

SciENcv: NSF Biographical Sketch Resource Guide

Office of the Vice Chancellor for Research and Innovation

Office of Proposal Development

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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 Biographical Sketch, NIH Current and Pending (Other) Support, NSF Biographical Sketch, NSF Current and Pending (Other) Support, and/or IES Biosketch.**

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 "more login options". Type "Urbana-Champaign" in the search bar and select "University of Illinois Urbana-Champaign" and login with your NetID and password.
5. Once you have successfully logged in, you will be directed to the SciENcv dashboard, where you can start building and managing your professional profile.

The screenshot displays the SciENcv website interface. At the top left, the NIH logo and 'National Library of Medicine' text are visible. A 'Log in' button is located in the top right corner, indicated by an orange arrow. The main content area features the SciENcv logo and a section titled 'SciENcv: Science Experts Network Curriculum Vitae' with a description: '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.' Below this, there are two columns: 'About SciENcv' with links for 'Background Information' and 'Help Documentation', and 'Developer Tools' with links for 'Data Documentation' and 'Data Schemas'. The 'Log in' section contains buttons for 'eRA Commons', 'National Science Foundation', and 'More Options', along with a 'Forgot your username/password?' link. On the right side, a 'Log in' sidebar lists various login providers: 'eRA Commons', 'Google Account', 'ORCID', 'Login.gov', 'Microsoft', 'NIH Account', and 'NCBI Account'. A 'more login options' button is highlighted with an orange arrow. At the bottom, there is a 'New here? Sign up' link.

Linking ORCID

Once you are logged into SciENCv, the main page will look like this. If you already have an account and previous SciENCv documents, you will see them on the dashboard after logging in.

[MY NCBI](#) > SCIENCv

SciENCv

Helpful Links

[About SciENCv](#)

[How to Use SciENCv](#)

My Profile [Edit](#)

Name: Jane Doe
Title/Department: Professor
University of Illinois Urbana-Champaign
Urbana, Illinois, United States

My Documents

[+ NEW DOCUMENT](#)

Last Updated ↓	Title	Format	Delete
1/26/26	NSF Current and Pending	NSF Current and Pending (Other) Support	
1/26/26	NSF Biographical Sketch	NSF Biographical Sketch	
1/21/26	NIH Biographical sketch	NIH Biographical Sketch Common Form	
1/21/26	NIH Current and Pending	NIH Current and Pending (Other) Support Common Form	

Click on “Edit” next to your profile to link your ORCID ID (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: *


Last Name: *

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

Title / Department:

Institution / Company:

Optional Information

ORCID iD: [Add your ORCID iD to this profile?](#) 

NSF ID: [Add your NSF ID to this profile?](#)

Troubleshooting Linking Profile

Duplicate accounts for SciENcv or ORCID can prevent linking any of the accounts. To resolve this issue, you must contact NIH Help Desk. Help Desk can merge the accounts together. This issue can't be resolved on your own without Help Desk. NIH Help Desk is available 7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays.

- Email the NIH Help Desk: NLMSciencv@mail.nih.gov
- Create a ticket: <https://support.nlm.nih.gov/support/create-case/>

Adding a delegate

Click on your profile at the top right corner and go to “Account settings”.

NIH National Library of Medicine
National Center for Biotechnology Information

MY NCBI > SCIENCV

SciENcv

My Profile Edit

ACCOUNT

Logged in as:
jane@orcid

Dashboard
Publications
Account settings
Log out

Helpful Links
[About SciENcv](#)
[How to Use SciENcv](#)

On 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.

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 `apl_key=APL_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 “New Document”. If you click on New Document, you will enter the Document name, Format, choose data source, and click on Create.

Create a New Document

Asterisks () indicate required fields.*

Document Name *
NSF Biographical Sketch

Document type *
NSF Biographical Sketch

Data source *

Use an external source

Use an existing document in SciENcv

Start with a blank document

CANCEL CREATE

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 read through all instructions. There is no page limit for the NSF Biographical Sketch. If you need further clarification click on the link to Biographical sketch instructions in [NSF PAPPG Chapter II.D.2.h.i.](#)

NSF Biographical Sketch

[VIEW DRAFT](#)

The following provides instructions for submission of the biographical sketch by each individual identified as a senior/key person on the proposal. These instructions serve as NSF's implementation of the Biographical Sketch Common Form developed by the National Science and Technology Council's Research Security Subcommittee. The biographical sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities.

[Read less](#) ^

A biographical sketch must be provided separately for each individual designated as a senior/key person through use of SciENCv (Science Experts Network Curriculum Vitae). SciENCv will produce an NSF-compliant PDF version of the biographical sketch. Senior/key personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov.

