that the previously issued API key will be inactivated.

Common Preferences

Changing the Links Menu Display

Users can change the display of the **Links** menu on any results page. To change the display format of the **Links** menu, click on **Links Display** located in the NCBI Site Preferences section of My NCBI. The available formats are:

- Pop-up Window: Opens a separate small window with link selections(uses JavaScript)
- Plain Links: Displays links as separate selections

Highlighting Search Terms

You can choose to have your search terms highlighted in retrieved database records. By default this option is off, but you can pick one of the ten colors available in the Highlighting section of the NCBI Site Preferences to have your search terms highlighted. Highlighting is only active when you are signed into My NCBI.

Terms other than the one(s) you have used in your query are also highlighted at times. For example, if you search PubMed using the term 'cancer', you will also find citations with the term 'neoplasm' highlighted. That is because the NCBI search engine has a dictionary of synonymous terms, such as 'cancer' and 'neoplasm' that are equally considered when you search a database using one of them.

In some cases, you will retrieve PubMed citations that have no highlighting in its abstract, which means that neither the search term nor a synonymous word was found in the abstract of the article. However, terms that appear as MeSH (Medical Subject Headings) terms or Substances on a record will be highlighted in the supplemental information section of the citation. For example, a search in PubMed with the term ABCD4 retrieves, among others, the following record that does not have the term ABCD4 (or any synonymous term) in its abstract: The four murine peroxisomal ABC-transporter genes differ in constitutive, inducible and developmental expression.

Just scroll to the bottom of the page and expand the **Publication Types, MeSH Terms** list (see image below), and you will see that the term ABCD4 (full term "ABCD4 protein, mouse") appears in the record.

Eur J Biochem. 1999 Oct;265(2):719-27.

The four murine peroxisomal ABC-transporter genes differ in constitutive, inducible and developmental expression.

Berger J, Albet S, Bentejac M, Netik A, Holzinger A, Roscher AA, Bugaut M, Forss-Petter S.

Brain Research Institute, University of Vienna, Austria. johannes.berger@univie.ac.at

Four ATP-binding cassette (ABC) half-transporters have been identified in mammalian peroxisomes: adrenoleukodystrophy protein (ALDP), adrenoleukodystrophy-related protein (ALDRP), 70-kDa peroxisomal membrane protein (PMP70) and PMP70-related protein (P70R). Inherited defects in ALDP cause the neurodegenerative disorder X-linked adrenoleukodystrophy (X-ALD). By comparative Northern blot analyses we found each of the four murine peroxisomal ABC transporter mRNA species at maximum abundance only in a few tissues, which differed for each family member. The four genes were also regulated differentially during mouse brain development: ALDP mRNA was most abundant in embryonic brain and gradually decreased during maturation; ALDRP and P70R mRNA accumulated in the early postnatal period; and the amount of PMP70 transcript increased slightly during the second and third postnatal week. The different expression patterns could explain why beta-oxidation is defective in X-ALD, although ALDRP and PMP70 can replace ALDP functionally in fibroblasts. Dietary fenofibrate had no effect on the ALD and P70R genes, but strongly increased expression of the ALDR and PMP70 genes in mouse liver. However, in P-glycoprotein Mdr1a-deficient mice fenofibrate treatment increased ALDR gene expression also in the brain, suggesting that the multidrug-transporter P-glycoprotein restricts entry of fenofibrate to the brain at the blood-brain barrier. Analysis of the promoter sequences revealed a cryptic nuclear hormone receptor response element of the DR+4 type in the ALDR promoter and a novel 18-bp sequence motif present only in the 5' flanking DNA of the ALDR and PMP70 genes. The mouse ALDR gene uses a single transcription start site but alternative polyadenylation sites. These data are of importance for the use of ALDP-deficient mice as a model in pharmacological gene therapy studies.
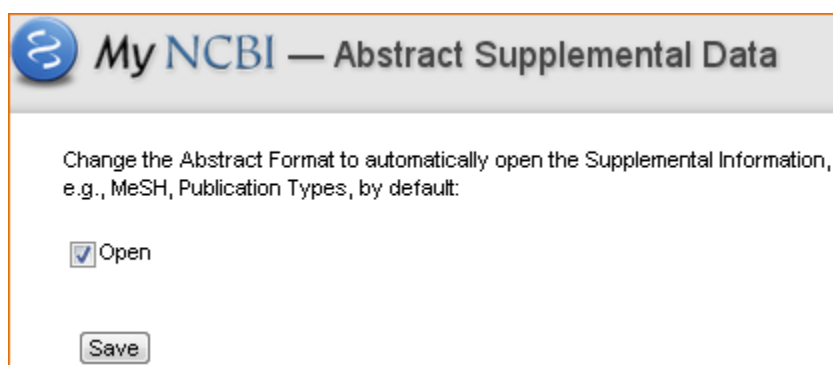
PMID: 10504404 [PubMed - indexed for MEDLINE]

