

Preparing a Biographical Sketch (Biosketch) with SciENCv

Resource Document	Preparing a Biographical Sketch (Biosketch) with SciENCv
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What is a Biosketch and why is it needed?

A biographical sketch (referred to as a biosketch) documents an individual's qualifications, professional experience, and academic journey for a specific role in a proposed grant project. Both the NIH and NSF require submission of a biosketch for senior/key personnel and other significant contributors on a grant application. SciENCv is required for biosketches submitted to NSF. NIH requires the use of SciENCv for biosketches starting May 25, 2025. These biosketches must conform to a specific format. This guide provides step-by-step instructions on how to create a biosketch using SciENCv. A new biosketch can be created from a blank document, from an existing document, or by using an external source such as eRA Commons or ORCID. This guide provides instructions for how to create a biosketch in SciENCv by linking to your ORCID account.

What is SciENCv?

SciENCv (Science Experts Network Curriculum Vitae) is an application in My NCBI that helps create and manage documents in support of grant applications with participating agencies. In SciENCv you can document your education, employment, research activities, publications, honors, research grants, and other professional contributions. SciENCv is a free tool that can be used to create and maintain biosketches that are submitted with grant applications and annual progress reports. SciENCv can link to other systems and pull information from ORCID, My Bibliography, eRA commons and other resources to ease the administrative burden and to quickly create and update a biosketch for each grant application or annual progress report. My Bibliography and SciENCv can both be found in your [My NCBI account](#). SciENCv develops biosketches in the format that the NIH and NSF require (font type, font size, margins, page limits, etc.).

Tools to help generate a compliant biosketch

- [My Bibliography](#)

NCBI's My Bibliography is a bibliography manager which is used to maintain a list of publications. NIH investigators are required to use My Bibliography for NIH public access policy compliance.

- [ORCID](#)

ORCID (Open Researcher and Contributor ID) provides a free, unique identifier for researchers that is increasingly used as a requirement for publication and funding. If linked, ORCID can be used to log into MyNCBI and works from ORCID can be incorporated in biosketches created in SciENCv.

- [eRA Commons](#)

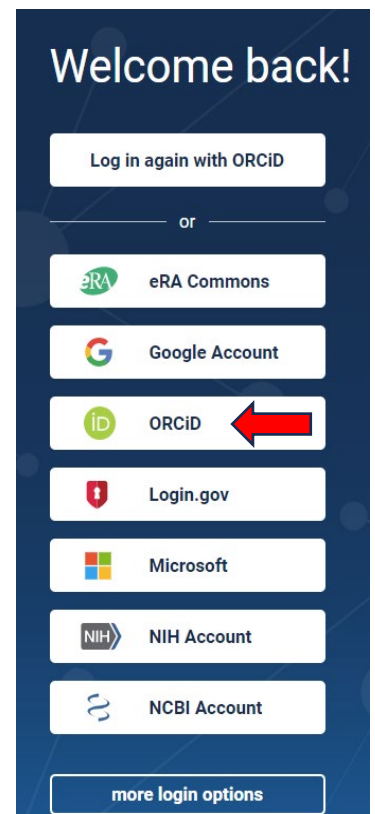
eRA Commons is an online interface where grant applicants, grantees and federal staff at NIH can access and share administrative information relating to research grants. Investigators can use eRA Commons login credentials to access MyNCBI tools such as My Bibliography and SciENcv.

Generating a Biosketch using SiENcv:

1. Using your web browser, go to <https://www.ncbi.nlm.nih.gov/sciencv/>.

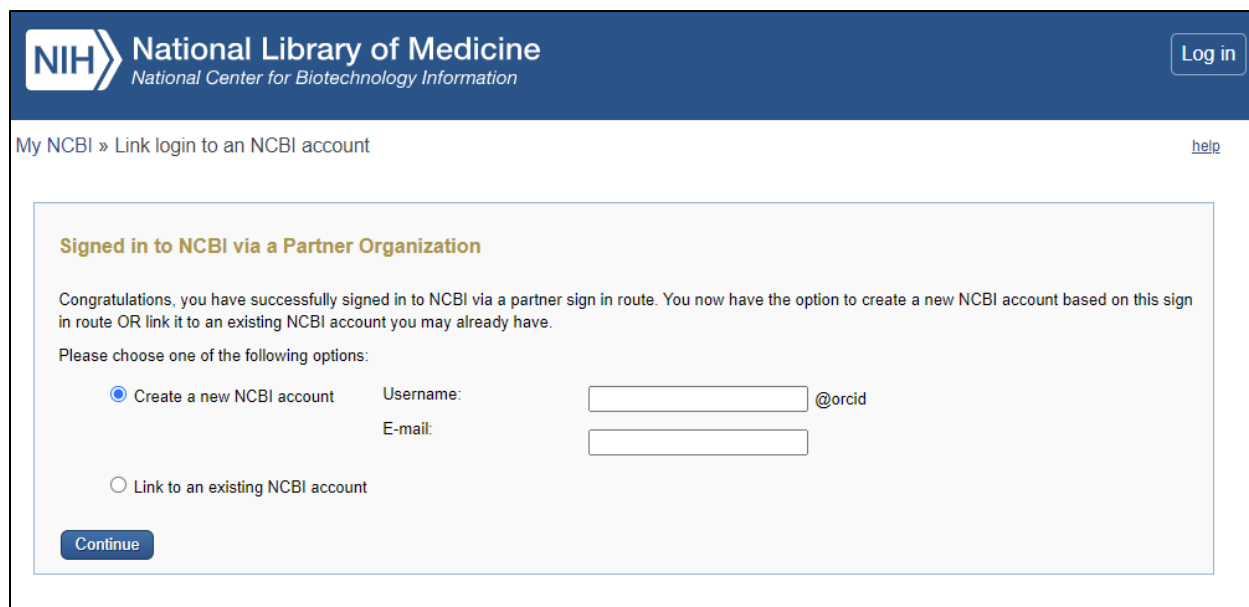
The easiest way to populate your SciENcv biosketch is through ORCID. An ORCID record is a free account that creates a persistent identifier that will follow you throughout your career and allows you to gather your scholarly work in a single location. You can use it to add publications to your biosketch that are not located in PubMed.

To log in with your ORCID account, select “More Options” and select ORCID to log in with your ORCID credentials or log in with your preferred log-in method. For the purpose of this guide, we are signing in with ORCID credentials.



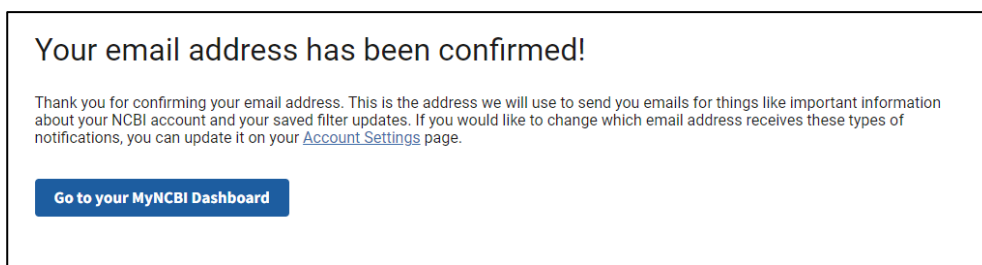
2. You will be given the option to create a new MyNCBI account or link to an existing NCBI account.

- If you do not have a MyNCBI account:
 - Select “Create a new NCBI account”
 - Select the account you wish to use and log in; this will create a MyNCBI account with a username and your email. This will send a verification link to your email. Note: The easiest way to create a new Biosketch is to log in with your ORCID information. If you don’t have an ORCID account, you can sign up here: <https://orcid.org/signin>
- If you already have a MyNCBI account, select “Link to an existing NCBI account”



The screenshot shows the NIH National Library of Medicine website. The header includes the NIH logo and the text "National Library of Medicine National Center for Biotechnology Information". A "Log in" button is in the top right. The main content area is titled "My NCBI » Link login to an NCBI account" with a "help" link. The central message is "Signed in to NCBI via a Partner Organization". Below this, it says "Congratulations, you have successfully signed in to NCBI via a partner sign in route. You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have." It then asks the user to "Please choose one of the following options:". There are two radio button options: "Create a new NCBI account" (which is selected) and "Link to an existing NCBI account". The "Create a new NCBI account" option has input fields for "Username:" (with a "@orcid" suffix) and "E-mail:". A "Continue" button is at the bottom left of the form area.

Click the verification link in the email that was sent to you to confirm your account.



The screenshot shows a confirmation message with the heading "Your email address has been confirmed!". The text below reads: "Thank you for confirming your email address. This is the address we will use to send you emails for things like important information about your NCBI account and your saved filter updates. If you would like to change which email address receives these types of notifications, you can update it on your [Account Settings](#) page." At the bottom, there is a blue button that says "Go to your MyNCBI Dashboard".

Click on “Go to your NCBI Dashboard”. You will be directed to your landing page where you can manage tools within the National Center for Biotechnology Information (NCBI).

- If you haven't used SciENCv before: Go to the “SciENCv” section and select “click here” to create a new CV.

