SciENcv Instructions

I. **Purpose**

Demonstrate how to use SciENcv interface for Biosketch and Current/Pending Support documents. NSF will no longer accept the previous fillable biosketch and current/pending support PDFs. Use of SciENcv mandate is effective 10/23/23

II. **Account Setup**

a. Go to SciENcv: https://www.ncbi.nlm.nih.gov/sciencv/
b. Click **Login** to verify your account access
c. You will need to either:
   1. Create an account
   2. Login using previous NSF or Research.gov credentials
d. You will be brought to a new screen/**My NCBI**
   1. Select **Create a New NCBI account**,
      OR
   2. Select, **Link to an existing NCBI account** (ex. If you have an ORCID account, or other account you would like to link)
      a) For additional information on linking accounts visit, https://www.ncbi.nlm.nih.gov/books/NBK3842/ , see section **Signing in to My NCBI**

III. **Creating Biographical Sketch**

You will be brought to the **My NCBI>SciENcv** screen

a. Click **Create New Document** (if you have existing documents in the system, you can edit those)
b. New screen appears
   1. **Document Name** – enter doc name
   2. **Format** – five types are available: NIH BioSketch, NIH Fellowship Biosketch, NSF Biographical Sketch, NSF Current and Pending (other) Support and IES Biosketch. Select the pertinent type; the type will determine the interface's available options
   3. **Choose data source** – three options are available:
      a) **Start with a blank document** – Select if you are starting from scratch
      b) **Existing Document**
      c) **External Source** – export data from, ex. ORCID or ERA commons
   4. **Sharing** – You may select, **Private** or **Public**
c. Click **Create**
d. Profile page created appears. You should see the **Profile Name** at the top of the page
   1. Red asterisks are required fields
      a) **NIH BioSketch:**

1) You can add information to the **Education/Training** section and sub-sections (click to expand selection)
2) In the **Personal Statement** section, you can add citations. Example: from PubMed or you can import citations from your ORCID account, if applicable. Click hyperlink to connect to ORCID account

2. The entered data can be exported to PDF, Word, or XML formats (see top right corner of page

    b) **NSF BioSketch:**

        1) Red asterisk items are required to process form
        2) **ADD INFORMATION** (to expand selection)
        3) **ADD PROFESSIONAL PREPARATION** (to expand selection)
        4) **APPOINTMENTS AND POSTIONS** (to expand selection)
        5) **SELECT RELATED PRODUCTS** (to expand selection)
        6) **SYNERGISTIC ACTIVITIES** (to expand selection)
        7) **Certification**
            a. VIEW DRAFT
            b. DOWNLOAD PDF

IV. **Current and Pending Support**

    a. Click **My NCBI** hyperlink at the top left corner of page

    b. At new screen, go to SciENcv section

    c. Click **Manage SciENcv** hyperlink

    d. Click **Create New Document** (if you have an existing document to edit, you may select it)

    e. New screen appears
        1. **Document Name** – enter doc name
        2. **Format** – Select, **NSF Current and Pending (other) Support**
        3. **Choose data source** – two options are available:
            a) **Start with a blank document** – Select if you are starting from scratch
            b) **Existing Document** – If you would like to edit an existing document
        4. Click **Create**

    f. New screen appears
        1. Red asterisk item is required to process form
        2. Click **ADD INFORMATION** to expand selection
            a) Add all required items
            b) ORCID information can be linked
        3. **ADD Project/Proposal**
        4. **ADD In-KIND CONTRIBUTION**
        5. Certification

        a) VIEW DRAFT

        b) DOWNLOAD PDF

V. Miscellaneous

a. Assign Delegate - You can add delegates to help you manage your bibliography and/or SciENcv profiles

b. Recommended websites for audio-visual and step by step instructions

    1. Biosketch - https://www.youtube.com/watch?v=hOzltEU0HXw

    2. Current and Pending Support –

       https://www.youtube.com/watch?v=aGegfyAATpk

    3. General – https://thefdp.org/events/september-2023-meeting/#toggle-id-5

    4. Supplemental and overview – https://www.youtube.com/watch?v=MnFv6r7hSpM

c. Office of Research Resources:

    1. Website for NSF information – https://www.uno.edu/research/funding/proposals/nsf