# 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 **Sci**ence Experts **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 (<u>ORCiD</u>) if you do not already have it, and check out this <u>NCBI tutorial</u> 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.
- 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.

NIH National Library of Mec	dicine nation Log in	Log in
-0 <sup>0</sup>	SciENcv: Science Experts Network Curriculum Vitae	eRA Commons
	A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.	G Google Account
About SciENcv	Log in	D ORCID
Background Information		
Help Documentation	RA Commons Rational Science	Login.gov
Developer Tools		Microsoft
Data Documentation	More Options	NIH Account
Data Schemas		NH Account
	Forgot your username/password?	S NCBI Account
		more login options
You are here: MyNCBI > SciENcv > SciENcv: Science Experts Network Cur	rriculum Vitae Support Cer	New here? <u>Sign up</u>
	FOLLOW NCBI	



## **SciENcv Dashboard and Mini Profile**

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

My NCBI » Sci	ENcv	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.	
	Ocreate New Document	
You are here: MyNCBI > SciEN	cv > 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 te appear in other places.	ll people who you are. It will be treated as public infor	mation and may also
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	10
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 <u>Cancel</u>		



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 » Sci	ENcv			SciENcv: Abo	ut   Using
		Jane Doe Department of Chemistry University of Illinois Urbana-Champaign		edit	
SciENcv documents	<u>Edit</u>	Create New Document			
Last Update		Name	Туре	Sharing	
3:00 PM	NSF Bio	sketch 1	NSF Biographical Sketch	Private	
3:01 PM	<u>NIH Bio</u>	sketch 1	NIH Biosketch	Private	
	© <u>Crea</u>	ate New Document			
You are here: MyNCBI > SciENc	v > SciENcv - H	fome			Support Cent

#### 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.

ly NCBI » SciENcv		SciENcy. A	bout   Using
	Sowmya Anand, PhD		
	Assistant Director, Office of Proposal Development		
	University of Illinois Urbana-Champaign		
	000768276@nsf.gov	edit	
	niled States government <u>Here's how you know</u> ~	ACCOUNT	
	niled States government. <u>Here's how you know</u> > I Library of Medicine er for Biotechnology Information	Logged in as:	
			-
	I Library of Medicine er for Biotechnology Information	Logged in as:	-
	I Library of Medicine er for Biotechnology Information Sowmya Anand, PhD	Logged in as: sanand@national_science	-
	I Library of Medicine er for Biotechnology Information	Logged in as: sanand@national_science Dashboard	-



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	t that you used to set up your NCBI a	iccount.		
Username				
sanand@national_science_foundation				
Linked Accounts				×
You can log into your NCBI account via these third parties. Co accounts below.	ntact the third party about any issue	s related to log	Add a Delegate	
Account	Email/ID	Remove		
NSF (National Science Foundation ) Researcher Login, USA	sanand@illinois.edu (logged in)		Enter the delegate's email address	_
Add.account				
Delegates			What will happen:	
You can add delegates to help you manage your bibliography	and/or SciENcv profiles.		Your delegate will receive an e-mail notifying	
Add delegate			them of access.	
API Koy Managament			<ul> <li>Your delegate will click a link in the e-mail to activate access.</li> </ul>	
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.			<ul> <li>If your delegate does not have a My NCBI</li> </ul>	
E-utils users are allowed 3 requests/second without an API ke Contact our <u>helpdesk</u> if you need higher throughput. Only one this key by passing it with <i>api_key=API_key</i> parameter. Refer to	API Key per user. Replacing or delet	ing will inactiva	account, they will be invited to register.	
Create API Key			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.

Document name	NSF Biosketch 1		
	Enter a name to help you to identify this document		
Format	○ NIH Biosketch		
	O NIH Fellowship Biosketch		
	NSF Biographical Sketch		
	$\odot$ NSF Current and Pending (Other) Support		
	O 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 <u>link to an ORCID account</u> to use this option. Documentation on how to link an external account is available <u>here</u> .		

