

# Creating an NSF-approved Biosketch with SciENCv

Office of Sponsored Programs  
Research Education, Outreach & Strategic Support  
January 12, 2024

# Preview

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- More on SciENcv
- What does SciENcv do?
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- Assign a Delegate
- Link Accounts
- Accessing SciENcv
- SciENcv Main Page
- Create a New CV
- NSF Biographical Sketch Example
- Other Useful Resources

The screenshot shows the SciENcv website interface. At the top, there is a dark blue header with the NIH logo and the text "National Library of Medicine National Center for Biotechnology Information" on the left, and a "Log in" button on the right. Below the header, the main content area is divided into two sections. On the left, there is a white box with the SciENcv logo (four green hexagons) and the text "SciENcv". 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 these sections, there are two main columns. The left column has a "About SciENcv" section with links for "Background Information" and "Help Documentation", and a "Developer Tools" section with links for "Data Documentation" and "Data Schemas". The right column has a "Log in" section with buttons for "eRA Commons" and "National Science Foundation", and a "More Options" button. At the bottom of the right column, there is a link for "Forgot your username/password?".

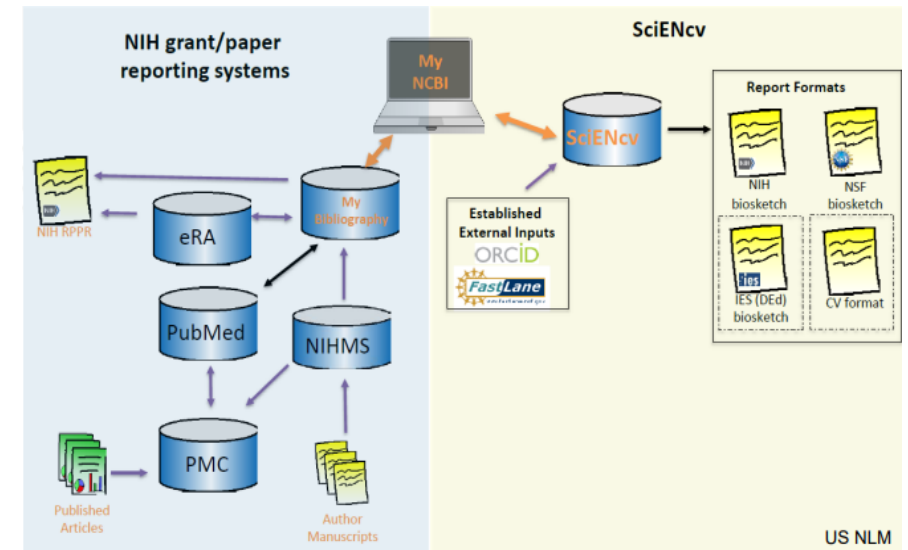
# What is SciENcv?

## About SciENcv:

Science Experts Network Curriculum Vitae (SciENcv) is an electronic system that helps researchers assemble the professional information needed for participation in federally funded research. Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports.

## 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
- Allows researchers to describe their scientific contributions in their own language



# More on SciENcv

## Who developed SciENcv:

- Science Experts Network Curriculum Vitae (SciENcv)
- Requested by the Federal Demonstration Partnership (FDP)
- National Center for Biotechnology Information (NCBI)
- Interagency working groups: DoD, DoE, EPA, NIH, NSF, USDA, etc.



## 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



# What does SciENCv do?



## Inputs

- eRA Commons
- NCBI My Bibliography
- Research.gov
- ORCID
- Hand-entered information

## Integration

- IDs
- Name
- Affiliation
- Education
- Honors
- Awards
- Personal Statement
- Contributions
- Grants
- Publications
- Collaborators
- Patents
- Etc.

