

# Using SciENcv Frequently Asked Questions

Updated September 27, 2021

**Proposers are required to use the updated version of the NSF-approved formats in accordance with *Proposal & Award Policies & Procedures Guide (NSF 22-1)* for submission of the biographical sketch and current and pending support for proposals submitted or due on or after October 4, 2021.**

## General SciENcv Questions

### 1. What training resources are available to guide users on how to use SciENcv?

SciENcv has created the following materials to guide NSF users through the preparation of the NSF documents available in SciENcv:

- NSF Biographical Sketch Video Tutorial: <https://youtu.be/hOzItEU0HXw>
- NSF Current & Pending Support Video Tutorial: <https://youtu.be/bhWQYvEETJs>
- NSF and NIH Recorded Joint Webinar and SciENcv Demo: <https://www.nsfpolicyoutreach.com/resources/april-2020-nsf-approved-formats-for-proposals/>
- NSF-specific Bookshelf Resource (including screenshots and step-by-step instructions) <https://www.ncbi.nlm.nih.gov/books/NBK154494/>

### 2. How do I access SciENcv?

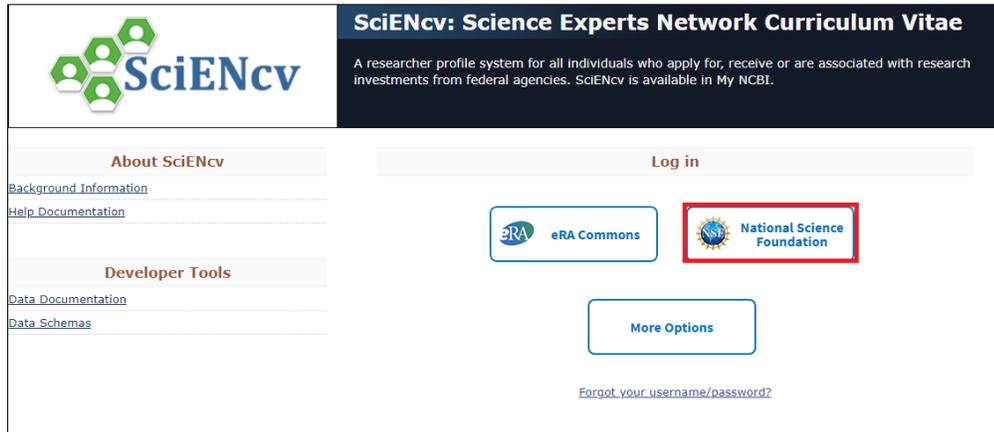
Users can access SciENcv by visiting <https://www.ncbi.nlm.nih.gov/sciencv/>.



The screenshot shows the SciENcv website interface. At the top, there is a navigation bar with "NCBI Resources" and "How To" menus, and a "Sign in to NCBI" link. Below this is a "COVID-19 Information" banner with links to "Public health information (CDC)", "Research information (NIH)", "SARS-CoV-2 data (NCBI)", "Prevention and treatment information (HHS)", and "Español". The main content area features the SciENcv logo and a description: "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." Below this, there 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" button is also present. Logos for "eRA Commons" and "National Science Foundation" are displayed. A "More Options" button is located at the bottom center, and a "Feedback" button is at the bottom right.

