

The instructions below will guide you through the preparation of the Personnel Documents available in SciENcv.

These additional resources can also help you in preparing your personnel documents and using SciENcv:

- SciENcv Help Manual with step-by-step instructions
<https://www.ncbi.nlm.nih.gov/books/NBK154494/>
- [Video](#) – About SciENcv, How to Set Up an Account, How to Prepare Personnel Documents
- NSF Senior Personnel Documents Requirements
<https://new.nsf.gov/funding/senior-personnel-documents>
- NIH Common Forms announcement: <https://grants.nih.gov/policy-and-compliance/changes-coming-2025/common-forms-for-biosketch>

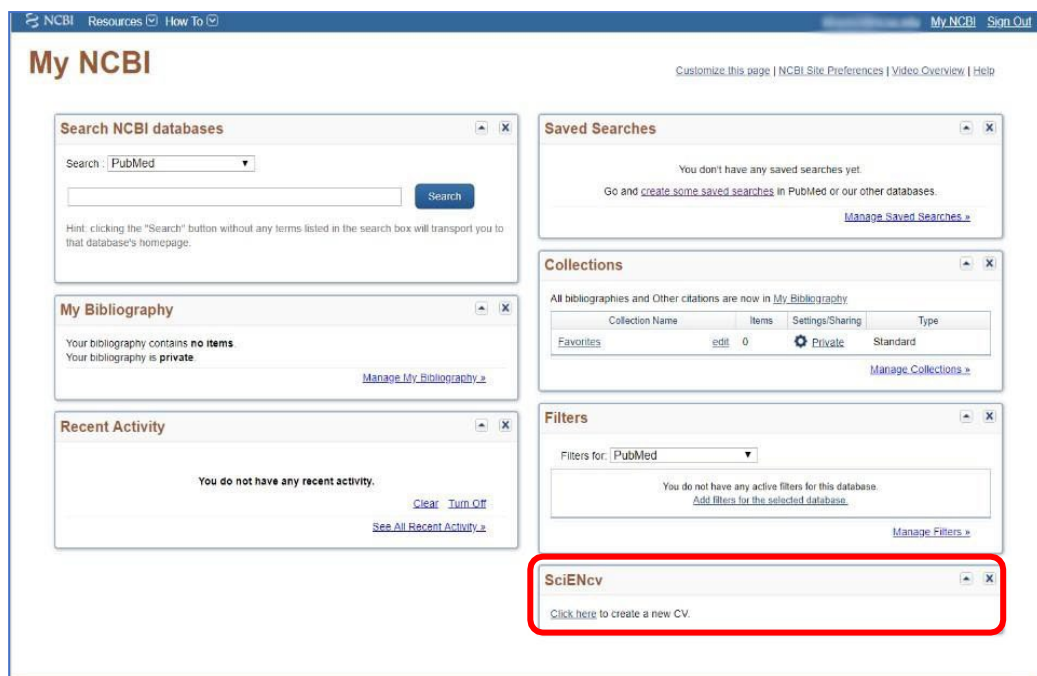
Access SciENcv by visiting <https://www.ncbi.nlm.nih.gov/sciencv/>

Select one of the login options. If you already have an NSF or NIH account, you can use these to access SciENcv. If you don't have accounts for NSF or NIH, click on More Options to see other ways to log in. Users will be automatically redirected back to the My NCBI homepage after your login to those external sites is successful.

The screenshot shows the SciENcv website interface. At the top is a blue header with the NIH logo and text: "National Library of Medicine" and "National Center for Biotechnology Information". On the right of the header is a user profile icon. Below the header, the main content area has a white background. On the left, there is a sidebar with the SciENcv logo (three green hexagons) and the text "SciENcv". Below the logo, there are two sections: "About SciENcv" with links for "Background Information" and "Help Documentation", and "Developer Tools" with links for "Data Documentation" and "Data Schemas". On the right, there is a dark blue box with the text "SciENcv: Science Experts Network Curriculum Vitae" and 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 box, there is a "Log in" button. Under the "Log in" button, there are two buttons: "eRA Commons" (with the eRA logo) and "National Science Foundation" (with the NSF logo). Below these buttons is a "More Options" button. At the bottom, there is a link: "Forgot your username/password?".

How to Create and Manage SciENcv Documents

For new users who have not previously created documents in SciENcv, there will be a “Click here to create a new CV” link in the MY NCBI Portal.



Returning SciENcv users will see links in the portal to their previously created documents. To work on an existing document, you can click on the document name listed in the SciENcv portal or select the “Manage SciENcv” button in the lower right-hand corner of the screenshot below.

