

# The Ins-and-Outs of SciENcv: NSF Biosketch Resource Guide

Office of the Vice Chancellor for Research and Innovation  
Office of Proposal Development



## What is SciENcv?

**SciENcv**, short for **Science Experts Network Curriculum Vitae**, is an electronic system provided by the National Library of Medicine (NLM). It serves as a platform to assist researchers in organizing and presenting their professional information for participation in federally funded research projects.

SciENcv enables researchers to gather and compile details about their expertise, educational background, employment history, and professional accomplishments. By using the system, researchers can create biosketches, required to be submitted with grant applications and annual reports.

SciENcv can create biosketches for - **NIH Biosketch, NIH Fellowship Biosketch, NSF Biographical Sketch, NSF Current and Pending (Other) Support, and/or IES Biosketch.**

Starting from October 23, 2023, the National Science Foundation (NSF) will require researchers to use SciENcv when preparing Biosketches and Current and Pending information for proposals submitted or due on or after that date. It is recommended for researchers to familiarize themselves with SciENcv before this implementation to ensure a smooth transition and compliance with the new requirement.

## SciENcv intergration with other profiles

SciENcv can integrate with several profiles and platforms, allowing researchers to import relevant information and streamline the process of creating and maintaining their professional profiles. Some of the integrations available in SciENcv include:

1. **ORCID:** ORCID (Open Researcher and Contributor ID) is an unique identifier that researchers can use to distinguish themselves in the academic and scientific community. Integration with ORCID allows researchers to import their ORCID profile data, including publications, grants, education, and employment history.
2. **eRA Commons:** Researchers can link their eRA Commons account to import grant information, such as funding history and associated publications.
3. **My Bibliography (NCBI):** Integration with My Bibliography enables researchers to import their publication records from My Bibliography, a system provided by the National Center for Biotechnology Information (NCBI).
4. **PubMed:** Researchers can link their PubMed account to import their publications directly into their SciENcv profile.

For this guide we will focus on integration with ORCID. Please get your ORCID iD ([ORCID](#)) if you do not already have it, and check out this [NCBI tutorial](#) to integrate your SciENcv with ORCID.



## Navigating SciENcv

### Logging In

To log into SciENcv, follow these steps:

1. Visit the SciENcv website. You can access it by going to: <https://www.ncbi.nlm.nih.gov/sciencv/>
2. On the SciENcv homepage, click on the "Log In" button located at the top right corner of the page.
3. You will be redirected to the Login page. If you already have an account with one of the supported login providers, such as eRA Commons, ORCID, Google, or My NCBI, you can select the corresponding login option and proceed with logging in using your existing credentials.
4. If you don't have an account with any of the supported login providers, you can create a new account by selecting the "New here? Sign up" option. Follow the prompts to provide the necessary information and create your SciENcv account.
5. Once you have successfully logged in or created your account, you will be directed to the SciENcv dashboard, where you can start building and managing your professional profile.

## SciENcv Dashboard and Mini Profile

Once you are logged into the SciENcv, the main page will look like this.

The screenshot shows the SciENcv dashboard. At the top left, it says "My NCBI » SciENcv". At the top right, it says "SciENcv: [About](#) | [Using](#)". In the center, there is a box titled "First name Last name" with the text "User profile has not yet been set up. Click edit to set up your profile information." and a blue "edit" link. An orange arrow points to the "edit" link. Below this, on the left, is the "SciENcv documents" section, which says "You have not created any CV yet." and has a green plus icon followed by a "Create New Document" link. At the bottom left, it says "You are here: MyNCBI > SciENcv > SciENcv - Home". At the bottom right, it says "Support Center".

You can edit your profile to add your name, affiliation, and link your ORCID or NSF ID.