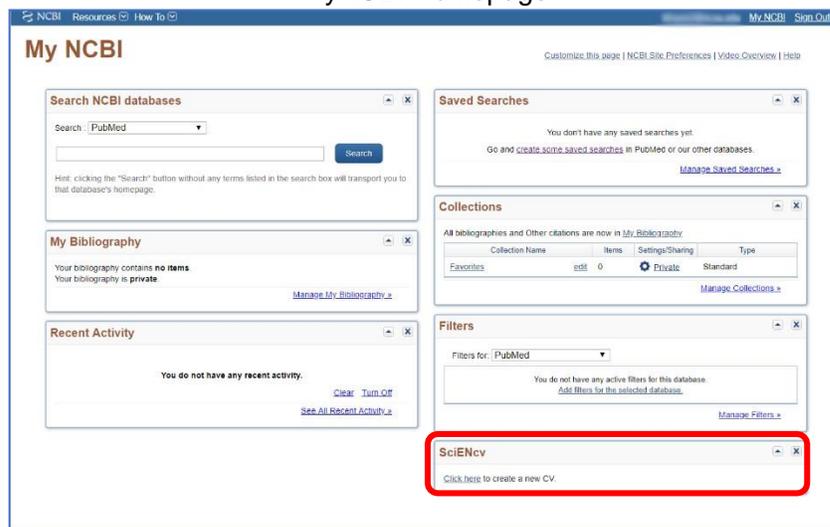
### 3. Do I need to create a SciENcv/National Center for Biotechnology Information (NCBI) account?

Users do not need to create a SciENcv/NCBI account to prepare and generate their NSF documents. While there are several ways to authenticate into the system, we encourage users to sign in to SciENcv with their NSF ID and password.



Those selecting the "NSF Log in" option, as highlighted above, will be directed to [sign in via Research.gov](#). Users will be automatically redirected back to the My NCBI homepage after their NSF login is successful.

### MyNCBI Homepage



### 4. Who should I contact if I can't sign into SciENcv using my NSF ID and password?

Please verify that you have registered for an NSF ID and password and that your credentials are correct. Follow the steps below to look up your NSF ID and to reset your NSF password as necessary.

- [Look up your NSF ID](#)
- [Reset your NSF Password](#)

- If you still experience issues after trying these steps, contact the NSF Help Desk at [fastlane@nsf.gov](mailto:fastlane@nsf.gov) or at **1-800-673-6188** (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).

**5. The SciENcv system is unavailable. How can I generate an NSF-approved biographical sketch and current and pending support documents in order to submit my proposal?**

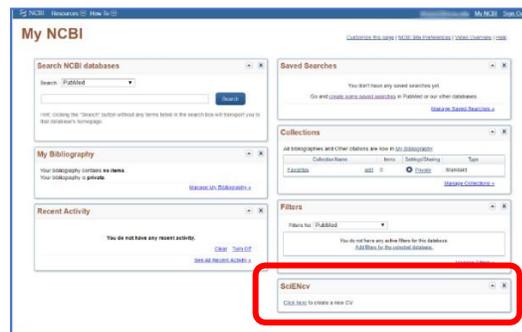
NSF has an approved fillable PDF format of both the [biographical sketch](#) and [current and pending support](#) proposal sections available for use in the event users are experiencing issues with SciENcv. Note: NSF encourages users to manage and generate this documentation in SciENcv.

**6. Who do I contact if I have questions?**

Policy-related questions should be directed to [policy@nsf.gov](mailto:policy@nsf.gov). If you have technical or IT system-related questions regarding the SciENcv formats, please contact the NSF Help Desk at [fastlane@nsf.gov](mailto:fastlane@nsf.gov) or at 1-800-673-6188 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).

**7. How do I access the SciENcv portlet after I've signed in?**

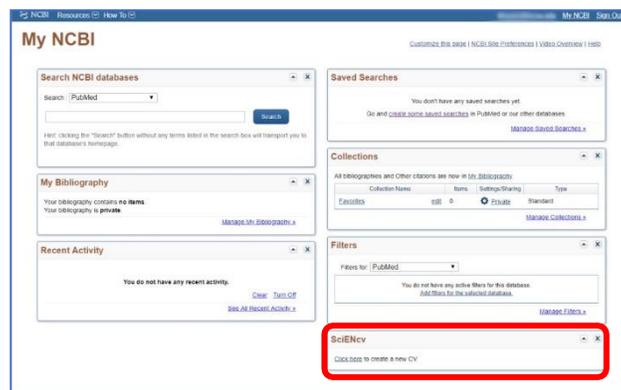
For most users, the SciENcv portlet will default to the bottom right corner of your My NCBI homepage.



