

SciENCv & Personnel Documents for Grant Proposals

Office of Research & Economic Development

Seminar Series

March 29, 2022

Presenting your “scholar identity”

- Your professional/scholarly digital footprint
 - Telling your story - accomplishments and evolution; organization of your professional life
- Evidence of your status as an authority in your field
 - Demonstration of your experience, expertise, and capacity/leveraged resources, special interests/skills (preferences)
- A GPS for collaboration
 - Mentor, mentee, partner, consultant, advisor, reviewer, resource - similarly, to identify Conflicts of interest



SciENcv

What it is & What it *isn't*

Science Experts Network Curriculum Vitae

A service of the National Center for Biotechnology Information - A joint project of the Federal Demonstration Partnership (FDP) and NCBI/NIH with an interagency workgroup

An electronic profile system and personal information repository to eliminate duplication of effort for researchers, and to reduce administrative burdens of proposals and grant reports

- A system for assembling the professional information needed for participation in federally funded research
- A repository to gather and compile 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. (allows for multiple “versions”)
- **Allows researchers to describe and highlight their scientific contributions in their own words and provide project-specific information**



SciENcv is primarily a tool for managing your biographical, current award and affiliates information. You can create a new SciENcv document from scratch or from an existing record.

My NCBI (the platform that hosts SciENcv) manages PubMed, which allows curation of citations and literature, but doesn't work across other platforms.

ORCID

Not to be confused with...

ORCID, which stands for **Open Researcher and Contributor ID**, is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities.

It's free & portable--your iD is not affiliated with a specific institution. Your iD serves as a mechanism by which you may collect your digital scholarship and connect with other systems to maximize workflows and efficiently disseminate your scholarship.

Check out MSU Libraries' **ORCID resources!**





- ✓ 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
- ✓ **Most importantly, it is an APPROVED format for most federal funders!**

How do I sign up for SciENCv?

If you have a My NCBI account, log in to it and look for the SciENCv box on your My NCBI homepage. Follow the prompt in the box to get started with SciENCv.

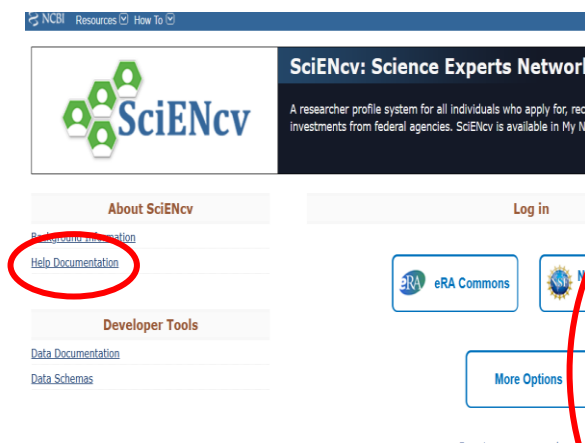
Or go directly to <https://www.ncbi.nlm.nih.gov/sciencv/> and follow prompts.

*If you do not have a My NCBI account, you may set one up at the [NCBI Sign In Page](#) or by clicking the *Sign in to NCBI* link in the top right corner of any [PubMed](#) or other NCBI database page.

The image shows two screenshots of the My NCBI interface. The top screenshot displays the SciENCv banner with the text "SciENCv: Science Experts Network Curriculum Vitae" and a description: "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." Below the banner are sections for "About SciENCv" (with links for Background Information and Help Documentation) and "Developer Tools" (with links for Data Documentation and Data Schemas). A "Log in" section features buttons for "eRA Commons" and "National Science Foundation", and a "More Options" button circled in red. A link "Forgot your username/password?" is also visible. The bottom screenshot shows the "My NCBI" dashboard with several panels: "Search NCBI databases" (with a search box and "Search" button), "Saved Searches" (with a message "You don't have any saved searches yet" and a "Manage Saved Searches" link), "Collections" (with a table showing "Favorites" with 0 items, and a "Manage Collections" link), "Recent Activity" (with a message "You do not have any recent activity" and a "See All Recent Activity" link), and "Filters" (with a message "You do not have any active filters for this database" and a "Manage Filters" link). At the bottom, a "SciENCv" panel contains a link "Click here to create a new CV." circled in red.

