

# **SciENcv National Science Foundation**

## **Quickguide**

SciENcv is an application in My NCBI that helps you create online professional profiles that can be made public to share with others. In SciENcv you can document your education, employment, research activities, publications, honors, research grants, and other professional contributions. My NCBI users can create multiple SciENcv profiles in official biographical sketch formats, for the National Institutes of Health (NIH), the National Science Foundation (NSF), and the Institute of Education Sciences (IES), which can be used for grant submissions. In addition, SciENcv profiles include, when registered with ORCID, your ORCID iD.

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, FastLane, or ORCID accounts. The information transferred to SciENcv can be changed, hidden, augmented or deleted. SciENcv users control the content displayed in their SciENcv profiles.

This quickguide is specifically for helping you navigate creating biographical sketches for the National Science Foundation (NSF) grant submissions. Additional information can be found on the SciENcv user guide available on the RAO website. The information on this guide is adapted from <https://www.ncbi.nlm.nih.gov>

## SciENCv Background

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Science Experts Network Curriculum Vitae (SciENCv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research. SciENCv gathers and compiles information on expertise, employment, education and professional accomplishments. Researchers can use SciENCv to create and maintain biosketches that are submitted with grant applications and annual reports. SciENCv allows researchers to describe and highlight their scientific contributions in their own words.

### What SciENCv does:

- Eliminates the need to repeatedly enter biosketch information
- Reduces the administrative burden associated with federal grant submission and reporting requirements
- Provides access to a researcher-claimed data repository with information on expertise, employment, education, and professional accomplishments
- Allow researchers to describe their scientific contributions in their own language

### Who Developed SciENCv

The SciENCv utility is a cooperative project requested by the [Federal Demonstration Partnership](#) (FDP), which is an association of academic research institutions and federal agencies. In collaboration with the FDP, SciENCv is being built by the [National Center for Biotechnology Information](#) (NCBI) at the National Institutes of Health under the aegis of an [interagency workgroup](#) composed of members from the Department of Defense, the Department of Energy, the Environmental Protection Agency, the National Institutes of Health, the National Science Foundation (NSF), The Smithsonian, and the United States Department of Agriculture. The interagency workgroup operates under the National Science and Technology Council's (NSTC) [Research Business Models](#) and Science of Science Policy Committees.

### Principles of SciENCv

- Any researcher may register
- Leverages data from existing systems
- Data are owned by the researcher
- Researcher controls what data are public
- Researcher edits and maintains information
- Researcher provides own data to describe research outcomes
- Researcher has ultimate control over data in biosketch

## SciENCv and NSF

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Please be advised that the National Science Foundation (NSF) has designated the National Institutes of Health's SciENCv (Science Experts Network Curriculum Vitae) as an NSF-approved format for submission of biographical sketch(es) and is encouraging its use to prepare a biographical sketch for inclusion in proposals to NSF.

In accordance with the current Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 19-1), a biographical sketch (limited to two pages) is required for each individual identified as senior personnel on a proposal, and a separate biographical sketch PDF file, or other NSF-approved format, must be uploaded in FastLane for each designated individual (see PAPPG Chapter II.C.2.f.). These biographical sketch and file format requirements also apply to NSF proposals submitted through Research.gov and Grants.gov.

Use of an NSF-approved format aims to reduce administrative burden and improve efficiencies by providing proposers with a compliant and reusable way to maintain this information for subsequent proposal submissions to NSF, while also ensuring that the information is submitted in a searchable composition.

Beginning with the next iteration of the PAPPG (expected to be implemented in January 2020), NSF will only accept PDFs for biographical sketches that are generated through use of an NSF-approved format.

## Accessing SciENCv

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After signing in to [NCBI](https://www.ncbi.nlm.nih.gov/account/) (available at <https://www.ncbi.nlm.nih.gov/account/>). You may need to register for a NCBI account if you have not used it before), SciENCv can be accessed from the SciENCv portlet which is located in the My NCBI main page, or from [about SciENCv](#).