The screenshot shows the "Edit Mini Profile" form. The title bar says "Edit Mini Profile" with a close button. Below the title bar, there is a disclaimer: "This profile is a quick way to tell people who you are. It will be treated as public information and may also appear in other places." The form is divided into two sections: "Required Information" and "Optional Information". In the "Required Information" section, there are fields for "First Name" (with a red asterisk and the value "Jane"), "Last Name" (with a red asterisk and the value "Doe"), "Name displayed as:" (empty), "Title / Department:" (with the value "Department of Chemistry"), and "Institution / Company:" (with the value "University of Illinois Urbana-Champ"). A red asterisk and the text "\* required field" are shown to the right of the "First Name" field. Below the "Optional Information" section, there are links for "ORCID iD: [Add your ORCID iD to this profile?](#)" and "NSF ID: [Add your NSF ID to this profile?](#)". An orange arrow points to the NSF ID link. At the bottom left, there are "Save" and "Cancel" buttons.

If you already have an account and previous SciENcv documents, you will see them on the dashboard after logging in. You can also make your documents public or private.

My NCBI » SciENcv SciENcv: [About](#) | [Using](#)

**Jane Doe**  
Department of Chemistry  
University of Illinois Urbana-Champaign [edit](#)

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

Last Update	Name	Type	Sharing
3:00 PM	<a href="#">NSF Biosketch 1</a>	NSF Biographical Sketch	Private
3:01 PM	<a href="#">NIH Biosketch 1</a>	NIH Biosketch	Private

[Create New Document](#)

You are here: MyNCBI > SciENcv > SciENcv - Home Support Center

## Adding a delegate

To add a delegate click on your profile and a popup menu will show up, from which you need to select account settings.

An official website of the United States government [Here's how you know](#)

**NIH** National Library of Medicine  
National Center for Biotechnology Information

My NCBI » SciENcv SciENcv: [About](#) | [Using](#)

**Sowmya Anand, PhD**  
Assistant Director, Office of Proposal Development  
University of Illinois Urbana-Champaign  
000768276@nsf.gov [edit](#)

ACCOUNT ×

Logged in as:  
**sanand@national\_science\_foundation**

- [Dashboard](#)
- [Publications](#)
- [Account settings](#)
- [Log out](#)

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

This will take you to your account page, where if you scroll down you will find the delegates option. Click on add delegate and type in their email address to give them access to your SciENcv profile.

Your username is the email address of the third-party account that you used to set up your NCBI account.

Username
sanand@national_science_foundation

### Linked Accounts

You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

Account	Email/ID	Remove
NSF (National Science Foundation ) Researcher Login, USA	sanand@illinois.edu (logged in)	

[Add account](#)

### Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

[Add delegate](#)

### API Key Management

E-utils users are allowed 3 requests/second without an API key. Create an API key to increase your e-utils limit to 10 requests/second. Contact our [helpdesk](#) if you need higher throughput. Only one API Key per user. Replacing or deleting will inactivate the current key. Use this key by passing it with `api_key=API_key` parameter. Refer to [documentation](#) for more information.

[Create API Key](#)

## Add a Delegate

Enter the delegate's email address

What will happen:

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

[Save](#)

[Cancel](#)

## SciENCv Documents

In the SciENCv documents section you will have the opportunity to 'Edit' existing documents or 'Create New Document'. If you click on Create New Document, you will enter the Document name, Format, Choose data source, and click on Create.

### Create a New Document

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

**Format**

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

Select a format for this document

**Choose data source**

- Start with a blank document
- Existing Document:  
You do not have an existing document to copy.
- External source:   
You must [link to an ORCID account](#) to use this option.  
Documentation on how to link an external account is available [here](#).

For this guide we will be looking at an NSF Biographical Sketch.

## NSF Biographical Sketch

Once you create a new NSF Biographical Sketch, the first thing you will see is on the top of the page are the instructions.

It is important to note the page limit and read through the other instructions.

If you need further clarification click on the link to NSF PAPPG Chapter II.

