

# Science Experts Network Curriculum Vitae (SciENcv) Instructions

The National Science Foundation (NSF) has designated the National Institutes of Health's SciENcv as an NSF-approved format for submission of biographical sketch(es) and is encouraging its users to prepare a biographical sketch in SciENcv for inclusion in proposals submitted to NSF.

Beginning with the next iteration of the Proposal & Award Policies and Procedures Guide (anticipated effective date, January 2020), NSF will only accept PDFs for biographical sketches that are generated through the use of an NSF-approved format.

## 1. Access to SciENcv requires a [NCBI](#) account, sign in or register for an account if you do not already have one.

- a. For **new** users, click on Register for an NCBI account
- b. **Existing** users log in with your user name and password

### Sign in to NCBI

Sign in with

 Google  Login  Commons

[See more 3rd party sign in options](#)

OR

### Sign in directly to NCBI

Keep me signed in

[Forgot NCBI username or password?](#)

[Register for an NCBI account](#)

My NCBI retains user information and database preferences to provide customized services for many NCBI databases.

 [My NCBI Overview](#)

My NCBI features include:

- Save searches & automatic e-mail alerts
- Display format preferences
- Filter options
- My Bibliography & NIH public access policy compliance
- [SciENcv](#): a researcher biosketch profile service
- Highlighting search terms
- Recent activity searches & records for 6 months
- LinkOut, document delivery service & outside tool selections

### NIH funded investigator?

Extramural NIH-funded investigators looking for NIH Public Access Compliance tools can sign in with either "eRA Commons" or "NIH Login". Use your eRA Commons credentials on the subsequent sign in page. Once signed in, navigate to the My Bibliography section.

Documentation for using these features is located in the [Managing Compliance to the NIH Public Access Policy](#) section of the NCBI Help Manual.

Information about the NIH Public Access Policy is located at <https://publicaccess.nih.gov>.

### Account Troubleshooting FAQ

[Expired email confirmation link message](#)

[Multiple My NCBI accounts](#)

[Link eRA Commons, University, or other account to your NCBI account](#)

2. Select “click here” to create a new biosketch – if you have created a biosketch with SciENcv previously select “Manage SciENcv” to create a new biosketch.

## My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

The screenshot shows the My NCBI dashboard with several panels:

- Search NCBI databases:** Search: PubMed, Search button. Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.
- Saved Searches:** You don't have any saved searches yet. Go and [create some saved searches](#) in PubMed or our other databases. [Manage Saved Searches >](#)
- My Bibliography:** Your bibliography contains no items. Your bibliography is private. [Manage My Bibliography >](#)
- Recent Activity:** Table with columns: Time, Database, Type, Term. Row: 18-Jun-2019, Books, record, My NCBI Help - My NCBI Help. [Clear](#) [Turn Off](#) [See All Recent Activity >](#)
- Collections:** All bibliographies and Other citations are now in [My Bibliography](#). Table with columns: Collection Name, Items, Settings/Sharing, Type. Row: Favorites, edit, 0, Private, Standard. [Manage Collections >](#)
- Filters:** Filters for: PubMed. You do not have any active filters for this database. [Add filters for the selected database.](#) [Manage Filters >](#)
- SciENcv:** [Click here to create a new CV.](#) (This panel is circled in red in the original image)

## 3. Create a New Biosketch

- Enter a name that will easily allow you to identify this biosketch;
- Select a biosketch format/agency;
- Select start with a blank document;
- Choose to make your biosketch public or private, and click Create.

### Create a New Biosketch

**Biosketch name**   
*Enter a name to help you to identify this biosketch*

**Format**

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biosketch
- IES Biosketch

*Select a format for this biosketch*

**Choose data source**

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

**Sharing**

- Private  
*(To make your biosketch public, please [verify your email address](#).)*

4. Click on “Edit” in the “Name” Section to enter your information in the personal information window.

Required Information

\* required field

First Name: \* John

Last Name: \* Smith

Optional Information

[add another address line](#)

City: Carbondale

State: IL

Country: United States

Postal/zip code: 62901

Email: ospa@siu.edu

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

Save Cancel

Click “Add your ORCID iD to this profile?” to link ORCID and add your ORCID iD to your SciENcv biosketch.