The SciENCv portlet provides information at glance on all the existing SciENCv biosketches for a My NCBI account as well as their current sharing status. If no biosketches have been created, the SciENCv portlet provides a link to create a biosketch.

## Using the NSF Biographical Sketch

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The National Science Foundation (NSF) biographical sketch format is the official format used for grant submissions to the NSF. NSF [FastLane](#), NIH [eRA Commons](#), and ORCID account holders who have linked their accounts to My NCBI can populate their SciENCv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in [Using a Partner Organization Username and Password](#).

The NSF biographical sketch consists of five sections:

- [Professional Preparation](#)
- [Appointments](#)
- [Products](#)
- [Synergistic Activities](#)
- [Collaborators and Other Affiliations](#)

## Professional Preparation

Under **Professional Preparation** enter your academic degrees and training in chronological order.

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

The image shows two side-by-side form windows. The left window is titled "Add new degree" and has a radio button selected for "Degree". It contains fields for School, City, State/Province, Country, Degree (a dropdown menu with "BACHELOR OF SCIENCE (BS)" selected), and Field of Study. It also has date pickers for "From" and "To" (MM, YYYY) and buttons for "Save", "Save & add another entry", and "Cancel". The right window is titled "Add new training" and has a radio button selected for "Training". It contains fields for Organization, City, State/Province, Country, Training (a dropdown menu with "Resident" selected), and Description. It also has date pickers for "From" and "To" (MM, YYYY) and buttons for "Save", "Save & add another entry", and "Cancel".

2. Click "Save." For multiple entries, click "Save & add another entry."

3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.

**A. PROFESSIONAL PREPARATION** [ Done ]

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

Show in this profile	INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR	
<input type="checkbox"/>	University of California	Berkeley, CA, USA	Physiology	BACHELOR OF SCIENCE	1993	<a href="#">Delete</a> <a href="#">edit</a>
<input checked="" type="checkbox"/>	University of California	Davis, CA, USA	Veterinary Medicine - Large animals	DOCTOR OF VETERINARY MEDICINE	1997	<a href="#">Delete</a> <a href="#">edit</a>
<input checked="" type="checkbox"/>	University of California	Davis, CA, USA	Equine surgery emphasis	Resident	2000	<a href="#">Delete</a> <a href="#">edit</a>

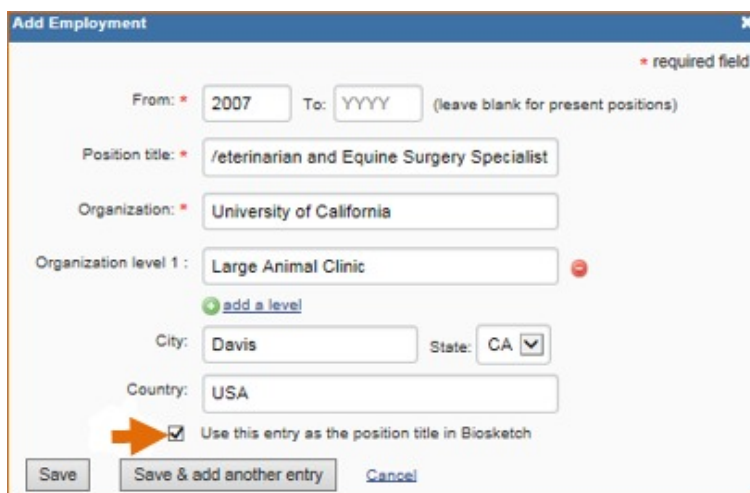
[+ add another degree/training](#)

4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click "Done."

## Appointments

In the **Appointments** section, list your academic and professional appointments in *reverse* chronological order.

