NSF PAPPG 20-1 Guide To Bios/CVs

As of June 1, 2020. All NSF biosketches and current and pending documents must use the SciENcv or fillable PDF format. These formats cannot be modified and any biosketch documents that is not in one of the two approved formats will result in an error and the error will prevent the proposal from being submitted.

SciENcv Bio:

1.   [SciENcv: Science Experts Network Curriculum Vitae](#)

2.   Select "Click Here to Start"

3.   Select the NSF Logo

4.   Log in using Research.gov login credentials
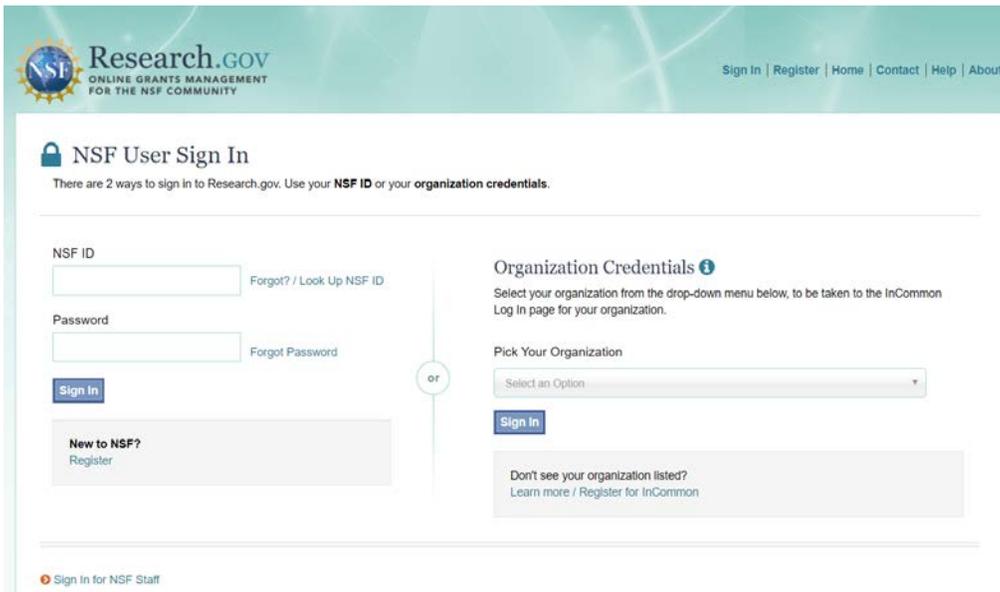
NSF User Sign In

There are 2 ways to sign in to Research.gov. Use your **NSF ID** or your **organization credentials**.

NSF ID

Forgot? / Look Up NSF ID

Password

Forgot Password

Sign In

New to NSF?
Register

or

Organization Credentials

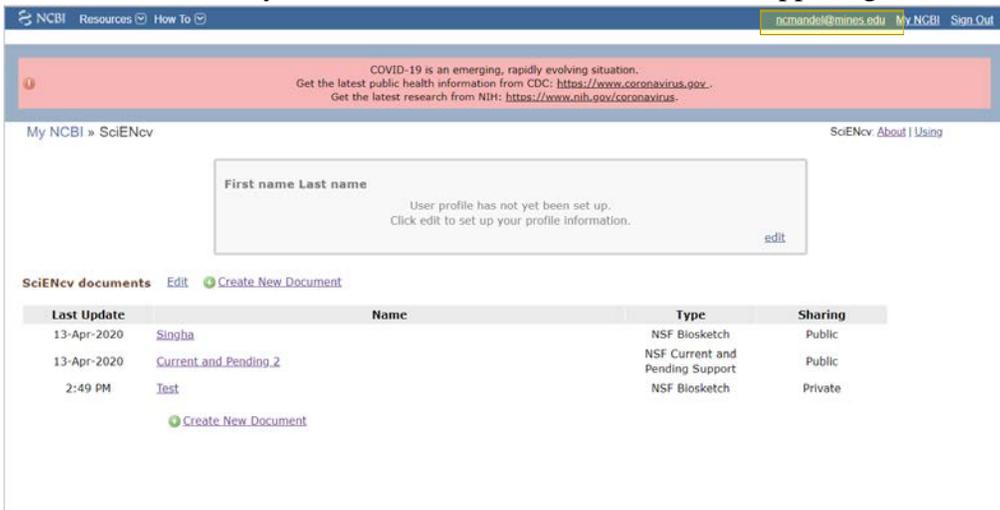Select your organization from the drop-down menu below, to be taken to the InCommon Log In page for your organization.