⊕ Publication Types, MeSH Terms, Substances

⊕ Open/close more citation content

Note:

- MeSH is the National Library of Medicine's controlled vocabulary thesaurus. It consists of sets of terms naming descriptors in a hierarchical structure that permits searching at various levels of specificity. Click here for more information on how to search the MeSH database

Turning Off Auto Suggest

The Auto Suggest feature is defaulted to be on whenever users start typing in search terms. When users start typing letters into the PubMed search box, Auto Suggest will suggest some of the most popular PubMed searches. You can click on any of the suggested terms.

To turn off the Auto Suggest feature scroll to the bottom of the Auto Suggest menu when you start to type in a term. There is a **Turn Off** option.

To turn the Auto Suggest feature back on, go to your My NCBI page. Click the **NCBI Site Preferences** link, click the "Auto Suggest" link and then click the radio button for **On.**

Note: The Auto Suggest feature will be turned back on after eight hours of inactivity.

Shared Settings

This is an option that institutions can utilize in order to have all of their users access NCBI databases with the same settings. The Shared Settings option allows users to set Document Delivery settings, Filter settings, Highlight settings, and Outside Tool settings all at once instead of having to set these options separately.

To create shared settings:

1. Click the **Shared Settings** link.
2. Select which settings to share by clicking the appropriate box.
3. Save.
4. You can then create a URL, http://www.ncbi.nlm.nih.gov/pubmed?myncbishare=**username,** where the **username** is the shared My NCBI account name. This URL can be used to create a link or button for PubMed on a library's Web site.

Note:

- Settings activated using a My NCBI shared account URL will timeout after eight hours of inactivity

- A user accessing PubMed using shared settings is not signed in to My NCBI so My NCBI will not display a username
- If a user signs in to My NCBI, the settings for their personal account will take precedent over the shared account settings

PubMed Preferences

Changing the Abstract Supplemental Data Display

The Abstract Supplemental Data display lists MeSH terms, Publication Types and other supplemental information when clicking on the plus button (+).

To change the Abstract format to display the supplemental information:

1. Click Abstract supplemental data
2. Check Open

Save

Document Delivery

Document Delivery is a feature of PubMed that allows you to order articles described in PubMed citations from an institution of your choice. By default, orders are sent to Loansome Doc, the document delivery service of the National Library of Medicine. To change the DDS for your orders, go to NCBI Site Preferences, click the **Document Delivery** link under PubMed Preferences, and then choose a service from the list of institutions found there. After you have made your selection, your orders will be sent to the selected institution.

Please note that Document Delivery Service providers may restrict the service to affiliated users or may charge for document delivery.

To order documents, click the checkbox next to the article(s) you want to order. When you are ready to order, select **Order** from the **Send to** pull-down menu, as shown below. You will be directed to the Document Delivery Service form.

You can mark several citations to be included in a single order. Alternatively, before ordering all your selections, you can save them temporarily in the **Clipboard.** To send your selections to the **Clipboard**, proceed as usual but select **Clipboard** from the **Send to** pull-down menu, instead of **Order**. When you have decided what articles you want to order, click the **Clipboard** link. To remove unwanted articles from the **Clipboard**, click the **Remove**

from Clipboard link next to the citation. When you are ready to order, select **Order** from the **Send to** pull-down menu. You will be directed to the Document Delivery Service form. Complete the requested information.

Your DDS selection is active only while signed into My NCBI. When you sign out, the DDS default (Loansome Doc) choice is restored. Document delivery services sponsored by some institutions might be available only to users of that institution. Some institutions may also charge a fee for their services.