My NCBI » SciENcv » NSF Biosketch 1
SciENcv: [About](#) | [Using](#)

**Profile name:** NSF Biosketch 1 [ [Edit](#) ] **Download:** [PDF](#)

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

**Last Updated:** 18 July 2023

**Sharing:** Private

**Biographical Sketch**

The Biographical Sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities. A Biographical Sketch (limited to three pages) must be provided separately for each individual designated as senior personnel.

Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award.

Inclusion of additional information beyond that specified below may result in the proposal being returned without review. Do not submit any personal information in the Biographical Sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the Biographical Sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material.

[Biographical Sketch Instructions](#) OMB-3145-0058

**NAME** [ [Edit](#) ]

Doe, Jane

Apart from your Name, an NSF Biographical Sketch is comprised of the following sections:

- A) **Professional Preparation**
- B) **Appointments and Positions**
- C) **Products**
- D) **Synergistic Activities**

Each of these sections will also have further instructions.



## A) Professional Preparation

### A. PROFESSIONAL PREPARATION -(see PAPPG Chapter II.D.2.h(i)(a))

Provide a list of the senior person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

You have not listed any degree or training. Please [add one](#).

To add professional preparation click on 'add one'.

Add the relevant information pertaining to the degree/training and click on 'Save' or 'Save & add another entry'.

Once you add all the information, your professional preparation will be listed in a reverse chronological order. To edit any of these entries click on 'Edit entries' on the top right corner.

**A. PROFESSIONAL PREPARATION** -(see PAPPG Chapter II.D.2.h(i)(a)) [\[ Edit entries \]](#)

Provide a list of the senior person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR
University of California, Berkeley	Berkeley, CA, USA	Organic Chemistry	Postdoctoral Fellow	2010
University of Illinois Urbana-Champaign	Urbana, IL, USA	Chemistry	DOCTOR OF PHILOSOPHY	2007
Northwestern University	Evanston, IL, USA	Chemistry	MASTER OF SCIENCE	1999
University of Illinois Urbana-Champaign	Urbana, IL, USA	Chemistry	BACHELOR OF SCIENCE	1997

[add another degree/training](#)

## B) Appointments and Positions

### B. APPOINTMENTS AND POSITIONS-(see PAPPG Chapter II.D.2.h(i)(a))

Provide a list, in reverse chronological order by start date, of all the senior person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

With regard to professional appointments, senior personnel must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

You have not listed any employment. Please [add one](#).

Similar to the previous section, click on 'add one' to add appointments and positions. You can also 'add a level' for the organization.

For your current position, be sure to check 'Use this entry as the position title and current employment' box.

Appointments and Positions

\* required field

From: \* 2014 To: 2020 (leave blank for present positions)

Appointment or position title: \* Associate Professor

Organization: \* University of Illinois Urbana-Champaign

[add a level](#)

City: \* Urbana State/Province: \* IL

Country: \* USA

Use this entry as the position title and current employment

Save Save & add another entry Cancel

Like before, use 'Edit entries' to edit any information. Once all the entries are added it will be listed in a reverse chronological order.

### B. APPOINTMENTS AND POSITIONS-(see PAPPG Chapter II.D.2.h(i)(a)) [ [Edit entries](#) ]

Provide a list, in reverse chronological order by start date, of all the senior person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

With regard to professional appointments, senior personnel must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

2020 - present Professor, University of Illinois Urbana-Champaign, Urbana, IL, USA

2014 - 2020 Associate Professor, University of Illinois Urbana-Champaign, Urbana, IL, USA

2007 - 2014 Assistant Professor, University of Illinois Urbana-Champaign, Urbana, IL, USA


[add another entry](#)

## C) Products

**C. PRODUCTS** - (see [PAPPG Chapter II.D.2.h\(i\)\(a\)](#))

Provide a list of: up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ [Select citations](#) ] 

You have not included any product in this section.

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

You have not included any product in this section.

Please read the instructions on how many products have to be cited. In this case the instruction mentions up to five products for each section.

Please refer to this [NCBI tutorial](#) on how to add citations to SciENcv.



