



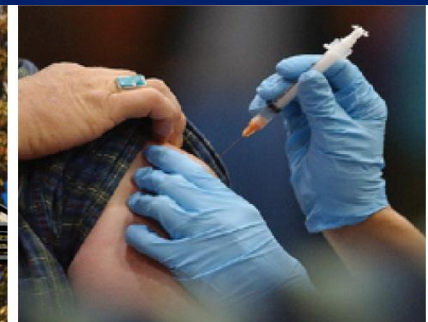
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# SciENcv Mini Training for Faculty

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# May 25, 2025: Use SciENcv To Format NIH Personnel Documents

- SciENcv helps you create and manage documents in support of grant applications with participating agencies
- Biosketches and Current and Pending Support for proposals and RPPRs submitted **on or after May 25, 2025** must use the new Common Form and be produced using SciENcv



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[NOT-OD-24-163](#) for details



# Step 0A: Create Your ORCID iD

- The easiest way to populate your SciENCv biosketch is through an ORCID iD
- If you do not have ORCID iD, visit <https://orcid.org/register> to register
- More information is available here: <https://guides.libraries.emory.edu/c.php?g=1052178&p=7640122>

A screenshot of the ORCID registration page. At the top center is the ORCID logo. Below it, the text 'Create your ORCID iD' is displayed, followed by 'Step 1 of 5 - Names and emails'. A paragraph of text explains the registration process and includes a link to the terms of use and a 'Sign In' link. The form is divided into three sections: 'Your names', 'Your email addresses', and 'Confirm primary email'. Each section contains a text input field with a placeholder text.

**Your names**

**Given names**

The names you most commonly go by

**Family names (Optional)**

Your family name or surname

**Your email addresses**

**Primary email**

The email address you use most

Confirm primary email



# Step 0B: Link Your ORCID iD

- Sign into My NCBI at <https://www.ncbi.nlm.nih.gov/myncbi/>
- Click on your email address in the top right
- Choose account settings
- Scroll to Linked Accounts
- Link your ORCID iD
- For more instructions on linking your account, visit: [https://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Adding\\_a\\_Partner\\_Organization\\_as](https://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Adding_a_Partner_Organization_as)

The screenshot shows the My NCBI interface. At the top right, an 'ACCOUNT' dropdown menu is open, showing the user is logged in as 'keck@emory.edu'. The menu options are 'Dashboard', 'Publications', 'Account settings' (circled in yellow), and 'Log out'. Below the menu, the 'Linked Accounts' section is visible, containing a table of linked accounts and an 'Add account' link (circled in yellow).

Account	Email/ID	Remove
NSF (National Science Foundation ) Researcher Login, USA	keck@emory.edu (logged in)	
ORCID	0009-0001-0250-7628	
Login.Gov, USA	keck@emory.edu	



# Step 1: Accessing SciENcv



- Sign into My NCBI at <https://www.ncbi.nlm.nih.gov/myncbi/>
- Click on Manage SciENcv

**SciENcv**

Name	Last Update	Sharing	Type
<a href="#">NSF Biosketch</a>	24-Oct-2023	Private	NSF-BGS23-1
<a href="#">NSF CPS Oct 2023 24-1</a>	11-Sep-2024	Private	NSF-CPOS24-1
<a href="#">DRAFT NIH Biosketch Attempt</a>	01-Oct-2024	Private	NIHBiosketch3

[Manage SciENcv »](#)

**NIH** National Library of Medicine  
National Center for Biotechnology Information

keck@emory.edu

### My NCBI

Search NCBI databases

Search: PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

### Saved Searches

You don't have any saved searches yet.

Go and [create some saved searches](#) in PubMed or our other databases.

[Manage Saved Searches »](#)

### Collections

All bibliographies and Other citations are now in [My Bibliography](#).

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections »](#)

### Recent Activity

Time	Database	Type	Term
10:55 AM	Books	record	SciENcv - My NCBI Help
Aug-2024	Books	record	Ethical, Legal, and Social Issues - ...

[Clear](#) [Turn Off](#)  
[See All Recent Activity »](#)

### Filters

Filters for: PubMed

You do not have any active filters for this database.

[Add filters for the selected database.](#)

[Manage Filters »](#)

### SciENcv

Name	Last Update	Sharing	Type
<a href="#">NSF Biosketch</a>	24-Oct-2023	Private	NSF-BGS23-1
<a href="#">NSF CPS Oct 2023 24-1</a>	11-Sep-2024	Private	NSF-CPOS24-1
<a href="#">DRAFT NIH Biosketch Attempt</a>	01-Oct-2024	Private	NIHBiosketch3

[Manage SciENcv »](#)





# Step 2: Use SciENcv To Create a Document

- Select Create New Document
- Choose NIH Biosketch or other type of document that you need to create
- Three ways to create a new document:
  1. Import from an external source, e.g. ORCID iD
  2. Use an existing SciENcv document
  3. Start with a blank document

The screenshot shows the SciENcv interface with a modal window titled "Create a New Document". The modal contains the following fields and options:

- Document title \***: A text input field.
- Document type \***: A dropdown menu.
- Data source \***: A radio button selection with three options:
  - Use an external source
  - Use an existing document
  - Start with a blank document
- Source \***: A dropdown menu, currently showing "ORCID".

