

OSP ROUNDTABLE – August 2024

# Getting Started with SciENcv: An Introduction to its Tools and Capabilities

Office of Sponsored Programs, Pre-Award Research Operations (PRO) Team

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## Questions to be answered

What is SciENcv and what is its purpose?

How do I craft a biosketch (bio) in SciENcv?

How do I craft a Current & Pending (Other Support) document in SciENcv?

How do I craft an NIH biosketch?

## What is SciENcv

Science Experts Network Curriculum Vitae (SciENcv) is a new **electronic system** that helps researchers **assemble the professional information** needed for participation in federally funded research. Researchers can use SciENcv to **create and maintain biosketches and current and pending reports** that are submitted with grant applications and annual reports.

## What is the purpose of SciENcv



Eliminates the need to repeatedly enter bio and C&P information.



Reduces the administrative burden associated with federal grant submission and reporting requirements.



Provides access to a researcher-claimed data repository with information on expertise, employment, education, and professional accomplishments.



Allow researchers to describe their scientific contributions in their own language.

## Do I have to use SciENcv?

As of October 2023, SciENcv use is mandatory for inclusion in National Science Foundation (NSF) proposals. Failure to use certified copies of the bio and C&P reports from SciENcv will result in an error within Research.gov submissions.

SciENcv is currently not mandatory for NIH proposals but will be mandatory starting January 25, 2025 (see: [NOT-OD-24-163](#)) for proposals, JITs, and RPPRs.

- Will include NIH Biographical Sketch Supplement (not currently available in SciENcv)

## What are the capabilities of SciENcv?

Development  
of...

- NIH Bio
- NIH Fellowship Bio
- NSF Bio
- NSF CP
- IES Bio

# How do I obtain a SciENcv account?

## **Create a new NCBI account:**

1. Use the following URL to get started <https://account.ncbi.nlm.nih.gov/signup> or <https://www.ncbi.nlm.nih.gov/sciencv/> .
2. If you already have an eRA Commons or NSF account, please use it to create your NCBI account.
3. Otherwise, you may use any of the icons listed or select "more options" which include most institutions. All available 3rd party logins that you can use with your NCBI account are listed on the account page. You can search for ones that you may have already by typing the name in the filter box.

# Avoid creating multiple accounts!

Be sure to take note of which sign-up method you used to avoid creating multiple accounts.

If you do accidentally create multiple accounts, it is possible to merge them by contacting the **NCBI Help Desk** ([info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov)).

Delegates will only have access to the account you provide them with, should you have multiple accounts they will not have access unless provided. To avoid this confusion, we encourage you to use the same account sign-on each time.

## How can a Pre-Award Assistant assist with document preparation in SciENcv?



To have a research administrator assist with biosketch or C&P (Other) Support, the investigator will need to add them as a delegate to their account.



This will provide only that individual with access to the investigator's account. Should another research administrator need access, they will need to provide additional delegate access.



As a delegate, a Pre-Award Assistant can make any necessary edits to the document. **The only action that remains *solely* in the purview of the investigator is the certification.**

# What can a delegate do?

Once a delegate has accepted their invitation, the delegate(s) can view, edit, and create profiles in the original account holder's SciENCv, as well as edit the account holder's My Bibliography information.

## If your PI asks: How do I assign a delegate in SciENcv?

If your PI asks how they can assign you as a delegate, you can send them the following instructions (with your email address in Step 4).

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 [email address] and select "OK.”

An automated email will be generated and sent to you to accept their assignment.

# Biosketches



# How to generate a Biosketch in SciENcv

Screenshot from SciENcv

**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 Biosketch
- NSF Current and Pending Support
- IES Biosketch

*Select a format for this document*

**Choose data source**

- Start with a blank document
- Existing Document:  
*You do not have an existing document to copy.*
- External source:  ▼  
*You must [link to an eRA Commons account](#) to use this option.  
Documentation on how to link an external account is available [here](#).*

**Sharing**

- Private
- Public

*You can change the shared settings at any time.*

- Once logged in as a delegate to your PI's SciENcv, click "Create New Document".
- From there, you can choose the following:
  1. What kind of document to create (e.g. NIH biosketch, NIH Fellowship biosketch, NSF biosketch, etc.)
  2. Whether to start the biosketch from scratch, or update an existing document
  3. Which existing document you'd like to update for the current application.
- Click "Create" at the bottom of the page.
- On the resulting page, you will see the sections of the biosketch. Input biosketch information via the webform.
  - NIH and NSF-specific biosketch content detailed on next slides

