

Creating a Biosketch with SciENCv

Research Education, Outreach & Strategic Support

Topics:

- What is SciENcv?
- More on SciENcv
- What does SciENcv do?
- SciENcv Benefits
- Logging in to NCBI
- Assign a Delegate
- Link Accounts
- Accessing SciENcv
- SciENcv Main Page
- Create a New CV
- NSF Biographical Sketch
- NIH Biographical Sketch
- Other Useful Resources

 **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

 eRA Commons

 National Science Foundation

More Options

[Forgot your username/password?](#)

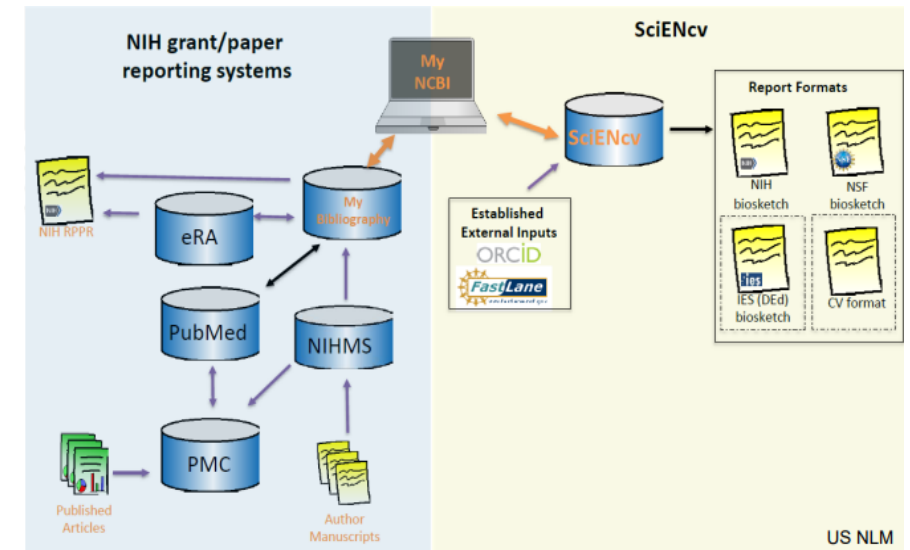
What is SciENcv?

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 first screenshot shows the NCBI homepage. The 'Log in' button is located in the top right corner of the blue header bar. A yellow arrow points to this button.


The second screenshot shows the 'Log in' modal. It lists several login providers: eRA Commons, Google Account, ORCID, Login.gov, Microsoft, NIH Account, and NCBI Account. At the bottom, there is a button labeled 'more login options'. A yellow arrow points to this button.

The third screenshot shows the 'Find your login provider' dropdown menu. It lists various institutions, including 'Georgia Institute of Technology'. A yellow arrow points to this option.


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.