## Outputs

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biosketch
- NSF C&P Support  
(DOE Office of Science requires NSF-approved C&P format)

PDF Documents to save to computer

# SciENCv Benefits

- Reduces the administrative burden
- Eliminates repeatedly entering biosketch information
- Allow researchers to describe their scientific contributions
- Any researcher may register
- Leverages data from existing systems
- Researcher
  - controls what data are public
  - edits and maintains information
  - provides own data to describe research outcomes
  - has ultimate control over data in biosketch



# Logging in to NCBI

Go to [NCBI](https://www.ncbi.nlm.nih.gov) (National Center for Biotechnology Information) and Log in using any one of the options listed. If you click the “more login options” button, you can log in with your GT credentials.

The image illustrates the login process on the NCBI website. It consists of three sequential screenshots:

- First Screenshot:** The NCBI homepage. A yellow arrow points to the "Log in" button in the top right corner.
- Second Screenshot:** The "Log in" modal window. It lists various login providers: eRA Commons, Google Account, ORCID, Login.gov, Microsoft, NIH Account, and NCBI Account. A yellow arrow points to the "more login options" button at the bottom.
- Third Screenshot:** The "Find your login provider" search results page. A search bar at the top contains "start typing...". Below it is a list of providers. A yellow arrow points to "Georgetown University" and another yellow arrow points to "Georgia Institute of Technology".

NOTE: The initial method selected to register and login to the system will be the one you should use for all activity; we recommend selecting GT (SSO) or ORCID for ease of use.



# Assign a Delegate

- To assign a delegate, click on your log in credentials in the top right of the Main NCBI Page and scroll down to Account settings and click. In Account settings, scroll down to the Delegates section. Click Add delegate and enter an email address.

ACCOUNT ✕

---

Logged in as:  
**kk151@gatech.edu**

---

[Dashboard](#)


[Publications](#)

[Account settings](#) ←

[Log out](#)

## 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
eRA Commons	kk151@gatech.edu (logged in)	

[Add account](#)

## Delegates

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

[Add delegate](#) ←

[API Key Management](#)

## Add a Delegate

Enter the delegate's email address

What will 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.

[Save](#)

[Cancel](#)



# Link Accounts

- To link accounts, click on your log in credentials in the top right of the Main NCBI Page and scroll to Account Settings. Click on Account settings and scroll down to Linked Accounts. You can view/remove any accounts already linked or you can add an account by clicking the provided link and searching for the partner organization that you would like to link to.

ACCOUNT



Logged in as:  
kk151@gatech.edu

Dashboard

Publications

Account settings

Log out

## 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
eRA Commons	kk151@gatech.edu (logged in)	

[Add account](#)



## Link a new 3rd-party account

Search for the account name or click on a link below to connect your My NCBI account to one of these partner organizations. Please note, you can only link one account per third-party partner.

NSF

### Available 3rd-party partners

[ENSFEA, France](#)

[INSERM-Transfert, France](#)

[NSF \(National Science Foundation\) Researcher Login, USA](#)

[NSF \(National Science Foundation\) Staff Login, USA](#)

[NSF's National Optical-Infrared Astronomy Research Laboratory, \(NOIRLab\)](#)

Note: As you link accounts, you may receive messages asking you to authorize the linkage so that the records can “talk” to each other.

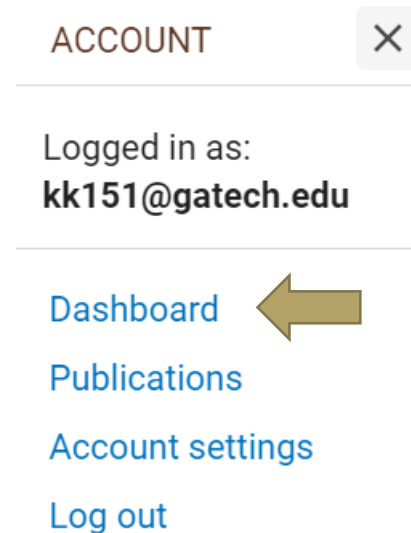
# Accessing SciENCv from NCBI

Once you have logged in to NCBI, there are two ways to access SciENCv:

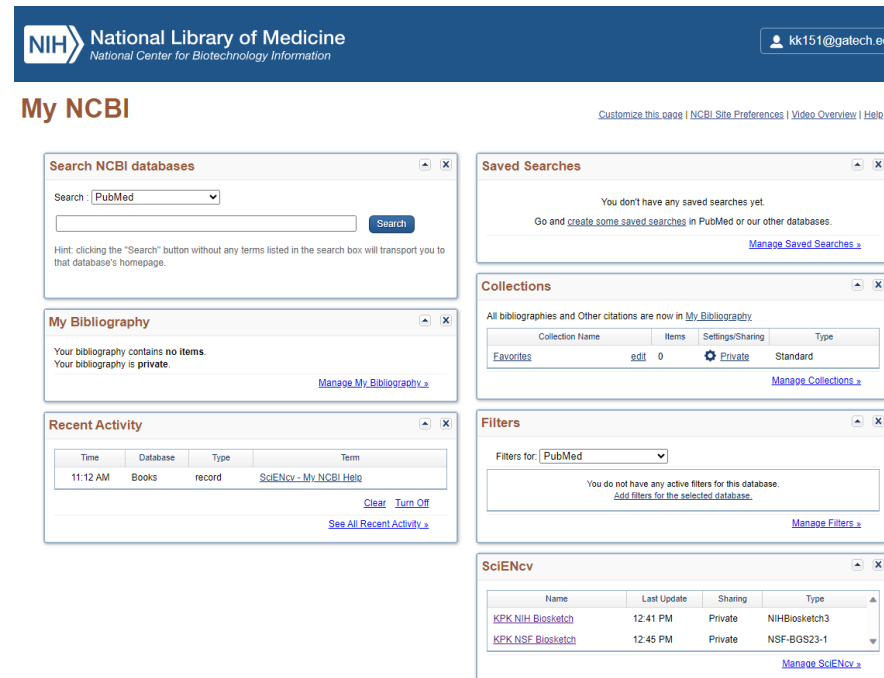
1. You can access SciENCv from the portlet which is located on your My NCBI Dashboard page. To view your Dashboard, click on your log in credentials in the top right of the Main Page:



You will see the drop-down Menu below.  
Click on the Dashboard link:




At the bottom right of the Dashboard,  
you will see the SciENCv portlet:



# Accessing SciENcv

2. You can also access the SciENcv page from the [About SciENcv](#) page (logging in using the same options used for NCBI):