# How to generate a Biosketch in SciENcv

Screenshot from SciENcv

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# How to generate a Biosketch in SciENcv

Screenshot from SciENcv

**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
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- NSF Current and Pending Support
- IES Biosketch

*Select a format for this document*

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- Start with a blank document
- Existing Document:  
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Screenshot from SciENcv

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- NIH Biosketch
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- IES Biosketch

*Select a format for this document*

**Choose data source**

- Start with a blank document
- Existing Document:  
*You do not have an existing document to copy.*
- External source:  ▼  
*You must [link to an eRA Commons account](#) to use this option.  
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  - NIH and NSF-specific biosketch content detailed on next slides

# NSF Biosketch - Sections

- Professional Preparation (Education/Training)
- Appointments & Positions (Indicate current appointment)
- Research Products/Publications – Up to five (5) closely related/  
five (5) other significant
  - Publications selected from ORCID or My Bibliography (instructions on future slide)
- Certification statement (PI)
- Note: Synergistic Activities is no longer part of the Biosketch

# NIH Biosketch – Sections

- Education/Training
- Position & Scientific Appointments (Indicate current appointment)
- Honors
- Personal Statement
- Up to five (5) Contributions to Science (statements), each including up to four (4) citations of associated research products.
  - Publications selected from ORCID or MyBibliography (instructions on next slide)
- Certification Statement (PI)

# Biosketch: Adding Research Products

- The easiest way to populate a SciENcv biosketch is via an ORCID iD. An ORCID account is a free account that creates a unique, persistent identifier that can follow the PI throughout their career and allows them to gather information about their research products in a single location. We can use this to add publications that are not located in PubMed to the Biosketch.
  - If the PI has an ORCID iD, request that they link it to their SciENcv account. This will allow you to select their publications from the “ORCID” tab. (TIP: Request your PI to add you as a delegate to their ORCID account for easy publication management.)
  - An ORCID iD will be required starting January 25, 2025 (see [NOT-OD-24-163](#)).



The screenshot shows the SciENcv interface with the 'ORCID' tab selected in the navigation bar. A red arrow points to the 'ORCID' tab. Below the navigation bar, there are 5 citations, a 'Sort by: Publication Date' dropdown, and a 'REFRESH FROM ORCID' button. Two publications are listed with their titles, authors, and 'EDIT AUTHORS' links.

Checkmark	Publication Title	Authors	Year	Journal	DOI	Action
<input type="checkbox"/>	Zhao Y, Lu T, Xu G, Luo Y, Zhang X, Wu X, Han X, Tester J, Wang K. Hydrothermal co-carbonization of rice straw and acid whey for enhanced hydrochar properties and nutrient recovery.	Zhao Y, Lu T, Xu G, Luo Y, Zhang X, Wu X, Han X, Tester J, Wang K.	2024	Green Energy and Resources	2(2):100077-. doi: 10.1016/j.gerr.2024.100077.	<a href="#">EDIT AUTHORS</a>
<input type="checkbox"/>	Cabrera D, Barria D, Camu E, Celis C, Tester J, Labatut R. Enhancing energy recovery of wastewater treatment plants through hydrothermal liquefaction.	Cabrera D, Barria D, Camu E, Celis C, Tester J, Labatut R.	2023	Environmental Science: Water Research & Technology	9(2):474-488. doi: 10.1039/D2EW00752E.	<a href="#">EDIT AUTHORS</a>

# Biosketch: Adding Research Products (cont'd)

- If the PI does *not* have an ORCID account, use the “Manage My Bibliography” link under the “My Bibliography” tab to be directed to the PI’s Bibliography.
  - Once in My Bibliography, you can add publications not in PubMed manually, or upload an associated .ris file (recommended) by clicking "Add Citation" and choosing "From a File." Once a citation is added, you can edit it by clicking “Edit Non-PubMed Article”

