Using SciENcv Frequently Asked Questions

Updated March 31, 2020

1. What training resources are available to guide users how to use SciENcv?

SciENcv has created a video tutorial, available at <u>https://youtu.be/nk7qlbele0k</u>, to guide users through the NSF biographical sketch preparation process.

More general frequently asked questions, video tutorials, and are at <u>https://www.ncbi.nlm.nih.gov/sciencv/</u> in the "About SciENcv" section.

2. How do I access SciENcv?

Users can access SciENcv by visiting <u>https://www.ncbi.nlm.nih.gov/sciencv/</u> and selecting "Click here to start!"

S NCBI Resources 🕑 How To 🕑		Sign in to NCBI			
•	SciENcv: Science Expe	erts Network Curriculum Vitae			
	A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.				
About SciENcv	Interfacing with SciENcv	News and Resources			
Background Information	SciENcv Data Documentation	SciENcv News			
SciENcv FAQs	<u>SciENcv Data Schemas</u>	SciENcv Presentations			
YouTube Video: SciENcv tutorial		SciENcv Help			
YouTube Video: Integrating with ORCiD	Click here to start!	<u>My Bibliography Help</u>			
Recent Changes to NIH Biosketch					
Provide Feedback					

3. Do I need to create a SciENcv/NCBI account?

Users do not need to create a SciENcv/NCBI account to prepare and generate their NSF documents. While there are several ways to authenticate into the system, we encourage users to sign in to SciENcv with their NSF ID and password.

CBI Resources ⊙ How To ⊙	Sign in te
Sign in to NCBI	One login and you are in. Use your eRA Commons information in SciENcvt
Commons login See more 3rd party sign in options OR OR OR OR	Sign in with your eRA Commons account.
Need help signing in?	2 Link it to your NCBI account or create one.
	Create a new NCBI account

Those selecting the "NSF Login" option, as highlighted above, will be directed to <u>sign in via Research.gov</u>. Users will be automatically redirected back to the My NCBI home page after their NSF login is successful.

Search NCBI databases		×	Saved Searches
Search : PubMed	Search		You don't have any saved searches yet. Go and <u>create some saved searches</u> in PubMed or our other databases.
Hint: clicking the "Search" button without any terms listed in the se that database's homepage.	arch box will transport you	to	Manage Saved Searches >
ner entenner o nonropage.			Collections
My Bibliography		×	All bibliographies and Other citations are now in My Bibliography
Your bibliography contains no items.			Collection Name Items Settings/Sharing Type Favorities edit 0 Private Standard
Your bibliography is private.	lanage My Bibliography.»		Manage Collections >
Recent Activity		×	Filters
			Filters for: PubMed
You do not have any recent activity	r. <u>Clear Turn Off</u>		You do not have any active fitters for this database. Add fitters for the selected database.
	See All Recent Activity.»		Manage Filters »
			SciENcy

MyNCBI Home Page

4. Who should I contact if I can't sign into SciENcv using my NSF ID and password?

Please verify that you have registered for an NSF ID and Password and that your credentials are correct.

- o Look up your NSF ID
- o Reset your NSF Password
- After trying these steps and if you still experience issues, contact the NSF Help Desk at <u>rgov@nsf.gov</u> or at **1-800-381-1532** (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).

5. The SciENcv system is unavailable. How can I generate an NSF-approved Biographical Sketch and Current and Pending Support documents and submit my proposal?

NSF has an approved fillable PDF format of both the <u>Biographical Sketch</u> and <u>Current and Pending Support</u> proposal sections available for use in the event users are experiencing issues with SciENcv. Note: NSF encourages users to manage and generate this documentation in SciENcv.

6. Where is the SciENcv system after I've signed in?

For most users, the SciENcv box will default to the bottom right corner of your screen.

Search NCBI databases		Saved Searches
Search : PubMed •	Rearch	You don't have any saved searches yet. Go and croate some saved searches in PubMed or our other databases.
Hint: clicking the "Search" button without any terms listed in the search box will t that database's homepage.		Manaje Sared Searches a
		Collections
My Bibliography	• *	All bibliographies and Other citations are now in <u>My Bibliography</u> Collection Name Berry Settion/Sharing Type
Your bibliography contains no items.		Collection Name Hems Settings/Sharing Type Favoritos odit 0 © Private Standard
Your bibliography is private. Manage_My_Bit	allography.x	Manage Collections a
Recent Activity	• *	Filters
		Filters for: PubMed
You do not have any recent activity. Clea	ar Turn Off	You do not have any active filters for this database. Add Blows for the selected database.
See All Rece	OLACINEY >	Manage Filters.=
		SciENcy

If you have used My NCBI previously and customized your account, SciENcv may be located elsewhere, as the My NCBI is designed for multiple purposes across the NCBI system.

7. How do I create and manage my SciENcv documents?

For new users who have not previously created documents in SciENcv, there will be a small box with a "Click here to create a new CV" to create a profile.

CBI Resources 🗹 How To 🗹		<u>My NCBI</u> S
y NCBI		Customize this page NCBI Site Preferences Video Overview Help
Search NCBI databases	• ×	Saved Searches
Search : PubMed	arch	You don't have any saved searches yet. Go and <u>create some saved searches</u> in PubMed or our other databases.
Hint: clicking the "Search" button without any terms listed in the search box will tra that database's homepage.	nsport you to	Manage Saved Searches >
		Collections
My Bibliography	× ×	All bibliographies and Other citations are now in My Bibliography
Your bibliography contains no items .		Collection Name Items Settings/Sharing Type Favorites edit 0 O Private Standard
Your bibliography is private. Manage My Biblio	ography »	Manage Collections »
Recent Activity		Filters
		Filters for: PubMed
You do not have any recent activity. <u>Clear</u>	<u>Turn Off</u>	You do not have any active filters for this database. Add filters for the selected database.
See All Recent	Activity »	Manage Filters »
		SciENcv
		Click here to create a new CV.