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



**Add Employment** ✕

\* required field

From: \* 2007 To: YYYY (leave blank for present positions)

Position title: \* /eterinarian and Equine Surgery Specialist

Organization: \* University of California

Organization level 1: Large Animal Clinic -

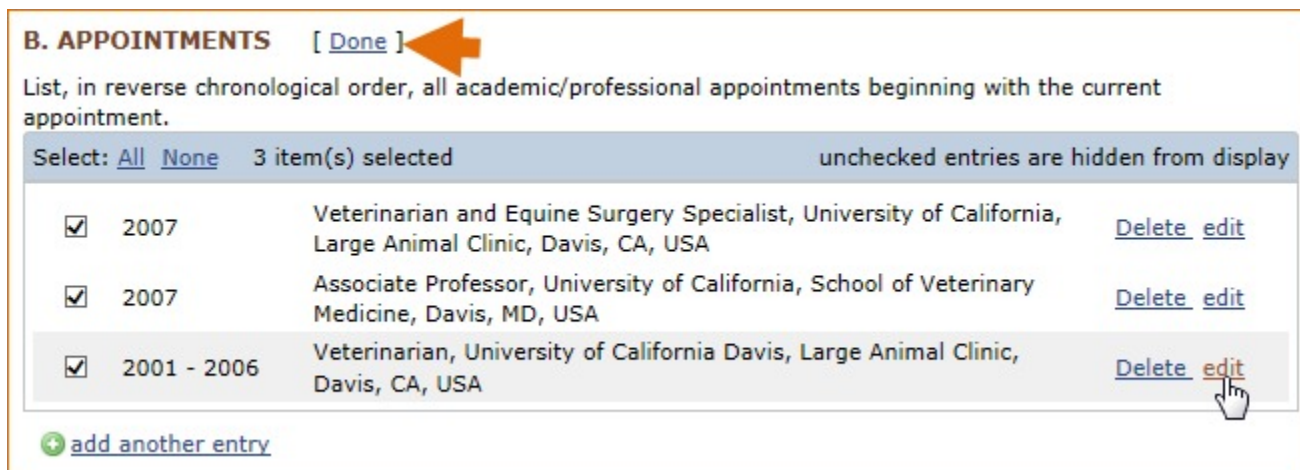
[+ add a level](#)

City: Davis State: CA v

Country: USA

Use this entry as the position title in Biosketch

2. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.



**B. APPOINTMENTS** [ Done ] ←

List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.

Select: [All](#) [None](#) 3 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2007	Veterinarian and Equine Surgery Specialist, University of California, Large Animal Clinic, Davis, CA, USA	<a href="#">Delete</a> <a href="#">edit</a>
<input checked="" type="checkbox"/>	2007	Associate Professor, University of California, School of Veterinary Medicine, Davis, MD, USA	<a href="#">Delete</a> <a href="#">edit</a>
<input checked="" type="checkbox"/>	2001 - 2006	Veterinarian, University of California Davis, Large Animal Clinic, Davis, CA, USA	<a href="#">Delete</a> <a href="#">edit</a>

[+ add another entry](#)

3. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

## Products

The **Products** section of the NSF biographical sketch displays citable and accessible publications, data sets, software, patents and copyrights. This section uses [My Bibliography](#) to manage product information, and it consists of two parts:

1. Products most closely related to the proposed project (**A**), where you may add up five products that are most closely related to the proposed project.
2. Other significant products (**B**), where you may add up 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 or 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 to ORCID is available, which you can use to retrieve citations stored in your ORCID record (**C**).