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

Search NCBI databases

Search:

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 [3 items](#).
Your bibliography is **private**.
[Manage My Bibliography »](#)

Recent Activity

You do not have any recent activity.
[Clear](#) [Turn Off](#)
[See All Recent Activity »](#)

Collections

All bibliographies and Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections »](#)

Filters

Filters for:

You do not have any active filters for this database.
[Add filters for the selected database.](#)
[Manage Filters »](#)

SciENcv

Name	Last Update	Sharing	Type
NSF CPS	11-Apr-2023	Private	CPOS23-1
NSF Biosketch	23-Jun-2023	Private	NSF-BGS23-1

[Manage SciENcv »](#)

After clicking “Manage SciENcv” users will be able to click “Create New Document” to prepare either a new Biographical Sketch or Current and Pending (Other) Support document.

[MY NCBI](#) > [SCIENCv](#)

SciENcv

My Profile [Edit](#)

Name: [REDACTED]

ORCID ID: <https://orcid.org/0009-0002-2331-1875>

Helpful Links

[About SciENcv](#)

[How to Use SciENcv](#)

My Documents

Last Updated ↓	Title	Format	Delete
10/22/24	NSF Biosketch starting from Orcid- NSF Biosketch 2024 COPY	NSF Biographical Sketch	<input type="button" value="Delete"/>

You will be asked to select which document type you are creating. Users can also select a previously created document to modify, or you can use your ORCID (see instructions later in this document) or eRA Commons accounts to start a new document. The Document Title can be any name you come up with to keep track of your files.

Create a New Document

Asterisks () indicate required fields.*

Document title *

Document type *

Data source *

☐ Use an external source

☐ Use an existing document

☐ Start with a blank document

CANCEL CREATE

Once you select a document to create, SciENcv will include instructions on populating the appropriate sections. The system provides the outline of the document and you can click the links to enter your data.

For sections where you can add citations or publications, you will have the option to select from citations listed in My Bibliography (this is an NCBI tool available on the NCBI dashboard; see screenshot below) or ORCID (see instructions at the end of this document). Depending on the agency template, you also have the option of editing author lists (for example, to stay within page limits) by selecting the “Edit authors” list after each citation for ORCID entries.

[[Save citations](#)]

My Bibliography ORCID

Sort by: Publication date ▼ Select: None 0 Item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden from display

My Bibliography Access:

At the top of most pages in SciENcv, you can see the link to the My NCBI dashboard where you will find “My Bibliography.”



My NCBI

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

Search NCBI databases

Search : PubMed

[Search](#)

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

My Bibliography

Your bibliography contains [3 items](#).
Your bibliography is **private**.

[Manage My Bibliography »](#)

Recent Activity

Time	Database	Type	Term
------	----------	------	------

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 »](#)

Collections

All bibliographies and Other citations are now in [My Bibliography](#).

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections »](#)

Filters

Filters for: PubMed

Certification

Upon downloading your documents, you certify that the information provided is accurate, current, and complete. SciENcv will produce agency-compliant PDF versions of the biographical sketch and current and pending (other) support information. Proposers will then have to save these documents and submit them as part of their proposals in the relevant submission portal. SciENcv will not automatically link to any agency systems.

Certification

[Download PDF](#)

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

Adding a Delegate

If needed, any SciENcv account holder can set up one or more delegates for their account. Once a delegate has accepted their invitation, the delegate(s) can view, edit, and create profiles in the original account holder's SciENcv. However, they cannot certify/download the documents. Only the account holder can certify and download the documents.

To send a delegate request:

1. Select your username in the top-right corner of the screen to access the "Account Settings" page
2. Under "Delegates," select "Add a delegate"
3. Enter your delegate's email address and select "OK"

To accept a delegate request:

1. Check your email for the delegate request. If you haven't received the request email, be sure to check your spam folder – the email comes from myncbi@ncbi.nlm.nih.gov.
2. Use the link in the delegate request email to accept and confirm the delegation. Note that if you don't already have a SciENcv account, you will need to create one.

The screenshot displays the NCBI Account Settings page. At the top, the NIH logo and 'National Library of Medicine' are visible. The page title is 'My NCBI » Settings'. The main content area is titled 'NCBI Account Settings' and includes sections for 'Email', 'NCBI Account', 'Linked accounts', and 'Delegates'. The 'Email' section shows a confirmed email address. The 'NCBI Account' section shows the username. The 'Linked accounts' section lists NSF, eRA Commons, and ORCID. The 'Delegates' section has a link to 'Add a Delegate'. A dropdown menu is open in the top right corner, showing options: Dashboard, Publications, Account settings (highlighted), and Log out.