The screenshot displays the 'My Bibliography' section of the Biosketch interface. At the top, there are two tabs: 'My Bibliography' (active) and 'ORCID'. Below the tabs, the interface shows '10 citations' and a 'Sort by: Publication Date' dropdown menu. There are two buttons: 'ADD PRODUCT' and 'MANAGE MY BIBLIOGRAPHY' (highlighted with a red box). A red arrow points from the 'MANAGE MY BIBLIOGRAPHY' button to a dropdown menu titled '+ Add citations'. This menu has three options: 'From PubMed', 'From a file', and 'Manually'. Below the 'MANAGE MY BIBLIOGRAPHY' button, there is a button labeled 'Edit Non-PubMed Article' and a label 'Manually-entered'. The main content area shows a list of citations, with the first one checked and partially visible: 'Kassem N, Hockey J, Beyers S, Lopez C, Goldfarb J, Angenent, L.T, Tester JW. Sustainable district energy integrating biomass peaking with geothermal baseload heating: A case study of decarbonizing Cornell's energy system. Journal of Renewable and Sustainable Energy. 2020; 12:066302.'

# Current & Pending Reports



# How to generate a Current & Pending (Other) Support

- Once logged in as a delegate to your PI's SciENcv, click “Create New Document”.
- From there, you can choose the following:
  1. Whether to start the C&P document from scratch, or update an existing document
  2. Which existing document you'd like to update for the current application.
- Click “Create” at the bottom of the page.
- On the resulting page, you will see the sections of the C&P items. Input information about each item via the webform.

The screenshot shows the NIH National Library of Medicine webform for creating a new document. The header includes the NIH logo and the text 'National Library of Medicine National Center for Biotechnology Information'. The main heading is 'Create a New Document'. The form has three sections: 'Document name' with a text input field containing 'CPS - example' and a subtitle 'Enter a name to help you to identify this document'; 'Format' with radio button options for 'NIH Biosketch', 'NIH Fellowship Biosketch', 'NSF Biographical Sketch', 'NSF Current and Pending (Other) Support' (which is selected), and 'IES Biosketch', with a subtitle 'Select a format for this document'; and 'Choose data source' with radio button options for 'Start with a blank document' and 'Existing Document:' (which is selected), followed by a dropdown menu showing 'Su CPS NewFormatTest 24-1'. At the bottom right are 'Create' and 'Cancel' buttons.

# How to complete a C&P in SciENcv

## STEP 1

In the Current and Pending (Other Support), click “Add Information” and complete the required fields:

### Identifying Information, Organization and Location\*

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



Asterisks (\*) indicate required fields.

Title \*

This field is required.

First Name \* Middle Name

This field is required.

Last Name \*

This field is required.

Position Title \*

Name of Organization \*

City \*

Country \* State/Province \*

Start Year \* End Year \*

yyyy yyyy

Leave blank for present

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

CANCEL SAVE

# How to complete a C&P in SciENcv

## STEP 2

Click “Add Proposal/Active Project” and “Add In-Kind Contribution” buttons to add items as necessary. Each click will open up a single entry.

A blue rectangular button with rounded corners containing the text "ADD PROPOSAL/ACTIVE PROJECT" in white, uppercase letters.A blue rectangular button with rounded corners containing the text "ADD IN-KIND CONTRIBUTION" in white, uppercase letters.

- You will need to add each current project, pending proposal, or item of in-kind support separately.
- All fields, for each kind of item, are required and you will need to enter something into each area in order to save the item to the C&P.

# SciENcv C&P – Information entry

ADD PROPOSAL/ACTIVE PROJECT

**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 \* yyyy Person Months \*

[+ ADD YEAR](#)

Overall Objectives \*

Statement of Potential Overlap \*

CANCEL SAVE & ADD ANOTHER ENTRY SAVE

**INVESTIGATOR  
INPUT REQUIRED**

**In-Kind Contribution**

Asterisks (\*) indicate required fields.

Summary of In-Kind Contribution \*

Ex: Office, laboratory space, students, etc.

