USING SCIENCECV

One of the two required formats for both biosketch and current & pending documents within NSF proposals
OPEN RESEARCHER AND CONTRIBUTOR IDENTIFIER (ORCID)

ORCID is a “non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers.” [link](http://ORCID.org/content/initiative)

ORCID has been adopted and integrated by hundreds of universities, funding agencies, publishers, data repositories, and others. Requiring ORCID registration is being phased in by NIH and started in October 2019. NSF and other federal agencies are starting to require SciENcv-built biosketches and current & pending documents. SciENcv is designed to use ORCID to populate most of the required fields.
OPEN RESEARCHER AND CONTRIBUTOR IDENTIFIER (ORCID)

An ORCID iD is a 16 digit unique identifier. If you think you’ve registered for an ORCID and don’t remember your ID or user name, you can look up your name in the search bar on the main page of the ORCID website or use the advanced search functionality at [https://orcid.org/orcid-search/search](https://orcid.org/orcid-search/search).

Go to [https://orcid.org/signin](https://orcid.org/signin) and enter the email address you associated with the account and hit “forgot password” you cannot recall your password.

If you need to create a new ORCID account, register through the ORCID website, [https://ORCID.org/register](https://ORCID.org/register).
LINKING ACCOUNTS — LINK ORCID WITH MY NCBI

There are many ways to connect an ORCID iD to your My NCBI account. In fact, you may have already done it inadvertently! To check, you can go into SciENcv and initiate the creation of a biographical sketch. Then, select ORCID as your external data source.

If you don’t yet have your ORCID iD connected to your My NCBI account, there will be a link prompting you to create that connection. Please note, you will need to have an existing ORCID iD and know the login information prior to making the connection.
LINKING ACCOUNTS — LINK ORCID WITH MY NCBI

The ORCID iD connection will pull in information that you’ve listed on your ORCID iD (like employment data, educational degrees, etc.). This import can be exceptionally valuable because you only have to fill out that preliminary information one time and then it can be imported into a variety of other systems, including SciENcv.
LINKING ACCOUNTS — LINK ORCID WITH MY NCBI

ORCID needs to have your information prior to import or nothing but the ORCID iD will be translated into your biographical sketch. So, if you haven’t done so already, go into the ORCID iD and fill out all of the details listed — such as employment history, degrees earned, etc. Then return to SciENcv to import them.
HOW TO ACCESS SCIENCV

Users can access SciENcv by going to https://www.ncbi.nlm.nih.gov/sciencv/ and selecting the "click here to start!" button.
ACCESSING SCiENCv

As a user, you do not need to create a SciENcv/NCBI account to prepare and generate their NSF documents. For convenience, SciENcv allows you to authenticate into the system by using your NSF ID and password.
ACCESSING SCIENCv

Once you click the “NSF login” button, you will be directed to sign in via Research.gov. Users will then be automatically redirected back to the My NCBI homepage after their NSF login is successful.
ACCESSING SCIENCv

Once you’ve successfully logged in, the SciENcv box will default to the bottom right corner of your My NCBI homepage.

Note, if you’ve used my NCBI previously and customized your account in any way, SciENcv may be located elsewhere, as the My NCBI is designed for multiple purposes across the NCBI system. If this should occur, please reach out to the NSF Help Desk at rgov@nsf.gov or 1-800-381-1532.
For new users who have not created documents within SciENcv before, there will be a small box with a “click here to create a new CV” to create a profile button.
Returning SciENcv users will see links to their previously created documents, including biosketches. To work on an existing document, you can click on the document name itself or click the “manage sciENcv” button.
Users create and manage both their biosketch and current and pending documents in the same “manage SciENcv” section of the application.

After clicking, “manage SciENcv,” users will be able to click “create new document” to prepare either a new NSF biosketch or current and pending document.
Worth noting, you can click the edit button in the mini profile (highlighted in yellow below) and change your corresponding information to appear exactly how you want it on your applications.
Once doing this, you will then be asked to select which document type you are creating. **Be sure to select the appropriate document type, as the “NIH Biosketch” is selected as the default.**

Users can also select a previously created document to modify, should they choose to do so.
3 OPTIONS FOR CREATING NEW PROFILE

You can create a profile from scratch (starting from a blank page), you can use an external source to populate sections of the document (this currently works with eRA Commons as the external source), or you can duplicate an existing document and edit from that point going forward.
DELEGATIONS

NCBI account holders can set up one or more delegates for their My NCBI account. Once a delegate has accepted their invitation, the delegate(s) have the ability to view, edit, and create profiles in the original account holder’s SciENcv, as well as edit the account holder’s My Bibliography.

