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

Office of the Vice Chancellor for Research and Innovation

Office of Proposal Development

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN

What is SciENcv?

SciENcv, short for **Sci**ence **E**xperts **N**etwork **C**urriculum **V**itae, 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.

My NCBI » SciENcv   SciENcv: About | Using

First name Last name
                        User profile has not yet been set up.
                        Click edit to set up your profile information.   edit

SciENcv documents   You have not created any CV yet.

                        ⊕ Create New Document

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

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

Edit Mini Profile   ✖

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.

Required Information

                                                                    * required field

First Name: *   Jane

Last Name: *   Doe

Name displayed as: [   ]
                        Add credentials, if desired. E.g., Jack Doe, PhD

Title / Department: Department of Chemistry

Institution / Company: University of Illinois Urbana-Champ

Optional Information

ORCID iD: Add your ORCID iD to this profile?

NSF ID: Add your NSF ID to this profile?

Save   Cancel

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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.

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.

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

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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

NSF Biosketch 1

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.

[Create] [Cancel]

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

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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.

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A) Professional Preparation

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.

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

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C) Products

Please read the instructions on how many productes 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'.

Citations can be imported from PubMed, file or manually.

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

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

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

Image – NCBI

A completed product section should look like the example below –

Image – NCBI

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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 I delete I edit

Image – NCBI

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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 corder 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

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