

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”

COVID-19 is an emerging, rapidly evolving situation.
Get the latest public health information from CDC: <https://www.coronavirus.gov>.
Get the latest research from NIH: <https://www.nih.gov/coronavirus>.

SciENcv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

- About SciENcv
 - Background Information
 - SciENcv FAQs
 - YouTube Video: SciENcv tutorial
 - YouTube Video: Biographical Sketches for NSF Users
 - SciENcv Data Documentation
 - SciENcv Data Schemas
 - Try SciENcv for yourself!
 - SciENcv News
 - SciENcv Presentations
 - SciENcv Help
 - My Bibliography Help
- Interfacing with SciENcv
 - SciENcv Data Documentation
 - SciENcv Data Schemas
 - [Click here to start!](#)
- News and Resources
 - SciENcv News
 - SciENcv Presentations
 - SciENcv Help
 - My Bibliography Help

3. Select the NSF Logo

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Get the latest research from NIH: <https://www.nih.gov/coronavirus>.

Sign in to NCBI

[eRA Commons login](#) [NSF login](#)

See more 3rd party sign in options

OR

[NCBI Login](#)

[Need help signing in?](#)

One login and you are in.

Use your eRA Commons information in SciENcv

1 Sign in with your eRA Commons account.

[eRA Commons sign in](#)

[eTrust](#)

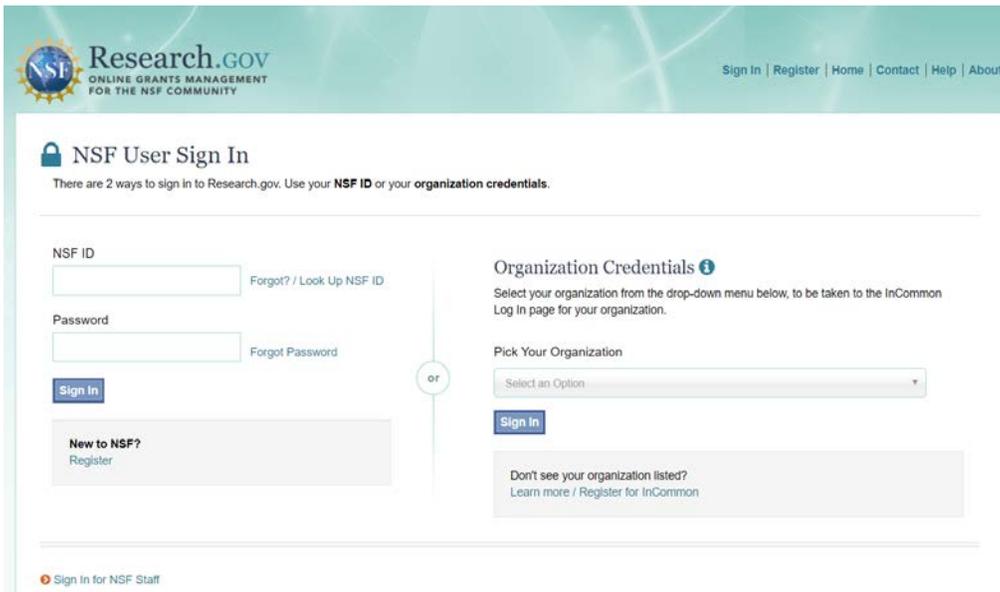
User Name:

Password:

[Login](#)

[Link it to your NCBI account or create one](#)

4. Log in using Research.gov login credentials



Research.GOV
ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help | About

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](#)