Status of Support \*

Current  Pending

Source of Support \* U.S. Dollar Value of In-Kind Contribution \*  
Enter as USD. (Include Indirect Costs)

Receipt (or Anticipated Receipt) Date of Contribution \* mm/yyyy

Person-Month(s) (or Partial Person-Months) Per Year Devoted to the In-Kind Contribution

Person Months \*

Overall Objectives \*

Statement of Potential Overlap \*

CANCEL SAVE & ADD ANOTHER ENTRY SAVE

ADD IN-KIND CONTRIBUTION

# Required disclosures for C&P

- All ongoing research projects, with funding from any source whether support is provided through the proposing organization, another organization, or directly to the individual. (Current)
- All research project funding currently under consideration from any source whether support is provided through the proposing organization, another organization, or directly to the individual. (Pending)
- Any in-kind contribution (e.g. office/laboratory space, equipment, supplies, employees) not intended for use on the project/proposal being proposed. (In-Kind)
- Paid consulting, related to the PI's research portfolio, that falls outside of an individual's appointment and has the ability to impact funding, alter time/effort commitments, or otherwise impact scientific integrity and/or requires the investigator to withhold confidential financial or other ties between the investigator and the entity for whom they are consulting. (Current)
- Visiting scholars, students, and postdoctoral researchers funded by an entity other than the PI's own institution. (In-Kind)
- Travel supported/paid by an entity other than the PI's own institution, to perform research activities with an associated time commitment. (In-Kind)
- All contracts with foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs (even where support is provided through an intermediary). (Variable)

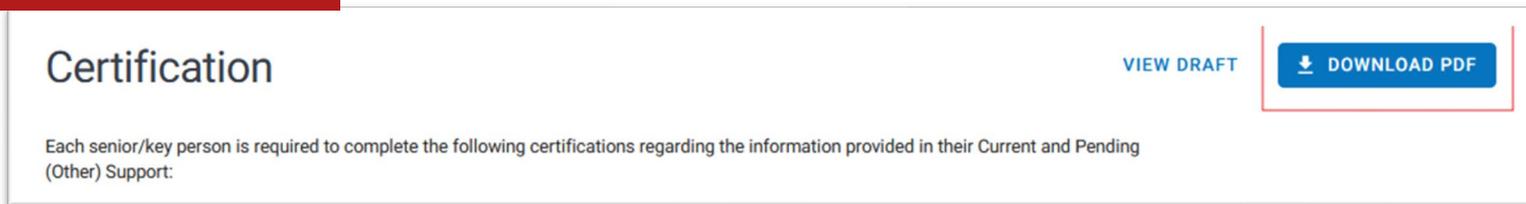
# Certification of SciENCv generated documents

The certification requirement is an essential step to ensure that the information being provided is compliant, current, accurate, and complete. Each senior/key person is required to complete the certifications regarding the information provided in both their Biosketch and their Current & Pending (Other) Support.

Drafts can be generated in SciENCv by selecting “View Draft”, which can be used to iterate on documents with your investigator.

Once the draft is in its final form, the investigator should log into SciENCv, select the correct document, and click the “Download PDF” button which appears on both the top and bottom of the page.

## Screenshot from SciENCv



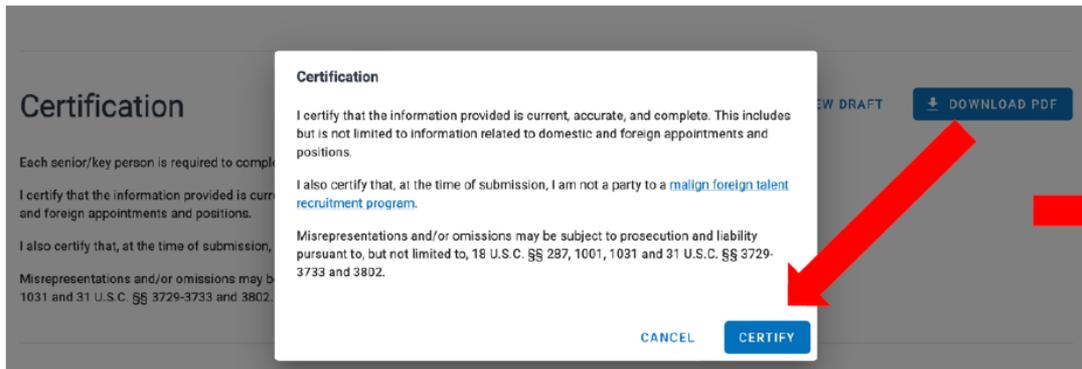
The screenshot shows a web interface for a 'Certification' page. The title 'Certification' is on the left. On the right, there are two buttons: 'VIEW DRAFT' and 'DOWNLOAD PDF'. The 'DOWNLOAD PDF' button is highlighted with a red border. Below the buttons, there is a paragraph of text: 'Each senior/key person is required to complete the following certifications regarding the information provided in their Current and Pending (Other) Support:'.