At the bottom of the modal are "CANCEL" and "CREATE" buttons. The background shows the user profile "My Profile" (not set up) and a "My Documents" table.

Last Updated ↓	Title	Delete
10/1/24	DRAFT NIH B	
9/11/24	NSF CPS Oct 2023 24-1	NSF Current and Pending (Other) Support



# Step 3: Complete Sections of the Document (NIH Biosketch)

- Use the SciENcv interface to add degrees, positions / appointments, and honors.

**Edit degree information** \* required field

This entry is  Degree  Training

School: \* State University of New York, University of Albany

City: Albany

State/Province: New York

Country: United States

Degree: \* DOCTOR OF PHILOSOPHY (PHD)

Field of Study: Epidemiology

From: 8 / 2007 To: 5 / 2012 \*

Buttons: Save, Save & add another entry, Cancel

**EDUCATION/TRAINING** [ Done ]

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

Show in this profile	INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY	
<input checked="" type="checkbox"/>	State University of New York, University at Albany, Albany, New York, United States	Doctor of Philosophy (PHD)	05 / 2012	Epidemiology	Delete edit
<input checked="" type="checkbox"/>	Saint Louis University, St. Louis, Missouri, United States	Master of Public Health (MPH)	05 / 2007	Epidemiology and behavioral health sciences	Delete edit
<input checked="" type="checkbox"/>	University of Notre Dame, Notre Dame, Indiana, United States	Bachelor of Arts (BA)	05 / 2005	Sociology	Delete edit

add\_another\_degree/training

**Edit employment** \* required field

From: \* 2023 To: YYYY (leave blank for present positions)

Position title: \* Sr. Associate Vice President

Organization: \* Emory University

add a level

City: Atlanta State: GA

Country: United States

Use this entry as the position title and current employment

Buttons: Save, Save & add another entry, Cancel

**A. Personal Statement** [ Edit statement ]

NORDP Consultants Program: I serve as the founding... providing research development services and increa... (ERIs). The NORDP Consultants Program has suppo...

Optional: You may identify up to four peer reviewed p... [ Select citations ]

You have not listed any citations.

**B. Positions, Scientific Appointments** [ Done ]

Positions and Scientific Appointments [ Done ]

Select: All None 14 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2023 - present	Sr. Associate Vice President, Emory University, Atlanta, GA, United States	Delete edit
<input checked="" type="checkbox"/>	2023 - present	Sr. Program Director, NORDP Consultants Program, National Organization of Research Development Professionals, Chicago, IL, United States	Delete edit
<input checked="" type="checkbox"/>	2021 - 2023	Program Director, NORDP Consultants Program, National Organization of Research Development Professionals, Chicago, IL, United States	Delete edit
<input checked="" type="checkbox"/>	2020 - 2023	Associate Vice President, Emory University, Atlanta, United States	Delete edit
<input checked="" type="checkbox"/>	2019 - 2020	Assistant Vice Chancellor of Research Development, University of Tennessee, Knoxville, Tennessee, United States	Delete edit
<input checked="" type="checkbox"/>	2018 - 2020	Board of Directors (VP, President, Immediate Past President), National Organization of Research Development	Delete edit

add\_another\_entry



# Step 4: Complete Sections of the Document (NIH Biosketch)

- Add citations using the ORCID tab (hopefully, this auto-populated with pubs)
- Add citations using the My Bibliography tab
  - You can manually enter citations through My Bibliography, when needed
  - Click add citations and then add citations again on the next screen



1. Start with ORCID tab

2. Use My Bibliography to add manually-entered citations

A screenshot of the NIH My Bibliography web interface. The interface is divided into two main sections. The top section is a control bar with tabs for 'My Bibliography' and 'ORCID'. Below the tabs, there are options for 'Sort by: Publication date', 'Select: None', '0 item(s) selected', and a circled 'Add citations' button. A notification states 'unchecked entries are hidden from display'. Below this, a list of citations is shown, with one entry partially visible: 'Eck K, Renoe S, Pai A. Real-Time Capacity Building: Feasibility of Embedding PD Consultants in a Live Federal Funding Competition. A New Opportunities in Research Development (NORD) Publication. Forthcoming.' The bottom section is the main 'My Bibliography' area for 'Kimberly Eck's Bibliography'. It includes the NIH logo, 'National Library of Medicine National Center for Biotechnology Information', and a user profile 'keck@emory.edu'. The main area has a 'My Bibliography Help' link, 'MyNCBI' navigation, and a message: 'Your bibliography is currently private. If you want to share with a URL, make your bibliography public.' Below this are buttons for 'Manage citations', a circled '+ Add citations', and 'Filter citations'. A search bar is present with the text 'Search citations' and a 'Search' button. At the bottom right, it shows '16 citations, Sort by newest to oldest'. The Emory University logo and 'Office of the Senior Vice President for Research' are visible in the bottom left corner.