Pick Your Organization

Select an Option ▾

Sign In

Don't see your organization listed?
Learn more / Register for InCommon

Sign In for NSF Staff

5. Click on the your user name or email address in the upper right corner

6. Next, click add a delegate
   a. Delegate all Proposal Analysts for your SciENcv account so they can update as needed. Proposal Analyst emails are jbremer@mines.edu, ahigginbotham@mines.edu, khaines@mines.edu, and ncmandel@mines.edu

7. Once all Proposal Analysts are listed as delegates, click the "My NCBI" text.

8. Select the "Manage SciENcv" text

9. Click the "Create New Document" icon

10.
11. Choose the NSF Biosketch radio button

12.
13. Choose whether to utilize a blank biosketch or to use an existing biosketch from the drop down menu

14. Select the "Public" sharing radio button

15. Select the create icon

16. SciENcv will now open the Edit Personal Information menu of the biosketch. Please individually add each field item.
a. Not all fields will allow copy and pasting

b. In the email field, use your official @mines.edu email

17. Once all fields are completed, click the "save" icon

18. Under section A. Professional Preparation, click the "Add One" text

19. Enter the information for all of your degrees or trainings

20.   Click "Save & add another entry" if you have additional degrees or training or "Save" if all degrees and training have been entered

a.   Include all degrees, locations, and relevant trainings (postdoctoral training, etc.)

21.   Under section B. Appointments, click the "Add One" text

22.   List, in reverse chronological order, all academic, professional, or institutional appointments beginning with the current appointment