The platform includes simple tutorials for:

- creating your docs from scratch
- integrating with ORCID/DM
- NSF/NIH forms
- using bibliography feature and data via PubMed



SciENcv >> Help

Documentation

[SciENcv Help Manual](#)

Videos

[SciENcv Tutorial](#)

[Biographical Sketches for NSF](#)

[Current & Pending Support for NSF](#)

[Integrating with ORCID](#)

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:

You do not have an existing document to copy.

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

A Few Related Resources

My NCBI Help [Internet].
Show details
Contents

SciENcv

Created: August 12, 2013; Last Update: June 28, 2021.

Estimated reading time: 25 minutes

SciENcv is an application in My NCBI that helps you create online professional profiles that can be made public to share with others. In SciENcv you can document your education, employment, research activities, publications, honors, research grants, and other professional contributions. My NCBI users can create multiple SciENcv profiles in official biographical sketch formats, for the [National Institutes of Health](#) (NIH), the [National Science Foundation](#) (NSF), and the [Institute of Education Sciences](#) (IES), which can be used for grant submissions. In addition, the SciENcv application can be used to create the official NSF Current and Pending Support document.

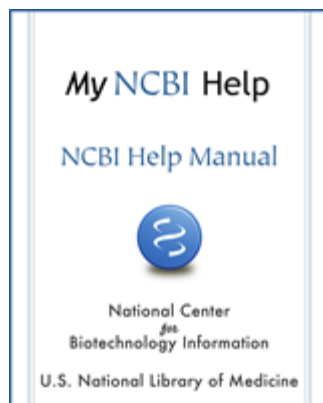
NIH eRA Commons, NSF, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, NSF, or ORCID accounts. The information transferred to SciENcv can be changed, hidden, augmented, or deleted. SciENcv users control the content displayed in their SciENcv profiles.

NCBI started the transition to use only federated account credentials for NCBI account login on June 1st, 2021. The deadline for transitioning all NCBI accounts to 3rd-party only login is June 2022. Please read the below FAQs and write to info@ncbi.nlm.nih.gov if you have any questions.

<https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs>

Section Contents

- [Accessing SciENcv](#)
- [Creating SciENcv Biosketches](#)
- [Using the NIH Biographical Sketch](#)
- [Using the NIH Fellowship Sketch](#)
- [Using the NSF Biographical Sketch](#)



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Mississippi State University Libraries is proud to offer **Scholars Junction** as the open access digital repository for the Mississippi State University (MSU) community. Scholars Junction provides online repository space to collect, preserve, display, and freely share items produced by the MSU community. The repository allows the University to showcase the vast array of scholarly research, creative works, archives and special collections generated throughout the storied history of our great

Forms, regulations & best practices

for personnel documentation



The Basic Personnel Documents

Federal agencies and proposal reviewers learn about applicants' science identities through personnel documentation. These are very important because they serve as a **past track record** and **verify the ability and skills** of the applicant.

1. Biographical Sketch
2. Current and Pending Support Form
3. Collaborators and Other Affiliations

<https://www.ord.msstate.edu/toolkits-templates>

What are the “Personnel” Documents?

- **Biosketches** (common headers - preparation, appointments, products, activities, personal statement)
- **Current and Pending Support/other support** - the proposal being submitted *MUST* be included and noted; used to identify your ability to commit adequate time
- **Collaborators and Affiliations/COI** - mainly used to identify potential conflicts of interest - usually requests names of co-authors, advisors, co-editors, advisees, “other”

Preparing “Personnel” Documents

- Some agencies have a preferred format or specific form for each type
 - NSF has new formats (fillable forms) for biosketches and Current and Pending Support, and Collaborators and Other Affiliations. OR you can use SciENCv.
 - For all “Forms” be sure you are using the most current/rfp-specific version...if you aren’t sure, please ask!
 - Bios should be PROJECT-specific.
- Federal Demonstration Partnership (FDP) advocated successfully to have these processes streamlined.
- You have a choice, but we **STRONGLY** encourage using SciENCv.