# SciENcv Document Certification (cont'd)

The act of downloading this PDF will also serve to certify the document, and the resulting PDF will have the necessary certification statement.

## Download PDF in SciENcv

## Certification appears in PDF



The screenshot shows a 'Certification' dialog box with the following text:

**Certification**

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

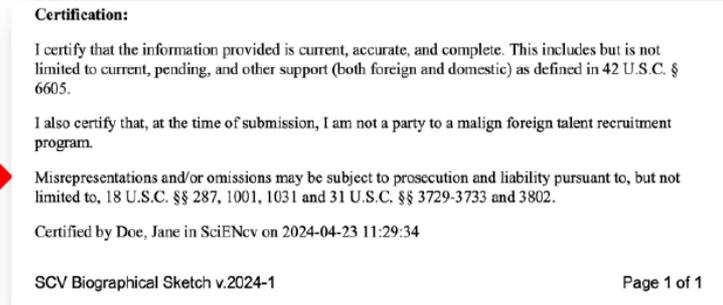
I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

Buttons: CANCEL, CERTIFY

Background text: NEW DRAFT, DOWNLOAD PDF

Red arrows point from the 'CERTIFY' button to the 'DOWNLOAD PDF' button and from the 'DOWNLOAD PDF' button to the right-hand image.



**Certification:**

I certify that the information provided is current, accurate, and complete. This includes but is not limited to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

I also certify that, at the time of submission, I am not a party to a malign foreign talent recruitment program.

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

Certified by Doe, Jane in SciENcv on 2024-04-23 11:29:34

SCV Biographical Sketch v.2024-1 Page 1 of 1

# SciENcv Document Certification (cont'd)

Delegates may also request certification within SciENcv by selecting "Download PDF" prior to investigator certification. This will send an automated email from SciENcv letting the investigator know the document is ready for review and certification.



MY.NCBI > SCIENCv > TEST DOC

## NSF Current and Pending (Other) Support

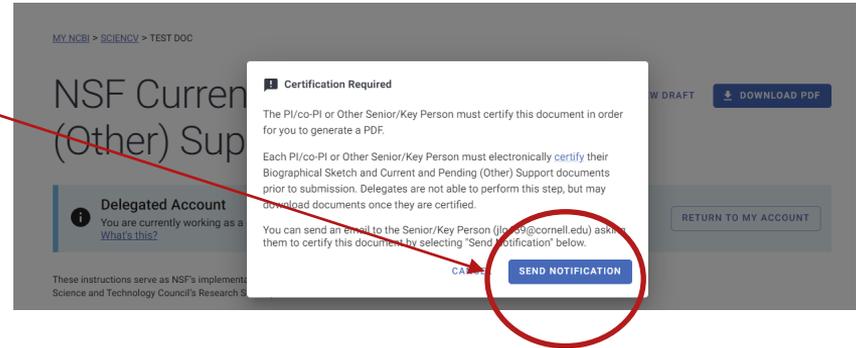
VIEW DRAFT

**DOWNLOAD PDF**

**Delegated Account**  
You are currently working as a delegate for Jillian Goldfarb.  
[What's this?](#)

**RETURN TO MY ACCOUNT**

These instructions serve as NSF's implementation of the Current and Pending (Other) Support Common Form developed by the National Science and Technology Council's Research Security Subcommittee.



MY.NCBI > SCIENCv > TEST DOC

## NSF Current and Pending (Other) Support

VIEW DRAFT

**DOWNLOAD PDF**

**Delegated Account**  
You are currently working as a delegate for Jillian Goldfarb.  
[What's this?](#)

**RETURN TO MY ACCOUNT**

These instructions serve as NSF's implementation of the Current and Pending (Other) Support Common Form developed by the National Science and Technology Council's Research Security Subcommittee.

**Certification Required**

The PI/co-PI or Other Senior/Key Person must certify this document in order for you to generate a PDF.

Each PI/co-PI or Other Senior/Key Person must electronically **certify** their Biographical Sketch and Current and Pending (Other) Support documents prior to submission. Delegates are not able to perform this step, but may download documents once they are certified.

You can send an email to the Senior/Key Person (jgold59@cornell.edu) asking them to certify this document by selecting "Send Notification" below.