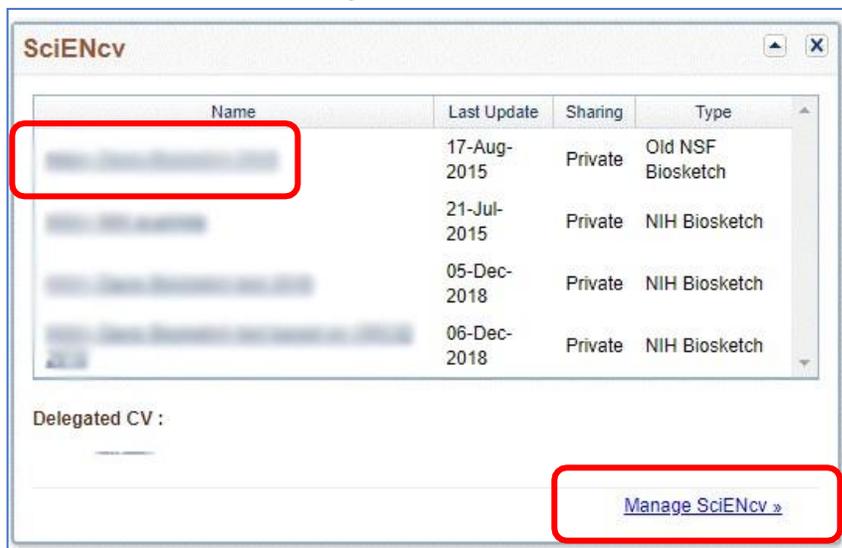
If you have used My NCBI previously and customized your account, the SciENcv portlet may be located elsewhere, as the My NCBI homepage is designed for multiple purposes across the NCBI system.

**8. How do I create and manage my SciENcv documents?**

For new users who have not previously created documents in SciENcv, there will be a "Click here to create a new CV" link in the SciENcv portlet to create a profile.



Returning SciENcv users will see links in the SciENcv portlet to their previously created documents, including biographical sketches. To work on an existing document, you can click on the document name listed in the SciENcv portlet or select the "Manage SciENcv" button.



**9. Do I go to the same module to create both my biographical sketch and my current and pending support documents?**

Yes, users create and manage their biographical sketch and current and pending support documents in the same "Manage SciENcv" section of the application.

After clicking "Manage SciENcv," users will be able to click "Create New Document" to prepare either a new NSF Biographical Sketch or Current and Pending Support document.



You will then be asked to select which document type you are creating. **Be sure to select the appropriate document type (i.e., NSF Biosketch or NSF Current and Pending Support), as the "NIH Biosketch" is selected as the default.** Users can also select a previously created document to modify.

## 10. Can I delegate access to someone assisting me with proposal preparation?

Yes. Any My NCBI account holder can set up one or more delegates for their My NCBI account. Once a delegate has accepted their invitation, the delegate(s) has the ability to view, edit, and create profiles in the original account holder's SciENCv, as well as edit the account holder's My Bibliography information.

### IF YOU WOULD LIKE TO SEND A DELEGATE REQUEST:

1. Log in to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. Under "Delegates," select "Add a delegate"
4. Enter your delegate's email address and select "OK"

### 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](mailto: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 SEE IF A DELEGATE HAS ACCEPTED YOUR REQUEST:

1. Log in 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:

My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
(Awaiting confirmation)	[redacted]@nih.gov			

[Add a Delegate](#)

This delegation request has not been accepted as indicated by the "Awaiting confirmation" status. Refer your delegate to the instructions on how to accept a delegate request.

My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
jontexample	[redacted]@nih.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add a Delegate](#)

This request has now been accepted and the "Awaiting confirmation" status is removed.