Setting Up PubMed Filters and Icons

NCBI databases search results can be narrowed down to smaller groups of data using filters. You can select your preferred PubMed filters to be active every time you run a search. For example, filters can be used to group results into reviews, clinical trials, or citations with free full text links, among other choices. You may also create your own custom filters. There is a limit of 15 filters for the PubMed database. For a detailed explanation on how to set up filters, see Working with Filters.

Libraries using LinkOut to display their holdings in PubMed can set up a filter for their holdings through My NCBI. Click on the link "PubMed Filters and Icons" under PubMed Preferences. Select the radio button for LinkOut. Enter your library name in the filter search box. Check the box under the "Filter" column. In addition, to display the library icon, check the box under the "Link Icon" column.

For full documentation on LinkOut, see LinkOut Help.

Outside Tool

Outside Tool allows libraries to add a link from PubMed citations to a link resolver available at their institution. These links are displayed as icons in the PubMed Abstract display (see image below).

When you click on the icon, you are directed to the available services for that citation offered by the sponsoring library. These services might include access to electronic full text or information on local print holdings.

To turn on an Outside Tool, click the **Outside Tool** link. Select an institution from the available list and click Save; the selected icon will display in the Abstract format. Keep in mind that most Outside Tools are fully accessible only to individuals affiliated with the sponsoring institution.

You can also choose to have Outside Tool icons included in your PubMed automatic e-mail search updates (see Setting up Automatic E-mail Updates). To do this, select **Abstract** as the display format for your e-mails when setting up your search alert. The Outside Tool icon that you have selected in My NCBI will be included in your e-mail alerts, together with your PubMed search updates. To view a brief animated tutorial, see Selecting Your Outside Tool Preference.

For more information on Outside Tool, see http://www.ncbi.nlm.nih.gov/books/NBK3803/ #related.Outside_Tool

Author Information Display

The author information appears in the PubMed abstract display below the author names, and it is normally closed by default:

To change the default to make the author information available in the abstract display:

1. Click the link Author Information under PubMed preferences
2. Check Open

Save

The author information will be available when signed in to My NCBI.

Customizing the Search Results Display

The PubMed default settings for displaying search results are: Summary display format, 20 citations per page, and sorted by recently added citations listed first. To customize your search results display, log into My NCBI and click "**NCBI Site Preferences**" and then "Result Display Settings" under PubMed Preferences. In the resulting page select, either the Abstract or the Summary format, the number of citations to be displayed per page and a sort option among the following: Recently Added, Pub Date (Publication Date), First Author, Last Author, Journal, Title or Relevance.

After your results display selections are saved in My NCBI and while logged into My NCBI, go to PubMed to see your display selections applied to your search results. In the image below the customized display selections appear next to the "Display Settings" drop-down menu.

Note:

- You must be signed into My NCBI for your display selections to be applied to your PubMed search results

Gene Preferences

Setting up Gene Filters

NCBI databases search results can be narrowed down to smaller groups of data using filters. You can select your preferred Gene filters to be active every time you run a search. You may also create your own custom filters.

There is a limit of 5 filters for the Gene database. For a detailed explanation on how to set up filters in My NCBI, see Working with Filters. To see an explanation of the different types of filters available for the Gene database see Gene Help-filters.

Changing the Record Display Format

The Gene database default format for displaying search results is Full report. The full report display includes the following sections: Summary, Genomic regions/transcripts/products, Genomic Context, Bibliography, Phenotypes, HIV-1 protein interactions, Interactions, Alleles, General Gene Information, General Protein Information, NCBI Reference Sequences (RefSeq), Related Sequences, and Additional Links.

To customize your records display format, log into My NCBI and click "**NCBI Site Preferences**" and then click "Record Display Format" under Gene Preferences. In the resulting page select either the Full report, Gene Table, or Gene RIF format. You can specify the sections you want included in the Full report by checking the box next to the section name. For information on the different types of display formats available for the Gene database see Gene Help-display/settings.

Customizing the Search Results Display

The Gene database default settings for displaying search results are: 20 records per page, and sorted by Relevance. To customize your search results display, log into My NCBI and click "**NCBI Site Preferences**" and then click "Result Display Settings" under Gene Preferences. In the resulting page, select the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Relevance, Name, Gene Weight or Chromosome).

For information on Display Settings in the Gene Database, see Gene Help.

GTR Preferences

Selecting Preferred Labs

You can select your preferred Laboratories for the Genetic Testing Registry (GTR) database using My NCBI, which will help limit your search results to the tests offered by the laboratories selected.

