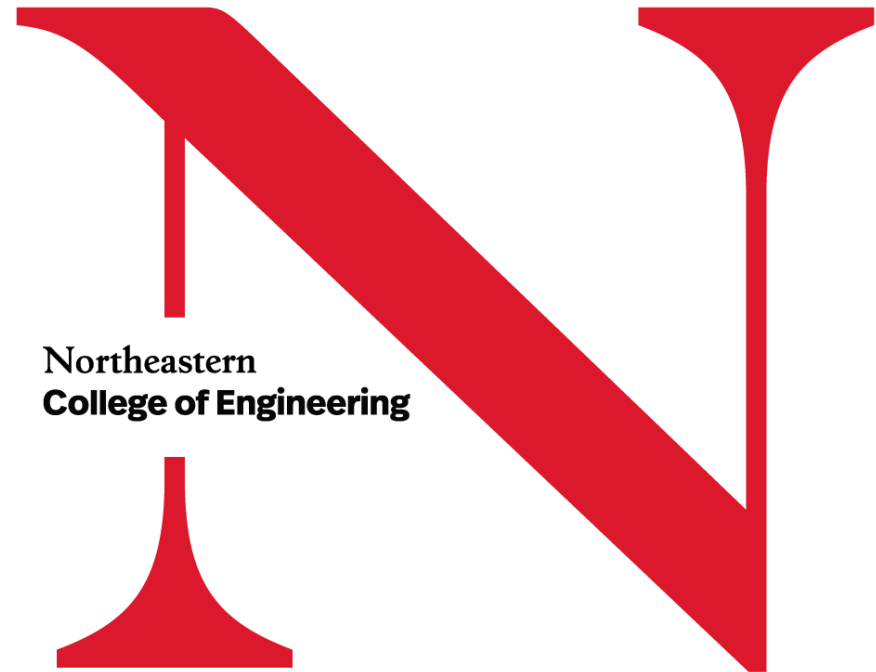# SciENcv/NCBI Guide

Biosketch & Current and Pending
support - 2023

Northeastern
College of Engineering

Kayla Portillo

Creating SciENcv Biosketches:

- Sign into NCBI and click on the hyperlink "click here to create a new CV"

- Three ways to create a professional profile:
  1. Manually entering information into a SciENcv template
  2. Making a duplicate of an existing Biosketch
  3. Through an automated data feed from an external source

Manually Entering information into a SciENcv template

1. Enter a name for your new profile (see A).

2. Select a document format (B).

3. Select "Start with a blank document" (C).

4. Choose to make your profile public or private (D) and click Create. You may change the sharing status for this profile at any time.

Making a duplicate of an existing sketch

- Enter a name for your new profile (see A).

- Select a biosketch format (B).

- Select a previously created profile from the "Existing Biosketch" drop-down menu(C).

- Choose to make your profile public or private (D). You may change the sharing status for this profile at any time.

- Click Create. SciENcv will generate a duplicate of the selected existing profile.

Through an automated data feed from an external source

1. Enter a name for your new profile (A).

2. Select a biosketch format (B).

3. Select a data provider from the External Source drop-down menu(C). Note that your SciENcv account has to be linked to the external data source account.

4. Click Create. SciENcv will automatically populate the new profile with the information stored in your selected external data source.

Document name

Theo's NSF biographical sketch 2 — A

Enter a name to help you to identify this document

Format

○ NIH Biosketch

○ NIH Fellowship Biosketch — B

◉ NSF Biographical Sketch 2023 (for proposals submitted or due on or after January 30, 2023)

○ NSF Biographical Sketch (for proposals submitted or due before January 30, 2023)

○ NSF Current and Pending (Other) Support Form (for proposals submitted or due on or after January 30, 2023)

○ NSF Current and Pending Support (for proposals submitted or due before January 30, 2023)

○ IES Biosketch

Select a format for this document

Choose data source

○ Start with a blank document

○ Existing Biosketch: Profile1 — C

◉ External source: National Science Foundation

Your NSF account is linked to SciENcv.