Click on 'Select citations' followed by 'Add citations' on the next page. This will take you to 'My bibliography'.

**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** [ [Save citations](#) ]

My Bibliography [ [ORCID](#) ]

Sort by: Publication date  Select: [None](#) 0 item(s) selected [Add citations](#) [Go to My Bibliography](#) 




There are no citations in your My Bibliography. Please [add citations](#) to continue. unchecked entries are hidden from display


## My Bibliography

John Doe's Bibliography [My Bibliography Help](#)

[MyNCBI](#) Page  of 0

Your bibliography is currently private. If you want to share with a URL, [make your bibliography public](#).

[Manage citations](#)  [+ Add citations](#)  [Filter citations](#) 

0 citations, Sort by [newest to oldest](#) 

Your bibliography is empty.  
Click on Add Citations above to populate your bibliography

Citations can be imported from PubMed, file or manually.

**My Bibliography** Jane Doe's Bibliography [My Bibliography Help](#)

[MyNCBI](#) Page 0 of 0

Your bibliography is currently private. If you want to share with a URL, *make your bibliography public*.

[Manage citations](#) [Add citations](#) [Filter citations](#)

---

0 citations, Sort by [newest to oldest](#)

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[From PubMed](#)  
[From a file](#)  
[Manually](#)

Your bibliography is currently private. Click on Add Citations above to populate your bibliography

For journal articles or some product (e.g. patents, softwares etc.) that do not appear or PubMed fill in the information manually.

**Add citation manually**

Choose the type of citation to create:

Journal article that does not appear in PubMed

\* Required field [Clear all fields](#)

Title

Author

[Add Another Author](#)

Journal

Publication Date

Forthcoming

Volume  Issue  Page

URL

Unique ID  Type

[Add Citation](#) [Cancel](#)

Be sure to choose the citation type from the drop down box.

Choose the type of citation to create:

- ✓ Journal article that does not appear in PubMed
- Books and chapters
- Meeting abstracts
- Presentations
- Patents
- Dataset or database
- Software
- Preprint
- Other(non - standard citation)

If your account is linked to ORCID you can click on the ORCID tab and select the citations.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ [Save citations](#) ]

My Bibliography | **ORCID** | Edited

Sort by: Publication date | Select: [None](#) 0 item(s) selected | [Refresh the list from ORCID](#) | unchecked entries are hidden from display

- Sherry ST, Ward MH, Kholodov M, Baker J, Phan L, Smigielski EM, Sirotkin K. dbSNP: the NCBI database of genetic variation. *Nucleic Acids Res.* 2001 Jan 1;29(1):308-11. PubMed PMID: 11125122; PubMed Central PMCID: PMC29783. [Edit authors](#)
- Marchler-Bauer A, Derbyshire MK, Gonzales NR, Lu S, Chitsaz F, Geer LY, Geer RC, He J, Gwadz M, Hurwitz DI, Lanczycki CJ, Lu F, Marchler GH, Song JS, Thanki N, Wang Z, Yamashita RA, Zhang D, Zheng C, Bryant SH. CDD: NCBI's conserved domain database. *Nucleic Acids Res.* 2015 Jan;43(Database issue):D222-6. PubMed PMID: 25414356; PubMed Central PMCID: PMC4383992. [Edit authors](#)
- Draugsvold NJ. Tertiary education in nursing: a cultural issue. *Aust Nurses J.* 1979 Jun;8(11):46-50. PubMed PMID: 258147. [Edit authors](#)
- Tatusova T, DiCuccio M, Badretdin A, Chetvernin V, Nawrocki EP, Zaslavsky L, Lomsadze A, Pruitt KD, Borodovsky M, Ostell J. NCBI prokaryotic genome annotation pipeline. *Nucleic Acids Res.* 2016 Aug 19;44(14):6614-24. PubMed PMID: 27342282; PubMed Central PMCID: PMC5001611. [Edit authors](#)
- Bayet L, Quinn PC, Laboissière R, Caldara R, Lee K, Pascalis O. Fearful but not happy expressions boost face detection in human infants. *Proc Biol Sci.* 2017 Sep 13;284(1862)PubMed PMID: 28878060; PubMed Central PMCID: PMC5597829. [Edit authors](#)
- Database resources of the National Center for Biotechnology Information. *Nucleic Acids Res.* 2018 Jan 4;46(D1):D8-D13. PubMed PMID: 29140470; PubMed Central PMCID: PMC5753372. [Edit authors](#)
- Lindeberg S, Craig BM, Lipp OV. You look pretty happy: Attractiveness moderates emotion perception. *Emotion.* 2019 Sep;19(6):1070-1080. PubMed PMID: 30234330. [Edit authors](#)