a.   Leave the "To" date blank on any current appointments

b.   Appointments should include any titled academic, professional, or institutional position, <u>whether or not remuneration is received</u>
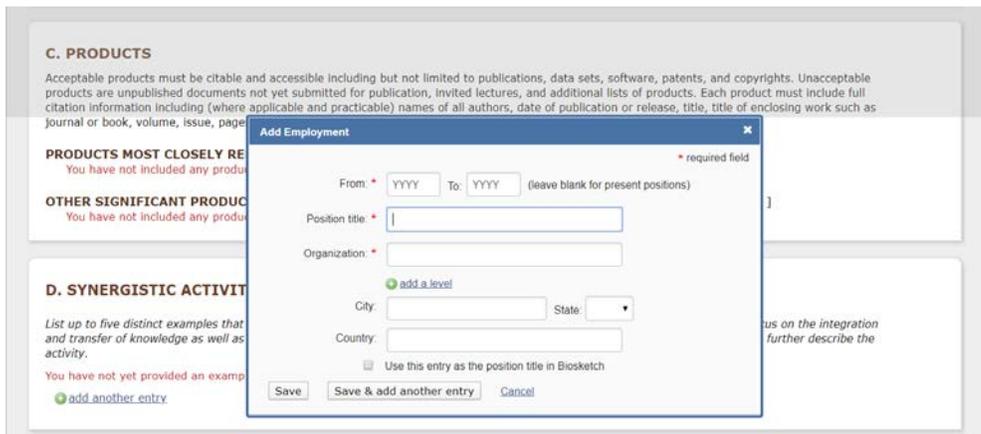
23.	Click "Save & add another entry" if you have additional appointments or "Save" if all appointments have been entered
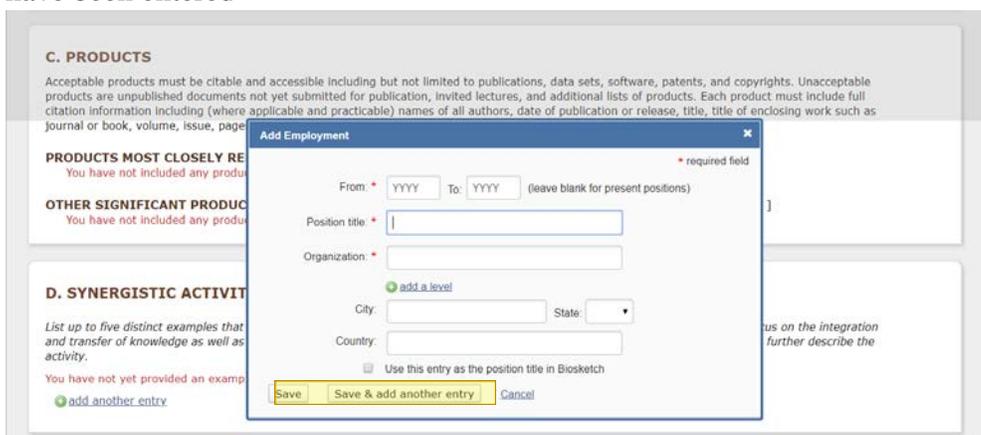
24.	Under section C. Products, click the "Select Citations" text next to Products Most Closely Related To The Proposed Project
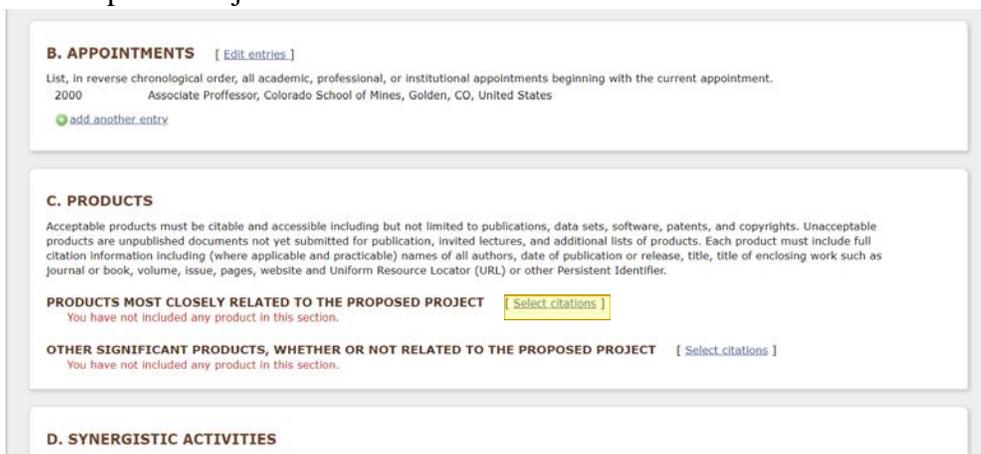