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

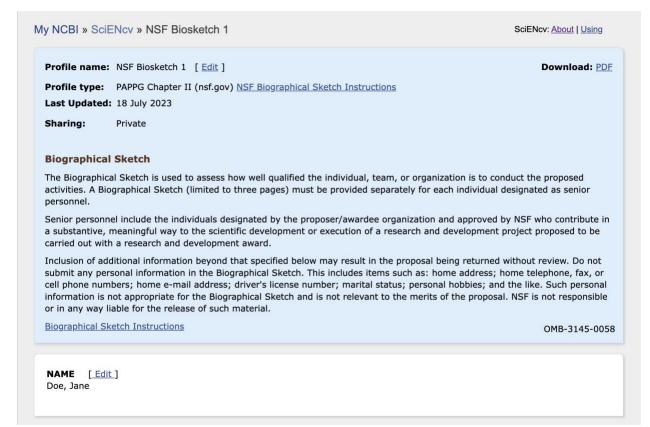


### **NSF Biographical Sketch**

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.



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**

. PROFESSIONAL P	<b>REPARATION</b> -(see PAPPG Chapter II.D.2.h(i)(a))
order by start date. Include a baccalaureate degree or othe	rson's professional preparation (e.g., education and training), listed in reverse chronological Il postdoctoral and fellowship training, as applicable, listing each separately. Also include the r initial professional education.

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'.

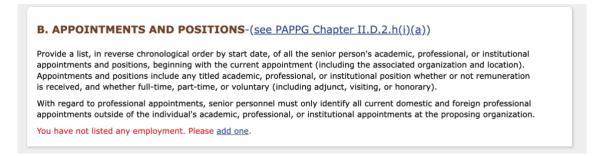
			* required field
This entry is	Degree		
Organization: *	University of Illinois Urbana-Champaign		
City:*	Urbana		
State/Province:*	IL		
Country:*	USA		
Degree:*	BACHELOR OF SCIENCE (BS)	~	
Field of Study: ★	Chemistry		
From:	08 1993 To:* 08 1997		

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 -( <u>see PAPPG Chapter II.D.2.h(i)(a)</u> ) [ <u>Edit entries</u> ] 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



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.

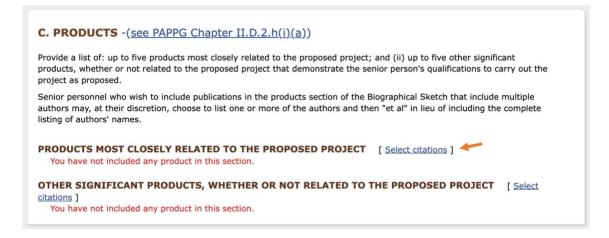
Appointments and Positions			×
			* required field
From: *	2014 To: 2020 (leave	e blank for present positions)	
Appointment or position title: *	Associate Professor		
Organization: *	University of Illinois Urba	na-Champaign	
	add a level		
City: *	Urbana	State/Province: * IL	~
Country: *	USA		
	Use this entry as the position	title and current employment	
Save & add anothe	er 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.





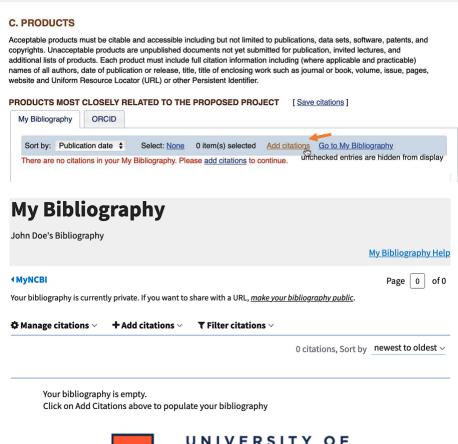
## **C) Products**



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 <u>NCBI tutorial</u> 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.