Once you (the primary user) delegate access to your SciENcv documents, your delegator can access your documents by logging in to their My NCBI account. From there if you have delegated access to your My Bibliography and Other Citations collections, your delegator will see those collections listed in their collections list.
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DELEGATIONS

If you have granted your delegator access to your SciENcv, they will be able to access it through their SciENcv portlet.
CREATING A NEW CV

Once you are redirected back to the SciENcv website, you will have the option to create a new CV.

After clicking the “click here” button, you will choose the options indicated.
CREATING A NEW CV

You then will be taken to a screen to build out your NSF biosketch.

You can edit your name (add credentials, middle initial, etc.) and add an address/email by clicking the “edit” button next to your name.
Next, you will add degrees and postdoctoral positions in the “professional preparation” section.
Next you will enter academic appointments (not postdoc positions). These can be added in any order; the system will sort them correctly automatically regardless of the order in which you input them into the system.
CREATING A NEW CV

Section “C. Selected Peer-Reviewed Publications” is linked to your My Bibliography section. To start entering products/publications, you will click the “select citations” button next to each products section.

ORCID iD can be used to import works you’ve authored into the publications section. In the case of NSF biosketches, the works go into the “products” section, which allows you to select five (5) items and an additional five (5) items (totaling 10) that help demonstrate your previous work. This process requires maintaining a list of your works in your ORCID iD.
CREATING A NEW CV

Once your ORCID iD is connected, it will appear as a tab on your “C. Products” section. You can select items from this list to appear in your products section.

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 traditional Resources Locator (URL) or other Persistent Identifier.

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT
You have not included any product in this section.

OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT
You have not included any product in this section.
Section “D. Research Support” can be linked to your eRA Commons account. Doing this will allow your awarded grants to pre-populate into this section of SciENcv.

Once your biosketch is complete, download as a PDF. The PDF version is acceptable for direct upload to FastLane and Research.gov.
ANSWERS TO COMMON QUESTIONS AND CONCERNS

What if the font sizes in SciENcv generated documents appear to be wrong and not in compliance with font requirements set forth in the PAPPG?

- The NSF-approved formats generated automatically by SciENcv will be accepted by NSF systems. Do not attempt to edit SciENcv auto-generated documents, as doing so will prompt an error in the FastLane system and prevent successful submissions.

Can you reorder product citations in a biosketch?

- As of right now, there is no way to do this within SciENcv. Please note that products included in biosketches do not need to be in chronological order.

On October 5, 2020, will non-compliant biosketches and current & pending documents receive an error message in FastLane, Research.gov, and Grants.gov?

- Yes! Biosketch documents will be tagged with identifiers indicating they were prepared in an NSF-approved format. When NSF begins enforcing the use of these formats, biosketch documents not uploaded in an NSF-approved format will trigger a compliance error that will prevent submission of the proposal in FastLane, Grants.gov, and Research.gov.
What do I put in the current & pending document if I don’t have any measurable effort on a project?

- Individuals should only include projects they are committing time/person months to. Please remove (and do not include) any entries to your current & pending document that are for 0 person months effort.

How do I document the person-month(s) or (partial person-months) per year committed to the project for sources of support/in-kind contributions that operate on a fiscal year calendar?

- Proposers should enter the later of the two years into the “year” field. Example: If your fiscal year is Sept. 2019 – Aug. 2020, you would enter “2020” for the year and include the corresponding person-months for the “year” time period as defined and used by your organization in proposals submitted to NSF.
ANSWERS TO COMMON QUESTIONS AND CONCERNS

If we prepare the current & pending document in SciENcv, will the information automatically link to NSF systems?

- No! Proposers must submit the current & pending support information to NSF after it is prepared in SciENcv. SciENcv will produce the NSF-compliant PDF version of the current & pending support document. Proposers will then save the document and upload into FastLane, Grants.gov, or Research.gov as part of their proposal upload process.

Will SciENcv paginate documents?

- Yes. It will insert pagination in the lower left corner of documents.
SciENcv has created materials to guide users through the preparation of NSF documents available in SciENCv

- NSF biographical sketch video tutorial: https://youtu.be/nk7qlbele0k
- NSF current & pending support video tutorial: https://youtu.be/bhWQYvEEtJs
- NSF and NIH recorded joint webinar and SciENcv demo: https://www.nsfpolicyoutreach.com/resources/april-2020-nsf-approved-formats-for-proposals/