Organization Credentials

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

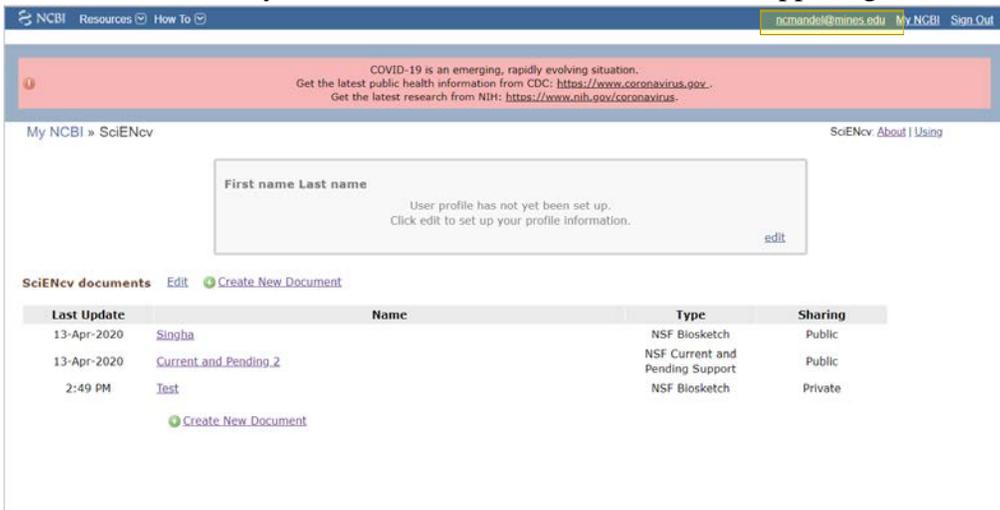
Pick Your Organization

[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



NCBI Resources How To ncmandel@mines.edu My NCBI Sign Out

COVID-19 is an emerging, rapidly evolving situation.
Get the latest public health information from CDC: <https://www.coronavirus.gov>.
Get the latest research from NIH: <https://www.nih.gov/coronavirus>.

My NCBI » SciENcv SciENcv About | Using

First name Last name

User profile has not yet been set up.
Click edit to set up your profile information.

[edit](#)

SciENcv documents [Edit](#) [Create New Document](#)

Last Update	Name	Type	Sharing
13-Apr-2020	Singha	NSF Biosketch	Public
13-Apr-2020	Current and Pending_2	NSF Current and Pending Support	Public
2:49 PM	Test	NSF Biosketch	Private

[Create New Document](#)

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

NCBI Resources How To nmandel@mines.edu My NCBI Sign Out

COVID-19 is an emerging, rapidly evolving situation.
Get the latest public health information from CDC: <https://www.cdc.gov/coronavirus>.
Get the latest research from NIH: <https://www.nih.gov/coronavirus>.

My NCBI » Settings help

NCBI Account Settings

Email

ncmandel@mines.edu (confirmed)
This email is used for delivery of saved searches. [Change](#)

Linked accounts

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

National Science Foundation (NSF) nmandel@mines.edu (currently signed in via this method) [Change](#)

Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.
[Add a Delegate](#)

API Key Management

[Create an API Key](#)

E-utilis users are allowed 3 requests/second without an API key. Create an API key to increase your e-utilis limit to 10 requests/second. Contact our [help department](#) if you need higher throughput. Only one API Key per user. Replacing or deleting will inactivate the current key. Use this key by passing it with `api_key=API_KEY` parameter. Refer to [documentation](#) for more.

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

COVID-19 is an emerging, rapidly evolving situation.
Get the latest public health information from CDC: <https://www.cdc.gov/coronavirus>.
Get the latest research from NIH: <https://www.nih.gov/coronavirus>.

My NCBI » Settings help

NCBI Account Settings

Email

ncmandel@mines.edu (confirmed)
This email is used for delivery of saved searches. [Change](#)

Linked accounts

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

National Science Foundation (NSF) nmandel@mines.edu (currently signed in via this method) [Change](#)

Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

8. Select the “Manage SciENcv” text



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.

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 >](#)

Collections

All bibliographies and Other citations are now in My Bibliography

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections >](#)

Recent Activity

Time	Database	Type	Term
13-Apr-2020	Books	record	My Bibliography - My NCBI Help

[Clear](#) [Turn Off](#)

[See All Recent Activity >](#)

Filters

Filters for: PubMed

You do not have any active filters for this database.
[Add filters for the selected database.](#)

[Manage Filters >](#)

SciENcv

Name	Last Update	Sharing	Type
Singha	13-Apr-2020	Public	NSF Biosketch
Current and Pending 2	13-Apr-2020	Public	NSF CurrentAndPendingSupport
Test	2:49 PM	Private	NSF Biosketch

[Manage SciENcv >](#)

9. Click the "Create New Document" icon

My NCBI » SciENcv [SciENcv About](#) | [Using](#)

First name Last name

User profile has not yet been set up.
Click edit to set up your profile information.

[edit](#)

SciENcv documents [Edit](#) [Create New Document](#)

Last Update	Name	Type	Sharing
13-Apr-2020	Singha	NSF Biosketch	Public
13-Apr-2020	Current and Pending 2	NSF Current and Pending Support	Public

[Create New Document](#)

10.
11. Choose the NSF Biosketch radio button

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:
 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.

[Create](#) [Cancel](#)

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

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:
- 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.

