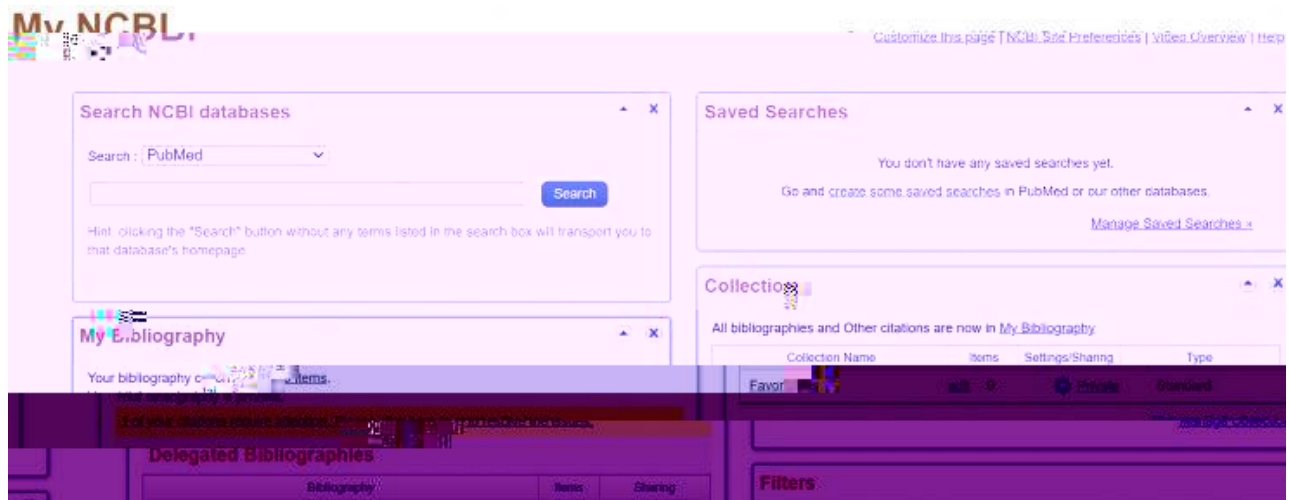




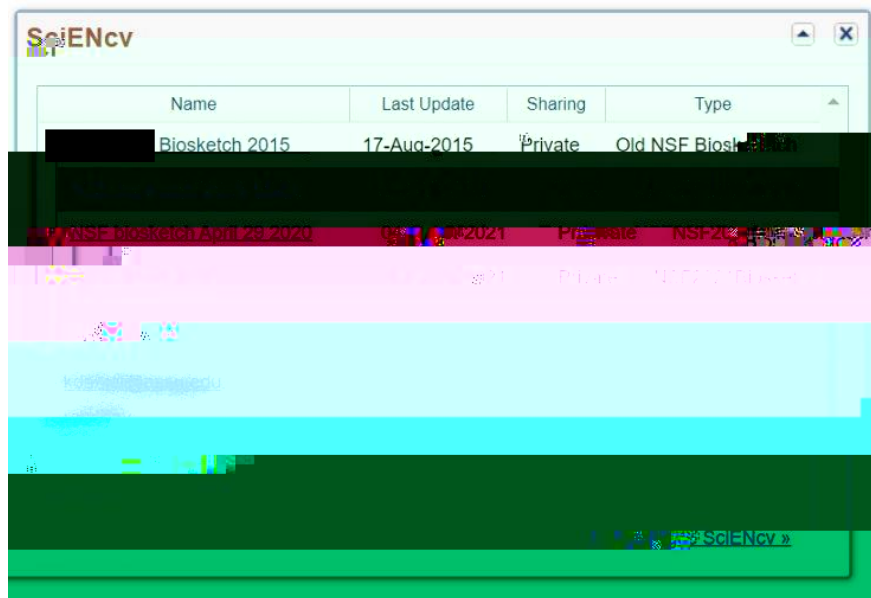
SciENcv Guidance:
How to Prepare and Edit NSF and NIH Biosketches and NSF Current and Pending
documents

Access SciENcv through my NCBI:

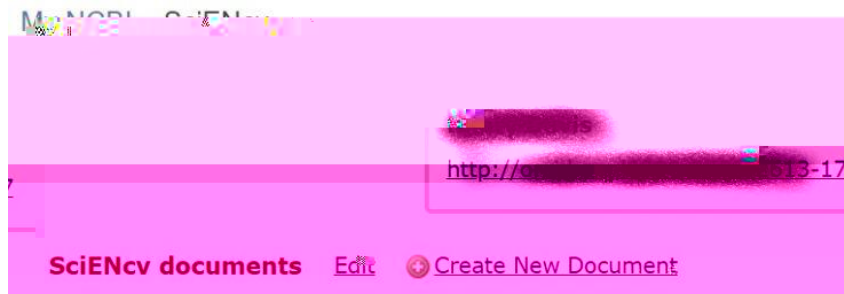




- For most users, SciENCv will be down the page and at the bottom right. Click "Manage SciENCv". If you haven't used SciENCv before, there will be a small box with a link to create a profile. If you have used SciENCv before, you will see links to biosketches you've already created. To get started on your biosketch



-



Step 2: Linking information from ORCID

The easiest way to populate your SciENcv biosketch is through an ORCID iD. If you do not yet have an ORCID iD, please follow this link to do so: <https://orcid.org/register>.