Consistent with NSPM-33, individuals are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including [foreign government-sponsored talent recruitment programs](#). Further, if an individual receives direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Individuals must also report other foreign government-sponsored or affiliated activities. In accordance with 42 U.S.C. § 19232, individuals are prohibited from being a party in a [malign foreign talent recruitment program](#).

A table entitled, *NSPM-33 Implementation Guidance Pre- and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending (Other) Support*^[1] has been created to provide helpful reference information regarding pre-award and post-award disclosures. The table includes the types of activities to be reported, where such activities must be reported in the proposal, as well as when updates are required in the proposal and award lifecycle. A final column identifies activities that are not required to be reported.

Individuals are reminded not to 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. See also Chapter III.H.

[Biographical sketch instructions](#)

An **NSF Biographical Sketch** is comprised of the following sections:

- [Identifying Information, Organization and Location.](#)
- A) [Professional Preparation](#)
- B) [Appointments and Positions](#)
- C) [Products](#)

Each of these sections will also have further instructions. Note: Synergistic Activities must be in a separate document. There is no SciENCv template.

Identifying Information, Organization and Location

Required section

In the first step, you are required to provide your Name, Position Title and Persistent Identifier (PID) – this is your ORCID ID. Click on the “Add information”.

- **Name:** Last Name, First Name, and Middle Name
- **Position Title:** Enter the current position title
- **Organization and Location**
 - Name: Enter the name of the primary organization of the senior/key person.
 - Location: Enter the City, State/Province, and Country where the primary organization is located. If the State/Province is not applicable, enter N/A.
- **PID:** Open Researcher and Contributor ID (ORCID) ID that can be linked to the individuals’ eRA Commons Personal Profile. The ORCID ID will be auto populated if you have previously linked it to your NCBI profile. For NSF, ORCID ID is optional.

Identifying Information, Organization and Location *

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

[ADD INFORMATION](#)

Identifying Information, Organization and Location

Asterisks () indicate required fields.*

Title * NSF Biographical Sketch	
First Name * Jane	Middle Name
Last Name * Doe	
Position Title * Professor	
Name of Primary Organization * University of Illinois Urbana-Champaign	
City * Urbana	
Country * United States	State/Province * Illinois
Start Year * 2020	End Year yyyy

Leave blank for present

[Click here to link your ORCID iD](#)

CANCEL  SAVE

A) Professional Preparation

Required section

To add professional preparation, click on “Add Professional Preparation”. You can choose degree for BS, MS or PhD. You can choose Training for Postdoctoral or fellowship.

A list of the senior/key 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.

ADD PROFESSIONAL PREPARATION

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

Add Professional Preparation

Asterisks () indicate required fields.*

Type Degree Training

Organization *

City *

Country * State/Province *

Degree *

Field of Study *

Start Date * End Date *

Once you add all the information, your professional preparation will be listed in reverse chronological order. You can edit or delete each entry.

Organization	Location	Degree (if applicable)	Receipt Date	Field of Study	Edit	Delete
University of California, Berkeley	Berkeley, Illinois	Postdoctoral Fellow	May 2010	Organic Chemistry		
University of Illinois Urbana-Champaign	Urbana, Illinois	Doctor of Philosophy	May 2007	Chemistry		
Northwestern University	Evanston, Illinois	Master of Science	May 1999	Chemistry		
University of Illinois Urbana-Champaign	Urbana, Illinois	Bachelor of Science	May 1997	Chemistry		

B) Appointments and Positions

Required section

Information from **Identifying Information, Organization and Location** will be used to auto fill your primary appointment (current).

B. Appointments and Positions *

Provide a list, in reverse chronological order by start date, of all the senior/key 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).

Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period up to three years from the date the proposer submits the proposal to NSF for funding consideration.

[+ ADD APPOINTMENT/POSITION](#)

Date	Current	Title	Institution	Location	Edit	Delete
2020 - Present	Yes	Professor	University of Illinois Urbana-Champaign	Urbana, Illinois		

You can add more appointments by click on “Add appointment/position”. Do not check the “Primary appointment or position” box if it is not a current position.

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).

You will need to identify **all domestic and foreign professional appointments and positions outside of the primary organization** for a period of up to three years from the date of proposal submission.

Add Appointment/Position

Asterisks () indicate required fields.*

Primary appointment or position

Note: Only one can be marked as primary.

Appointment or Position Title *

Name of Organization/Department (if applicable) *

City *

Country *
United States

State/Province *

Start Date *
yyyy

End Date
yyyy

Leave blank for present

CANCEL SAVE & ADD ANOTHER ENTRY SAVE

Once all the entries are added it will be listed in a reverse chronological order.

