

## Using SciENcv to Create NSF Biosketch and Current and Pending Documents

- Instructional videos are available at <https://www.ncbi.nlm.nih.gov/sciencv/>
  - [YouTube Video: SciENcv tutorial](#)
  - [YouTube Video: Biographical Sketches for NSF](#)
  - [YouTube Video: Current & Pending Support for NSF](#)
  - [YouTube Video: Integrating with ORCID](#)
- Create a My NCBI account at <https://www.ncbi.nlm.nih.gov/myncbi/> or log in to your My NCBI account if you already have one
  - Using email and password when making an account is most simple, but you can use a Google account, eraCommons account, NSF account, or login with your organizational username and password if it is associated with My NCBI (UNM is not included)
- How to link ORCID account
  - From the My NCBI homepage, click **Manage SciENcv** at the bottom righthand corner.
  - From SciENcv page, you'll see a box in the upper middle part of the page which is for your Mini Profile. Click **edit** to add name, organization, and link your ORCID account.
  - Click [Add your ORCID iD to this profile?](#) And you will be redirected to your ORCID account. Log into that account with your username and password and it will be linked to your My NCBI account.
- Return to the **SciENcv** landing page to create both NSF documents.
- Once on the SciENcv page, you'll see your updated mini profile box with your name, organization, and ORCID number. Now choose **Create New Document** directly under that box.
- How to Create an NSF biosketch
  - Name the document
  - Format – NSF Biosketch
  - Choose data source
    - Either **start with a blank document** or go to **External source** and choose ORCID or eRA Commons depending on how developed either of those are regarding your professional preparation and/or appointments. That information will automatically transfer to the biosketch.
    - If you already have an NIH biosketch created on your My NCBI account, you can also choose it using **Existing Document** and it will transfer the pertinent information from one document to the other within the NSF format.
  - Sharing – Private or public depending on what you prefer. If you choose public, the document can be shared with a url.
  - Click **Create**
- You'll be transitioned to the named NSF biosketch worksheet that will include information or not depending on what you selected as your data source.
- How to Update NSF Biosketch
  - A. Professional Preparation
    - Click **Edit entries** beside section header to make changes to entries transferred from an external source like ORCID or an existing document if applicable.
    - Click **add another degree/training** to include all degree and training information
      - Postdoc fellowships can be added when **training** is selected
  - B. Appointments (all appointments regardless of payment or contracted should be included, i.e. board member, start up positions, volunteer positions, etc.)
    - Click **Edit entries** beside section header to make changes to entries transferred from an external source like ORCID or an existing document if applicable.

- Click **add another entry** to include all appointment information
    - C. Products
      - Beside **Products Most Closely Related to the Proposed Project**, click **Select citations**
        - You can either add citations from **My Bibliography** or **ORCID**
        - If you do not have an ORCID account linked and you do not have citations in My Bibliography (added automatically when your publications are available on PubMed) you can follow the directions here related to how to use My Bibliography
      - Click **Save citations**
        - Safeguards are in place to restrict selection of citations to only include up to 5.
      - Beside **Other Significant Products, Whether or Not Related to the Proposed Project**, click **Select citations**.
        - Add citations from **My Bibliography** or **ORCID**
        - Click **Save citations**
    - D. Synergistic Activities
      - Hover over an entry transferred by your data source, if applicable, and select **edit** if necessary.
      - Otherwise, click **add another entry** to add more.
      - Add text as needed keeping in mind that **entries must be a simple description of a single distinct example of a synergistic activity. Lists are not allowed.**
      - Markdown syntax is available to add bold, italic, or other parameters and can be accessed by clicking the green triangle above the Save option at the bottom left-hand side of the add/edit synergistic activity box.
  - Download as a PDF by Clicking **PDF** at the bottom righthand corner of the biosketch worksheet.
    - If you're over the 2-page limit, you'll need to condense synergistic activity text, abbreviate professional preparation and appointment entries, and abbreviate product information as much as possible. Font sizes cannot be changed, and any modifications done post download will result in the biosketch being noncompliant by NSF.
  - How to Create an NSF Current and Pending Document
    - Return to the SciENCv landing page
    - Click **Create New Document** directly under the mini profile box.
    - Name the document
    - Format – NSF Current and Pending
    - Choose data source
      - **start with a blank document** or **Existing Document** (if you happen to have an existing current and pending document available)
    - Sharing – Private or public depending on what you prefer. If you choose public, the document can be shared with a url.
    - Click **Create**
  - Within the named current and pending document worksheet, click **Add Project/Proposal** to add traditional current and pending entries
    - Make sure to add effort for every individual year of the project
  - Click **Add In-kind Contribution** to include information relevant to resources you have available that are not directly tied to the proposed project and would otherwise be included in the Facilities and Other Resources document. This should also include gifts.
  - Download PDF by clicking **PDF** at bottom righthand corner.