Create   Cancel
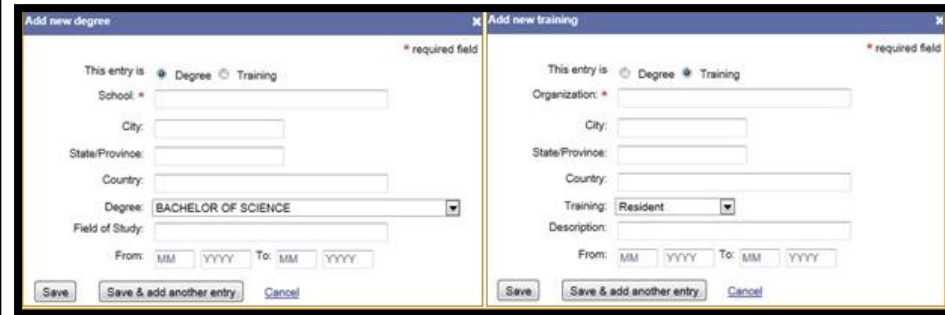
Using the NIH Biographical Sketch

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Adding Education and Training

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

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.

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."

Adding a Personal Statement

- In the Personal Statement section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click "Edit Statement."

- Enter your personal statement and ✓ to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the ? icon

A. Personal Statement [Edit statement]

You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[Select citations]

You have not listed any citations.

Adding Citations

- Citations stored in My Bibliography can be uploaded initially by clicking the link "Select citations." Select up to four citations to be displayed in this section.

- In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can be sorted by publication date, update date, author (first listed authors in alphabetical order), or title (alphabetically). An ORCiD option is available, which you can use to retrieve citations stored in your ORCiD record (C).

A. Personal Statement

I have a background in physiology and veterinary medicine with clinical training and expertise in equine surgery and equine sports medicine.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[Select citations]

You have not listed any citations.

My Bibliography | ORCID | C

Sort by: Update date   Select: None   0 item(s) selected   Add citations   Go to My Bibliography   unchecked entries are hidden from display

Publication date
Update date
Author
Title

☐ Amo...G. Role of Apelin in Glioblastoma Vascu...on and Invasion after Anti-VEGF Therapy: What Is the Impact on the Immune Syst...May 1;79(9):2104-2106. PubMed PMID: 31043429; NIHMSID: NIHMS1034611; PubMed Central PMCID: PMC6601607.

☐ Nia H...pping Physical Tumor Microenvironment and Drug Delivery. Clin Cancer Res. 2019 Apr 1;25(7):2024-2026. PubMed PMID: 30630829; NIHMSID: NIHMS1518172; PubMed Central PMCID: PMC6445672.

☐ Piñero JC, Souder SK, Smith TR, Fox AJ, Vargas RI. Ammonium Acetate Enhances the Attractiveness of a Variety of Protein-Based Baits to Female Ceratitis capitata (Diptera: Tephritidae). J Econ Entomol. 2015 Apr;108(2):694-700. PubMed PMID: 26470180.

Adding Citations (continued)

- If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click "Add citations" and enter an author full name, or last name and initials in the search box.

- 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 C in previous slide).

Add PubMed Citations to My Bibliography

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.

Adding Positions, Scientific Appointments and Honors

- The section titled Positions, Scientific Appointments and Honors consists of three parts: employment, scientific appointments, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

Positions, Scientific Appointments and Honors

1. Under the subtitle Position or Scientific Appointment, click "add one." Enter your past, present employment, and scientific appointments. For multiple entries, click "Save & add another entry."

2. Under the subtitle Honors, click "add one." Enter honor society memberships, honorary titles, and other honorary awards.

Positions, Scientific Appointments and Honors (Continued)

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

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, unckeck the checkbox next to the entry you would like to hide and click "Done."