## 5. Enter Professional Preparation

My NCBI » SciENcv » Test NSF Biosketch

SciENcv: [About](#) | [Using](#)

**Profile name:** Test NSF Biosketch [ [Edit](#) ] **Download:** [PDE](#) [Word](#) [XML](#)

**Profile type:** NSF Biosketch [NSF Biographical Sketch Instructions](#)

**Last Updated:** 20 June 2019

**Sharing:** Private (To make your biosketch public, please [verify your email address.](#))

**NAME** [ [Edit](#) ]  
Smith, John

**A. PROFESSIONAL PREPARATION**

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.  
You have not listed any degree or training. Please [add one](#).

Select a radio button for an academic degree or training entry. Each selection provides a different set of choices.

**Add new degree** ✕

\* required field

This entry is  Degree  Training

School: \*

City:

State/Province:

Country:

Degree: \*

Field of Study:

From:   To:   \*

[Cancel](#)

**Add new training** ✕

\* required field

This entry is  Degree  Training

Organization: \*

City:

State/Province:

Country:

Training:

Description:

From:   \* To:   (leave blank if present)

[Cancel](#)

Click **“Save.”** For multiple entries, click **“Save & add another entry.”**

## 6. Enter Appointments

### B. APPOINTMENTS

List, in reverse chronological order, all academic/professional appointments beginning with the current appointment. You have not listed any employment. Please [add one](#).

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

#### Add Employment ✕

**\* required field**

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

Position title: \*

Organization: \*

[+ add a level](#)

City:  State:

Country:

Use this entry as the position title in Biosketch

[Cancel](#)

## 7. Enter Products

This section of the biosketch displays citable and accessible publications, data sets, software, patents and copyrights. This section can be populated by using the “My Bibliography” tool in NCBI or by linking your ORCIDiD. The “Products” section consists of two parts:

- Products most closely related to the proposed project (**A**), where you may add up to five products that are most closely related to the proposed project.
- Other significant products (**B**), where you may add up to five products that are significant, whether or not related to the proposed project.