In NCBI Site Preferences:

1. Click the link "Preferred Labs" under GTR preferences.
2. Click "GTR Website." Enter a lab name in the search box.
3. Click the button "Add to preferred labs"

Nucleotide Preferences

Changing the Record Display Format

The Nucleotide database default format for displaying search results is GenBank. To customize your records display format, log into My NCBI and click "**NCBI Site Preferences**" and then click "Record Display Format" under Nucleotide Preferences. In the resulting page select either the GenBank, FASTA, or Graphics format. For information on the different types of display formats available for the Nucleotide database see Nucleotide FAQ
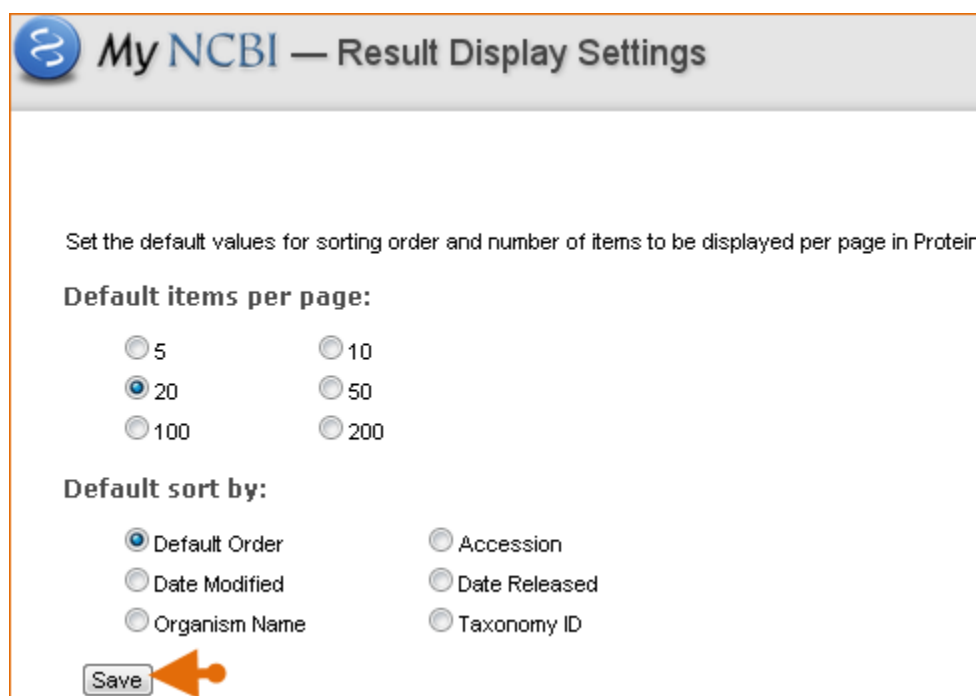
.

Customizing the Search Results Display

The Nucleotide database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click "**NCBI Site Preferences**" and then click "Result Display Settings" under Nucleotide Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).
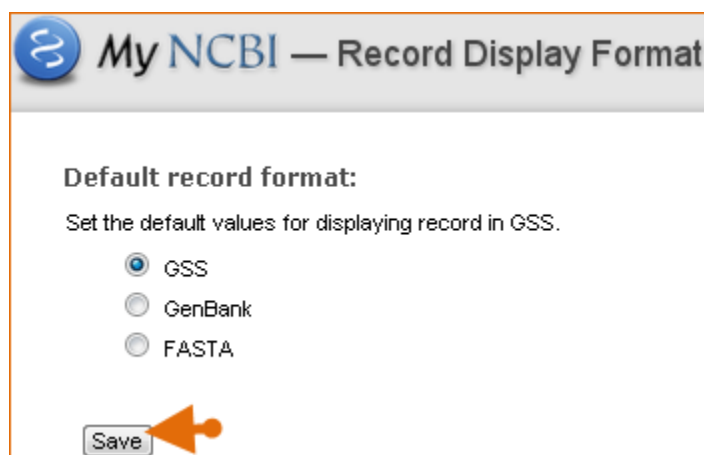
For information on Display Settings in the Nucleotide Database, see Nucleotide FAQ.