14. Select the “Public” sharing radio button

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:
- External source:

You must [link to an eRA Commons account](#) to use this option.

Sharing

- Private
- Public

You can change the shared settings at any time.

15. Select the create icon

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:
- 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.

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

The screenshot shows the NCBI SciENcv profile management interface. A modal window titled "Edit Personal Information" is open, displaying fields for "Required Information" (First Name, Last Name) and "Optional Information" (City, State, Country, Postal/zip code, Email). The "Email" field is highlighted with a yellow box. The background shows profile details: Profile name: Test, Profile type: NSF Biosketch, Last Updated: 14 May 2020, and Sharing: Public. There are also sections for "A. PROFESSIONAL PREPARATION", "B. APPOINTMENTS", and "C. PRODUCTS".

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

This screenshot is identical to the previous one, but the "Save" button at the bottom left of the "Edit Personal Information" modal is highlighted with a yellow box, indicating the next step in the process.

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

The screenshot shows the profile page after the modal is closed. The "Sharing" URL is visible. Section "A. PROFESSIONAL PREPARATION" is expanded, showing instructions and a red "add one" link highlighted in yellow. Section "B. APPOINTMENTS" is also visible below.

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

A. PROFESSIONAL PREPARATION
List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.
You have not listed any degree or training. Please [add one](#).

B. APPOINTMENTS
List, in reverse chronological order, all academic, professional, or institutional appointments beginning with the current appointment.
You have not listed any employment. Please [add one](#).

C. PRODUCTS
Acceptable products must be published and include citation information including journal or book, volume, issue, and page numbers.
You have not listed any products. Please [add one](#).

PRODUCTS MOST CLO
You have not included any products most closely related to your research.

OTHER SIGNIFICANT
You have not included any other significant information.

Add new degree ✕

This entry is Degree Training * required field

School *

City *

State/Province *

Country

Degree *

Field of Study *

From: MM YYYY To: MM YYYY *

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.)

A. PROFESSIONAL PREPARATION
List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.
You have not listed any degree or training. Please [add one](#).

B. APPOINTMENTS
List, in reverse chronological order, all academic, professional, or institutional appointments beginning with the current appointment.
You have not listed any employment. Please [add one](#).

C. PRODUCTS
Acceptable products must be published and include citation information including journal or book, volume, issue, and page numbers.
You have not listed any products. Please [add one](#).

PRODUCTS MOST CLO
You have not included any products most closely related to your research.

OTHER SIGNIFICANT
You have not included any other significant information.

Add new degree ✕

This entry is Degree Training * required field

School *

City *

State/Province *

Country

Degree *

Field of Study *

From: MM YYYY To: MM YYYY *

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

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

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

Last Updated: 14 May 2020

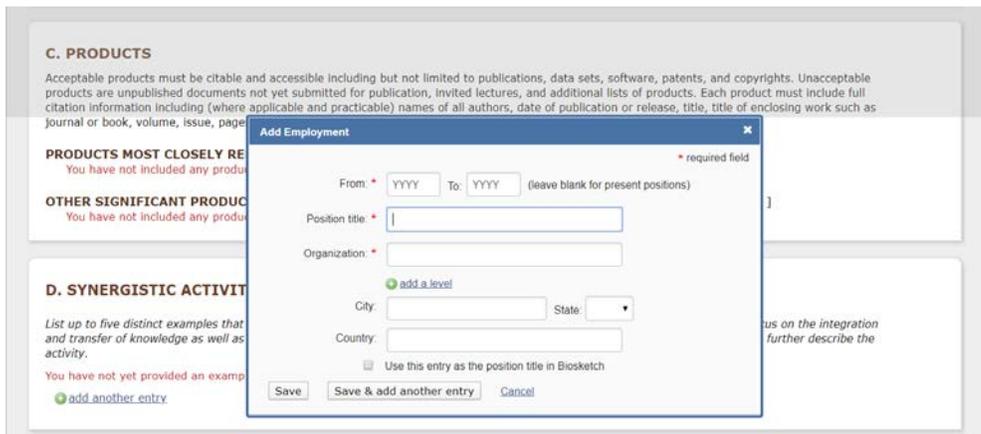
Sharing: Public. Share via this URL: <https://www.ncbi.nlm.nih.gov/myncbi/1BAyVlwJhyT9xA/cv/362124/> [[Stop Sharing](#)] OMB-3145-0058