Image – NCBI

A completed product section should look like the example below –

**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](#) ]

1. 50 Years of Ocean Discovery: National Science Foundation 1950–2000. Washington (DC): National Academies Press (US); 2000. 24967495
2. James SM, Singer SR. From the NSF: The National Science Foundation's Investments in Broadening Participation in Science, Technology, Engineering, and Mathematics Education through Research and Capacity Building. *CBE Life Sci Educ.* Fall 2016;15(3)PubMed PMID: 27587853; PubMed Central PMCID: PMC5008905.
3. Yellen J, Zelezniak S. National Science Foundation support of physical anthropology research. *American Journal of Physical Anthropology.* 1986 April; 69(4):517-526. Available from: <http://doi.wiley.com/10.1002/ajpa.1330690412> DOI: 10.1002/ajpa.1330690412
4. Wolff-Hughes D, Conroy R, McClain J, Nilsen W, Riley W. Building the infrastructure to accelerate evidence-generating mobile and wireless health research: National Institutes of Health and National Science Foundation perspectives. *Translational Behavioral Medicine.* 2018 April; 8(2):295-298. Available from: <https://academic.oup.com/tbm/article/8/2/295/4827647> DOI: 10.1093/tbm/ibx036

Image – NCBI

## D) Synergistic Activities

### D. SYNERGISTIC ACTIVITIES [-\(see PAPPG Chapter II.D.2.h\(i\)\(a\)\)](#)

Provide a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.


Synergistic activities must be specific and must not include multiple examples to further describe the activity. Examples with multiple components, such as committee member lists, sub-bulleted highlights of honors and prizes, or a listing of organizations for which the individual has served as a reviewer, are not permitted.

You have not yet provided an example. Please add one using the link below.

[+add another entry](#)

Please read the instructions on how many examples of synergistic activities need to be added. In this case the instruction mentions up to five distinct examples.

To add synergistic activities click on 'add another entry'. It will bring up a text box where you can type your response.



A completed synergistic section should look like the example below.

## D. SYNERGISTIC ACTIVITIES

*List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.*

1. A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving.
2. The activities are specific and must not include multiple examples to further describe the activity.

Innovations in teaching and training; contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual's immediate organization.

Image – NCBI

You can edit any of the synergistic activities by hovering over it. The hover box will bring up option to move, edit and delete.

## D. SYNERGISTIC ACTIVITIES

*List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.*

1. A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving.

Move up / [down](#) | [delete](#) | [edit](#)

Image – NCBI

Lastly, review your NSF Biosketch in its entirety and make edits as needed. Once the document has been reviewed and is ready for submission, please notice the certification statement at the end of the webpage and proceed to click the PDF link on the bottom right hand corner to download the NSF Biosketch in PDF format. A pop-up box will open, click agree, and your file will download onto your device.

### **Certification**

By downloading this document, senior personnel are required to certify that the information provided is accurate, current, and complete.

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

## **Additional Resources**

1. [SciENCv for NSF Users: Biographical Sketches](#)
2. [An Update to SciENCv, the Science Experts Network Curriculum Vitae](#)
3. [SciENCv: Integrating with ORCID](#)
4. [SciENCv Help Manual](#)
5. [SciENCv FAQs](#)