Protein Preferences

Changing the Record Display Format

The Protein database default format for displaying search results is GenBank. To customize your records display format, log into My NCBI and click "**NCBI Site Preferences**" and then click "Record Display Format" under Protein Preferences. In the resulting page select either the GenBank, FASTA, or Graphics format. For information on the different types of display formats available for the Protein database see Protein FAQ.

Customizing the Search Results Display

The Protein database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click "**NCBI Site Preferences**" and then click "Result Display Settings" under Protein Preferences. In the resulting page select, the number of records to be

displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).
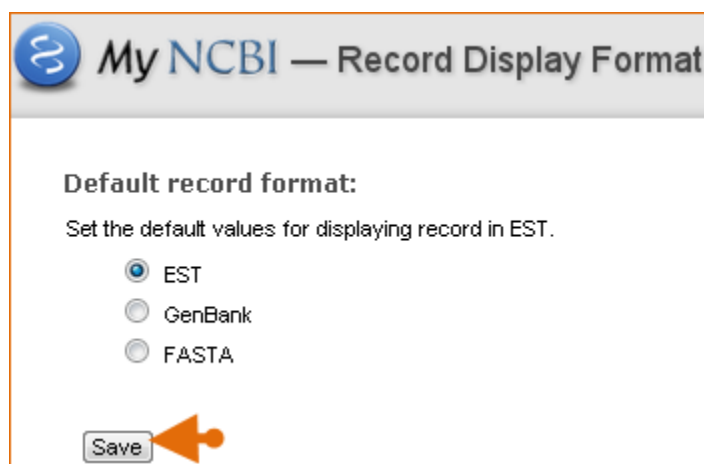

For information on Display Settings in the Protein Database, see Protein FAQ..

GSS Preferences

Changing the Record Display Format

The GSS (Genome Survey Sequence) database default format for displaying search results is GSS. To customize your records display format, log into My NCBI and click "**NCBI Site Preferences**" and then click "Record Display Format" under GSS Preferences. In the resulting page select, either GSS, GenBank or FASTA format. For information on the GSS database see Entrez Sequences Help.

Customizing the Search Results Display

The GSS database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To

customize your search results display, log into My NCBI and click "**NCBI Site Preferences**" and then click "Result Display Settings" under GSS Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).

EST Preferences

Changing the Record Display Format

The EST (Expressed Sequence Tag) database default format for displaying search results is EST. To customize your records display format, log into My NCBI and click "**NCBI Site Preferences**" and then click "Record Display Format" under EST Preferences. In the resulting page select, either EST, GenBank or FASTA format. For information on the EST database see Entrez Sequences Help.

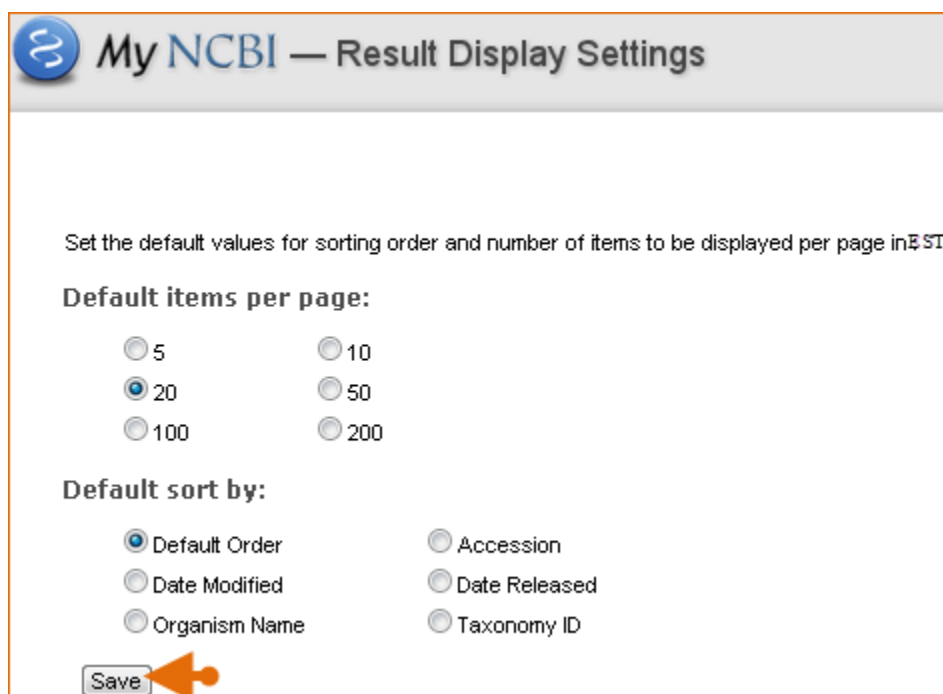### Customizing the Search Results Display

The EST database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To

customize your search results display, log into My NCBI and click "**NCBI Site Preferences**" and then click "Result Display Settings" under EST Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).

