

SciENcv Reference Guide

(For NSF proposals submitted starting on May 18, 2024, 12am)

I. **Creating your SciENcv Account**

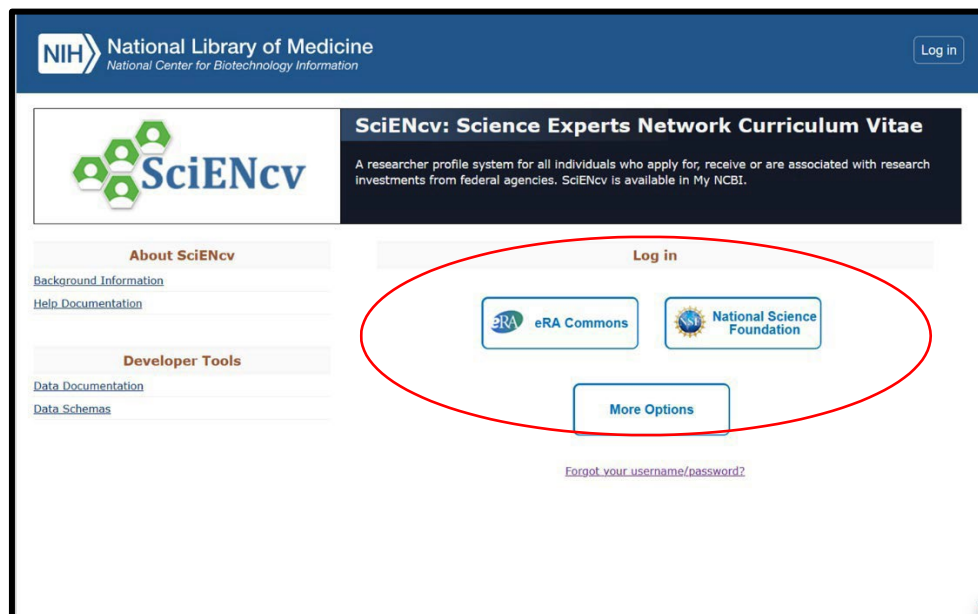
A. To get started, make sure you have the following login credentials ready:

1. NSF Research.gov or NIH eRA Commons (note: eRA Commons will require the additional step of login.gov authentication)
2. ORCID

B. SciENcv utilizes the third-party login system.

1. Bookmark this link to your browser:

<https://www.ncbi.nlm.nih.gov/sciencv/>



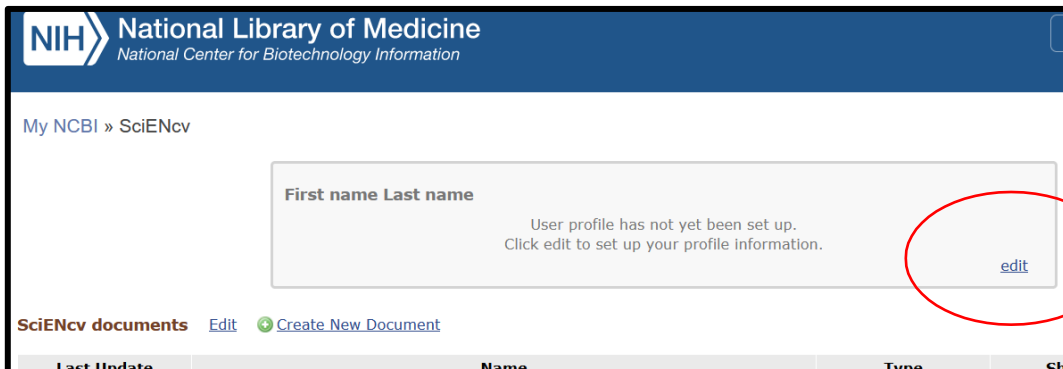
2. Click on either NSF or eRA Commons login
(For example purposes, will be using NSF login)
 - a. This link will take you to the Research.gov website login. Enter your credentials as you would logging in, and it will then take you back to the SciENcv site, prompting you to create an account.
 - b. After providing your information, it will send an email with a link that you must confirm to move forward.



II. **Setting up your first biosketch in SciENcv:**

- A. On your SciENcv Dashboard, you will now go to the bottom right corner and click on link to create a new CV under the SciENcv box.

- B. It will then take you to Managing My SciENcv and allow you the next step of setting up your profile:



- C. This provides the step of how your profile will be pulled into your Biosketch & Current and Pending documents created in SciENcv.

Edit Mini Profile

This profile is a quick way to tell people who you are. It will be treated as public information and may also appear in other places.