Using ORCID and linking it to SciENcv

Researchers are encouraged to obtain an ORCID iD (this is **required for NIH**) (Open Researcher & Contributor ID) to help them prepare documents using SciENcv. An ORCID iD is a free *persistent digital identifier* that distinguishes you from every other researcher. [ORCID](#) is a space to collect all of your scholarly works, from traditional articles to art works and dance performances to datasets and more.




[Register](#) for an ORCID iD.

[Linking](#) your ORCID account in SciENcv will import your profile information and publication data into your SciENcv profile.

Click on your username in the upper right corner of SciENcv. Select Account Settings. Under *Linked Accounts*, click the Add Account link. This will give you options to link to third-party accounts including ORCID.

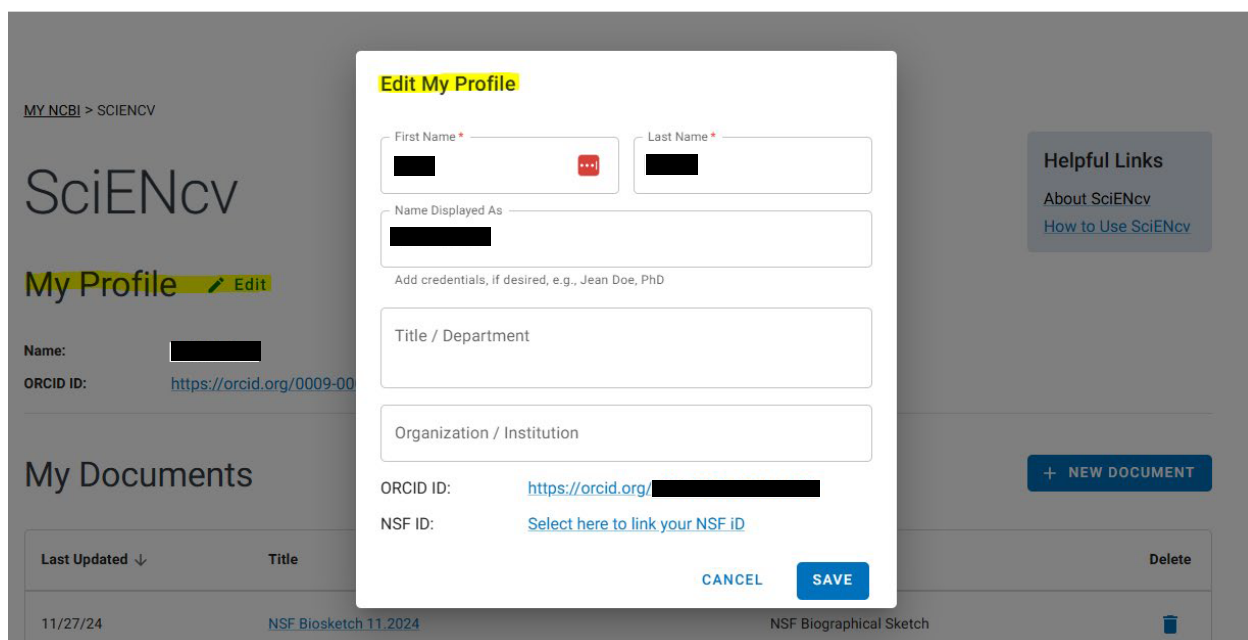
Linked Accounts

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	██████@siu.edu	
eRA Commons	██████@siu.edu (logged in)	
ORCID	████████████████	

[Add account](#)

You can also link your ORCID iD to your SciENcv profile on the home page. Click on the *edit* button to see options for your Profile.



Edit My Profile

First Name *

Last Name *

Name Displayed As

Add credentials, if desired, e.g., Jean Doe, PhD

Title / Department

Organization / Institution

ORCID ID: <https://orcid.org/████████>

NSF ID: [Select here to link your NSF iD](#)


CANCEL **SAVE**

My Profile [Edit](#)

Name: ██████████

ORCID ID: <https://orcid.org/0009-0000-0000-0000>

My Documents

Last Updated ↓	Title	Delete
11/27/24	NSF Biosketch 11.2024	
	NSF Biographical Sketch	

[+ NEW DOCUMENT](#)

Helpful Links

- About SciENcv
- [How to Use SciENcv](#)

Information from NIH regarding the ORCID requirement:

<https://nexus.od.nih.gov/all/2024/11/12/update-on-linking-orcid-to-implement-persistent-identifier-requirements-while-reducing-burden-and-improving-transparency/>