Recent Activity

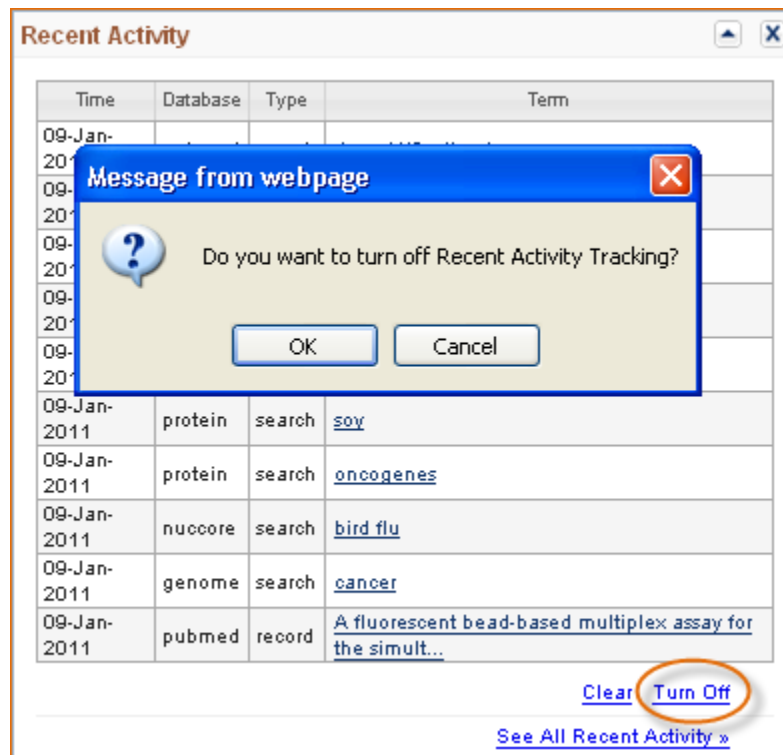Created: December 13, 2010; Revised: March 7, 2011.

Recent Activity provides users a history of their searches and records in NCBI databases for the last 6 months. All searches and records in Recent Activity are hyperlinked so that users can easily view them again or keep a record of all past queries. Recent Activity will only save results for registered My NCBI users when they are signed in.
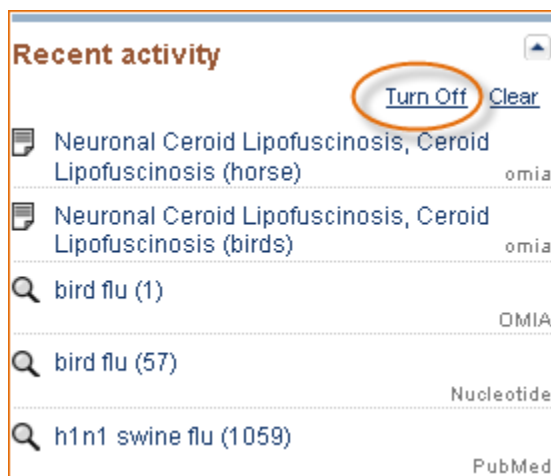
Section Contents