Required Information

* required field

First Name: *

Last Name: *

Name displayed as:

Add credentials, if desired. E.g., Jack Doe, PhD

Title / Department:

Institution / Company:

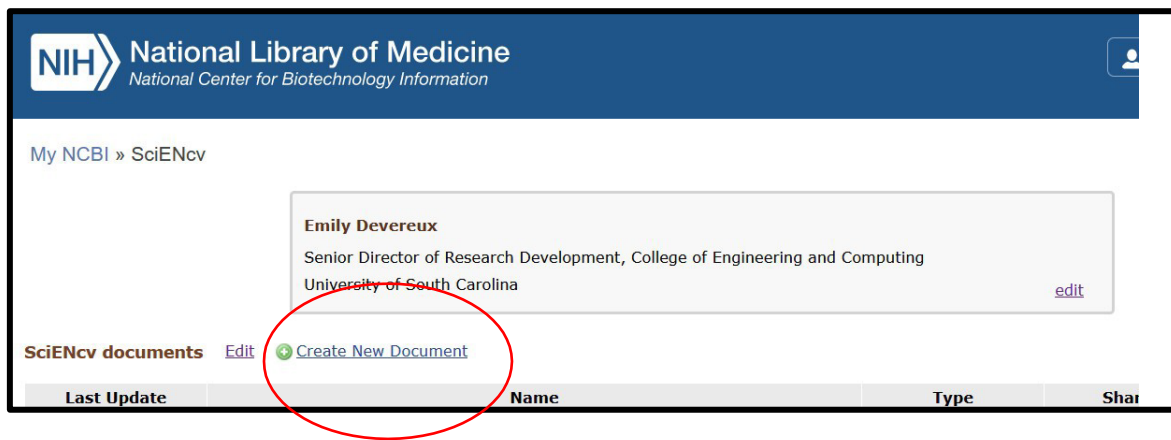
Optional Information

ORCID iD: [Add your ORCID iD to this profile?](#)

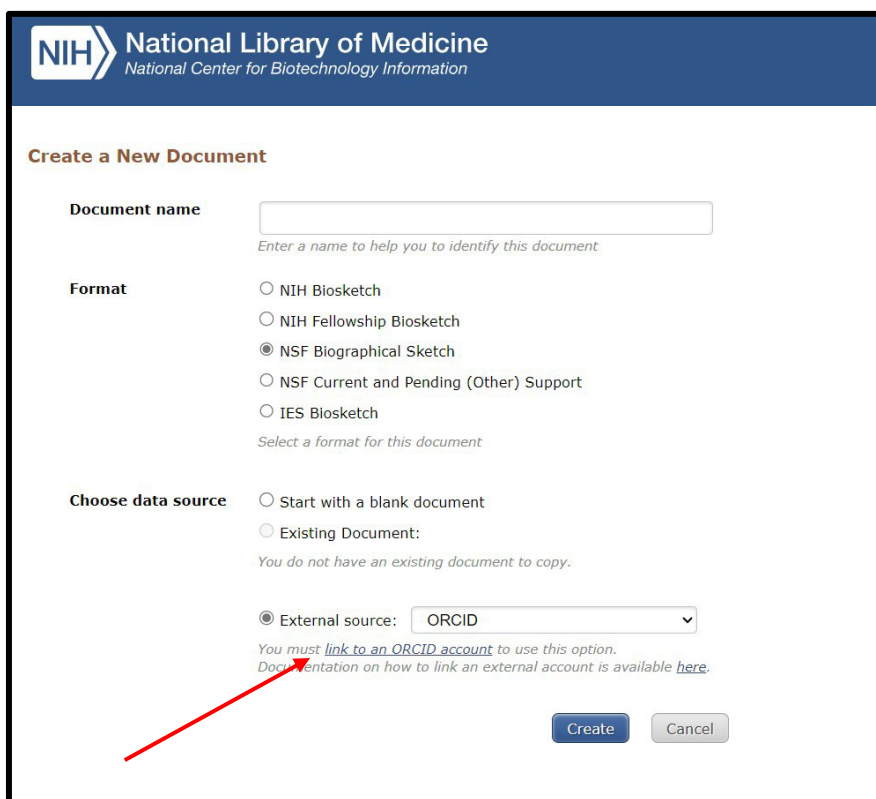
NSF ID: [Add your NSF ID to this profile?](#)

D. You are now able to create your first SciENcv Biosketch.

1. Click on “Create New Document”



2. **At this step, if you have not yet, make sure to link your ORCID to your profile.**