### TO CONTROL WHAT YOUR DELEGATE HAS ACCESS TO:

1. Log in to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. You can use the table in the delegates section to control what your delegates can access.
4. If you have checked the "My Bibliography" box, your delegate will have the ability to view and make changes to your My Bibliography and Other Citations collections. If you have checked the "SciENCv" box, your delegate will be able to create, view, and change your SciENCv products.

My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
jontexample	[redacted]@nih.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add a Delegate](#)

\*\*\*Note that the Public or Private settings on the My Bibliography or SciENCv screens have no effect on your delegate's ability to view and make changes to these resources. Should you wish to remove a delegate, use the red "X". Should you wish to give a delegate access to only one resource, use the checkboxes as appropriate.\*\*\*

### TO ACCESS YOUR DELEGATOR'S SCIENCv:

1. Log in to your My NCBI account
2. If you have been granted access to your delegator's My Bibliography and Other Citations collections, you will see those items listed in your collections list:

Collection Name	Items	Settings/Sharing	Type
<a href="#">Favorites</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard
<a href="#">My Bibliography</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard
<a href="#">Other Citations</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard
<a href="#">jontexample's Bibliography</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard
<a href="#">jontexample's Other Citations</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard

[Manage Collections »](#)

3. If you have been granted access to your delegator's SciENCv, you will be able to access it from your SciENCv portlet:



## 11. What do I do after generating a PDF document in SciENcv?

After a PDF file is generated in SciENcv, users can **rename** the generated file but must not **export** it to avoid corrupting the file's compliance data. Follow these steps to rename the file if there is not a "save" or "save as" option for the SciENcv generated PDF file:

- Close the PDF file
- Right click on the file to rename it
- Upload the PDF via Research.gov, FastLane, or Grants.gov

## 12. What should I do if I see an invalid signature notification banner when I view my proposal in Adobe Acrobat?

NSF does not currently require a digital signature on biographical sketch and current and pending support documents. The notification banner does not prevent proposal submission or review, and no action is required by proposers.

## 13. What should I do if I need to use special characters, but the system does not recognize these characters?

If your special characters such as Greek characters are rejected, you can spell out the character (e.g., type "omega" instead of "Ω").

# Biographical Sketch Questions

## 1. Can I reorder the product citations in my biographical sketch?

Users can reorder their products as desired by dragging and dropping the citations. The generated PDF will reflect the order displayed on the screen.

## 2. The publication citations I imported into my SciENcv biographical sketch cause my document to be more than three pages. What options do I have to generate a compliant document?

Individuals importing publication citations to populate the products sections of the biographical sketch have the option of manually editing these citations to list one or more of the authors and then "et al." in lieu of including the complete listing of authors' names. To complete this action, go to the 'My Bibliography' page

and click the 'Edit' button next to the manually entered citation.

**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** [ [Save citations](#) ]

My Bibliography [Click here to connect to your ORCID account](#)

Sort by: Publication date ▼ Select: None 0 item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden from display

- Anderson CM, et al. Platinum Complexes. Platinum Complexes. 2020.
- Madras BK, Connery H. Psychiatry and the Opioid Overdose Crisis. Focus (Am Psychiatr Publ). 2019 Apr;17(2):128-133. PubMed Central ID: PMC6526996.

- Madras BK, Connery H. [Psychiatry and the Opioid Overdose Crisis](#). Focus (Am Psychiatr Publ). 2019 Apr;17(2):128-133. doi: 10.1176/appi.focus.20190003. Epub 2019 Apr 10. Review. PubMed PMID: 31975968; PubMed Central PMCID: PMC6526996.
- Author Last Name A. March April May. Journal. ; Volume(Issue):Page. [Edit Non-PubMed Article](#)  
Manually-entered
- Author Last Name A. February. Journal. ; Volume(Issue):Page. [Edit Non-PubMed Article](#)  
Manually-entered
- Alphaman A, et al. Test JkR. Daily Tag Up; 2020 September 17. [Edit Meeting Abstract](#)  
Manually-entered

NSF instructions for the biographical sketch, including citation guidance, are available in [PAPPG Chapter II.C.2.f](#) and on the [biographical sketch](#) page.