My Bibliography Jane Doe's Bibliography	My Bibliography Help
<ul> <li>↓ MyNCBI</li> <li>Your bibliography is currently private. If you want to share with a URL, make your bibliography public.</li> <li>☆ Manage citations ~ + Add citations ~ ▼ Filter citations ~</li> </ul>	Page 0 of 0
From PubMed From a file Your bibliograph Click on Add Citations above to populate your bibliography	0 citations, Sort bynewest to oldest ~

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

	Choose the type of citation to create:	
Je	ournal article that does not appear in PubMed \$	
Required field		Clear all fields
Title	Article title	· ·
Author	First Name MI Last Name	·
	Add Another Author	
Journal		•
Publication Date	DD YYYY	
	O Forthcoming	
Volume	Issue Page	
URL		
Unique ID	Type PMID	\$

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

•	<ul> <li>Journal article that does not appear in PubMed</li> </ul>	
	Books and chapters	
	Meeting abstracts	
	Presentations	
	Patents	
	Dataset or database	
	Software	
	Preprint	
	Other(non - standard citation)	

Choose the type of citation to create:



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]

ly Bibliography	ORCID	Edited				
Sort by: Publi	ication date	Select: None	0 item(s) selected	Refresh the list from ORC	unchecked entries are	hidden from display
			han L, Smigielski EM, 3 25122; PubMed Centra		l database of genetic variation. Nu	Icleic Acids Res. Edit authors
Song JS, Th	hanki N, Wang	Z, Yamashita RA, Z	Zhang D, Zheng C, Bry		adz M, Hurwitz DI, Lanczycki CJ, L rved domain database. Nucleic Ad 1992.	
Draugsvold	NJ. Tertiary ed	ucation in nursing:	a cultural issue. Aust N	urses J. 1979 Jun;8(11):46-	-50. PubMed PMID: 258147.	Edit author
					uitt KD, Borodovsky M, Ostell J. N 7342282; PubMed Central PMCIE	
				arful but not happy express tral PMCID: PMC5597829.	ions boost face detection in huma	n infants. Proc Bio Edit author
	esources of the entral PMCID: P		r Biotechnology Inform	ation. Nucleic Acids Res. 20	)18 Jan 4;46(D1):D8-D13. PubMee	d PMID: 29140470 Edit author
Lindeberg S PMID: 3023		op OV. You look pre	etty happy: Attractivene	ss moderates emotion perce	eption. Emotion. 2019 Sep;19(6):1	070-1080. PubMe Edit author
						Image – N

A completed product section should look like the example below -

#### **C. PRODUCTS**

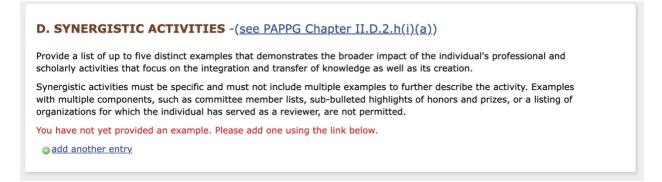
Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include 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]

- 50 Years of Ocean Discovery: National Science Foundation 1950-2000. Washington (DC): National Academies Press (US); 2000. 24967495
- 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.
- Yellen J, Zeleznik 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

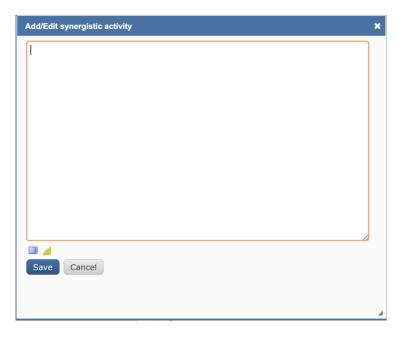


## **D) Synergistic Activities**



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.

- 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.

<ol> <li>A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the</li> </ol>	Move up / down I delete I edit
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.	ħ

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 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. <u>An Update to SciENcv, the Science Experts Network Curriculum</u> <u>Vitae</u>
- 3. SciENcv: Integrating with ORCID
- 4. SciENcv Help Manual
- 5. SciENcv FAQs