NAME [[Edit](#)]
Last Name, First Name

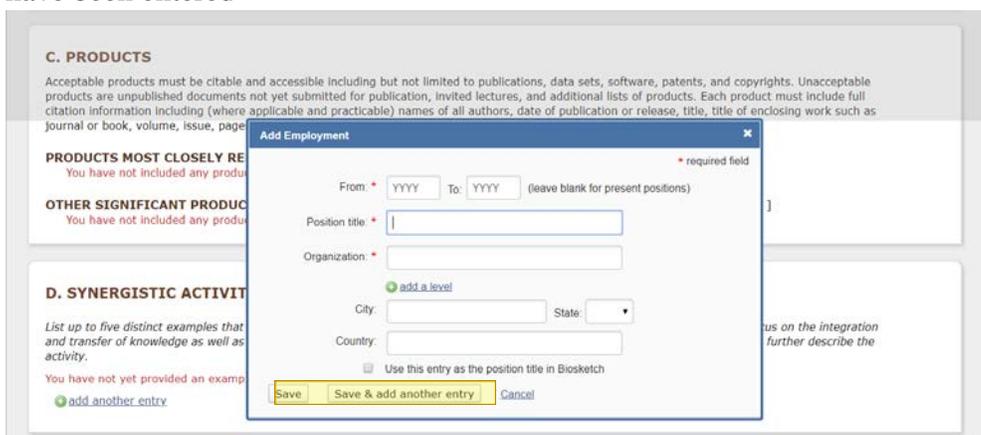
A. PROFESSIONAL PREPARATION
List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.
You have not listed any degree or training. Please [add one](#).

B. APPOINTMENTS
List, in reverse chronological order, all academic, professional, or institutional appointments beginning with the current appointment.
You have not listed any employment. Please [add one](#).

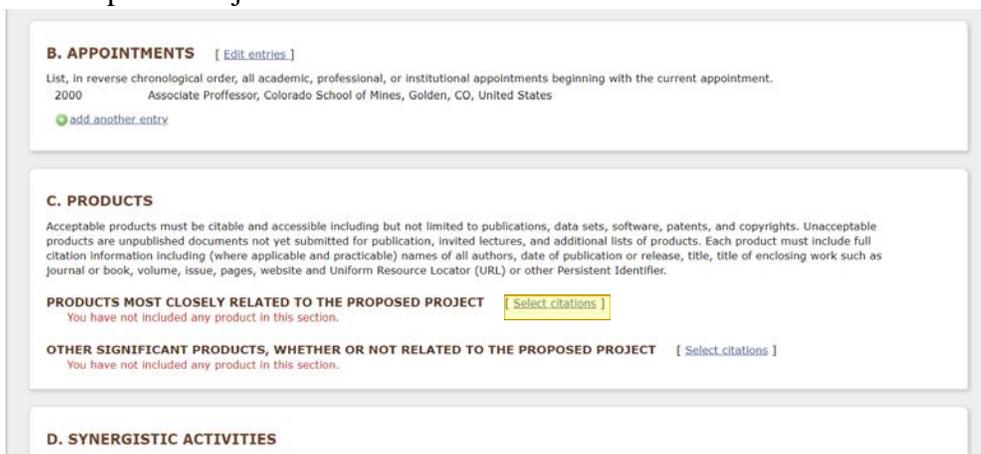
22. List, in reverse chronological order, all academic, professional, or institutional appointments beginning with the current appointment
- a. Leave the “To” date blank on any current appointments
- b. Appointments should include any titled academic, professional, or institutional position, whether or not remuneration is received