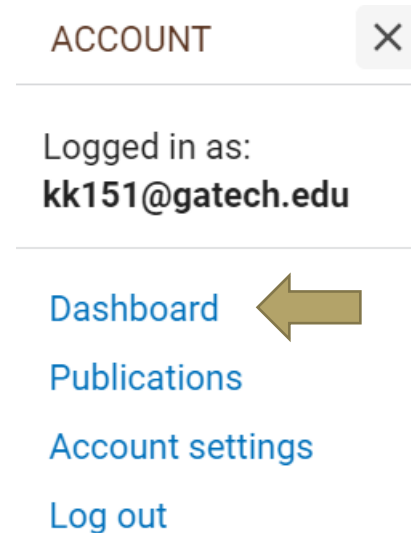
Accessing SciENCv from NCBI

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

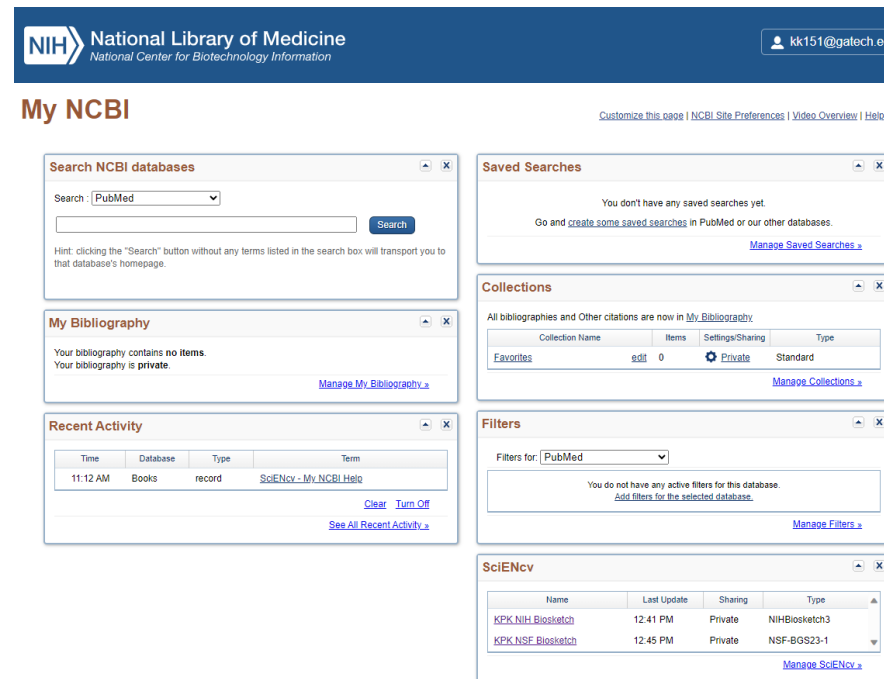
1. You can access SciENCv from the portlet which is located on your My NCBI Dashboard page. To view your Dashboard, click on your log in credentials in the top right of the Main Page:



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):



The screenshot shows the SciENCv login interface. At the top, a dark blue header bar contains the NIH logo, the text "National Library of Medicine" and "National Center for Biotechnology Information", and a "Log in" button. Below this, the main content area is split into two columns. The left column features the SciENCv logo (a cluster of green hexagons with white icons) and a section titled "About SciENCv" with links for "Background Information" and "Help Documentation". Below that is a "Developer Tools" section with links for "Data Documentation" and "Data Schemas". The right column has a dark blue header 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 is a "Log in" section with two buttons: "eRA Commons" (with the eRA logo) and "National Science Foundation" (with the NSF logo). A large, light blue arrow points from the right towards these buttons. Below the "Log in" section is a "More Options" button and a link for "Forgot your username/password?".

NIH National Library of Medicine
National Center for Biotechnology Information

Log in

SciENCv

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

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[Data Schemas](#)