IF you decide to use Agency-specific forms:

- Use of an NSF-approved format is in effect for new proposals submitted (after **October 4, 2021.**)
- NSF has more info here: [biographical sketch](#); [current and pending support](#); [FAQs related to current and pending support](#) NSF recorded a [webinar on the use of the NSF-approved formats](#).
- Prepare for “glitches”; ex: *the NSF fillable form has huge boxes for professional preparation and appointments taking the entire first page of the biosketch, leaving very small boxes for the products and synergistic activities; NSF C&P form generates extra blank pages that show up in the final package.*
- NIH - tied to MyNCBI (National Center for Biotechnology Information (PubMed; bibliography feature which is plugged into PubMed and eRA Commons for compliance with open access policies.
- Other - Other funders will sometimes say use an “NIH-style” bio, which means < 5 pages with the standard headers.
- BUT.....we STRONGLY encourage the move to SciENCv.....

1. *Project/Proposal Title :

*Status of Support : Current Pending Submission Planned Transfer of Support

Proposal/Award Number (if available):

*Source of Support:

*Primary Place of Performance :

Project/Proposal Start Date (MM/YYYY) (if available) :

Project/Proposal End Date (MM/YYYY) (if available) :

*Total Award Amount (including Indirect Costs): \$

*Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project

*Year (YYYY)	*Person Months (###)	Year (YYYY)	Person Months (###)
1.		4.	
2.		5.	
3.			

Biographical Sketches

- What are they?
- Templates
- Best Practices



Why do I need a biosketch?

The biographical sketch is a way for reviewers or committees to evaluate the quality of the applicant in relation to the proposed project.

THEY LOOK FOR:

- Past successes and experience
- Professional Development
- Other qualifications, such as outreach, service, awards
- Identification of the scientific community an applicant belongs to

Reviewers will often read the Bio along with letters of support, capacity, preliminary data, and experimental plans to form an entire picture.

NSF Biographical Sketch – 3 pages max

<https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>

- MUST use the latest version; older versions will not upload into Fastlane.
- Made of up FOUR sections:
 - a. **Professional Preparation**
 - b. **Appointments**, in reverse chronological order
 - c. **Products** - up to 5 closely related to the proposed project & 5 others related or not. Must be citable and accessible including publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products.
 - d. **Synergistic Activities** – No more than 5 distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities.

NIH Biographical Sketch – 5 pages max

<https://grants.nih.gov/grants/forms/biosketch.htm>

- MUST include your eRA Commons Username.
- Made of up Three sections:
 - a. **Personal Statement** – a narrative opportunity to describe your experiences and skills related to the proposed research and to tell your story!
 - b. **Positions, Scientific Appointments, and Honors**
 - c. **Contributions to Science** – No more than 5 contributions, with no more than 4 citations per contribution. Examples include your publications, your work on others' publications or projects, training to date, outreach, etc.

NOTE: OSP will check these docs and you will have to endure multiple rounds of corrections unless you Follow Directions!!

Other agencies also have templates, including USDA, ED, DOE & DOD.

All are basically versions of NSF & NIH. Read the RFA to verify whether to use the template or create your own.



Biographical Sketch Best Practices

- **Not** just a pared down CV. It should be custom to your proposed project.
- **Follow** the Directions. Reviewers may need to find information quickly and easily, so it should be where they expect it to be.
- **Use** an easy-to-read font, unless using a template, and use bold or underline to call attention to different sections.
- **Do not** include personal information – this is a professional portrait.
- **Honors & Awards** – select carefully; if you have an obscure award, give a short description. Do not list trivial or irrelevant awards.