- E. Give your Document an Identifying Name, Choose Format** (for this example it will be an NSF Biosketch), and **Choose Start with a Blank Document** (for your first Biosketch)

**** Note that the name can only utilize alphabetical and numerical characters, no special characters are allowed.**

The screenshot shows the 'Create a New Document' form on the NIH National Library of Medicine website. The form is titled 'Create a New Document' and is set against a dark blue header with the NIH logo and the text 'National Library of Medicine National Center for Biotechnology Information'. The form contains three main sections: 'Document name', 'Format', and 'Choose data source'. The 'Document name' field is a text input containing 'NSF Biosketch Sept 2023' with a placeholder text 'Enter a name to help you to identify this document'. The 'Format' section has five radio button options: 'NIH Biosketch', 'NIH Fellowship Biosketch', 'NSF Biographical Sketch' (which is selected), 'NSF Current and Pending (Other) Support', and 'IES Biosketch', with a placeholder text 'Select a format for this document'. The 'Choose data source' section has three radio button options: 'Start with a blank document' (selected), 'Existing Document:', and 'External source:'. The 'External source' option has a dropdown menu showing 'ORCID' and a placeholder text 'You must link to an ORCID account to use this option. Documentation on how to link an external account is available here.' At the bottom right of the form are two buttons: 'Create' and 'Cancel'.

F. This will now take you to the NSF Biosketch Page to create your document. The first step at this stage is to provide your Identifying Information:

NSF Biographical Sketch

VIEW DRAFT

DOWNLOAD PDF

The Biographical Sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities. A Biographical Sketch (limited to three pages) must be provided separately for each individual designated as senior personnel.

Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award.

Inclusion of additional information beyond that specified below may result in the proposal being returned without review. Do not submit any personal information in the Biographical Sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the Biographical Sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material.

[Biographical Sketch Instructions](#)

Identifying Information, Organization and Location*¹

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

ADD INFORMATION

A. Professional Preparation*

Provide a list of the senior person's professional preparation (e.g., education and training), listed in reverse chronological order by start

Identifying Information, Organization and Location

Title *
NSF Biosketch Sept 2023

First Name * Middle Name

Last Name *

Position Title *

Name of Primary Organization *

+ ADD A LEVEL (e.g. Department, if applicable)

City *

Country * State/Province *

Start Year * End Year
yyyy yyyy
Leave blank for present

[Click here to link your ORCID ID](#)

CANCEL SAVE

Identifying Information, Organization and Location* [EDIT](#)

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

Title: NSF Biosketch Sept 2023 ORCID ID: <https://orcid.org/0000-0001-9052-2600>
Name: Emily Devereux Last updated: September 21, 2023
Position Title: Senior Director of Research Development
University of South Carolina
Columbia, South Carolina, United States

G. Fill in your professional preparation in the next section:

A. Professional Preparation*

Provide a list of the senior person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

[+ ADD PROFESSIONAL PREPARATION](#)

Organization	Location	Degree (if applicable)	Receipt Date	Field of Study	Edit	Delete
West Chester University	West Chester, Pennsylvania	Doctor of Public Administration	Dec 2020	Public Administration & Policy		
Arkansas State University	Jonesboro, Arkansas	Master of Public Administration	May 2006	Public Administration & Policy		
Arkansas State University	Jonesboro, Arkansas	Bachelor of Arts	Dec 2002	Music, Minor in Marketing		

Add Professional Preparation

Type Degree Training

Organization *

City *

Country * United States State/Province *

Degree *

Field of Study *

Start Date mm/yyyy End Date * mm/yyyy

For fellowship applicants, include start date of fellowship.

[CANCEL](#) [SAVE & ADD ANOTHER ENTRY](#) [SAVE](#)

H. Fill in your appointments in the next step:

****Make sure you include not only HR appointments, but also your professional/volunteer positions (such as advisor to student organizations, positions in your professional associations, etc)**

B. Appointments and Positions*

Provide a list, in reverse chronological order by start date, of all the senior person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

With regard to professional appointments, senior personnel must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

[+ ADD APPOINTMENT/POSITION](#)

Date	Current	Title	Institution	Location	Edit	Delete
2020 - Present	Yes	Senior Director of Research Development	University of South Carolina	Columbia, South Carolina		
2023 - Present	No	Member, Board of Directors	NCURA	Washington, District of Columbia		
2022 - Present	No	Co-Chair, Professional Development Committee	NORDP	Richmond, Virginia		
2022 - Present	No	CEO, Founder	RDPrac LLC	Columbia, South Carolina		
2020 - Present	No	Adjunct Graduate Faculty	Arkansas State University	Jonesboro, Arkansas		
2017 - 2020	No	Chair	NCURA Region III	Washington, District of Columbia		
2016 - 2020	No	Executive Director of Research	Arkansas State University	Jonesboro, Arkansas		

Add Appointment/Position

Primary appointment or position

Note: Only one can be marked as primary.

