

SciENcv Instructions (note: this document originated from University of Colorado at Boulder)

The Research Administration Office (RAO) at BYU has pulled together and highlighted information about SciENcv in an effort to assist BYU's research community. If you have questions or need assistance, please contact your BYU Research Administrator for your college.

Full Instructions can be found at: <https://www.ncbi.nlm.nih.gov/books/NBK154494/>

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. SciENcv gathers and compiles information on expertise, employment, education and professional accomplishments. Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words.

What SciENcv does:

- Eliminates the need to repeatedly enter biosketch 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
- Allows researchers to describe their scientific contributions in their own language

Who Developed SciENcv

The SciENcv utility is a cooperative project requested by the [Federal Demonstration Partnership](#) (FDP), which is an association of academic research institutions and federal agencies. In collaboration with the FDP, SciENcv is being built by the [National Center for Biotechnology Information](#) (NCBI) at the National Institutes of Health under the aegis of an [interagency workgroup](#) composed of members from the Department of Defense, the Department of Energy, the Environmental Protection Agency, the National Institutes of Health, the National Science Foundation (NSF), The Smithsonian, and the United States Department of Agriculture. The interagency workgroup operates under the National Science and Technology Council's (NSTC) [Research Business Models](#) and Science of Science Policy Committees.

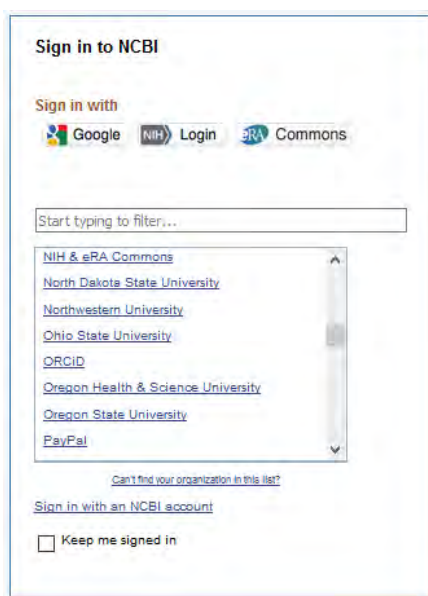
Principles of SciENcv

- Any researcher may register
- Leverages data from existing systems
- Data are owned by the researcher
- Researcher controls what data are public
- Researcher edits and maintains information
- Researcher provides own data to describe research outcomes
- Researcher has ultimate control over data in biosketch

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

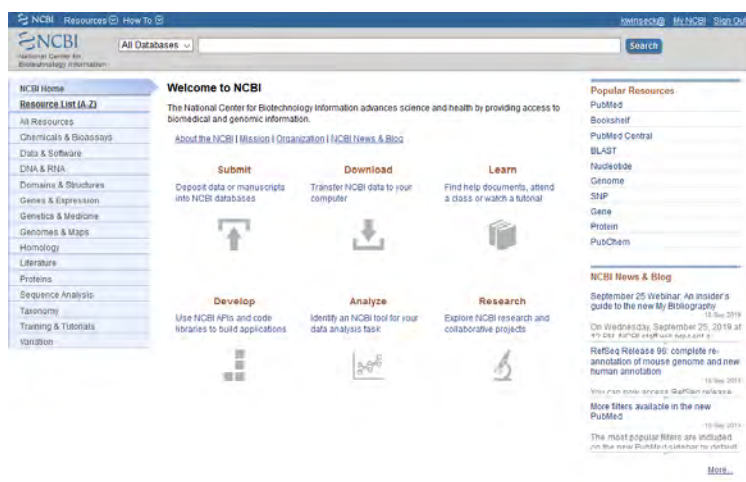
Step-by-step Access to SciENcv

1. If you already have a login for NCBI, start here <https://www.ncbi.nlm.nih.gov/account/>, otherwise, if you need to create an account, start here: <https://www.ncbi.nlm.nih.gov/sciencv/>, and follow the instructions below:



Choose a login method. You can also click on the **See more 3rd party sign in options** (not pictured here), scroll down to Brigham Young University and use your IdentiKey.

1a.



If your login method brings you to this landing page, **select MyNCBI**. Otherwise, see the landing page in step 1 of the next section, **Linking Your Accounts**.

Linking Your Accounts

- 1) Link your accounts by **clicking your user name** in the upper right-hand corner.