My Bibliography [Click here to connect to your ORCID account](#) **C**

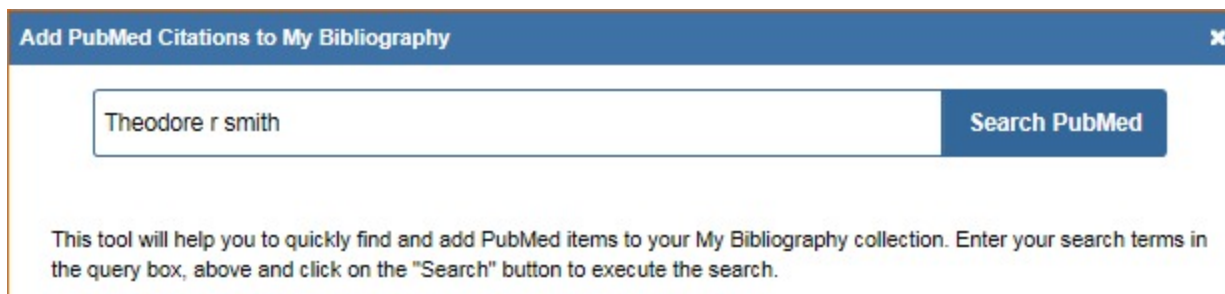
Sort by: **Date** **E** Select: None 0 item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden from display

Shell **D** on GC, O'Brien DP, Katz ML, Pesayco JP, **D** 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.

Alvarez CE, Akey JM. Copy number variation in the domestic dog. Mamm Genome. 2012 Feb;23(1-2):144-63. PubMed PMID: 22138850.

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.



Theodore r smith

Search PubMed

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).

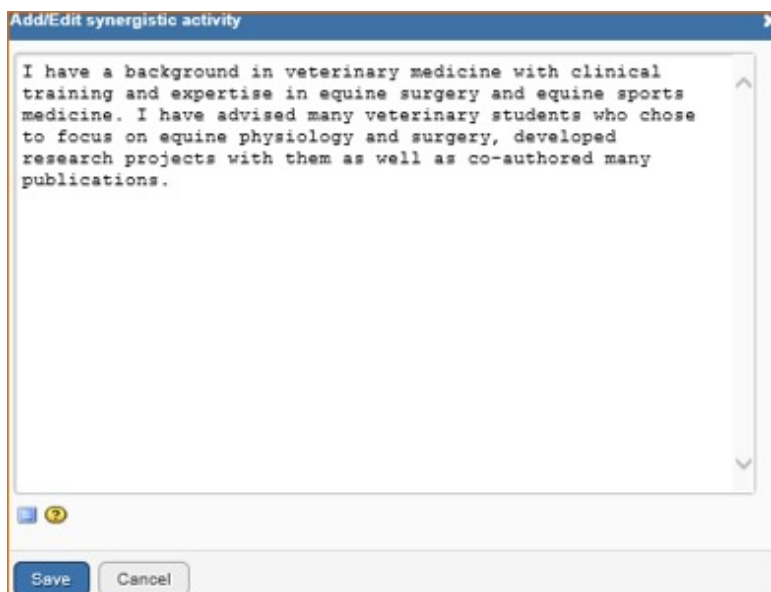
**Note:**

- 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

## Synergistic Activities

In the **Synergistic Activities** section of the NSF biographical sketch list up to five examples that illustrate the impact of your professional or scholarly activities and their focus on the integration and transfer of knowledge.

1. Enter each activity in the “Add/Edit Synergistic activity” window.



I have a background in veterinary medicine with clinical training and expertise in equine surgery and equine sports medicine. I have advised many veterinary students who chose to focus on equine physiology and surgery, developed research projects with them as well as co-authored many publications.

Save Cancel

- To reorganize the order of your listed synergistic activities, or to delete or edit an entry, hover your mouse next to the selected entry and click ‘Move up,’ ‘Move down,’ ‘Delete,’ or ‘Edit.’

#### 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.

- I have a background in veterinary medicine with clinical training and expertise in equine surgery and equine sports medicine. I have advised many veterinary students who chose to focus on equine physiology and surgery, developed research projects with them as well as co-authored many publications.
- I have collaborated with veterinary surgeons across the country in developing best practices for handling native breed equine populations with the aim of preserving the biodiversity of non-domestic animals.