Appointment or Position Title *

Name of Organization *

[+ ADD A LEVEL](#) (e.g. Department, if applicable)

City *

Country *
United States

State/Province *

Start Date *
yyyy

End Date
yyyy

Leave blank for present

[CANCEL](#) [SAVE & ADD ANOTHER ENTRY](#) [SAVE](#)

I. **Products are the next step. You are allowed 5 significant and 5 other/related.**

1. You will need to utilize the **“My Bibliography”** on your Dashboard to add products. To pull in references for your products/ publications/ presentations, you will be able to select from **“My Bibliography”** and **“ORCID”**.

NIH National Library of Medicine
National Center for Biotechnology Information

edevereux@astate.edu

My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

Search NCBI databases

Search: PubMed

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

My Bibliography

Your bibliography contains **no items**.
Your bibliography is **private**.

[Manage My Bibliography »](#)

Recent Activity

You do not have any recent activity.

[Clear](#) [Turn Off](#)

[See All Recent Activity »](#)

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 »](#)

Filters

Filters for: PubMed

You do not have any active filters for this database.

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

[Manage Filters »](#)

SciENcv

[Click here](#) to create a new CV.

NCBI Dashboard

Feedback

C. Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

Products Most Closely Related to the Proposed Project*

Select up to 5 products

[SELECT RELATED PRODUCTS](#)

Other Significant Products, Whether or Not Related to the Proposed Project*

Select up to 5 products

[SELECT OTHER PRODUCTS](#)

C. Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

Products Most Closely Related to the Proposed Project*

Select up to 5 products

My Bibliography ORCID

0 citations Sort by: Publication Date [ADD PRODUCT](#)

There are no citations in your My Bibliography. Please add citations to continue.

0 products saved [CONTINUE](#)

- J. You will be able to see them in chronological order, but you may want to move them around to be in order of importance to your project.** Hover your cursor over a product, grab it, and then drag it to the number position you want it to appear on your biosketch.

C. Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

Products Most Closely Related to the Proposed Project*

Select up to 5 products

[EDIT PRODUCTS](#)

1. Devereux E, Vivianni J, Schiffman M, editor. The Role of Research Development Washington, DC: NCURA Publishing; 2023.
2. Devereux E, McElwain D. Innovations in Pre-Award. In: Shiffman M, editor. Sponsored research administration: A guide to effective strategies & recommended practices Washington DC: NCURA Publishing; 2020.
3. Devereux E. Perceived reputational and administrative capacity biases & the role of Carnegie Classifications in funding review processes. Research management review. 2023; 26(1):41-77.
4. Johnson D, Johnson A, Crossney K, Devereux E. Brief report: Employees' perceptions of stress and support during a pandemic mandated telework. Irish Business Journal. 2021; 13(1):-; doi: 10.34719/82cm-yh19.
5. Devereux E. Pilot of a Co-Curricular Assessment Model at Arkansas State University for Student Research Events. Council on Undergraduate Research (CUR) Biennial Conference. 2018 July; Washington, DC, United States.

K. Caution: ORCID references may not fully populate or populate info out of order in the reference. If this happens, you will want to put it in "My Bibliography" and choose this entry to replace it in your biosketch.