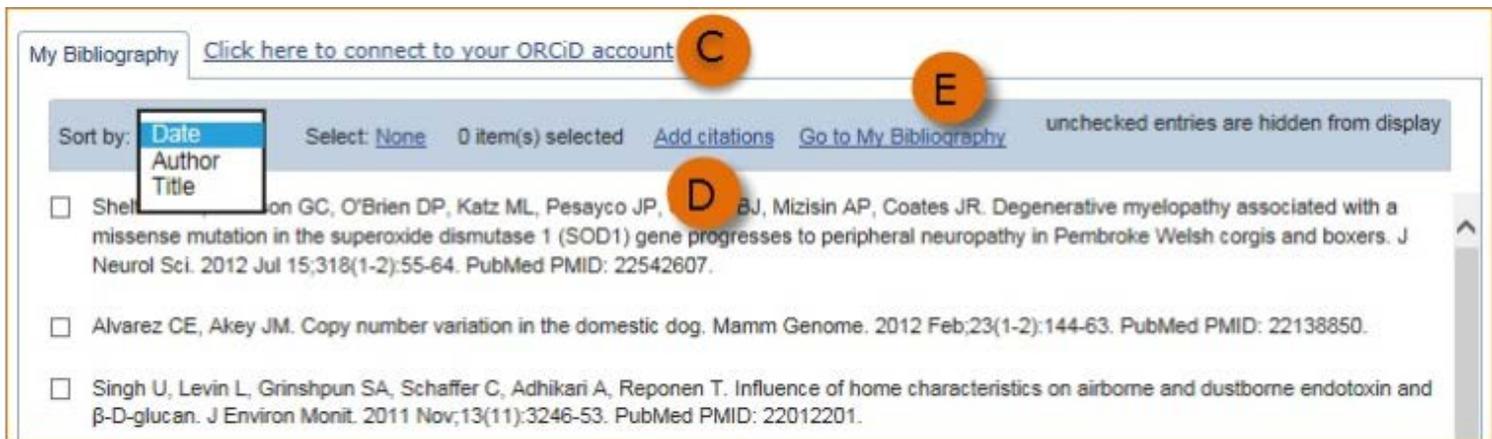
### C. PRODUCTS

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

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

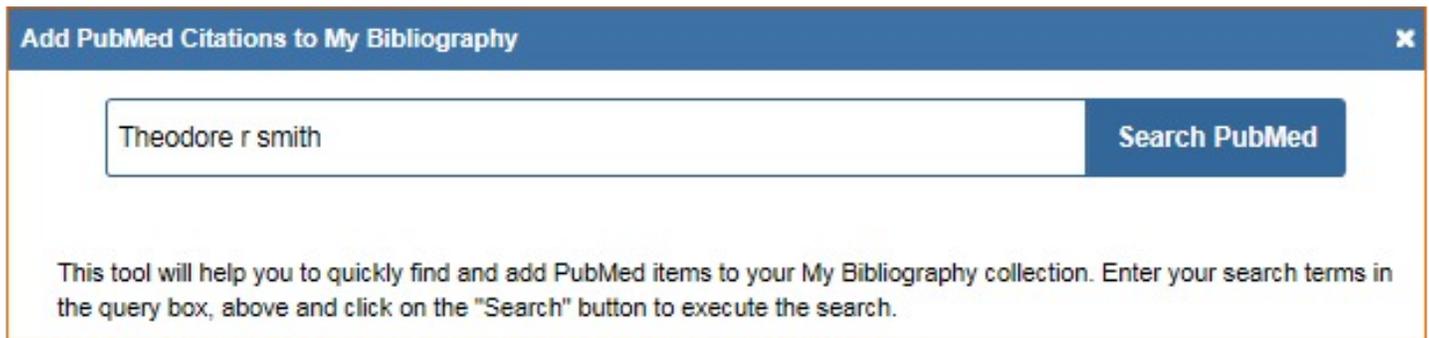
**B** OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT [ [Select citations](#) ] 

Click “Select citations” to add products from your my Bibliography collection, or if not found there, to add citations for your products (see [Creating a bibliography](#)). In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect ORCID is available, which you can use to retrieve citations stored in your ORCID record (C).



The screenshot shows the 'My Bibliography' interface. At the top, there is a link 'Click here to connect to your ORCID account' labeled with a red circle 'C'. Below this is a toolbar with a 'Sort by:' dropdown menu (currently set to 'Date', with 'Author' and 'Title' as options), a 'Select: None' button, '0 item(s) selected', an 'Add citations' button labeled with a red circle 'D', and a 'Go to My Bibliography' button labeled with a red circle 'E'. The text 'unchecked entries are hidden from display' is also visible. Below the toolbar is a list of citations, each with a checkbox. The first citation is: 'Shelton GC, O'Brien DP, Katz ML, Pesayco JP, ... BJ, Mizisin AP, Coates JR. Degenerative myelopathy associated with a missense mutation in the superoxide dismutase 1 (SOD1) gene progresses to peripheral neuropathy in Pembroke Welsh corgis and boxers. J Neurol Sci. 2012 Jul 15;318(1-2):55-64. PubMed PMID: 22542607.' The second citation is: 'Alvarez CE, Akey JM. Copy number variation in the domestic dog. Mamm Genome. 2012 Feb;23(1-2):144-63. PubMed PMID: 22138850.' The third citation is: 'Singh U, Levin L, Grinshpun SA, Schaffer C, Adhikari A, Reponen T. Influence of home characteristics on airborne and dustborne endotoxin and β-D-glucan. J Environ Monit. 2011 Nov;13(11):3246-53. PubMed PMID: 22012201.'

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see D above) and enter an author full name, or last name and initials in the search box.



The screenshot shows a search interface titled 'Add PubMed Citations to My Bibliography'. It features a search box containing the text 'Theodore r smith' and a blue 'Search PubMed' button. Below the search box, there is a paragraph of text: 'This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.'

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For Publications that are not included in PubMed, use the options to add citations using a file or to add citations manually using My Bibliography templates, click “Go to My Bibliography” (see E above).

Note:

- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See [Deleting Citations](#)
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

8. **Enter Synergistic Activities** – select “add another entry” add one activity and select save. Each activity must be entered separately, up to five examples may be listed.

#### 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.

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

[+ add another entry](#)

9. **Download SciENcv** – The biosketch can be downloaded in three formats, PDF, Word, or XML. To download a SciENcv biosketch:

- Sign in to My NCBI. Go to SciENcv link and select the biosketch you wish to download.
- Click the hyperlink of the format you wish to download.



10. **Adding Delegates to SciENcv** - My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify, or delete the information in the SciENcv account to which they have been granted access. The option to “Add a Delegate” is available through the My NCBI homepage. After logging in to the My NCBI site, select your user name in the top right corner, scroll down to the “Delegates” section and select “Add a Delegate.” The following prompt will display:

**Add a delegate**

Enter your delegate's email address:

[Cancel](#)

What'll 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.