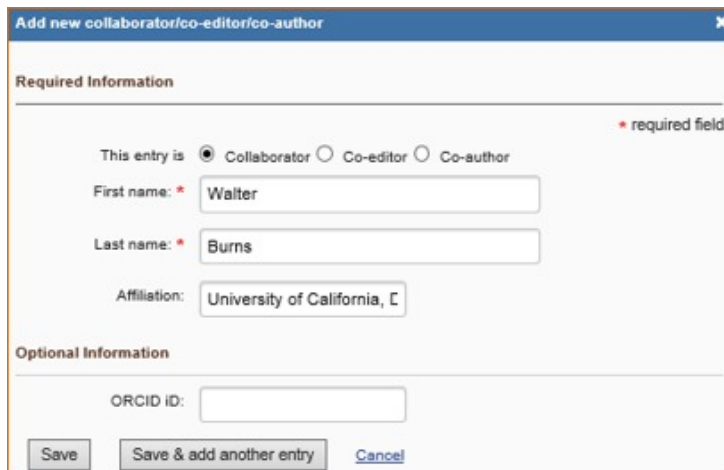

[Move up / down](#) | [delete](#) | [edit](#)

[+ add another entry](#)

## Collaborators and Other Affiliations

The **Collaborators & Other Affiliations** section of the NSF biographical sketch consists of three parts:

- Collaborators and Co-Editors, displays a list of persons, with their institutional affiliations, who have collaborated or co-authored on projects or publications with you during the 48 months preceding the submission of a proposal. Include also other persons who have co-edited a journal, a compendium or conference proceedings with you during the 24 months preceding the submission of a proposal. Select a radio button for either Collaborator, Co-editor or Co-author; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.



- Graduate Advisors and Postdoctoral Sponsors, where you list your graduate advisors as well as principal postdoctoral sponsors, and their current institutional affiliations. Select a radio button for either Graduate Advisor or Postdoctoral Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.



**Add new graduate advisor/postdoctoral sponsor**

**Required Information** \* required field

This entry is  Graduate advisor  Postdoctoral sponsor

First name: \*

Last name: \*

Affiliation:

**Optional Information**

ORCID ID:

- Thesis Advisors and Postgraduate-Scholar Sponsors displays a list of persons, with their institutional affiliations, to whom you have been a thesis advisor, or a postgraduate-scholar sponsor within the last five years. Select a radio button for either Thesis Advisor or Postgraduate-Scholar Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

**Add new thesis advisor/postgraduate-scholar sponsor**

**Required Information** \* required field

This entry is  Thesis advisor  Postgraduate-scholar sponsor

First name: \*

Last name: \*


Affiliation:

**Optional Information**

ORCID ID:

To edit or delete an entry in either of the three parts, click “Edit entries” and select either “delete” or “edit” next to the entry you wish to amend or delete. To hide an entry, uncheck the checkbox next to the selected entry, and click “Done.”

**E. COLLABORATORS & OTHER AFFILIATIONS**

**COLLABORATORS AND CO-EDITORS** [ Done ] 

List all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with you on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.

Select: [All](#) [None](#) 4 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	Walter Burns, University of California, Davis	
<input checked="" type="checkbox"/>	Anders Jonsson, University of Washington	<a href="#">Delete</a> <a href="#">edit</a>
<input type="checkbox"/>	Charles Jordan, University of California, Davis	
<input checked="" type="checkbox"/>	Fleur Miles, University of California, Davis	
<input type="checkbox"/>	Peter Skinner, University of Washington	
<input checked="" type="checkbox"/>	Elizabeth Witt, University of California, Davis	

## YouTube Tutorials

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There are several tutorials available on YouTube. However, they may not all be the most up-to-date so use them with caution. These are more for giving you a general idea of how different components work, but with recent updates it may look a little different.

- Connect ORCID ID to SciENcv:  
[https://www.youtube.com/watch?v=G\\_cKSRr7TJ4](https://www.youtube.com/watch?v=G_cKSRr7TJ4)
- Webinar: Create a Biosketch with SciENcv:  
<https://www.youtube.com/watch?v=V3VquWmgcco>
- SciENcv: Science Experts Network Curriculum Vitae:  
<https://www.youtube.com/watch?v=PRWy-3GXhtU>