**SEND NOTIFICATION**

# What are the investigators certifying to?

## CERTIFICATION STATEMENTS

### C&P (Other) Support

I certify that the information provided is current, accurate, and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

### Biosketch

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

# SUMMARY

SciENcv allows researchers and their delegates to assemble Biosketches and Current and Pending (Other) Support documents for use in proposals and annual reports to NSF and NIH. SciENcv provides a web interface for the easy entry of required sections of these documents, and allows for the generation of these documents in a format that can be uploaded directly to the proposal and/or report.

## Web Interface

## PDF Output

The diagram illustrates the process of generating PDF output from the SciENcv web interface. Red arrows indicate the flow from the 'Download PDF' buttons in the web interface to the corresponding PDF documents.

**Web Interface: NSF Current and Pending (Other) Support**

Effective 05/20/2024 NSF C&P(O)S OMB-3145-0276

**CURRENT AND PENDING (OTHER) SUPPORT INFORMATION**  
Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person.

\*NAME: Doe, Jane  
 PERSISTENT IDENTIFIER (PID) OF THE SENIOR/KEY PERSON: <https://orcid.org/0000-0002-3456-7890>  
 \*POSITION TITLE: Research Scientist  
 \*ORGANIZATION AND LOCATION: University of Maryland, College Park, Maryland, United States

**Web Interface: NSF Biographical Sketch**

Effective 05/20/2024 NSF BIOGRAPHICAL SKETCH OMB-3145-0279

**IDENTIFYING INFORMATION:**  
 NAME: Doe, Jane  
 ORCID ID: <https://orcid.org/0000-0002-3456-7890>  
 POSITION TITLE: Research Scientist  
 PRIMARY ORGANIZATION AND LOCATION: University of Maryland, College Park, MD, United States

**Web Interface: Proposals/Active Identifying Information, Organization and Location\***

Effective 05/20/2024 NSF BIOGRAPHICAL SKETCH OMB-3145-0279

**Proposals/Active Identifying Information:**

ORGANIZATION AND LOCATION	DEGREE (if applicable)	RECEIPT DATE	FIELD OF STUDY
The University of Texas Health Science Center at Houston, Houston, Texas, United States	PHD	05/2000	Immunology and Molecular Biology Chemistry
University of Texas Health Science Center at Houston, Houston, TX, United States	MS	05/1996	
Texas A&M University, College Station, TX, US	BA	05/1992	

**Appointments and Positions**  
 2000 - present Research Scientist, University of Maryland, College Park, MD, United States

# Tips, tricks and useful links

- **LINK: SciENcv** - <https://www.ncbi.nlm.nih.gov/sciencv>
- **LINK: SciENcv FAQ** w/ links to video tutorials – <https://resources.research.gov/common/attachment/Desktop/SciENcv-FAQs.pdf>
- **BEST PRACTICE:** Create a new biosketch/C&P document for each new proposal or progress report. To avoid duplication of prior work, use “Choose data source option with “Existing Document” as the data source, to start the document, and then update as applicable.
- **BEST PRACTICE:** Use naming convention that easily identifies which document was used with which proposal/report. E.g. “OSP#\_Sponsor\_Proposal descriptor”
- **TIP:** Register for ORCID, to work as a delegate for PIs with ORCID accounts. (URL: <https://orcid.org/>)
- **TIP:** Request PI to enter all relevant publications into their ORCID archive, for easy population of research products in biosketches.

# Tips, tricks and useful links, cont'd

## Who do I contact if I have questions?

For **NIH** SciENcv technical questions or immediate assistance, please contact the NIH Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays):

- Email the NIH Help Desk: [NLMSciencv@mail.nih.gov](mailto:NLMSciencv@mail.nih.gov)
- Create a ticket: <https://support.nlm.nih.gov/support/create-case/>

For **NSF** technical questions or immediate assistance unrelated to SciENcv, please contact the NSF IT Service Desk (7:00 AM – 9:00 PM Eastern Time, Monday through Friday except for federal holidays):

- Email the NSF IT Service Desk: [rgov@nsf.gov](mailto:rgov@nsf.gov)
- Call the NSF IT Service Desk: 1-800-381-1532
- NSF policy-related questions should be directed to [policy@nsf.gov](mailto:policy@nsf.gov)

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