Using the NSF Biographical Sketch

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Adding Professional Preparation

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

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.

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, unckeck the checkbox next to the entry you would like to hide and click "Done."

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		
☐	University of California	Berkeley, CA, USA	Physiology	BACHELOR OF SCIENCE	1993	Delete	edit
☑	University of California	Davis, CA, USA	Veterinary Medicine - Large animals	DOCTOR OF VETERINARY MEDICINE	1997	Delete	edit
☑	University of California	Davis, CA, USA	Equine surgery emphasis	Resident	2000	Delete	edit

⊕ add another degree/training

Adding Appointments and Positions

1. Enter your present and past employment. For multiple entries, click "Save & add another entry."

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.

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, unckeck the checkbox next to the entry you would like to hide and click "Done."

Adding Products

1. Products most closely related to the proposed project (A), where you may add up to five products that are most closely related to the proposed project.

2. Other significant products (B), where you may add up to five other significant products, whether or not related to the proposed project.

3. 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 publication date (newest to oldest). Citations can also be sorted by update date, author (first listed authors in alphabetical order), or title (alphabetically). Note that after selecting and saving five citations for each Products section, A and B seen to the right, you will be able to organize the selected five citations for each section in the order you consider pertinent by dragging and dropping each citation into different positions.

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]

Adding Synergistic Activities

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

2. 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.'

Certification

- After the four sections of the NSF biographical sketch are complete and you are ready to download the document, a window will display asking you to agree to the certification statement in order to proceed.

Using the NSF Current & Pending Support

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Creating CPS Document

- To create an NSF Current and Pending Support document in the NSF compliant PDF format, go to the SciENCV portlet in My NCBI and click "Manage SciENCV" to access your SciENCV documents page. In the Science documents page click "Create New Document."

1. Enter a name for your new document (see A).

2. Select NSF Current and Pending Support (C & PS) (B).

3. Select "Start with a blank document" or select an existing NSF C & PS document from the drop-down list (C) and click Create.

SciENcv documents   Edit   ⊕ Create New Document
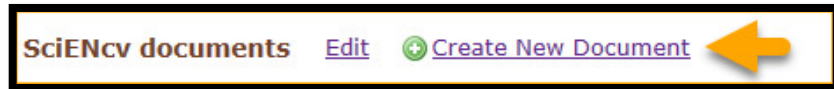
Create a New Document

Document name   Theodore's C and PS   A
Enter a name to help you to identify this document

Format
- ○ NIH Biosketch
- ○ NIH Fellowship Biosketch   B
- ○ NSF Biographical Sketch 2023 (for proposals submitted or due on or after January 30, 2023)
- ○ NSF Biographical Sketch (for proposals submitted or due before January 30, 2023)
- ◉ NSF Current and Pending (Other) Support Form (for proposals submitted or due on or after January 30, 2023)
- ○ NSF Current and Pending Support (for proposals submitted or due before January 30, 2023)
- ○ IES Biosketch
Select a format for this document

Choose data source   ◉ Start with a blank document
                             ○ Existing Document: [▼]
                         C

                                        [Create] [Cancel]

Adding Identifying Information, Organization and Location

- The Identifying Information, Organization and Location form includes your first and last name by default, however, these two fields can be amended to include the name of the senior person contributing to the scientific development of the project proposed. Click "add information" to include the position title and position starting date, organization's name, and location. There is also an option to link the ORCID ID of the senior person to the NSF Current and Pending Support document.

Identifying Information, Organization and Location

Title *
Theodore's C and PS 2

First Name *
Theodore

Middle Name
R

Last Name *
Smith

Position Title *
Veterinary Science Professor

Name of Organization *
University of California, Davis

City *
Davis

State/Province *
California

Country *
United States

Start Year *
2007

End Year
yyyy

Leave blank for present

Persistent Identifier (PID) of the Senior/Key Person:
Click here to link your ORCID iD

CANCEL   SAVE

Adding Project/Proposal Summary

- In the Project/Proposal Summary section, create a Project/Proposal record for all projects currently funded and projects under consideration for funding. Click "Add Project/Proposal" to create a new record for a project or proposal.