- Turning Off Recent Activity
- Clearing Recent Activity
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- Creating Saved Searches in Recent Activity
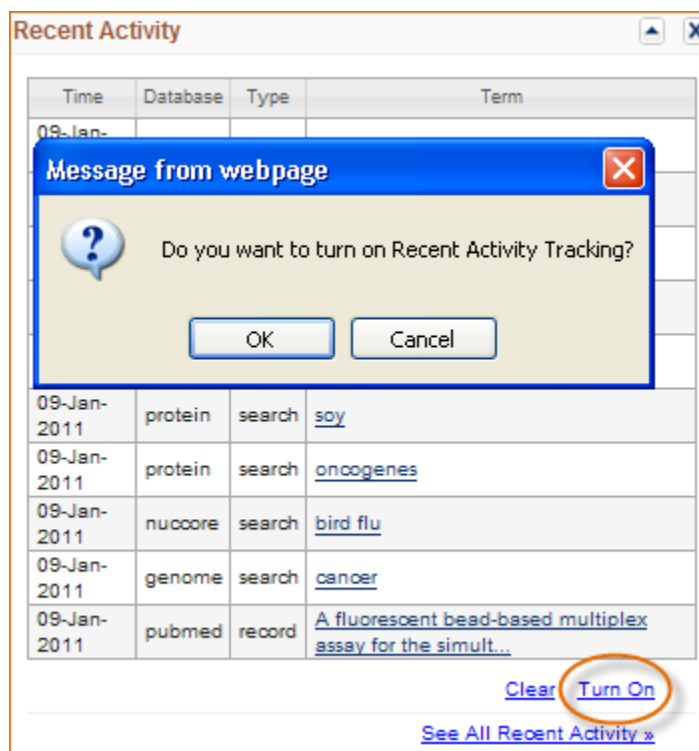- Moving Recent Activity Records to Collections

Turning Off Recent Activity

Recent Activity is automatically defaulted to be turned On. Users can select instead not to have searches and records recorded by clicking "Turn Off" and confirming the selection when prompted.
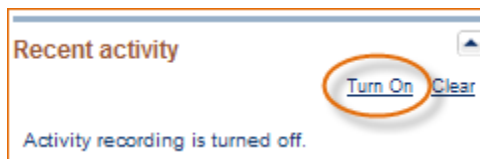

You can also turn off Recent Activity directly from any NCBI database. You will notice that in any NCBI database, a Recent Activity box is present to the right of the screen. Click **Turn Off.**

If at a later time you would like to turn on Recent Activity, click on the link "Turn On" in My NCBI- Recent Activity.
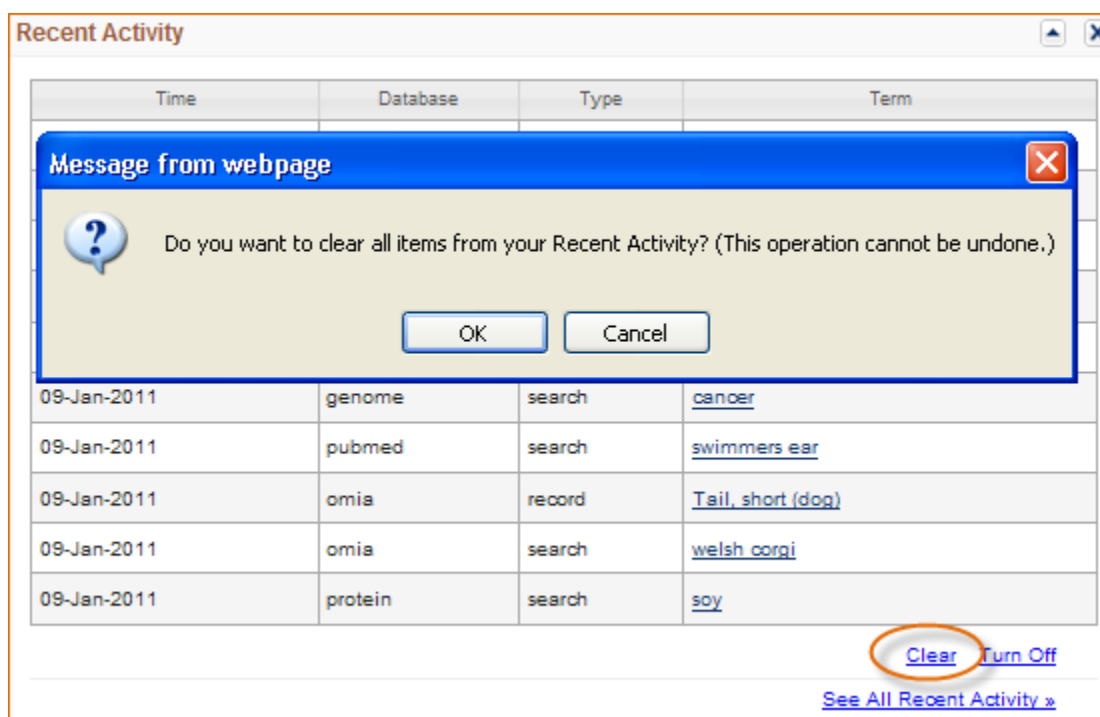

Or you can also activate Recent Activity directly from any NCBI database by clicking "Turn On" as shown below.