**NIH** National Library of Medicine  
National Center for Biotechnology Information [Log in](#)

 **SciENcv: Science Experts Network Curriculum Vitae**  
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.

**About SciENcv**  
[Background Information](#)  
[Help Documentation](#)

**Developer Tools**  
[Data Documentation](#)  
[Data Schemas](#)

**Log in**

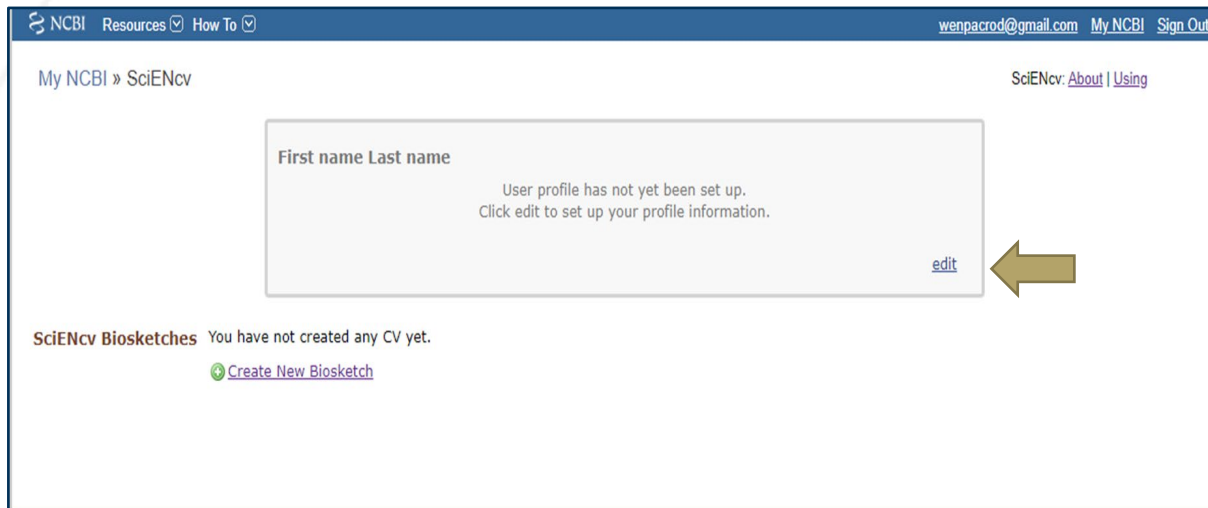
 

[More Options](#)

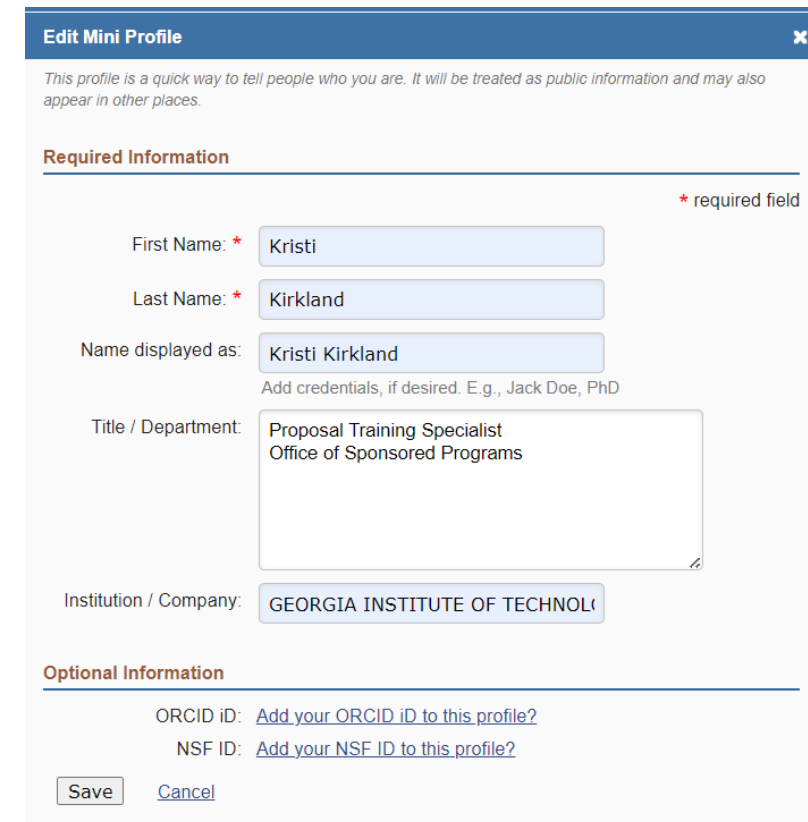
[Forgot your username/password?](#)

# SciENCv Main Page

- Once logged in, you will be on the SciENCv Main Page
- Click edit to set up your Mini Profile information
- Complete profile information and click save



The screenshot shows the SciENCv main page. At the top, there is a navigation bar with "NCBI Resources How To" and user information "wenpacrod@gmail.com My NCBI Sign Out". Below the navigation bar, the page title is "My NCBI » SciENCv" and there are links for "SciENCv: About | Using". The main content area features a large box with the text "First name Last name" and "User profile has not yet been set up. Click edit to set up your profile information." An "edit" link is located at the bottom right of this box, with a large brown arrow pointing to it from the right. Below this box, there is a section for "SciENCv Biosketches" with the text "You have not created any CV yet." and a "Create New Biosketch" button.



The screenshot shows the "Edit Mini Profile" form. At the top, there is a blue header with the title "Edit Mini Profile" and a close button. Below the header, there is a warning message: "This profile is a quick way to tell people who you are. It will be treated as public information and may also appear in other places." The form is divided into two sections: "Required Information" and "Optional Information".