Returning SciENcv users will see links to their previously created documents, including biographical sketches. To work on an existingdocument, you can click on the document name or select "Manage SciENcv."

Name	Last Update	Sharing	Туре 🔺
No. inclusion in	17-Aug- 2015	Private	Old NSF Biosketch
100 - 100 august	21-Jul- 2015	Private	NIH Biosketch
	05-Dec- 2018	Private	NIH Biosketch
	06-Dec- 2018	Private	NIH Biosketch

8. Do I go to the same module to create both my biographical sketch and my current and pending support documents?

Users create and manage their biographical sketch and current and pending support documents in the same "Manage SciENcv" section of the application.

After clicking "Manage SciENcv," users will be able to click "Create New Document" to prepare either a new NSF Biographical Sketch or Current and Pending Support document.

My NCBI » SciENcv			SciENcv: About Using
	Greg Alphaman Associated Harvard		edit
SciENcv documents	Edit OCreate New Document		
Last Update	Name	Туре	Sharing
20-Mar-2020		NSF Biosketch	Private
26-Feb-2020		NSF Biosketch	Private
11-Mar-2020		NSF Current and Pending Support	Private
17-Mar-2020		NSF Current and Pending Support	Private
17-Mar-2020		NSF Current and Pending Support	Private

You will then be asked to select which document type you are creating. **Be sure to select the appropriate document type, as the "NIH Biosketch" is selected as the default**. Users can also select a previously created document to modify.

Create a New Docume	ent				
Document name					
	Enter a name to help you to identify this document				
Format	• NIH Biosketch				
	NIH Fellowship Biosketch				
	NSF Biosketch				
	NSF Current and Pending Support				
	IES Biosketch				
	Select a format for this document				
Choose data source	Start with a blank document				
	Existing Document: Bio for Alphaman				
	External source: eRA Commons				
	You must link to an eRA Commons account to use this option.				

9. Can I delegate access to someone assisting me with proposal preparation?

Yes. Any My NCBI account holder can set up one or more delegates for their My NCBI account. Once a delegate has accepted their invitation, the delegate(s) have the ability to view, edit, and create profiles in the original account holder's SciENcv, as well as edit the account holder's My Bibliography.

IF YOU WOULD LIKE TO SEND A DELEGATE REQUEST:

- 1. Log in to your My NCBI account
- 2. Select your username in the top-right corner of the screen to access the Account Settings page
- 3. Under "Delegates," select "Add a delegate"
- 4. Enter your delegate's email address and select "OK."

IF YOU WOULD LIKE TO ACCEPT A DELEGATE REQUEST:

- 1. Log in to your My NCBI account
- 2. Check your email for the delegate request. If you haven't received the request email, be sure to check you spam folder the email comes from myncbi@ncbi.nlm.nih.gov
- 3. Use the link in the delegate request email to accept and confirm the delegation

IF YOU WOULD LIKE TO SEE IF A DELEGATE HAS ACCEPTED YOUR REQUEST:

- 1. Log in to your My NCBI account
- 2. Select your username in the top-right corner of the screen to access the Account Settings page
- 3. If you have sent one or more delegate requests, you will see a table in the Delegates section:

and the second	Name E-mail My B	bliography SciENcv Remov
Awaiting confirmation)	tion) @nih.gov	×

This delegation request has not been accepted as indicated by the "Awaiting confirmation" status– refer your delegate to the instructions on how to accept a delegate request.

ly NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
ontexample	2nih gov	V		×

This request has now been accepted and the "Awaiting confirmation" status is removed.

TO CONTROL WHAT YOUR DELEGATE HAS ACCESS TO:

- 1. Log in to your My NCBI account
- 2. Select your username in the top-right corner of the screen to access the Account Settings page
- 3. You can use the table in the delegates section to control what your delegates can access.
- 4. If you have checked the "My Bibliography" box, your delegate will have the ability to view and make changes to your My Bibliography and Other Citations collections. If you have checked the "SciENcv" box, your delegate will be able to create, view, and change your SciENcv products.

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
jontexample	@nih.gov	V	V	×
dd a Delegate				

Note that the Public or Private settings on your My Bibliography or SciENcv have no effect on your delegate's ability to view and make changes to these resources. Should you wish to remove a delegate, use the red "X". Should you wish to give a delegate access to only one resource, use the check-boxes as appropriate.

TO ACCESS YOUR DELEGATOR'S SCIENCV:

- 1. Log in to your My NCBI account
- 2. If you have been granted access to your delegator's My Bibliography and Other Citations collections, you will see those collections listed in your collections list:

Collections				
Collection Name		Items	Settings/Sharing	Туре
Favorites	edit	0	Private	Standard
My Bibliography	<u>edit</u>	0	Private	Standard
Other Citations	<u>edit</u>	0	Private	Standard
jonpexample's Bibliography	<u>edit</u>	0	Private	Standard
jonpexample's Other Citations	edit	0	Private	Standard
			Manage (Collections »

3. If you have been granted access to your delegator's SciENcv, you will be able to access it from your SciENcv portlet:

SciENcv	×
Click here to create a new CV.	
Delegated CV:	
jonpexample	

10. Who do I contact if I have questions?

Policy-related questions should be directed to policy@nsf.gov. If you have technical or IT system-related questions regarding the SciENcv formats, please contact the NSF Help Desk at 1-800-673-6188 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via fastlane@nsf.gov.