L. Now to download the PDF that has the certification code required for Research.gov compliance upload.

1. When you click "Download pdf", you will get the prompt to CERTIFY.

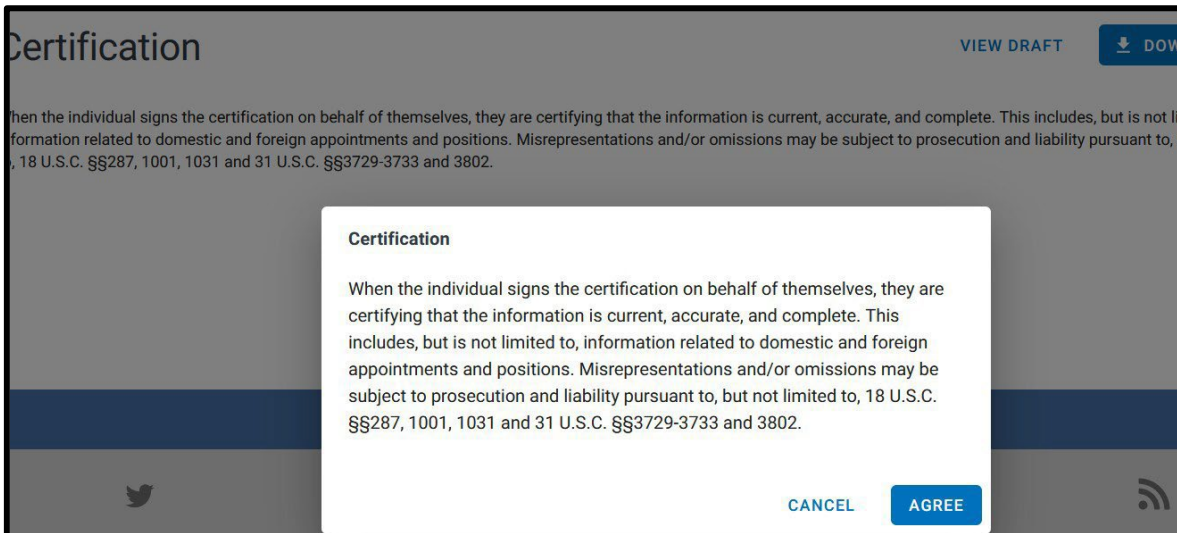
EDIT

+ ADD ANOTHER SYNERGISTIC ACTIVITY

Certification

VIEW DRAFT

DOWNLOAD PDF



2. **Make sure to save your pdf upon download. You will not be able to edit it from the document itself, or it will make the compliance certificate code in the background null, and it will not be accepted in the research.gov system. If you need to make any changes, make sure you do them directly in SciENcv and redownload your pdf.**

III. **Revising/Editing Your Biosketch**

- A. You can edit an existing biosketch if you want to just edit and resave instead of creating a new document. *Note: this will write over the document you are editing.*

1. One way: Click on "Edit".



2. It will provide the option to edit any of your existing documents that you have created in SciENcv.



3. Another way to edit is to just click on the existing document you want to edit:



IV. Copying an existing document to start a new file.

A. You can use an existing document to create a new file with the following steps:

1. Click on Create New Document.



2. Choose your document's format:

The screenshot shows the NIH 'Create a New Document' form. The 'Format' section is circled in red and contains the following options:

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

Below the radio buttons is the text: "Select a format for this document".

3. Then choose "Existing Document" & use the drop down box to identify which document to copy. Then hit give it a new name.

The screenshot shows the NIH 'Create a New Document' form. The 'Existing Document' option is selected and circled in red. A red arrow points to the 'Document name' input field.

The 'Existing Document' section is circled in red and contains the following options:

- Start with a blank document
- Existing Document: NSF Biosketch Sept 2023
- External source: ORCID

Below the radio buttons is the text: "Your ORCID account is linked to SciENcv".

4. After naming the document, click on “Create”.

NIH National Library of Medicine
National Center for Biotechnology Information

Create a New Document

Document name
Enter a name to help you to identify this document

Format

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

Select a format for this document

Choose data source

- Start with a blank document
- Existing Document:
- External source:

Your ORCID account is linked to SciENcv.

5. Edit your newly formed document’s existing information to fit the new document’s needs and then download as a pdf for your NSF upload.

V. Setting up Delegates

A. Hover over your account ID in the top right corner and click on Account Settings.

ACCOUNT [X]

Logged in as:
edeveurex@astate.edu

- Dashboard
- Publications
- Account settings
- Log out

Type	Sharing
NSF Biographical Sketch	Private
NSF Current and Pending (Other) Support	Private
NSF Biographical Sketch	Private
NIH Biosketch	Private
IES Biosketch	Private
NSF Biographical Sketch	Private
NIH Biosketch	Private
NSF Biographical Sketch	Private
NSF Biographical Sketch	Private

B. Scroll down to the section “Delegates” and click on “Add Delegate”.

Add a Delegate

Enter the delegate's email address

What will happen:


- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

[Cancel](#)

C. Provide their email address, and MyNCBI will send an email to them to confirm acceptance of delegation to your SciENcv account. After their acceptance, it will show in your Delegates section. You can add multiple delegations, and delegates can serve as a delegate to multiple PIs.

Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

My NCBI Username	Email	MyBib	SciENcv	Remove
dmcelwai@mailbox.sc.edu	grants@cec.sc.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

D. Delegates cannot certify in SciENcv for the PI. Delegates are able download a “draft” of the senior personnel document(s), but they cannot download the coded version required for agency upload(s) until the PI certifies the document(s) in SciENcv.