1. List your Project or Proposal Title

2. Select the Status of Support, current or pending.

3. Enter a proposal or award number (if available)

4. Enter the source of support (NSF or other support source, see B)

5. Enter the project/proposal primary place of performance

6. The project/proposal total award amount is the award provided or requested for the entire project/proposal period and it should include indirect costs (see C).

7. Enter the project/proposal start and end dates as proposed or approved for funding support

8. Information regarding the number of staff committed to the project for each year is required (see D)

9. Provide a brief statement of your overall objectives. Required. (see E)

10. List other pending proposals which may overlap in scope, budget, or staff time allocation. If there is no potential overlap, enter N/A (see F).

Project/Proposal

Project/Proposal Title *
Equine Veterinary Science Database

Status of Support *
◉ Current   ○ Pending   A

Proposal/Award Number (if available)

Source of Support *   B
National Science Foundation

Primary Place of Performance *
University of California, Davis

Total award amount *   C
370,000
Enter as USD. (Include Indirect Costs)

Project/Proposal Start Date *
05/2023

Project/Proposal End Date *
06/2025

Person Month(s) (or Partial Person-Months) Per Year Committed to the Project

Year *   2023   Person Months *   2.0   D

Year *   2024   Person Months *   3.0

Year *   2025   Person Months *   2.0

+ ADD YEAR

Overall Objectives *
Beta database February 2024.   E

1472 characters left

Statement of Potential Overlap *
Enter information on other pending proposal which may overlap scope, budget, or staff time allocation.   F

CANCEL   SAVE & ADD ANOTHER ENTRY   SAVE

Certification

- After the four sections of the NSF Current and Pending Support document are complete and you are ready to download the document, a window will display asking you to agree to the certification statement in order to proceed.

Certification

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 current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. §§ 6605. 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.
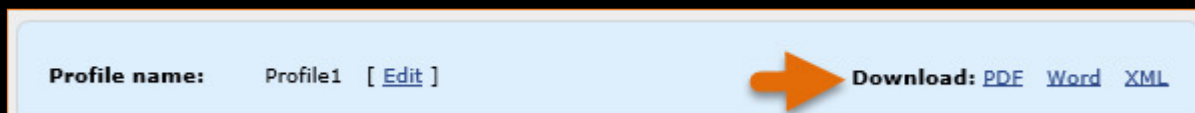
CANCEL   AGREE

LVX
VERITAS
VIRTVS

Downloading SciENcv

- To download a SciENcv biosketch:
    1. Sign in to My NCBI. Go to the SciENcv portlet and select the biosketch that you wish to download.
    2. Click the hyperlink of the format you wish to download.

Profile name:	Profile1 [Edit]	Download: PDF Word XML

- The NSF Current and Pending Support document can be downloaded in a PDF format that is NSF compliant.

Profile name:	Theodore's C and PS [Edit]	Download: PDF
Profile type:	NSF Current and Pending Support Current and Pending Support Instructions	

Adding Delegates to SciENcv

- My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

- The option to Add a delegate is available through the Accounts Settings page. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv, or both. In the Delegates section you may add or remove delegates as well as modify the access granted, see 'Adding and Removing Delegates.

- COE Account: coe-pre-award@northeastern.edu

ORCID ID

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How to register for an ORCID iD

- Go to the ORCID website at https://orcid.org/register

- Fill in the required fields, such as name and email address.

- Create ORCID iD password

- Visibility settings (required): Select your default visibility setting for any information that you or trusted parties add to your ORCID record. We strongly recommend choosing Everyone or Trusted Parties as your default visibility setting as this will enable your information to be shared with the systems you interact with, allowing you to benefit from their ORCID integrations. Learn more about visibility settings.