The screenshot shows the My NCBI dashboard with the following sections:

- Search NCBI databases:** Search: PubMed, Search button.
- 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 >](#)
- My Bibliography:** Your bibliography contains no items. Your bibliography is private. [Manage My Bibliography >](#)
- Recent Activity:** Table with columns: Time, Database, Type, Term. Row: Yesterday 4:14 PM, Books, record, SciENCv - My NCBI Help. [Clear](#) [Turn Off](#) [See All Recent Activity >](#)
- Collections:** All bibliographies and Other citations are now in [My Bibliography](#). Table with columns: Collection Name, Items, Settings/Sharing, Type. Row: 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.](#) (highlighted with a red box)

If you have used SciENCv before: You will see links to biosketches you've already created. To create a new biosketch, go to the “SciENCv” section and at the bottom right and select “Manage SciENCv”. This will take you to the full list of previously created biosketches. To create a new biosketch, click on “New Document”.

The screenshot shows the SciENCv user profile page with the following sections:

- MY NCBI > SCIENCV**
- SciENCv**
- My Profile** [Edit](#)
- Name:** Jane Test
- Title/Department:** University of Rhode Island
- Helpful Links:** [About SciENCv](#), [How to Use SciENCv](#)
- My Documents** [+ NEW DOCUMENT](#) (highlighted with a red box)
- Table of Documents:**

Last Updated ↓	Title	Format	Delete
12/31/24	Test2	NIH Biosketch	
12/31/24	Test	NSF Biographical Sketch	

A pop-up window will open:

- a) Give your new biosketch a name (e.g., 2024 NSF biosketch)
- b) Select the appropriate format for your biosketch
- c) Choose an appropriate data source. For the purpose of this guide, we will select “External source: ORCID”.

Note:

- By linking an ORCID account to an NCBI account, users will be able to auto-populate biosketches using the personal statement, education, employment, publications and research awards information stored in ORCID records.
 - ***Note: Your biosketch will not automatically update as you make updates to your ORCID profile - you will need to create your Biosketch after your ORCID profile is up to date.***
 - Once you have created your first biosketch in SciENcv, you can select “Existing Biosketch” and use a previous biosketch as a template; this will prevent you from having to re-do the process described below
- d) Click on “Create”
 - e) Once the biosketch has been generated, you can make edits to the biosketch by selecting the Edit button next to the section you would like to edit.

4. Once your biosketch is complete, you can download the file to be included in the grant / funder materials.
 - On the SciENcv landing page select the Biosketch you want to export
 - After you select the Biosketch you will have the opportunity to export into 3 formats -PDF, Word and XML (only PDF download is available for NSF biosketches).

OPTIONAL: Delegate Access

Any My NCBI account holder can set up one or more delegates for their My NCBI account. Delegates have the ability to view, edit, and create profiles in the original account holder’s SciENcv, and they can edit the account holder’s “My Bibliography”.

If you would like to send a delegate request:

1. Login to your [My NCBI account](#)
2. Click on your username in the top-right corner of the screen and select Account Settings
3. Under “Delegates,” select “Add delegate”
4. Enter your delegate’s email address and click on Save.

Create a New Document

Asterisks () indicate required fields.*

Document title *

Document type *

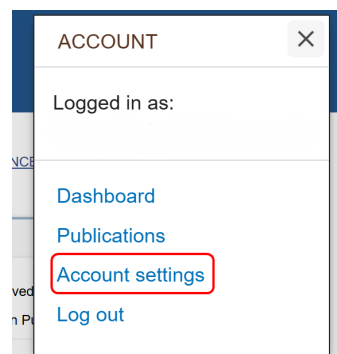
Data source *

Use an external source

Use an existing document

Start with a blank document

CANCEL CREATE



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 your 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 verify that a delegate has accepted your request:

1. Login 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:

More information and links for creating biosketches using SciENCv:

[SciENCv Website](http://www.ncbi.nlm.nih.gov/sciencv) - <http://www.ncbi.nlm.nih.gov/sciencv>

[SciENCv Help](http://www.ncbi.nlm.nih.gov/books/NBK154494/) - <http://www.ncbi.nlm.nih.gov/books/NBK154494/>

[SciENCv FAQs](http://www.ncbi.nlm.nih.gov/sciencv/faqs/) - <http://www.ncbi.nlm.nih.gov/sciencv/faqs/>

[SciENCv for NSF Users: Biographical Sketch](https://www.youtube.com/watch?v=KD381vU7HD0) - <https://www.youtube.com/watch?v=KD381vU7HD0>

[My Bibliography Help](http://www.ncbi.nlm.nih.gov/books/NBK53595/) - <http://www.ncbi.nlm.nih.gov/books/NBK53595/>

[My NCBI Documentation](http://www.ncbi.nlm.nih.gov/books/NBK3843/) - <http://www.ncbi.nlm.nih.gov/books/NBK3843/>