

## SciENcv for NSF Personnel Documents

### Using SciENcv for NSF BioSketches and C&P Documents

[SciENcv for NSF Users: Biographical Sketches](#) – 5:30 minute video

[SciENcv for NSF Users: Current and Pending Support](#) – 4:24 minute video

#### Getting started

- Step 1:** Access SciENcv at <https://www.ncbi.nlm.nih.gov/sciencv/>. Log in via the National Science Foundation tab.
- Step 2:** Log into My NCBI by either clicking on 'Create a new NCBI account' using your NSF login details OR click 'Link to an existing NCBI account' if you have one.  
*Note: You will only need to complete this step the first time you log into SciENcv.*
- Step 3:** Create a new CV document. If you have existing SciENcv, those will be listed. You can also create a new CV document through your My NCBI page through the SciENcv box in the lower right-hand corner of your My NCBI page.
- Step 4:** Fill in the document name and the Format (ie. NSF BioSketch, NSF C&P)
- Step 5:** Choose data source – there are 3 options:
1. Start a blank document
  2. Edit an existing Biosketch / C&P
  3. ONLY for Biosketches - Use and external source such as ORCID, to populate sections of the biosketch to import citations, education, and other data.
    - a. To Link your eRA commons or ORCID account pick the account from the drop down menu and click on 'link to an ORCID account' underneath.
    - b. Search for the account – need to be exact spelling.
    - c. Click on the account and login

#### Edit your BioSketch

- Step 1:** Sections of the document can be edited using the **Edit entries** link. The delete and edit options for each entry becomes available.
- Step 2:** Your bibliography is located under the Productions section. Click **Select citations** to edit this section.
- Click **Add citations** to find and add PubMed items
  - Click **Go to My Bibliography** to upload an .RIS file, or manually enter citations
- Step 3:** **Edit ORCID citations.** NSF biosketches must not exceed two pages. Click Edit authors next to citations to delete some authors and add et. al.
- Step 4:** **Edit Synergistic Activities** by a hover box that brings up options to edit, delete, and move entries.
- Step 5:** At the top of the page, **Download your biosketch** as either a PDF or XML file to upload to NSF. Send the PDF to your SPO contact for your proposal.

## Edit your C&P

**Step 1: Add a Project / Proposal** by clicking on the blue button at the bottom left.

**Step 2: Fill in the form** with your project information. Once completed either click 'save' or 'save & add another entry' if you have more than one current or pending proposal.

**Step 4: Add In-Kind Contribution** by clicking on the blue button at the bottom right.

**Step 5: Fill in the form** with your project information. Once completed either click 'save' or 'save & add another entry' if you have more than one in-kind contribution.

**Step 6:** Once all your information is added, at the top of the page, **Download your C&P** as either a PDF or XML file to upload to NSF.