23. Click “Save & add another entry” if you have additional appointments or “Save” if all appointments have been entered

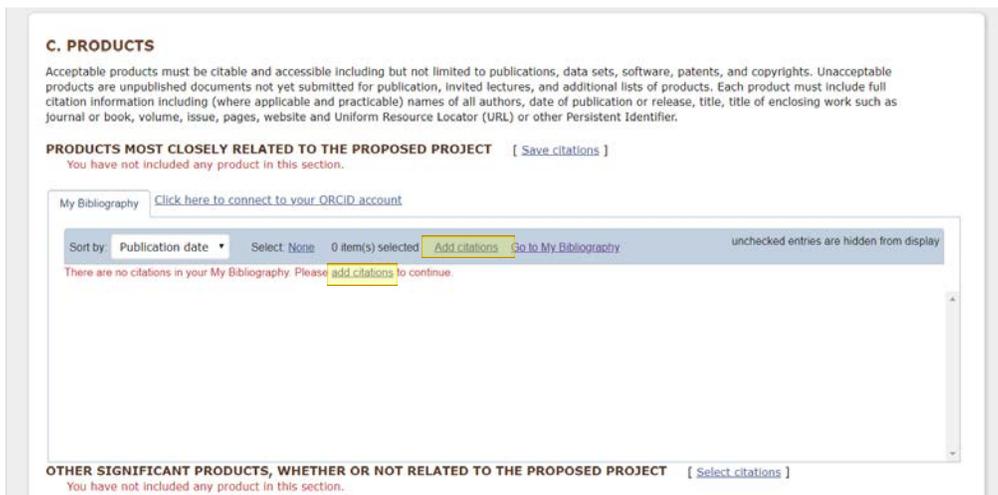


24. Under section C. Products, click the “Select Citations” text next to Products Most Closely Related To The Proposed Project

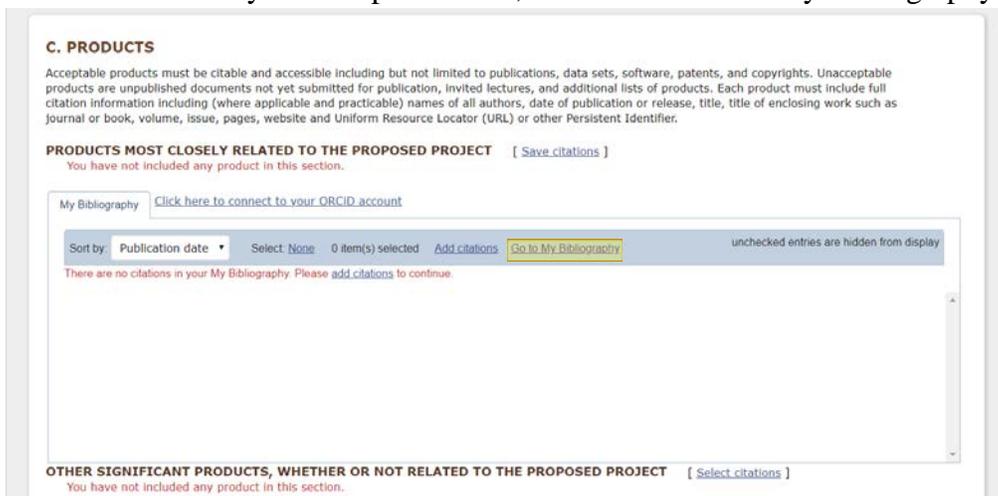


25. Publications are Imported from PubMed

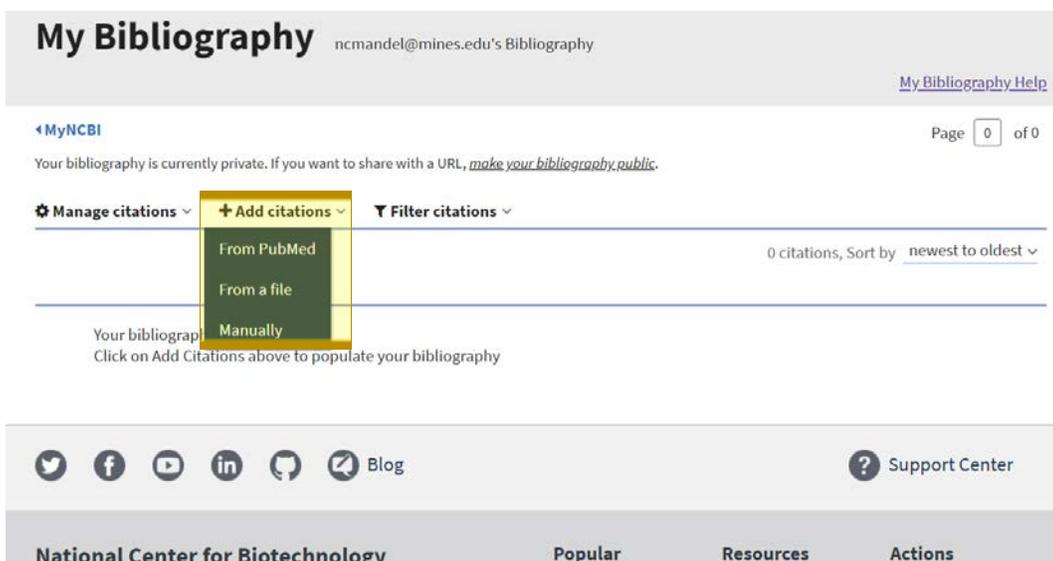
- a. To find a publication in Pubmed, click “Select publications”, then use keywords to search for your proposal
- b. If you cannot find your publication, you will have to manually add the publication



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

Add citation manually ✕

Choose the type of citation to create:

Journal article that does not appear in PubMed

* Required field [Clear all fields](#)

Title *

Author *

[Add Another Author](#)

Journal *

Publication Date *

Forthcoming

Volume Issue Page

URL

Unique ID Type *

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

You have not included any product in this section.

