

SciENcv: Science Experts Network Curriculum Vitae

A guide to getting started creating compliant biosketches and supporting documents with SciENcv.

What is SciENcv?

SciENcv is a free, web-based tool that helps researchers manage and reuse professional information to create federally compliant biosketches and current and pending support documents.

Why is SciENcv Beneficial?

Using SciENcv makes it easier and faster to produce biosketches and current and pending support documents. Using SciENcv:

- Ensures compliance with agency-specific formats.
- Allows you to maintain multiple versions for different funding opportunities.
- Saves you time by reusing and updating content.
- Reduces formatting and administrative errors.
- Allows easy integration with My Bibliography, PubMed, ORCID, and eRA Commons.

Who Should Create a SciENcv Account?

- Faculty investigators (PI, Co-PI, Senior/Key Personnel)
- Graduate students involved in funded research
- Postdoctoral scholars preparing fellowship applications
- Research staff and project personnel listed on proposals
- Research administrators who support proposal development

What Agencies are Requiring SciENcv?

Several U.S. federal funding agencies either require or strongly encourage the use of SciENcv.

- Biographical Sketch and Current & Pending (Other) Support are **REQUIRED** by National Institutes of Health (NIH), National Science Foundation (NSF), and Department of Energy (DOE) funding opportunities.
- United States Department of Agriculture (USDA) **ENCOURAGES** use.

**** Always consult the specific funding opportunity announcement to confirm requirements.****

Additional Resources

[NCBI SciENcv: Help Documentation](#) - NCBI Manual, Tutorials Videos, and FAQ.

[NCBI SciENcv Workshop](#) - Guidance on creating and linking your accounts, setting up a delegate to help update your data, and creating documents.

[NSF SciENcv Frequently Asked Questions](#) - Guidance on setting up your account and developing biological sketches and current and pending support information.

To troubleshoot issues with SciENcv, you can contact the [NCBI Help Desk](#) or info@ncbi.nlm.nih.gov. You can also contact NSF Help Desk at 800-381-1532 (7:00 AM - 9:00 PM EST; Monday - Friday except federal holidays) or rgov@nsf.gov.

Create an account and start compiling your professional achievements in 4 steps:

Step 1. Log in to NCBI or create a new NCBI account.



Step 2. Link existing accounts

- Log into NCBI account and click on user name in the top right corner (see red cursor in image below).



My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

- Select “Account Settings,” scroll to “Linked Accounts” and click “Add Account.”
- In the pop-up window, search for the account to link (e.g., eRA Commons).
- Selecting the 3rd party account will direct you to its login page.
- Log in to complete linking to your NCBI account.
- You may link eRA Commons, NSF Researcher, ORCID, and many others.

Need help accessing
your eRA
Commons account?
Contact Kendra
Cardwell at
kcardwell@nccu.edu
in OSRP

Step 3. Compile your accomplishments

- Select “Manage My Bibliography,” click “+ Add citations.”
- You can add accomplishments using a citation file (MEDLINE or RIS format), directly from PubMed, or manually.

Step 4. Create and Manage Biosketches and Support Documents

- Select “Manage SciENcv,”
- Create**
 - Select “+ New Document” to create a new document.
 - In the pop-up window, add a unique name, select the document type and select the data sources:
 - Use an external source** – to populate information from eRA Commons or ORCID
 - Use an existing document in SciENcv** – pick from existing documents developed in SciENcv
 - Start with a blank document** – creates with new empty template
- Manage**
 - Click on an existing document to edit it.
 - Click the trash can to delete. *Note there is no recycling bin, deletion is permanent.”