- Terms of Use (required): You must check this box indicating that you consent to ORCID's privacy policy and terms and conditions before you can register.

- Human confirmation (required): You must confirm that you are not a robot by completing the reCAPTCHA. Both visual and audio methods are available.

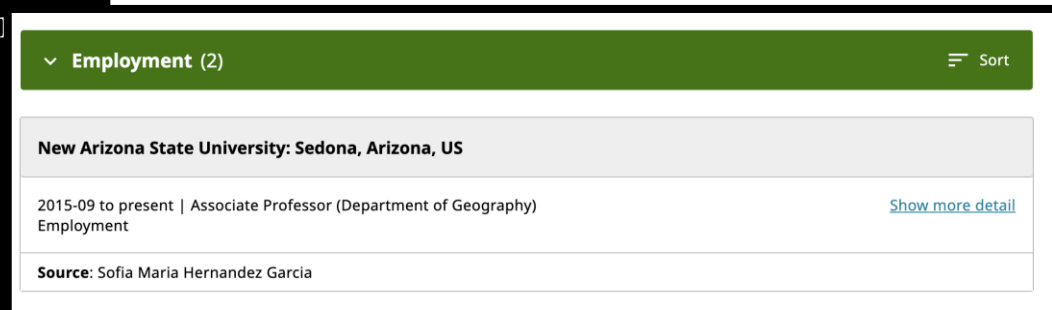- After completing these fields, click the Register button at the bottom of the page.

How to add information to record

1. Verify email address to access key features of your ORCID record, such as adding items manually. To verify, click the verification link in your welcome email.

2. Add Current Affiliation
   - Adding your education or employment affiliation helps distinguish you from other researchers who share your name but are affiliated with other institutions. You can also specify your title and department.
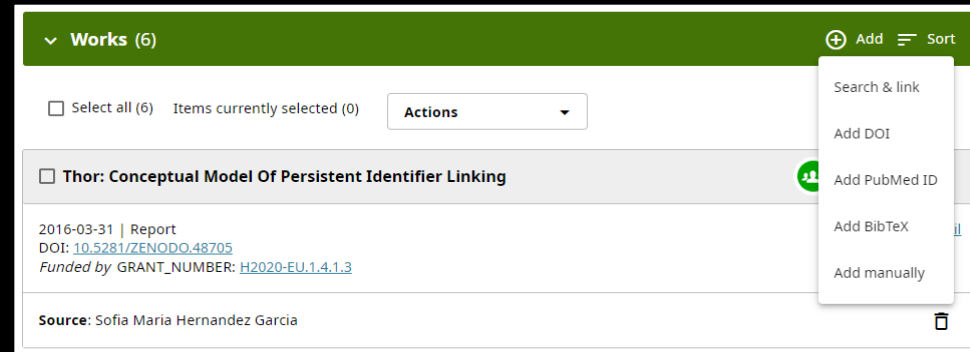

∨ Employment (2)   ≡ Sort

New Arizona State University: Sedona, Arizona, US

2015-09 to present | Associate Professor (Department of Geography)   Show more detail
Employment

Source: Sofia Maria Hernandez Garcia

How to add information to record (continued)

1. Easily import your publications and other research output to your ORCID record. Under the Works header, click add works, then Search & Link and select a tool to import your works automatically, or add them by hand. You'll be prompted to grant access to your ORCID record then taken to the member's website to select the works to add to your ORCID record.

2. There are a number of ways to add works to your ORCID record yourself:
   1. Add works by direct import from other systems to import links to your publications and other works to your ORCID record from other databases. This is the recommended process because it reduces or eliminates errors, and enables a reliable connection between your ORCID iD and your works
   2. Add works using an identifier
   3. Importing works from a BibTeX file
   4. Add works manually