Date	Current	Title	Organization/Department	Location	Edit	Delete
2020 - Present	Yes	Professor	University of Illinois Urbana-Champaign	Urbana, Illinois		
2014 - 2020	No	Associate Professor	University of Illinois Urbana-Champaign	Urbana, Illinois		
2007 - 2014	No	Assistant Professor	University of Illinois Urbana-Champaign	Urbana, Illinois		

C) Products

Not a required section

Provide a list of: (i) 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/key person's qualifications to carry out the project. It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project.

Senior/key 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.

[What are acceptable products?](#) 

Acceptable products must be citable and accessible, including but not limited to:

- publications, conference papers, and presentations;
- website(s) or other Internet site(s);
- technologies or techniques;
- inventions, patents, patent applications, and/or licenses; and
- other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including:

- names of authors;
- product title;
- date of publication or release;
- website URL;
- other persistent identifier (if available); and
- other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).
- If any of the items specified above is not applicable, enter N/A


Read carefully what are considered acceptable products. You can add a total of 10 products.

Provide a list of:

- up to five products most closely related to the proposed project; and
- up to five other significant products, whether or not related to the proposed project that demonstrate the senior/key person's qualifications to carry out the project.

Products closely related to the project

Click on "Select Related Products". This will take you to 'My bibliography'.


Products Closely Related to the Proposed Project 

Select up to 5 products

SELECT RELATED PRODUCTS

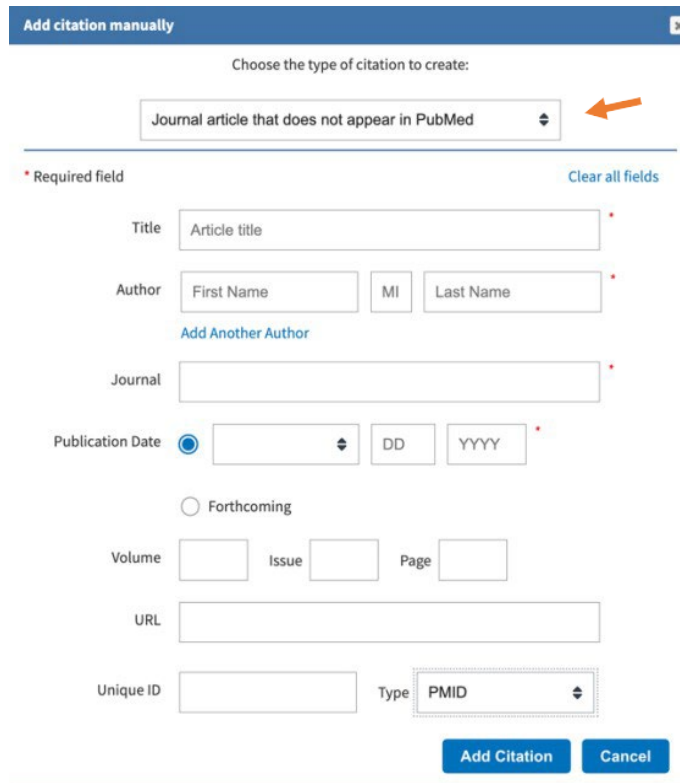
Click “Add Product” to search it in PubMed.

Alternatively, you can import it from ORCID. You can click on the ORCID tab and select the citations (Note: account must be linked to ORCID).



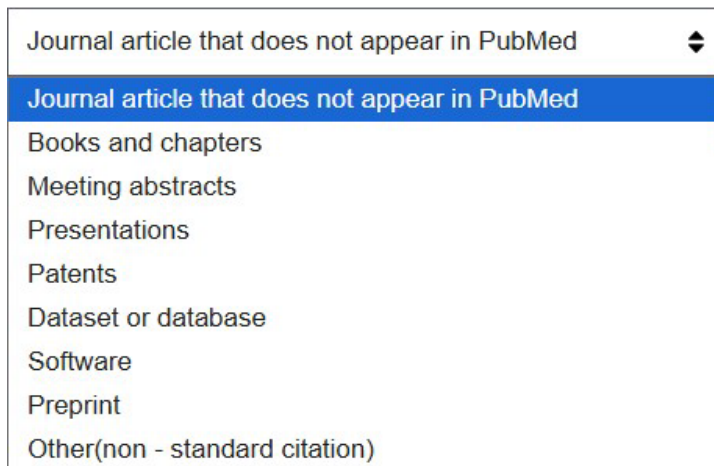
The screenshot shows the 'My Bibliography' interface. At the top, there are two tabs: 'My Bibliography' and 'ORCID'. An orange arrow points to the 'ORCID' tab. Below the tabs, there is a search bar with '0 citations' on the left and 'Search citations' in the middle. To the right of the search bar is a 'Sort by:' dropdown menu set to 'Publication Date'. Further right is a blue button labeled 'ADD PRODUCT' which is highlighted with an orange border. To its right is a link labeled 'MANAGE MY BIBLIOGRAPHY'. Below these elements, a message states: 'There are no citations in your My Bibliography. Please add citations to continue.' At the bottom of the interface, there is a blue bar with '0 products saved' and a 'CONTINUE' button.