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# Step 5: Complete Sections of the Document (NIH Biosketch)

- Add Personal Statement
- Add Contributions to Science statements

**C. Contribution to Science** [ Done ]

You can add up to 5 contributions. Drag and drop tabs to rearrange.

1	2	3	4	5
---	---	---	---	---

**Description** [edit](#) [Delete this contribution](#)

**Citations** [ Select citations ]

- Eck K, Renoe S, Pai A. Real-Time Capacity Building: Feasibility of Embedding RD Consultants in a Live Federal Funding Competition. A New Opportunities in Research Development (NORD) Publication. Forthcoming.
- Eck K. Feasibility and Early Results of Providing Research Development Consulting Services to HBCUs: Year 1 of the NORDP Consultants Pilot Project. A New Opportunities in Research Development (NORD) Publication. 2023. Available from: [https://nordp.memberclicks.net/assets/NORD/Eck\\_Feasibility%20and%20Early%20Results\\_FINAL.pdf](https://nordp.memberclicks.net/assets/NORD/Eck_Feasibility%20and%20Early%20Results_FINAL.pdf)
- Eck K, Roney J. A NORD Invited Opinion: What is Research Development?. A New Opportunities in Research Development (NORD) Publication.. 2023. Available from: [https://nordp.memberclicks.net/assets/NORD/Eck\\_Roney\\_WhatsRD\\_.pdf](https://nordp.memberclicks.net/assets/NORD/Eck_Roney_WhatsRD_.pdf)
- Eck K, Pitre E, Renoe S. NSF Enabling Partnership to Increase Innovation Capacity Toolkit. [Internet]. 2023 March.

Include link to complete list of published work in [My Bibliography](#).  
(Selecting this option will make the list public.)



## Step 6: Export Document (NIH Biosketch)

- Click download
- Don't change the file name; submit the document as is
- (You can experiment with file name, but NSF wouldn't accept my document if I changed the file name)

es in Education. 2020; 2(1):1-25. Available from: <https://ijonse.net/index.php/ijonse/article/view/12>

g the Minority-Serving Research Enterprise: Reframing Research Development through Decolonizing Theory and  
rch Administrators Annual Conference; 2023; Washington, DC.

ment and Compensation Advocacy. National Organization for Research Development Professionals Annual

hat Do You Do?" Findings From a Study of RD Professionals. National Organization for Research Development  
gton, VA.

Download: [PDF](#) [Word](#) [XML](#)



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# Step 7: Create Document (Current and Pending)

[+ ADD PROPOSAL/ACTIVE PROJECT](#)

Proposal/Active Project Title	Source of Support	Status of Support	Total Award Amount	Support Start
Identifying Needs and Building Research Capacity at an Historically-Black University	National Institutes of Health/Delaware State University	Current	\$169,559	Jul 2024
Operating Support for the NORDP Consultants Program	National Organization of Research Development Professionals	Current	\$30,000	Jan 2024
Enhancing Capacity Innovation at ERIs [This Proposal]	National Science Foundation/University of Missouri	Current	\$2,485,251	Dec 2023
Expanding the NORDP Consultants Program to Sixteen Minority Serving Institutions	National Science Foundation	Current	\$9,278,957	Oct 2023

**Proposal/Active Project**

Asterisks (\*) indicate required fields.

Proposal/Active Project Title \*

Status of Support \*

Current  Pending

Proposal/Active Award Number (if availa... Source of Support \*

Primary Place of Performance \* Total Anticipated Proposal/Project Amo... *Enter as USD. (Include Indirect Costs)*

Proposal/Active Project Start Date \* mm/yyyy Proposal/Active Project End Date \* mm/yyyy

Person-Month(s) (or Partial Person-Months) Per Year Devoted to the Proposal/Active Project *Year \** *Person Months \**

[+ ADD YEAR](#)

CANCEL SAVE & ADD ANOTHER ENTRY SAVE DRAFT



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# Potential NIH Supplemental Form?

- NIH stated that they would continue collecting three required agency specific data elements (i.e., Personal Statement, Contributions to Science, and Honors) separately from the Common Forms on a new NIH Biographical Sketch Supplement.
- However, the current SciENCv form collects this information.
- So maybe not.



# Key Resources

- Step-by-step guide with screenshots: <https://www.ncbi.nlm.nih.gov/books/NBK154494/>
- Additional communications and resources at <https://rcra.emory.edu/research-security/sciencv.html>

***Please Start Transitioning to SciENCv Early. Please.***



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