

## 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](mailto: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](mailto: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).



- 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 3<sup>rd</sup> 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](mailto: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.”