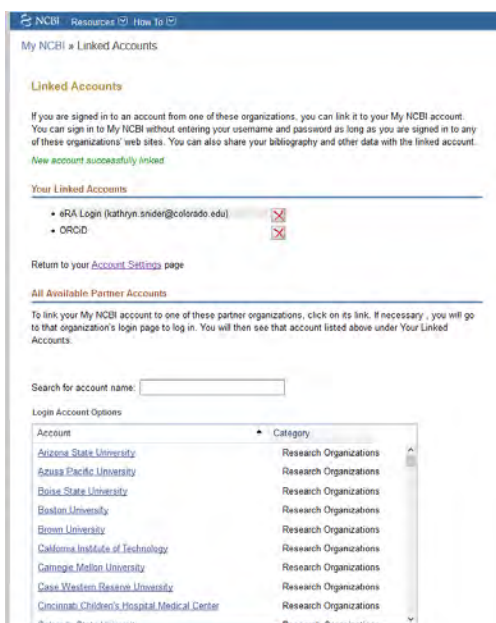


- 2) Select **Change** under linked accounts.

Linked accounts You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

eRA Login	kristi.winseck@colorado.edu (currently signed in via this method)
University of Colorado at Boulder	Kristi.Winseck@Colorado.EDU
ORCID	
0000-0003-4169-9850	National Science Foundation (NSF)
kristi.winseck@colorado.edu	
Change	

- 3) **Search** for the account name you'd like to link and then **follow the instructions** on the link.

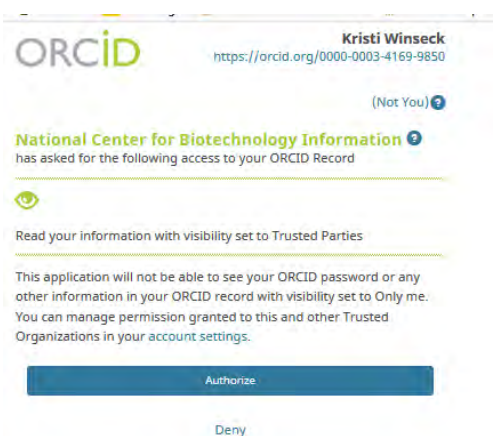


You will be able to see which accounts you've linked. **Click on the red X** to unlink accounts.

Your Linked Accounts

- eRA Login (kristi.winseck@colorado.edu)
- University of Colorado at Boulder (Kristi.Winseck@Colorado.EDU)
- ORCID
- National Science Foundation (NSF) (kristi.winseck@colorado.edu)

- 4) As you link your accounts, you may get messages that look similar to this; make sure you authorize so that the records can “talk” to each other.



Building Your Record

- 1) If you've already built your record, skip to the next section, **Building your Biosketch through SciENcv**.
- 2) To build your record using your ORCID account, see the next section, **Building your Biosketch through SciENcv** to pull in information from your ORCID – once records are loaded from ORCID, they will also reside in the My Bibliography section.
- 3) To build your record manually, follow the instructions below:

My NCBI

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

The screenshot shows the My NCBI dashboard with several panels:

- Search NCBI databases:** A search bar with 'PubMed' selected and a 'Search' button. A hint below says: 'Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.'
- Saved Searches:** A message stating 'You don't have any saved searches yet. Go and [create some saved searches](#) in PubMed or our other databases.' with a link to 'Manage Saved Searches'.
- Collections:** A message stating 'All bibliographies and other citations are now in My Bibliography'. Below is a table with columns: Collection Name, Items, Settings/Sharing, Type. One collection 'Favorites' is listed with 0 items, Private settings, and Standard type. A link to 'Manage Collections' is at the bottom.
- Filters:** A message stating 'You do not have any active filters for this database. [Add filters for the selected database.](#)' with a link to 'Manage Filters'.
- SciENcv:** A link to 'Click here to create a new CV.'
- Recent Activity:** A table with columns: Time, Database, Type, Term. One entry is shown: 4:18 PM, Books, record, SciENcv - My NCBI Help. Links for 'Clear', 'Turn Off', and 'See All Recent Activity' are at the bottom.

If you choose not to use ORCID to build your SciENcv file, you can build your bibliography through **My Bibliography**.