D. SYNERGISTIC ACTIVITIES

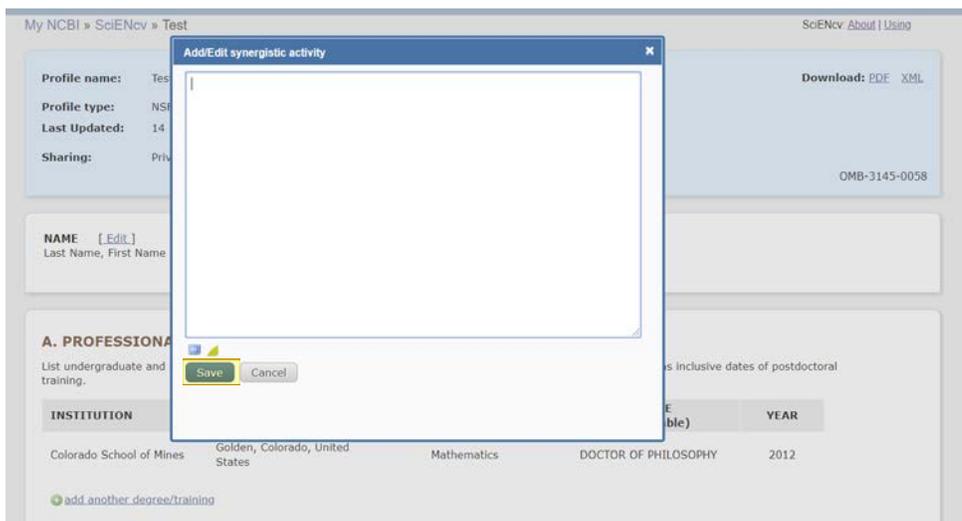
List up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation. Synergistic activities should be specific and must not include multiple examples to further describe the activity.

You have not yet provided an example. Please add one using the link below.

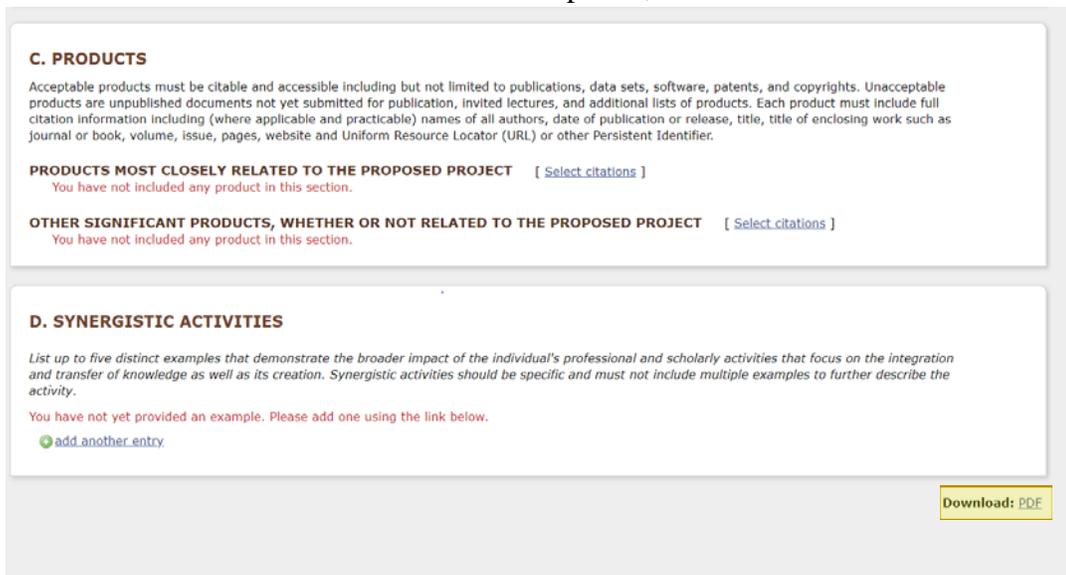
Download: PDF

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