An ORCID record is a free account that creates a persistent identifier that will follow you throughout your career and allows you to gather all of your scholarly work in a single location. You can use it to add publications to your Biosketch that are not located in PubMed.

The University Libraries can help researchers make their ORCID records more complete. The first step is for researchers to connect their ORCID record with their Unity ID. If you have any questions or would like help registering or with any part of ORCID, please contact Jack Maness, Associate Dean in the University Libraries, at jack.maness@du.edu.

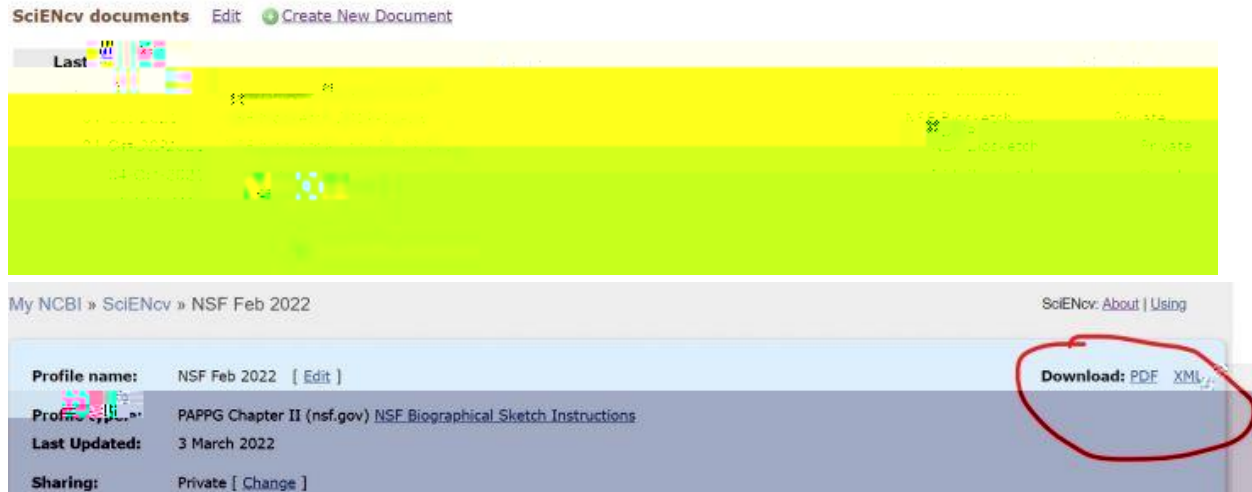


Remember that the more up-to-date you keep your ORCID profile, the more publications or works that you will be able to pull automatically add into SciENCv when you create a biosketch.

Step 5: Exporting your Biosketch

Once your biosketch is complete you will want to export it to be included in the grant / funder materials.