Current & Pending Support

- What is it?
- Templates
- Best Practices



What is Current & Pending Support?

- Agencies and reviewers use an applicant's Current and Pending Support record to gauge sponsored activity and capacity.
- Sometimes called, “other” support, this information gives a birds-eye view of financial resources supporting a researcher's endeavors.
- It is also used by agencies to verify they are not doubling up support for a particular project OR if they *should* offer more support so that a project can be continued to completion.
- Shows commitment overlaps & duplications and helps agencies from overloading researchers' efforts.

NSF Current & Pending Support (template)

<https://www.nsf.gov/bfa/dias/policy/cps.jsp>

- For NSF, you **MUST** use the latest version; older versions will not upload into Fastlane.
- The project being applied to **must go under PENDING**.
- Must include ALL resources made available to an individual in support of research efforts, *even if they do not have monetary value*.
- Includes federal, state, local, foreign, public & private foundations, as well as industrial or commercial organizations and internal funds.

NSF Current & Pending Support (fillable template)

<https://www.nsf.gov/bfa/dias/policy/cps.jsp>

- MUST use the latest version; older versions will not upload into Fastlane.
 - The project being applied to **must go under PENDING**.
 - Must include all resources made available to an individual in support of research efforts, even if they do not have monetary value.
-

- | | |
|---------------------|----------------------------|
| • Project Title | • Award Number, if Current |
| • Status | • Requested Amount |
| • Supporting Agency | • Effort for each Year |
| • Begin & End Dates | • Objectives & Overlap |

Current & Pending Support

- Most agencies now require this form, or a version of it.
- All senior personnel must complete this form.
- Some provide templates, others are included in general application forms.
- Together with the Biosketch, helps reviewers assess capacity to perform research.

ORD has agency templates available on our website under Toolkits & Templates.

<https://www.ord.msstate.edu/toolkits-templates>

forestry
Education
philosophy honors
agronomy History
economic development art
business Pride
science agriculture
Tradition bulldog
english engineering
Starkville Community
design Research
architecture economics
Student Life music
chemistry veterinary
landscape geography
alumni Technology
mathematics
foreign language
Information aerospace
biology

Collaborators & Other Affiliations

- What is it?
- Templates
- Best Practices



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What is a “COA?”

Think of this as a kind of conflict-of-interest form.

Agencies that request this use it to manage reviewer selection - so there isn't a bias when choosing who reviews proposals.

- Not all agencies require this form. Read the RFA to determine if it is required.
- NSF & USDA are the only agencies with templates.
- All senior personnel must complete this form.

NSF Collaborators & Other Affiliations

The NSF template is an Excel sheet and does not require the information to be sorted. <https://nsf.gov/bfa/dias/policy/coa.jsp>

It is broken down into five tables, requiring the name of the person, their organizational affiliation, and email.

1. An individual you have worked with in the last 12 months
2. Names of any person with a personal/family/business relationship that would preclude them from being a reviewer.
3. Ph.D. Advisors & Ph.D. Thesis Advisors
4. Co-authors or Collaborators on projects in the last 48 months
5. People with whom you have interacted with in the past 25 months, such as editorial boards, co-editors, etc.

USDA Conflict of Interest

The USDA template is a Word document and **must be alphabetical.**

https://nifa.usda.gov/sites/default/files/resource/conflict_of_interest.doc

It is one table, requiring the name of the person and whether they were a Co-author, a collaborator within the last three years, or an Adviser/Advisee.

Financial Conflict of Interest (FCOI)

Required by MSU for sponsored activities, the FCOI confirms to the institution and the agency that an applicant has completed the certification proving they have no financial conflicts of interest.

[Our Policy.](#)



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About FCOI

- ▶ The FCOI is significant financial interest held by an investigator (or their spouse/children) that could directly and significantly affect decision-making in the design, conduct, or reporting of research.
- ▶ MSU's policy is designed to comply with NSF, HHS, NIH, and DOE.
- ▶ Any faculty applying for research support must complete this before their application can be submitted.
- ▶ To complete, go to <https://www.orc.msstate.edu/compliance/coi>.