**Required Information**

- First Name: \*
- Last Name: \*
- Name displayed as:   
Add credentials, if desired. E.g., Jack Doe, PhD
- Title / Department:
- Institution / Company:

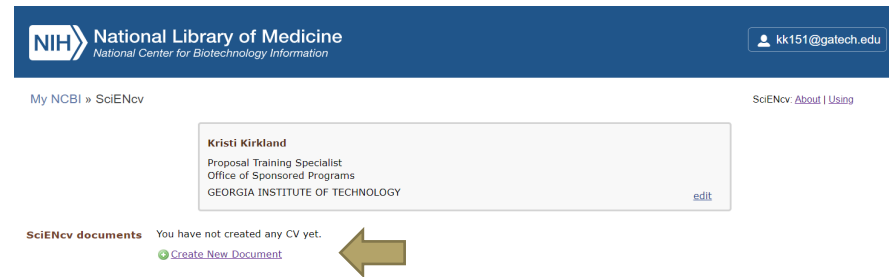
**Optional Information**

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

At the bottom of the form, there are "Save" and "Cancel" buttons.

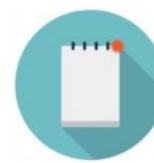
# Create a New NSF Biosketch

- You are now ready to create your SciENcv biosketch. To start, click on the Create New Document link:



You will then name your document, choose a format, choose a data source, and choose sharing privileges and click Create.

*Note: For your data source, you can start from scratch, choose info from an external source (eRA Commons, ORCID, National Science Foundation), or duplicate an existing biosketch.*



From Scratch



From an external  
source



Duplicate an  
existing product

# NSF Biographical Sketch Example

- Next, you are ready to complete the NSF Biosketch sections. To begin, click on the blue Add Information box which will take you to the 6 sections:

## NSF Biographical Sketch

[VIEW DRAFT](#)

[DOWNLOAD PDF](#)

The Biographical Sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities. A Biographical Sketch (limited to three pages) must be provided separately for each individual designated as senior personnel.

Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award.

Inclusion of additional information beyond that specified below may result in the proposal being returned without review. Do not submit any personal information in the Biographical Sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the Biographical Sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material.

[Biographical Sketch Instructions](#)

### Identifying Information, Organization and Location\*

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

[ADD INFORMATION](#)



#### Sections include:

- Identifying Information, Organization, and Location
- Professional Preparation
- Appointments and Positions
- Products
- Synergistic Activities
- Certification

# NSF Biographical Sketch Example

- Identifying Information, Organization and Location

Click Add Information button, fill in required info, and click Save.

## Identifying Information, Organization and Location\*

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

ADD INFORMATION



### Identifying Information, Organization and Location

Title \*  
Biosketch 2

First Name \*  
Kristi

Middle Name

Last Name \*  
Kirkland

Position Title \*

Name of Primary Organization \*

[+ ADD A LEVEL](#) (e.g. Department, if applicable)

City \*

Country \*  
▼

State/Province \*  
▼

Start Year \*  
┌

End Year  
└

CANCEL SAVE



# NSF Biographical Sketch Example

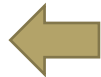
- Professional Preparation

Click Add Professional Preparation button, fill in required info, and click Save.

## A. Professional Preparation\*

Provide a list of the senior person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

ADD PROFESSIONAL PREPARATION



### Add Professional Preparation

Type  Degree  Training

Organization \*

City \*

Country \*

United States

State/Province \*

Degree \*

Field of Study \*

Start Date

 mm/yyyy

End Date \*

 mm/yyyy

For fellowship applicants, include start date of fellowship.

CANCEL

SAVE & ADD ANOTHER ENTRY

SAVE

# NSF Biographical Sketch Example

- Appointments and Positions

Click Add Professional Preparation button, fill in required info, and click Save.

## B. Appointments and Positions\*

Provide a list, in reverse chronological order by start date, of all the senior person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

With regard to professional appointments, senior personnel must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

ADD APPOINTMENT/POSITION



### Add Appointment/Position

Primary appointment or position

Note: Only one can be marked as primary.