When **adding from a file**, you can use only .ris, .txt, .nbib

The screenshot shows the 'Add citations' dropdown menu. The options are 'From PubMed', 'From a file', and 'Manually'. A blue arrow points from the 'From a file' option to the 'Add citations' button. To the right, there is a search bar for citations and a 'Search' button. Below the search bar, it says '5 citations, Sort by newest to oldest'. A 'Public Access Compliance' status is shown as 'Not defined' with an 'Edit Status' link.

When **adding through PubMed**, you can search by search by topic, title or author.

The screenshot shows the 'Add PubMed Citations to My Bibliography' search interface. It has a search bar with the placeholder text 'Search term' and a 'Search PubMed' button. Below the search bar, there is a text block: 'This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.'

Building your Biosketch through SciENcv

My NCBI

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

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.

My Bibliography
Your bibliography contains **no items**.
Your bibliography is **private**.
[Manage My Bibliography »](#)

Recent Activity

Time	Database	Type	Term
4:18 PM	Books	record	SciENcv - My NCBI Help

[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.

Name	Last Update	Sharing	Type
Winseck test biosketch NSF	10-Sep-2019	Private	NSF Biosketch
Winseck test biosketch NSF ORCID	10-Sep-2019	Private	NSF Biosketch
Winseck NIH ORCID biosketch	10-Sep-2019	Private	NIH Biosketch
NSF w Alexa	10-Sep-2019	Private	NSF Biosketch
1	10-Sep-2019	Private	NIH Biosketch
2	10-Sep-2019	Private	NSF Biosketch

[Manage SciENcv »](#)

If you don't have any Biosketches built yet, you will **select Click here**.
OR
If you do have Biosketches built, you will **select Manage SciENcv**.

Create a New Biosketch

Biosketch name

Enter a name to help you to identify this biosketch

Format
☐ NIH Biosketch
☐ NIH Fellowship Biosketch
☒ NSF Biosketch
☐ IES Biosketch
Select a format for this biosketch

Choose data source
☐ Start with a blank document
☐ Existing Biosketch:
☒ External source:
Your eRA Commons account
eRA Commons
ORCID
National Science Foundation

Sharing
☐ Public
You can change the shared settings at any time.

Choose the type of Biosketch you need to build, the source of the data*, and if it will be public or private.
*Note that if you choose an existing biosketch, any existing information that is required in the new biosketch will transfer, for example, personal statements for NIH.

Select Create

BUILD AN NSF BIOSKETCH

Profile name: 4 [[Edit](#)] **Download:** [PDF](#) [XML](#)

Profile type: NSF Biosketch [NSF Biographical Sketch Instructions](#)

Last Updated: 20 September 2019

Sharing: Private [[Change](#)] **OMB-3145-0058**

NAME [[Edit](#)]
Winseck, Kristi

A. PROFESSIONAL PREPARATION [[Edit entries](#)]
List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (If applicable)	YEAR
Ivermorny	Mount Greylock, MA, United States	Magic Animals	DOCTOR OF PHILOSOPHY	1990
Hogwarts	Unplottable, United Kingdom	Advanced Wizardry	MASTER OF ARTS	1987
University of Colorado at Boulder	Boulder, Colorado, USA	Economics	BACHELOR OF ARTS	1985

[+ add another degree/training](#)

B. APPOINTMENTS [[Edit entries](#)]
List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.

2016 Proposal Analyst, OCG, CU Boulder, Boulder, CO, USA
2005 - 2016 Dragon Wrangler, Island of Berk, Berk, Vikingland
1990 - 1999 Wizard of Oz, Kansas Tornadoes, Inc., Emerald City, KS, USA

[+ add another entry](#)

C. PRODUCTS
Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [[Select citations](#)]

1. Winseck K. Test Article A. CU OCG. 2019 January 01;
2. Winseck K. Test Article B. CU OCG. 2019 February 01;

OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT [[Select citations](#)]

1. Winseck K. Test Article C. CU OCG. 2019 March 01;

D. SYNERGISTIC ACTIVITIES
List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

1. **Outreach** Led groups of students on dragon-egg collecting expeditions.
Teaching Developed and taught curriculum still used in Wizarding schools for magic spells and potions.

[+ add another entry](#)

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

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [[Save citations](#)]
You have not included any product in this section.

My Bibliography ORCID

Sort by: Publication date Select: 1 item(s) selected Refresh the list from ORCID unchecked entries are hidden from display

- ☐ Test Article D. CU OCG. 2019 April.
- ☐ Test product.
- ☐ Orcid test article 2. 2006 February.
- ☐ Test Product 2.

Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections.

To select products, or choose different ones, choose **Select Citations**, then follow directions in the **Choose My Bibliography** section below.

Unless you copied this from another NSF biosketch, the Synergistic Activities section **must** be **manually entered**. See the Formatting page following the NIH instructions for how to format this section.

Choose My Bibliography for citations stored on this site, or **ORCID** to **import citations** from ORCID. If you've added citations to ORCID since creating this biosketch, **click on Refresh the list from ORCID**.

BUILD AN NIH BIOSKETCH

My NCBI » SciENcv » Winseck NIH ORCID biosketch SciENcv About | Using

Profile name: Winseck NIH ORCID biosketch [\[Edit \]](#) **Download:** PDF Word XML

Profile type: NIH BioSketch [\[NIH Biographical Sketch Instructions \(PDF\) \]](#)

Last updated: 23 September 2019

Sharing: Private [\[Change \]](#)

NAME [\[Edit \]](#)
Winseck, Kristi

eRA COMMONS ID **ORCID ID**
kristi_cu <http://orcid.org/0000-0003-6169-9890>

EDUCATION/TRAINING [\[Edit entries \]](#)
(Begin with baccalaureate or other initial professional education, such as nursing. Include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY
University of Colorado Boulder, Boulder, US		12 / 1985	N/A

[+ add another degree/training](#)

A. Personal Statement
You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.
[\[Save citations \]](#)
You have not listed any citations.

[My Bibliography](#) [ORCID](#)

Sort by: Publication date 2 item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden from display

- ☐ Winseck K. Test Article C. OU OGG. 2019 March 01;
- ☒ Winseck K. Test Article B. OU OGG. 2019 February 01;
- ☒ Winseck K. Test Article A. OU OGG. 2019 January 01;

B. Positions and Honors

Positions and Employment [\[Edit entries \]](#)

1986 - 1995 Marketing Analyst, CareerTrack Seminars, Marketing, Boulder, US
2004 - 2016 T&G Advisor, Boulder Valley School District, TAB Services, Boulder, CO, US
2016 Proposal Analyst, University of Colorado Boulder, Office of Contracts and Grants, Boulder, CO, US

[+ add another entry](#)

Other Experience and Professional Memberships
You have not listed any professional memberships. Please [add one](#).

Honors
You have not listed any honors. Please [add one](#).

C. Contribution to Science [\[Done \]](#)
You can add up to 5 contributions. Drag and drop tabs to rearrange.
[Add another contribution](#)

1 [Delete this contribution](#)

Description

Citations [\[Select citations \]](#)

- a. Winseck K. Test Article A. OU OGG. 2019 January 01;
- b. Winseck K. Test Article B. OU OGG. 2019 February 01;

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

D. Additional Information: Research Support and/or Scholastic Performance [\[Done \]](#)
Please check/uncheck to show/hide automatically imported grants.
You can modify or delete only those grants in the User tab.

[eRA](#) [ORCID](#) [User](#)

Note: Do not use this tab to add NIH grants. Please use the eRA tab to add your NIH funding.
You have not added any awards manually.
[+ add another award](#)

Download: PDF Word XML

Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections.

Unless you copied this from another NIH biosketch, the Personal Statement section **must be manually entered**. See the Formatting page following this page for how to format this section.

See the instructions in the **NSF biosketch** section above for how to **update and select citations**.

Unless you copied this from another NIH biosketch, the Contributions to Science Description **must be manually entered**. See the Formatting page following this page for how to format this section.

Update this section the same way you do the citation sections. See the instructions in the **NSF biosketch** section above for how to **update and select citations**.

FORMATTING TEXT BOXES IN THE BIOSKETCH

SciENcv uses "Markdown" syntax which allows you to add simple formatting to your personal statement, if necessary.

We do NOT support HTML tags.

Phrase Emphasis

- **italic**
- ****bold****

Headers

- # Title = First level header
- ## Title = Second level header
- ### Title = Third level header

Lists (lists can be nested)

Ordered, without paragraphs:

- 1. Item1
- 1. Item2

Unordered, with paragraphs:

- * A list item.

With multiple paragraphs.


- * Bar

Manual Line Breaks

End a line with two or more spaces.

"Escaping" formatting characters

If you want to type a formatting character and have it treated as text not formatting, type a backslash first \. This means * gives *, _ gives _ etc.



This is true of all text boxes, not just the personal statement.