### 3. Can I reorder the appointments in my biographical sketch?

Professional preparation and appointments must be provided, in reverse chronological order by start date of all the individual's academic, professional, or institutional appointments, beginning with the current appointment. See [PAPPG Chapter II.C.2.f\(i\)\(b\)](#) for complete information.

Users with overlapping or concurrent appointments may need to manually reorder their professional preparation entries by accessing the appointment that should be listed as the current/recent appointment and checking the 'Use this entry as the position title and current employment' checkbox. The generated PDF will reflect the order displayed on the screen.

The screenshot shows a web form titled "Edit employment". It contains several input fields: "From:" with "2004" and "To:" with "YYYY" (with a note "(leave blank for present positions)"); "Position title:" with "Principal Investigator"; "Organization:" with "Norfolk State"; "City:" and "State:" (a dropdown menu); and "Country:". A checkbox labeled "Use this entry as the position title and current employment" is checked and highlighted with a red box. Below the checkbox are three buttons: "Save" (highlighted with a red box), "Save & add another entry", and "Cancel". A red asterisk indicates required fields.

**4. Will non-compliant biographical sketch documents receive an error message in Research.gov, FastLane, and Grants.gov?**

Yes. Biographical sketch documents are tagged with identifiers indicating they were prepared using the current version of an NSF-approved format. Biographical sketch documents not uploaded in an NSF-approved format trigger a compliance error message that will prevent document upload in Research.gov, FastLane, and Grants.gov.

**5. How do I determine the SciENCv biographical sketch PDF version?**

- Right click anywhere in the SciENCv-generated PDF document and select Document Properties.
- The updated version for proposals **submitted or due on or after October 4, 2021**, has the title "NSF Biosketch 22-1."
- Biographical sketches created for proposals **due prior to October 4, 2021**, have the title "NSF Biosketch 20-1."

**6. Can biographical sketch PDFs generated in SciENCv prior to October 4, 2021, be uploaded in Research.gov, FastLane, and Grants.gov on or after October 4, 2021?**

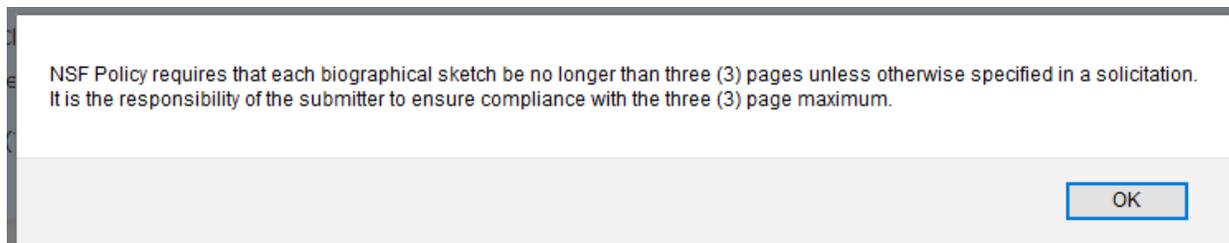
Currently two versions of the NSF biographical sketch are available: one version (20-1) for proposals due prior to October 4, 2021, and one version (22-1) for proposals submitted or due on or after October 4, 2021. Research.gov, FastLane, and Grants.gov will **ONLY** accept the 20-1 versions before October 4<sup>th</sup> and **ONLY** the 22-1 versions on or after October 4<sup>th</sup>. If you attempt to upload the updated formats in the systems prior to October 4<sup>th</sup>, you will receive a compliance error message preventing you from uploading the document.