Appointment or Position Title \*

Name of Organization \*

[+ ADD A LEVEL](#) (e.g. Department, if applicable)

City \*

Country \*

United States

State/Province \*

Start Date \*

 yyyy

End Date

 yyyy

Leave blank for present

CANCEL

SAVE & ADD ANOTHER ENTRY

SAVE

# NSF Biographical Sketch Example

- Products

Click Add Products button, fill in required info, and click Save.

## C. Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

### Products Most Closely Related to the Proposed Project\*

Select up to 5 products

[SELECT RELATED PRODUCTS](#)



### Other Significant Products, Whether or Not Related to the Proposed Project\*

Select up to 5 products

[SELECT OTHER PRODUCTS](#)



### Products Most Closely Related to the Proposed Project\*

Select up to 5 products

**My Bibliography** ORCID

0 citations Sort by: Publication Date ▾ [ADD PRODUCT](#) [MANAGE MY BIBLIOGRAPHY](#)

There are no citations in your My Bibliography. Please add citations to continue.

0 products saved [CONTINUE](#)

### Other Significant Products, Whether or Not Related to the Proposed Project\*

Select up to 5 products

**My Bibliography** ORCID

0 citations Sort by: Publication Date ▾ [ADD PRODUCT](#) [MANAGE MY BIBLIOGRAPHY](#)

There are no citations in your My Bibliography. Please add citations to continue.

0 products saved [CONTINUE](#)

# NSF Biographical Sketch Example

- Synergistic Activities

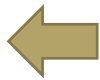
Click Add Activities button, fill in required info, and click Save.

## D. Synergistic Activities\*

Provide a list of up to five distinct examples that demonstrates 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.

Synergistic activities must be specific and must not include multiple examples to further describe the activity. Examples with multiple components, such as committee member lists, sub-bulleted highlights of honors and prizes, or a listing of organizations for which the individual has served as a reviewer, are not permitted.

ADD ACTIVITIES



Synergistic Activity 1 DELETE UP DOWN

Description\*

Description

**SAVE** CANCEL

+ ADD ANOTHER SYNERGISTIC ACTIVITY

# NSF Biographical Sketch Example

- Certification

Click View Draft and sign to certify.  
You can also Download the PDF.

## Certification

[VIEW DRAFT](#)

[↓ DOWNLOAD PDF](#)

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§287, 1001, 1031 and 31 U.S.C. §§3729-3733 and 3802.

Note: You will not be able to certify and download biosketch if all required information is not complete!!

Effective 01/30/2023

NSF BIOGRAPHICAL SKETCH

OMB-3145-0058

### **IDENTIFYING INFORMATION:**

NAME: Kirkland, Kristi

POSITION TITLE:

PRIMARY ORGANIZATION AND LOCATION:

### **Professional Preparation:**

ORGANIZATION AND LOCATION	DEGREE (if applicable)	RECEIPT DATE	FIELD OF STUDY
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### **Appointments and Positions**

#### **Products**

*Products Most Closely Related to the Proposed Project*

*Other Significant Products, Whether or Not Related to the Proposed Project*

#### **Synergistic Activities**

# A compliant NSF Biosketch


- Is required for each individual identified as a senior/key personnel
- Must be in the NSF-approved PDF format (sciENCv)
- Sections:
  - Identifying Information
  - Professional Preparation
  - Appointments and Positions
  - Products
  - Synergistic Activities
  - Certifications

More detailed instructions can be found at:

[Biographical Sketch Common Form Instructions](#) (November 1, 2023)

# Other Useful Resources

- [SciENcv Background Info](#)
- [SciENcv: Help Documentation Page](#) – Manual, Tutorial Videos, FAQ



## SciENcv: Help Documentation

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.

SciENcv >> Help

### Documentation

- [SciENcv Help Manual](#)

### Videos

- [SciENcv Tutorial](#)
- [Biographical Sketches for NSF](#)
- [Current & Pending Support for NSF](#)
- [Integrating with ORCID](#)

### FAQ

**Where can I find the data schema for SciENcv?**  
The SciENcv data schema is [available here](#).



# Questions?

Reach out to: [training@osp.gatech.edu](mailto:training@osp.gatech.edu)