RESOURCES

Office of Research Development: [Toolkits & Templates](#) (Personnel Docs)

National Science Foundation

Biosketches: <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>

Current/Pending: <https://www.nsf.gov/bfa/dias/policy/cps.jsp>

COA: <https://nsf.gov/bfa/dias/policy/coa.jsp>

National Institutes of Health

Biosketches: <https://grants.nih.gov/grants/forms/biosketch.htm>

Other Support: <https://grants.nih.gov/grants/forms/othersupport.htm>

USDA NIFA Application Guide:

<https://nifa.usda.gov/nifa-22-001-nifa-grants-application-guide>

*If you have trouble tracking down instructions for any agency,
ORD can help you.*



How can we help you?

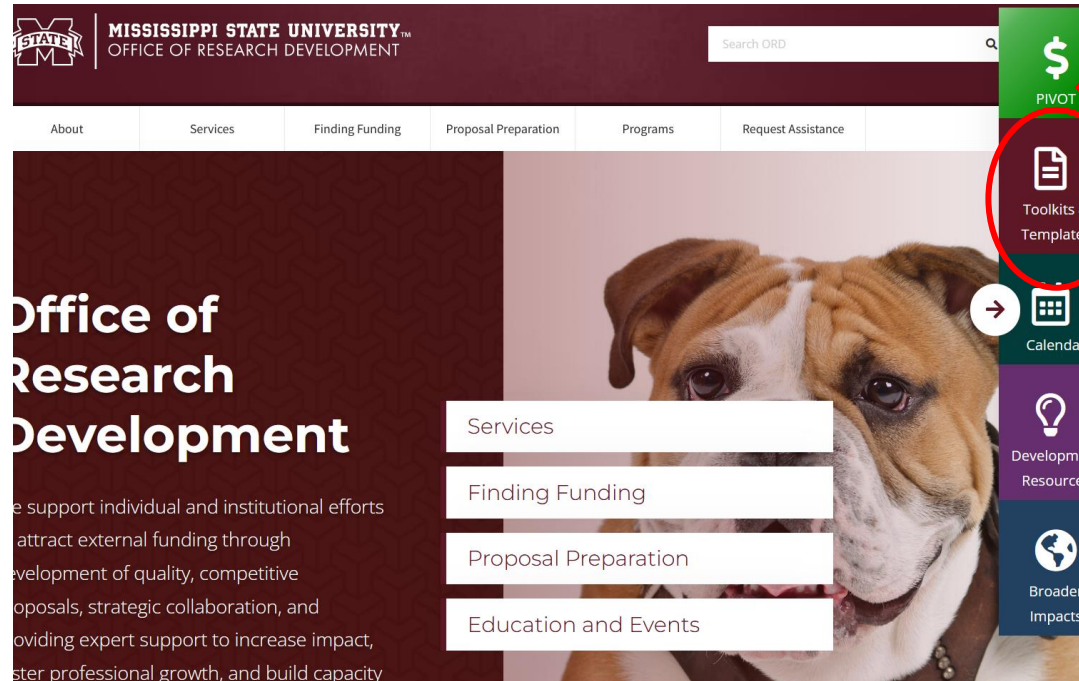
If your unit (department, college, center) does not provide assistance with these documents and processes, and you need guidance or specific help, please contact ORD.



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+ Project Design Resources

+ Proposal Preparation Tools

+ Agency-specific Guidance & Checklists

+ Administrative Resources and Forms

+ Budget Guidance and Resources

- [Personnel Documents](#)

- [Biosketch Template & Instructions](#)
- [Current & Pending Support Forms \(C&P\)](#)
- [NSF Collaborators & Other Affiliations Template \(COA\)](#)
- [SciENCv Instructions](#)

+ Supplemental Document Templates & Resources