25.	Publications are Imported from PubMed
a.	To find a publication in Pubmed, click "Select publications", then use keywords to search for your proposal
b.	If you cannot find your publication, you will have to manually add the publication
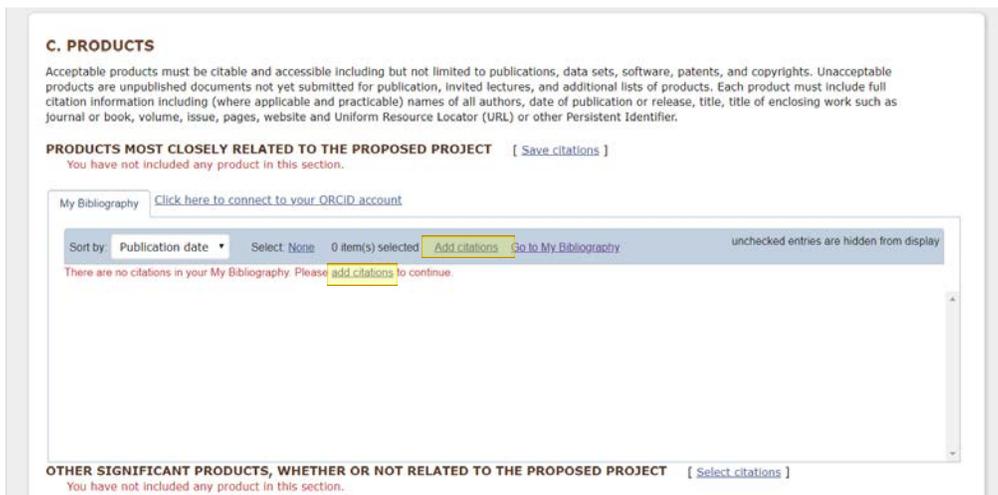
26.	To manually add the publication, first select "Go To My Bibliography"
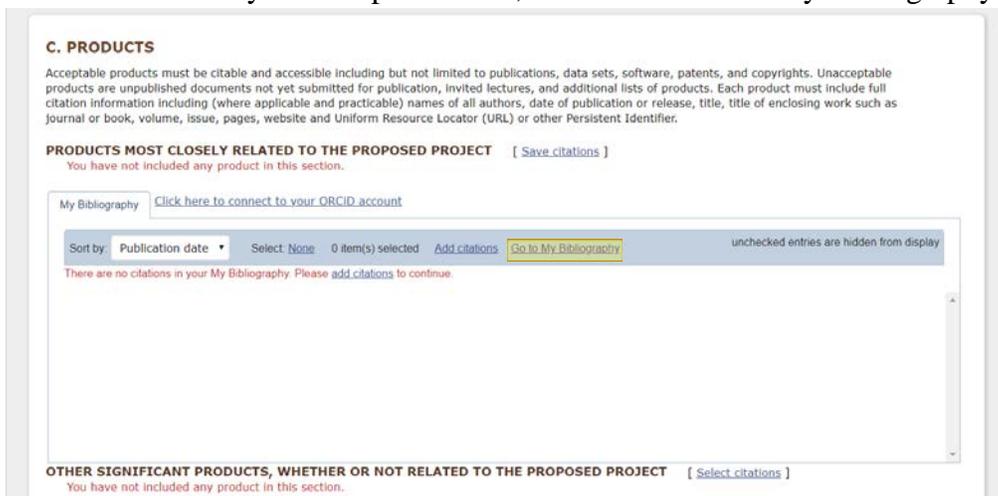
27.	Then select the "Add Publications" drop-down menu and select "Manually"
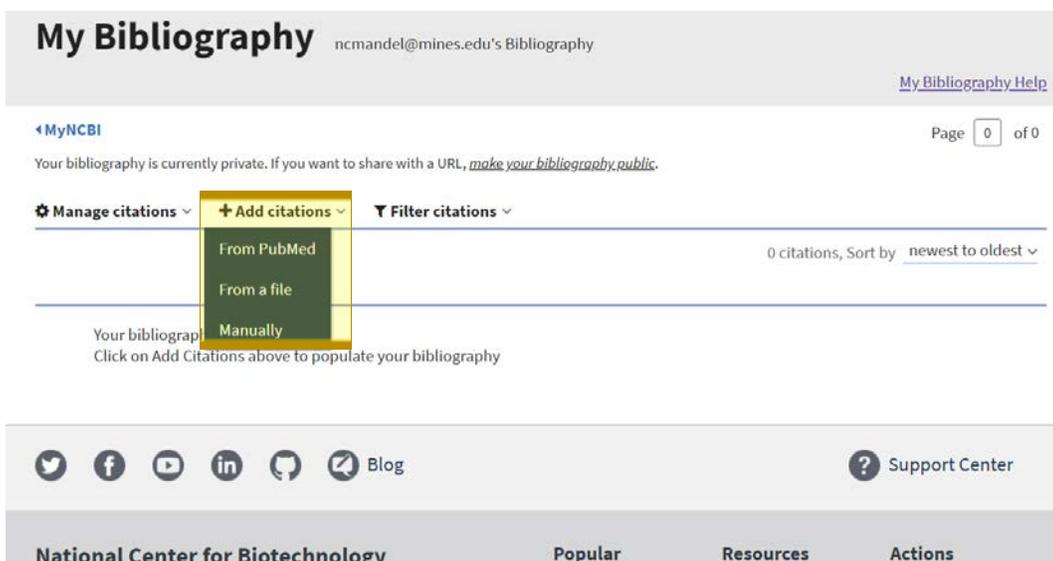
28.	Select Publication Type and manually type in each of the fields

