



Quick Guide: Creating Biosketches using SciENcv

The use of SciENcv to produce common form biosketch and other support for proposal and RPPR submissions has been required for NSF proposals since October 23, 2023 and will be required by NIH beginning May 25, 2025. Other federal funding agencies are expected to follow suit. The use of a DPI, such as ORCID, will be required. An up to date ORCID profile greatly simplifies the creation of the common form documents via SciENcv. Researchers are encouraged to create an ORCID and start using SciENcv as soon as possible. Links to helpful documentation can be found on the Research Security website.

This step-by-step guide will walk you through what you need to know, from logging into SciENcv and linking your ORCID profile to make it easier to populate your biosketch, through creating and exporting your biosketch. The sections below provide more details on each of the steps.

Accessing SciENcv

You can access SciENcv a number of ways. The easiest is by going to <https://www.ncbi.nlm.nih.gov/sciencv/>. You can also access SciENcv via the NCBI's [My NCBI portal](#), or by going to PubMed and selecting the "Log in" link at the top right of the screen.

Please note that it is strongly recommended that you populate your SciENcv biosketch through an ORCID ID. If you do not already have an ORCID ID, please follow this Emory guide: <https://guides.libraries.emory.edu/orcid/use>

Step 1: Creating a MyNCBI/SciENcv Account

1. Using your web browser, go to <https://www.ncbi.nlm.nih.gov/sciencv/> and select "More Options"
2. You will then have several options to Log in, including eRA Commons, ORCID, and Login.gov (under the More Options button.). For most users, we recommend eRA Commons or Login.gov.
3. You will be given the option to create a new MyNCBI account or link your google account to an existing MyNCBI account.
 - If you do not already have a MyNCBI account:
 - Select "Create a new NCBI account"
 - Select the account you wish to use and log in; this will create a MyNCBI account with a username and your email. This will send a verification link to your email.
 - If you already have a MyNCBI account, select "Link to an existing NCBI account"
4. Click on the MyNCBI link to reach your portal - this is your landing page for managing tools within the National Center for Biotechnology Information (NCBI).
5. 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 go to the "SciENcv" section and at the bottom of that section and select "Manage SciENcv".
6. From step 3 click "create new document" to start your Biosketch. From step 4, select "Click here to create a new CV" under the SciENcv module

Step 2: Linking Information From ORCID

When you're ready to link your ORCID ID with SciENcv, go back to your [My NCBI account](#) and sign in again (if you are logged out) and follow steps 1-4 in the Creating a MyNCBI/SciENcv Account section.

1. Once you see your My NCBI landing page, you should see your username in the upper right corner. Select your username.
2. Use the Change button under Linked Accounts to add your ORCID account.
3. Select "Change" and then search for ORCID.
4. Select ORCID under "Login Account Options," then enter your ORCID username and password, and authorize it. You should now see your ORCID account listed in your Linked Accounts.
5. Select "MyNCBI" in the top right corner. You are now ready to go to SciENcv.



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Step 3a: Creating Your First Biosketch

To create a new biosketch, go back to your [SciEncv](#) account, sign in using eRA Commons login credentials and follow these steps:

1. You will see your landing page for managing tools within the National Center for Biotechnology Information (NCBI)

- If you haven't used SciENcv before, there will be a small box with a link to create a profile.
- If you haven't created a Biosketch, click the '+' to "Add New Document"
 - Add Document Name
 - Select Format (NIH Biosketch for this example)
 - Choose data source (Start with a blank document)
 - Click "Create" button

2. Name

- Be sure to "[Click here to link eRA Commons account](#)" to populate your eRA Commons User Name

3. Education/Training

- Click on "add one".
- Once you have added an entry, you will have to click "edit entries" at the top to make edits.

4. Personal Statement

- Click on "edit statement"
- You can cut-and-paste the statement from a previously written Biosketch and add to text box. Click the green checkmark when finished.
- Click "select citations" to select relevant citations from list. If you can't find a citation, you will need to use the "add citations" link at the top of the list.
- Click "save citations" when finished
- Note:** The citations will not necessarily follow the order in which you add them.

5. Positions, Scientific Appointments and Honors

- Positions and Scientific Appointments are added in two separate categories
- Other Experience, Professional Memberships, Review Panels, etc. will be listed under "Positions and Scientific Appointments"
- Click "add one" to manually enter each item
- When finished, be sure to click the box "Use this entry as the position title and current employment" for the entry that should be shown as your "POSITION TITLE" at the top of your Biosketch
- When done with a section, click "done" to save entries

6. Contribution to Science

- Click "edit section"
- Next to Description, "edit"
- You can cut-and-paste the statement from a previously written Biosketch and add to text box. Click the green checkmark when finished.
- Click "select citations" to select relevant citations from list. If you can't find a citation, you will need to use the "add citations" link at the top of the list.
- Click "save citations" when finished
- Note:** The citations will not necessarily follow the order in which you add them.
- Be sure to click the box "Include link to complete list of published work in My Bibliography." (Selecting this option will make the list public.)
- Click "done" when finished with this section



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Step 3b: Creating a Biosketch Using Another Biosketch as a Template

To create a new biosketch, go back to your [SciENCv](#) account, sign in using eRA Commons login credentials and follow these steps:

1. You will see your landing page for managing tools within the National Center for Biotechnology Information (NCBI)
 - Click the '+' to "Add New Document"
 - Add Document Name
 - For Format, select "NIH Biosketch" (if you would like to create an NSF biosketch, select "NSF Biosketch" instead)
 - For Choose Data Source, select "Existing Document" and choose a previously created Biosketch to use as a template from the drop down menu
 - For Sharing, choose if you want the biosketch to be public or private. You can always change the sharing settings.
 - Select "Create"
2. Follow Steps 2-6 from above (Step 3b) to edit as needed

Step 4: 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
2. After you select the Biosketch you will have the opportunity to export into 3 formats - PDF, Word (only available for NIH biosketches), and XML. Be aware that any changes you make in exported WORD or XML document may affect the overall format and could cause issues with submission.
3. Once you select the format you want, you will see a dialogue box that shows the download process. When it is finished, the file should save to your computer; if you don't see it, check your downloads folder.

Assigning a Delegate

1. Sign into your MyNCBI account, and once you see your MyNCBI landing page, you should see your username in the upper right corner. Select your username.
2. Select Account Settings.
3. Scroll down to "Delegates" and select "Add delegate".
4. You will then be prompted to enter in the email address for your delegate.

For More Information, please visit the [SciENCv guidance page](#) on our Research Security Website.