When you access your 20-1 biographical sketch file in SciENCv on or after October 4<sup>th</sup>, the system will automatically convert the format to the updated 22-1 version. Note that the updated version of the biographical sketch may be up to three pages in accordance with the PAPPG ([NSF 22-1](#)).

**7. Does SciENCv allow a biographical sketch to be generated that is greater than the number of pages NSF permits?**

Yes. SciENCv will allow you to generate a biographical sketch PDF that is greater than two pages permitted for proposals due prior to October 4, 2021, or three pages permitted for proposals submitted or due on or after October 4, 2021. However, a warning message will display notifying you when your biographical sketch

exceeds the maximum number of pages permitted for upload in Research.gov, FastLane, or Grants.gov. If an upload of a biographical sketch file greater than the maximum number of pages is attempted, an error will display and document upload is prevented. The screenshot below shows the error message that will be generated by SciENcv if the biographical sketch is greater than three pages on or after October 4, 2021, when the maximum number of pages will increase to three pages.



## Current and Pending Support Questions

1. **In the current and pending support section, I am unable to enter "0" as a value in the "Person-Months Committed" field for one of my entries. How should I proceed?**

Individuals should only include projects to which they are committing time/person months. Please remove this entry from your current and pending support documentation and re-generate your PDF document so your proposal contains the accurate support information. For additional information, see the NSF-issued set of [FAQs on Current and Pending Support](#).

2. **In the current and pending support section, how should I document the "Person-Month(s) or (Partial Person-Months) Per Year Committed to the Project" for sources of support/in-kind contributions that operate on a fiscal year calendar?**

Proposers should enter the later of the two years in the "Year" field.

For example, if your fiscal year is September 2019 through August 2020, you would enter "2020" for the year and include the corresponding person-months for the "year" time period as defined and used by your organization in proposals submitted to NSF. In the example above, "year" has been defined by the organization as their fiscal year.

3. **If current and pending support information is prepared in SciENcv, will the information automatically link to NSF systems?**

No, proposers must submit the current and pending support information to NSF after it is prepared in SciENcv. SciENcv will produce an NSF-compliant PDF version of the current and pending support information. Proposers will then have to save this document and submit it as part of their proposals via Research.gov, FastLane or Grants.gov.

**4. Will SciENCv paginate the current and pending support document?**

Yes. SciENCv will insert pagination in the lower left corner of the current and pending support document.

**5. Will non-compliant current and pending support documents receive an error message in Research.gov, FastLane, and Grants.gov?**

Yes. Current and pending support documents are tagged with identifiers indicating they were prepared using the current version of an NSF-approved format. Current and pending support documents not uploaded in an NSF-approved format trigger a compliance error message that will prevent document upload in Research.gov, FastLane, and Grants.gov.

**6. How do I determine the SciENCv current and pending support PDF version?**

- Right click anywhere in the SciENCv-generated PDF document and select Document Properties.
- The updated version for proposals **submitted or due on or after October 4, 2021**, has the title "NSF CPS 22-1."
- Current and pending support documents created for proposals due **prior to October 4, 2021**, have the title "NSF CPS 20-1."

**7. Can current and pending support PDFs generated in SciENCv prior to October 4, 2021, be uploaded in Research.gov, FastLane, and Grants.gov on or after October 4, 2021?**

Currently two versions of the NSF current and pending support are available: one version (20-1) for proposals due prior to October 4, 2021, and one version (22-1) for proposals submitted or due on or after October 4, 2021. Research.gov, FastLane, and Grants.gov will **ONLY** accept the 20-1 versions before October 4<sup>th</sup> and **ONLY** the 22-1 versions on or after October 4<sup>th</sup>. If you attempt to upload the updated formats in the systems prior to October 4<sup>th</sup>, you will receive a compliance error message preventing you from uploading the document.

When you access your 20-1 current and pending file in SciENCv on or after October 4<sup>th</sup>, the system will automatically convert the format to the updated 22-1 version.