29.   Repeat steps 24 through 28 for up to five Products Most Closely Related To The Proposed Project and up to five Other Significant Products, Whether Or Not Related To The Proposed Project

a.   Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights

b.   Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products

30.   Under section D. Synergistic Activities, select the "add another entry" icon

31.   After clicking the "add another entry" icon, a blank text field will appear. Add a singular synergistic activity to the text field and click save
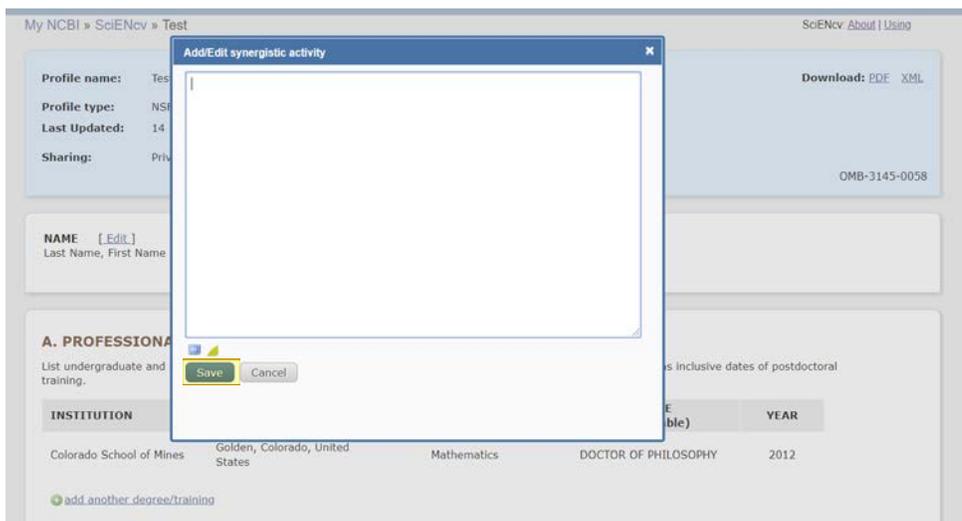
a.   Up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation may be included, each as a separate entry

b.   Note that activities must be specific and may not include multiple examples to describe a single activity

32.   Once all of the fields have been completed, click "download PDF" to retrieve the document
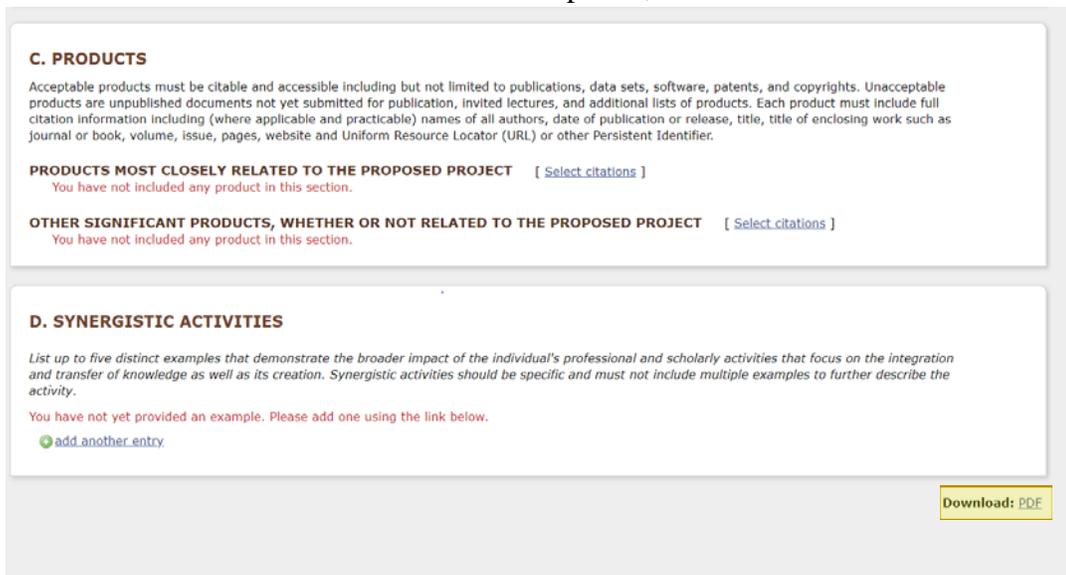
33.   Once the document is downloaded, make sure that the biosketch is under 2 pages

a.   Biosketches over two pages will not be accepted by NSF