Log in

eRA Commons

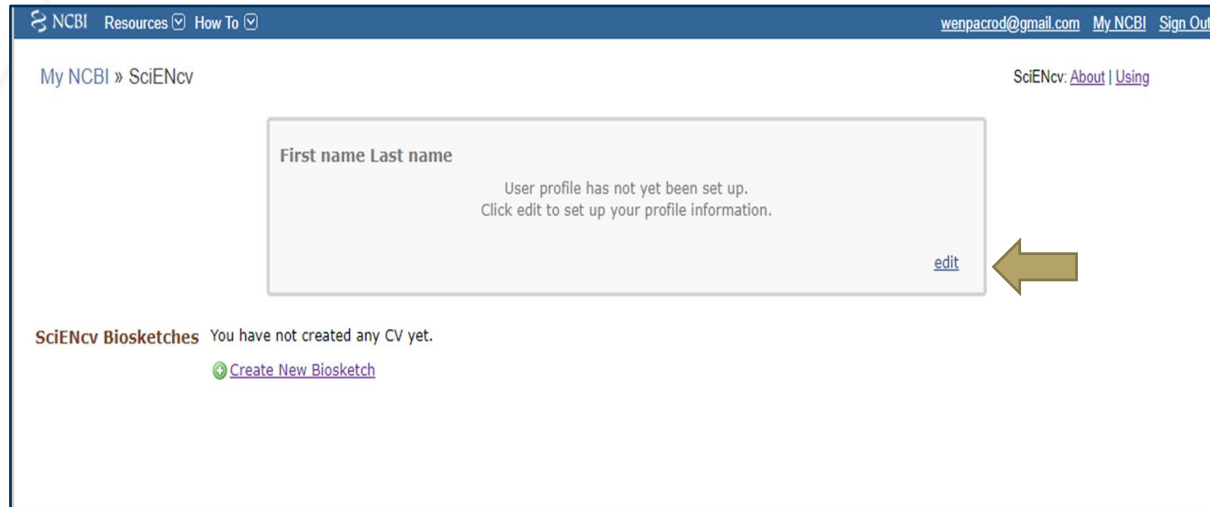
National Science Foundation

More Options

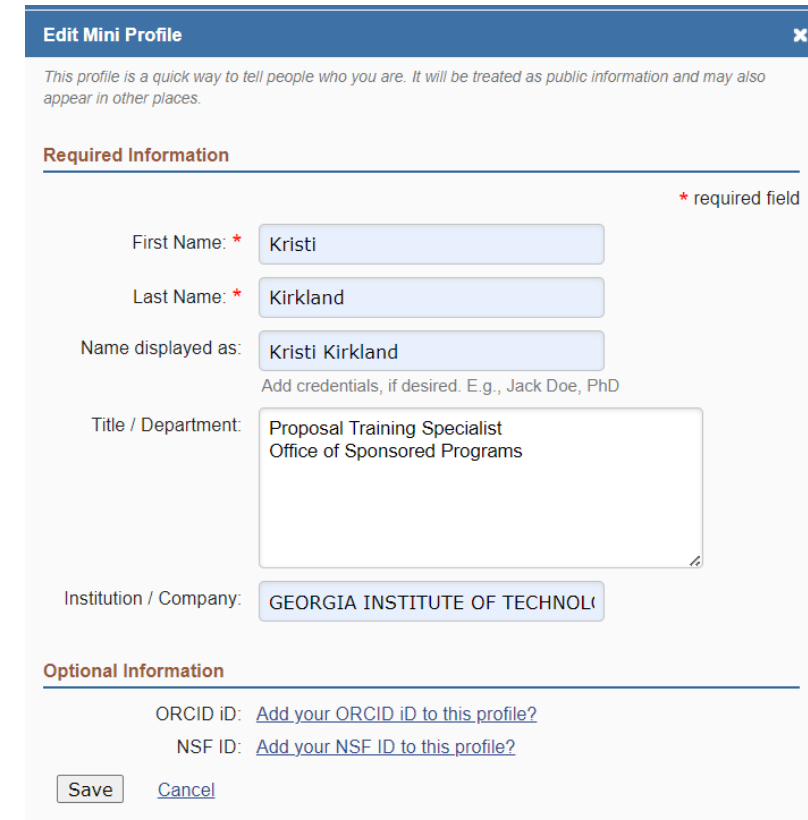
[Forgot your username/password?](#)

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 links for NCBI, Resources, and How To. The user is logged in as wenpacrod@gmail.com. The main content area displays a message: "User profile has not yet been set up. Click edit to set up your profile information." Below this message is an "edit" link, which is highlighted by a large yellow arrow. At the bottom, there is a section for "SciENCv Biosketches" with a message: "You have not created any CV yet." and a link to "Create New Biosketch".



The screenshot shows the "Edit Mini Profile" form. The form is titled "Edit Mini Profile" and includes a close button. A note states: "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: * Kristi
- Last Name: * Kirkland
- Name displayed as: Kristi Kirkland
- Title / Department: Proposal Training Specialist
Office of Sponsored Programs
- Institution / Company: GEORGIA INSTITUTE OF TECHNOLOGY

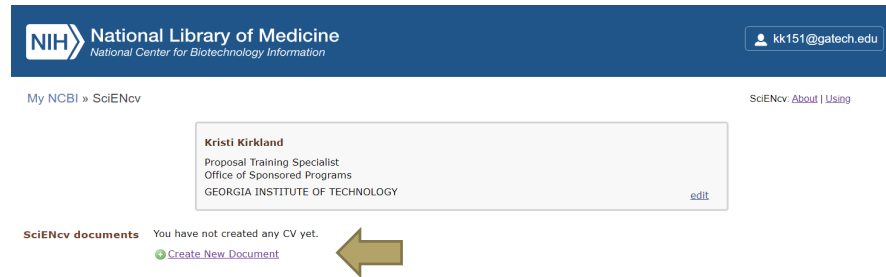
Optional Information

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

Buttons: Save, Cancel

Create a New NSF Biosketch

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

A screenshot of the 'Create a New Document' form. The form has a dark blue header with the NIH logo. Below the header, the title 'Create a New Document' is displayed. The form contains three main sections: 'Document name' with a text input field, 'Format' with radio button options, and 'Choose data source' with radio button options. A green arrow points to the 'NSF Biographical Sketch' option in the 'Format' section. At the bottom, there are 'Create' and 'Cancel' buttons.

