

## SciENcv – Quick Fact Sheet

SciENcv works best in an “incognito window”. Login through MyNCBI (Note: users should login using the same process they would for managing eRA commons RPPR publications, Shared Data for grants that uses NLM interface, etc).

On the Account Button (upper right corner with login ID written on it), click and then click “Dashboard” Will be a box for “SciENcv,” along with a link for “Manage SciENcv” (the format of this page is modifiable, but typically the default is the lower right corner)

Three parts on the new page –

- “My Profile” – general, personal information; will be the header of the Biosketch
- “My Documents” – any biosketches, Current/Pending documents, et cetera, that have been created
- “Delegated SciENcv Accounts” – links to profiles for individuals for whom you are a delegate (especially for admins)

### How to get started:

#### How to create a new biosketch

“My Documents” / blue button, “+ New Document”

- “Document Name” – Title / Identify it as preference
- “Document Type” – “NIH Biographical Sketch Common Form”
  - Always use the Common Form document type for NIH documents.
- “Data Source” – If a first-time user, work with “Start with a blank document”
  - After you “build” the first biosketch, you can then save multiple versions for different types of submissions.

*Note, while previous biosketches are a good model, note that things are not going to look the same*

#### Identifying Information, Organization, and Location

Edit with Name, Position, location, and years in position. Some may be drawn from the “My Profile” mentioned above. Will need to link with an ORCID ID complete.

#### A. Professional Preparation

Same as the section in previous biosketches; will need to know (guesstimate) months and include those. Are able to distinguished between “Degree” and “Training,” with Training being postdocs, residencies, otherwise further professional preparation

#### B. Appointments and Positions

Same as the section in previous biosketches; will only be able to have one “primary” position (will have “end date” of “present”).

#### C. Products

*This is a big change from previous biosketches. Limited to 10 publications only – there are no publications that will be listed in the “Contributions to Science.”*

Able to add five products (publications) closely related to the Proposed Project

Able to add five further significant products (publications)

These are added by clicking on the Blue Box/“Select Related Products” or Hyperlink/“Edit Products.” A search is done and a checkbox marked to add the publication to the listing

Publications need to be affiliated in MyNCBI myBibliography or ORCID to be searched and included.

## **NIH Biographical Sketch Supplement**

#### A. Personal Statement

Personal, research statement describing how best suited for role in grant. For training grant submissions, include mentoring statement, involvement with developing next generation of scientists, work done to create a safe environment, and whether or not a Research Mentor Training course has been completed.

### B. Honors

Same as the section in previous biosketches; are limited to fifteen examples. Need to list at least one.

### C. Contributions to Science

Same as the section in previous biosketches. Note that no longer allowed to include publications resulting from or documenting this work. Contributions to science may only directly reference publications included in products section.

### **Certification**

When SciENcv is updated, a selecting “view draft” will download a draft version for the PI for review. The document is NOT FINAL until the PI certifies the version. This may only be done by the PI.

- When satisfied, press blue “Download PDF” button – If you are the investigator, this will populate a screen to certify the information. If you are a delegate, this will send a prompt to the investigator to login and sign. Once signed, the PI and delegate can both download the signed version with this button. If changes are made, it has to be recertified.
- DO NOT flatten the PDF before adding to the grant record.