1. On the SciENcv landing page select the Biosketch you want to export

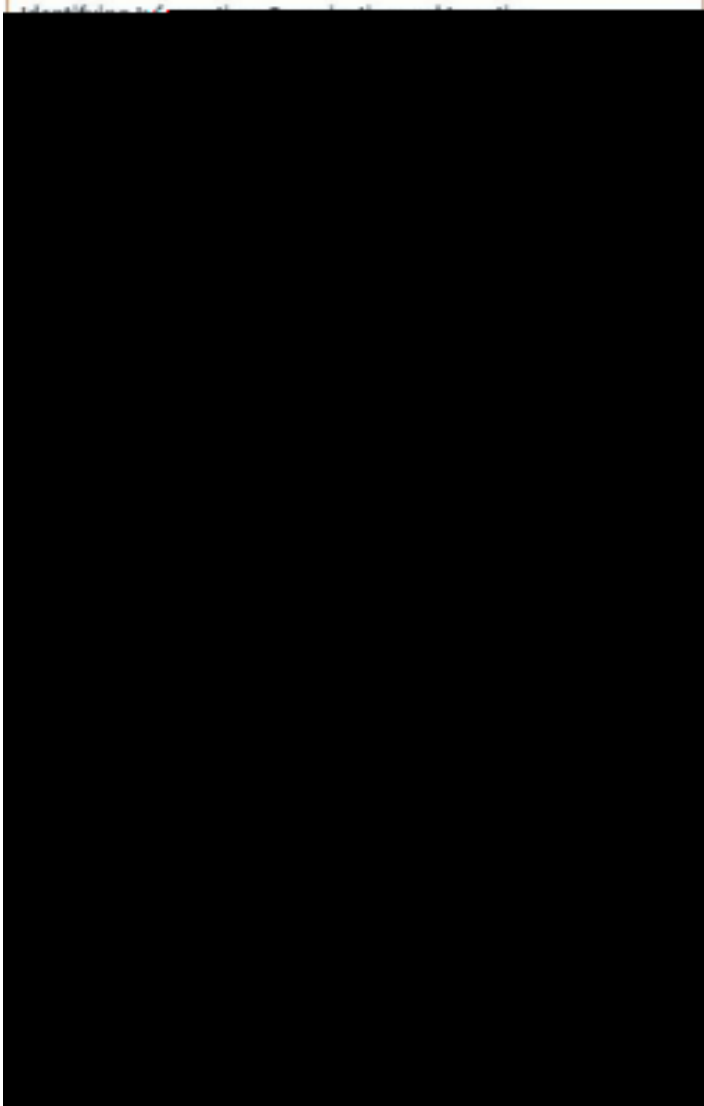


The screenshot shows the SciENcv interface. At the top, there are navigation links: "SciENcv documents", "Edit", and "Create New Document". Below this is a list of documents, with the selected one highlighted in yellow. The main content area shows the profile details for "NSF Feb 2022". The profile name is "NSF Feb 2022" with an "Edit" link. The profile description is "PAPPG Chapter II (nsf.gov) NSF Biographical Sketch Instructions". The last updated date is "3 March 2022". The sharing status is "Private" with a "Change" link. In the top right corner of the profile area, there is a "Download: PDF XML" button, which is circled in red.

2. After you select the biosketch you will have the opportunity to export as a certified PDF.
3. When the certified PDF is generated, save it to your computer so that you can upload it with your grant application.

Click *Add Information*
location.

There is also an option to link the ORCID ID of the Senior/Key person to the NSF Current and Pending Support document.



Completing the Project/Proposal Summary Section

In the Project/Proposal Summary section, create a 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.

(A) Select *Current* or *Pending*.

(B) Enter the source of support.

(C) Enter the total amount of funding requested or provided for the entire project/proposal period, including indirect costs.

(D) Enter the person and months committed to the project for each year.

Tip: List total effort (sum + acad = total) by year, taking care to avoid more than 12 months of effort in any one year (preferably much less if teaching).

(E) Give a brief summary of the overall project objectives.

(F) List any pending proposals that may

overlap in scope, budget or effort allocation. If none, state N/A.

Click *Save & Add Another Entry* or *Save* when ready to continue to the next section.



The screenshot shows a web form titled "Project/Proposal" with the following fields and callouts:

- Project/Proposal Title:** Equine Veterinary Science Database
- Status of Support:** Radio buttons for "Current" (selected) and "Pending". Callout A is over the "Current" button.
- Proposal/Award Number (if available):** Empty field.
- Source of Support:** National Science Foundation. Callout B is over this field.
- Primary Place of Performance:** University of California, Davis.
- Total award amount:** \$70,000. Callout C is over this field.
- 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:** A table with columns for Year and Person Month(s).

Year	Person Month(s)
2023	2.0
2024	2.0
2025	2.0

Callout D is over the 2023 Person Month(s) field.
- Project Objectives:** A large text area at the bottom. Callout F is over this area.

Summarizing In-Kind Contributions

Create an In-Kind Contribution record for all contributions related to current and pending support. Click *Add In-Kind Contribution* to create a new record.

(A) Include in-kind support such as office or laboratory space, equipment, supplies, technical support staff, etc.

(B) Select *Current* or *Pending*.

(C) Enter the entity providing the in-kind contribution.

(D) Enter the dollar value amount of the in-kind contribution.

(E) Enter the person and months committed to the project for each year.

(F) Give a brief summary of the overall project objectives.

(G) List any other active or pending proposal or in-kind contribution that may overlap in scope, budget or staff time allocation. If there is no potential overlap, enter N/A.

Click *Save & Add Another Entry* or *Save* when ready to continue to the next section.

Tip: For in-kind contributions on NSF proposals, the information must be included as part of the [Facilities, Equipment and Other Resources](#) section of the proposal and need not be replicated in the Current and Pending Support document.

Agreeing to the Certification Statement

When all sections are complete:

Download PDF.

Agree to the certification statement.

Caution: Do NOT edit the downloaded PDF such as flatten or change content. This will cause an error in



Additional Resources

You can find more information on using SciENcv at the following links:

[SciENcv Background](#)

[YouTube Video: SciENcv Tutorial](#)

[YouTube Video: Integrating with ORCID](#)

[SciENcv Help](#)

[NSF SciENcv FAQs](#)

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** or rgov@nsf.gov