Clearing Recent Activity

To clear all Recent Activity items, click the "Clear" hyperlink, which is available through My NCBI –Recent Activity. Once you agree to Clear Recent Activity, the action *cannot* be undone. A popup message will confirm if you want to clear all items for Recent Activity.

You can also clear Recent Activity from any NCBI database by clicking **Clear** in the Recent Activity box. Click Clear Recent Activity if you are sure you want to erase all items.

Sorting Recent Activity

There are two ways to Sort items: by date and by resource. To sort Recent Activity, start by clicking "See All Recent Activity"
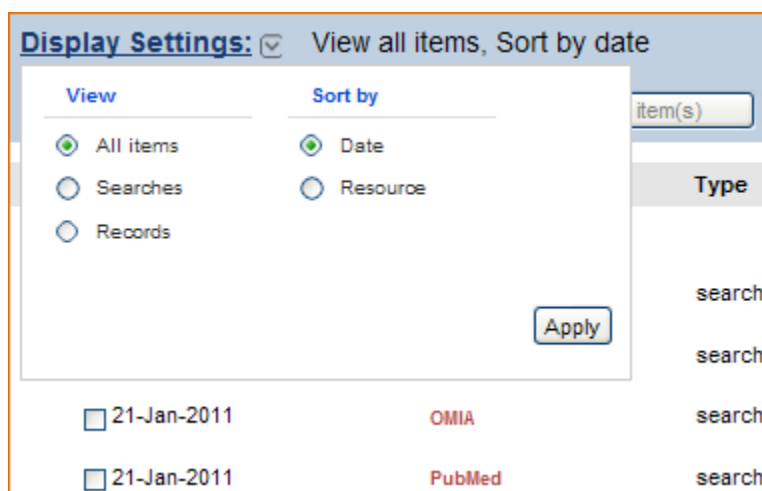
Click the "Display Settings" drop down menu, select to sort by date or by resource.

When selecting to sort by date, the most recent searches will be listed first.

When selecting to sort by resource, the databases are arranged in alphabetical order.

Deleting Items in Recent Activity

In addition to deleting all items by clearing all records in Recent Activity, you may select individual items to be deleted from your Recent Activity.

To delete items from Recent Activity, start by clicking "See All Recent Activity." Select the items you wish to remove and click the "Delete selected item(s)" button. Note that this action *cannot* be undone.

A message will notify you of the number of items removed from your Recent Activity.

Creating Saved Searches in Recent Activity

If you want to save a search from a past query, you can locate your query in Recent Activity and add it to your Saved Searches collection. This feature helps you save time as there is no need to reformulate a search and to re-run it again in a database.

Go to Recent Activity and click the link "See All Recent Activity." Select the items you would like to save, and click on the "Save Search" button.

Enter a name for your new saved search. The message "Search saved successfully" indicates that the search was added to your Saved Searches. A link is provided "Edit the saved search options," in case you would like to receive email updates for your new search.

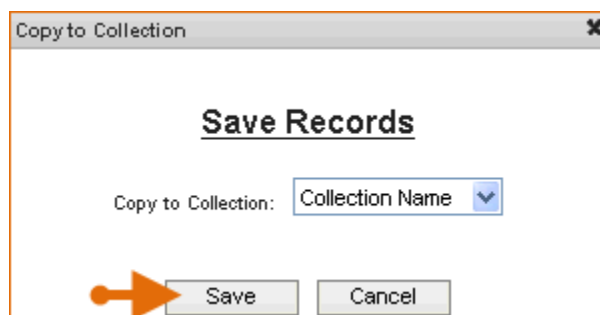## Moving Recent Activity Records to Collections

Only Records may be moved to a Collection in My NCBI. Click the link "See All Recent Activity." Select the records you wish to incorporate into one of your Collections and click on the "Copy to Collection" button.

In the "Save Records" pop up window, select the Collection where you wish to move the item. Click **Save**.

A message "[number] entries moved to [collection name]" indicates the number of records moved to a collection and the collection name. The collection name is hyperlink in case you would like to edit your collections at that point.