For journal articles or some products (e.g. patents, software etc.) that do not appear on PubMed, fill in the information manually. To do this, go to “Manage My Bibliography” and then click “Add citations”.



The screenshot shows the 'Add citation manually' form. At the top, there is a blue header with the title 'Add citation manually' and a close button. Below the header, the text 'Choose the type of citation to create:' is followed by a dropdown menu. The selected option is 'Journal article that does not appear in PubMed', indicated by an orange arrow. Below the dropdown, there is a 'Clear all fields' link. The form contains several required fields, marked with a red asterisk: 'Title' (with placeholder 'Article title'), 'Author' (with sub-fields for 'First Name', 'MI', and 'Last Name'), 'Journal', 'Publication Date' (with radio buttons for 'Current' and 'Forthcoming'), 'Volume', 'Issue', 'Page', 'URL', and 'Unique ID' (with a 'Type' dropdown set to 'PMID'). At the bottom right, there are two buttons: 'Add Citation' and 'Cancel'.

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



Journal article that does not appear in PubMed

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 you are unable to see all publications, go to "Manage my Bibliography" and make sure the citation is on that list without any flags. Once you corrected the error, log out and log in to SciENCv to see the full list of publications.

Other Significant Products, Whether or Not Related to the Proposed Project

Similarly, add five other significant products, whether or not related to the proposed project that demonstrates your qualifications to carry out the project. Like above, add products either from PubMed, ORCID, manually or by uploading a file.

Other Significant Products Highlighting Contributions to Science *

Select up to 5 products

[SELECT OTHER PRODUCTS](#)

Certification

Required section

Research Security Training

Make sure you have completed the Research Security Training **prior** to proposal submission. You can complete either the Illinois provided training online, or the NSF one. NSF provided training is much longer than that from Illinois. Once completed, download the PDF of RST completion certificate.

[Complete Research Security Training here](#)

Follow the [instructions](#) on how to complete RST verification.

Certify

Once you have completed all the sections, you will be able to download the pdf and certify.

Click on “Download Pdf”, read the statement carefully, and click “Certify”. You will need to certify the following statement:

Certification

[VIEW DRAFT](#)

 [DOWNLOAD PDF](#)

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

I certify that the information provided is current, accurate, and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

In accordance with Section 10632 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19232), each individual identified as a senior/key person must certify that they are not a party to a malign foreign talent recruitment program.

Research Security Training Requirement for Federal Award Personnel: In accordance with Section 10634 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19234), each individual identified as a senior/key person must certify that they have completed the requisite research security training that meets the requirements specified in Item 2 of Important Notice No. 149 within 12 months prior to proposal submission.

Certification

I certify that the information provided is current, accurate, and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

In accordance with Section 10632 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19232), each individual identified as a senior/key person must certify that they are not a party to a malign foreign talent recruitment program.

Research Security Training Requirement for Federal Award Personnel: In accordance with Section 10634 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19234), each individual identified as a senior/key person must certify that they have completed the requisite research security training that meets the requirements specified in Item 2 of Important Notice No. 149 within 12 months prior to proposal submission.

[CANCEL](#)

[CERTIFY](#)

Privacy Act and Burden Statement

A privacy act statement will appear on the NSF Biographical Sketch Form. No action needed.

Privacy Act and Burden Statement

The information requested on this form is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on this form will be used in connection with the selection of qualified proposals. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding Proposers or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 79 Federal Register 76398 (December 22, 2014), and NSF-51, "Reviewer/Proposal File and Associated Records," 79 Federal Register 76398 (December 22, 2014). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0279. Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Reports Clearance Officer
Policy Office, Division of Institution and Award Support
Office of Budget, Finance, and Award Management
National Science Foundation
Alexandria, VA 22314

Download the Pdf

If you are unable to download the final Pdf, check for pop-up blocker and allow pop-ups. Once the PDF is downloaded, a generated PDF file can only be renamed. No other changes are allowed.

Technical Assistance

For NIH SciENCv technical questions or immediate assistance, please contact the NIH Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays):

- Email the NIH Help Desk: NLMSciencv@mail.nih.gov
- Create a ticket: <https://support.nlm.nih.gov/support/create-case/>

Additional Resources

1. [NSF: Biographical Sketch Instructions](#)
2. [SciENcv: Integrating with ORCID](#)
3. [SciENcv Help Manual](#)
4. [SciENcv FAQs](#)