Create a New Document

Document name
Enter a name to help you to identify this document

Format

- ☐ NIH Biosketch
- ☐ NIH Fellowship Biosketch
- ☒ NSF Biographical Sketch
- ☐ NSF Current and Pending (Other) Support
- ☐ IES Biosketch

Select a format for this document

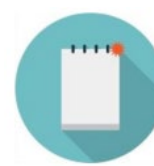
Choose data source

- ☒ Start with a blank document
- ☐ Existing Document:
- ☐ External source:

You must [link to an ORCID account](#) to use this option.
Documentation on how to link an external account is available [here](#).

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

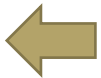
- Identifying Information, Organization and Location

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

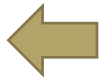
Click Add Activities button, fill in required info, and click Save.

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 01/30/2023NSF BIOGRAPHICAL SKETCHOMB-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
---------------------------	---------------------------	--------------	----------------

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)

NIH Requirements Overview

- NIH Implementation of Common Forms (Effective Jan 25, 2026)
- NIH requires use of SciENcv for Biographical Sketch and Current & Pending (Other) Support.
- Forms must be generated and certified in SciENcv.
- Compliance aligns with NSPM-33 and CHIPS Act requirements.

Creating an NIH Biosketch in SciENcv

- **Step 1:** Log in to SciENcv via NCBI using your eRA Commons credentials (or previously logged in credentials).
- **Step 2:** Create New Document → Select 'NIH Biographical Sketch Common Form'.
 - **Tip:** Create a MASTER NIH Biosketch to create new Biosketches from.
- **Step 3:** Complete sections: Personal Statement, Positions & Honors, Contributions to Science, Research Support.
- **Step 4:** Certify and download NIH-compliant PDF.

- **Page limit:** 5 pages; Must include ORCID ID linked to eRA Commons.

Creating an NIH Biosketch in SciENcv

Fill in/update the following:

- Education/Training
- A. Personal Statement
 - Add your personal statement ([Advice on writing a personal statement](#))
 - Select up to 4 citations
- B. Positions, Scientific Appointments, and Honors
 - List in reverse chronological order all current positions and scientific appointments, both domestic and foreign, including affiliations with foreign entities or governments.
 - Select which entry to use as the position title and current employment
- C. Contribution to Science
 - You may add up to 5 Contributions to Science
 - Select up to 4 citations for each contribution.
 - According to NIH guidelines, each description should include:
 - the historical background that frames the scientific problem;
 - the central findings;
 - the influence of the findings on the progress of science or the application of those findings to health or technology;
 - your specific role.

Creating NIH Current & Pending Support in SciENcv

- **Step 1:** In SciENcv, select 'Current and Pending (Other) Support Common Form'.
- **Step 2:** Add all active and pending projects, including in-kind contributions.
- **Step 3:** Certify accuracy and completeness; download certified PDF.
- No page limit; include **foreign and domestic support** disclosures.
- Certification of non-participation in **Malign Foreign Talent Recruitment Programs** required.

NIH Compliance Checklist


- **Key Compliance Points:**
 - All senior/key personnel must certify forms themselves.
 - ORCID ID linkage to eRA Commons is mandatory.
 - Institutions must maintain internal controls and provide training.
 - MFTRP prohibition effective Jan 25, 2026.
 - Use NIH Biographical Sketch Supplement for additional narrative sections.

NIH Resources & Links

- NIH Guide Notice: [NOT-OD-26-018](#)
- NIH [Biosketch Format Page](#)
- NIH [Other Support Instructions](#)
- SciENcv [Portal](#)

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?

Contact your [Contracting Officer](#) or
Reach out to: training@osp.gatech.edu

