

## SciENcv #1

# Creating and Populating an Account

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The Office Research Services (ORS) has pulled together and highlighted information about SciENcv in an effort to assist YSU's research community. Full Instructions can be found at: <https://www.ncbi.nlm.nih.gov/books/NBK154494/> . If you have any questions or need assistance, please contact ORS.

### What is SciENcv?

Science Experts Network Curriculum Vitae (SciENcv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research. SciENcv gathers and compiles information on expertise, employment, education, and professional accomplishments. Researchers can use SciENcv to create and maintain biosketches and current and pending support lists that are submitted with grant applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words.

### What SciENcv does:

- Eliminates the need to enter biosketch and current and pending (C&P) information for various agency formats
- Reduces the administrative burden associated with federal grant submission and reporting requirements
- Provides access to a researcher-claimed data repository with information on expertise, employment, education, and professional accomplishments
- Allows researchers to describe their scientific contributions in their own language

### Principles of SciENcv

- 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

# Step-by-step Access to SciENcv

1. If you already have a login for NCBI, use the following link to sign in to your account, <https://www.ncbi.nlm.nih.gov/account/>. If you need to create an account, use this link <https://www.ncbi.nlm.nih.gov/sciencv/>, and follow the instructions below:

The image illustrates the process of accessing SciENcv. At the top is a screenshot of the SciENcv homepage, which includes the logo and navigation links such as 'About SciENcv', 'Interfacing with SciENcv', and 'News and Resources'. A blue button labeled 'Click here to start!' is highlighted with a red arrow pointing to it.

Below the homepage is a 'Sign in to NCBI' screen. It features three login options: 'era Commons login', 'NSF login', and 'NCBI Login'. A red arrow points to the 'era Commons login' and 'NSF login' buttons, accompanied by a text box that says 'Choose a login method.' Another red arrow points to the 'See more 3rd party sign in options' link, with a text box that reads 'If you do not have an era Commons or an NSF login, click on "See more 3rd party options."'

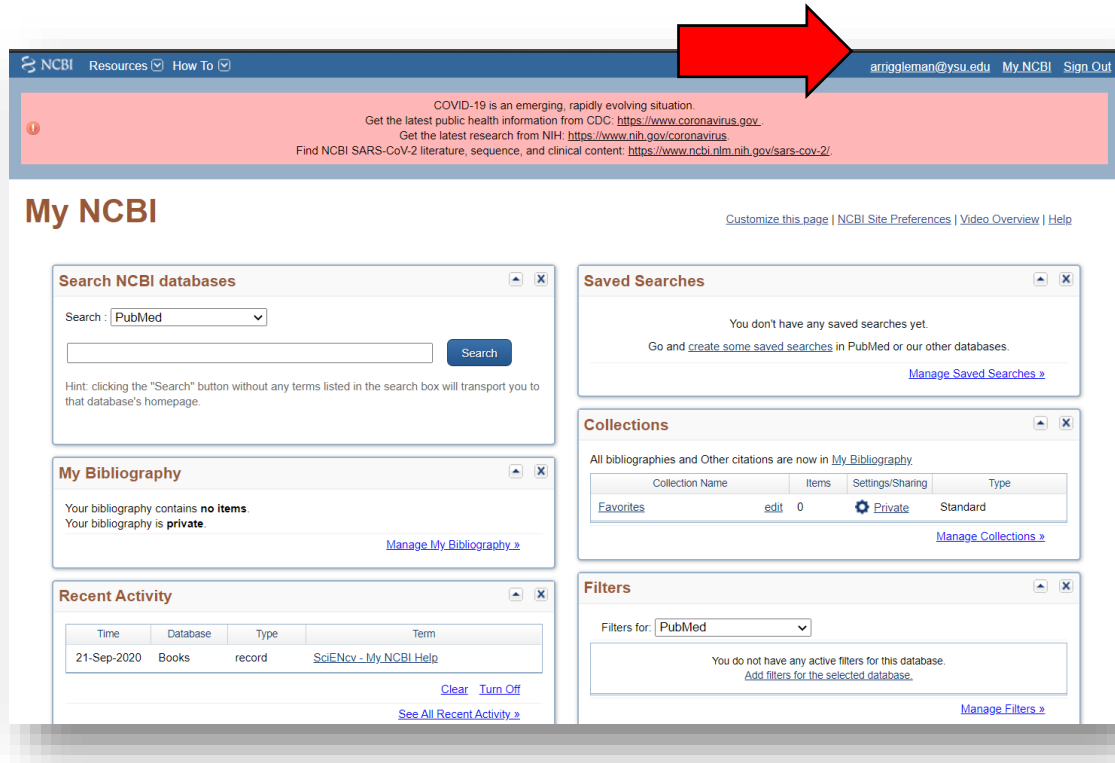
The third screenshot shows the 'Sign in to NCBI' screen after clicking the 'See more 3rd party options' link. It displays a search bar with the text 'Start typing to filter...' and a list of university and medical center names, including Arizona State University, Azusa Pacific University, Boise State University, Boston University, Brown University, California Institute of Technology, Carnegie Mellon University, Case Western Reserve University, and Cincinnati Children's Hospital Medical Center. A red arrow points to this search results box, which is enclosed in a dashed green border. A text box at the bottom right of the image states: 'If you select, "See more 3rd party options," this box will display. Search for the third party you would like to use.'

If your login method brings you to this landing page, select **MyNCBI**.

If your login method brings you to this landing page, you are all set to start **Step 1 of Linking Your Accounts.**  
(See below)

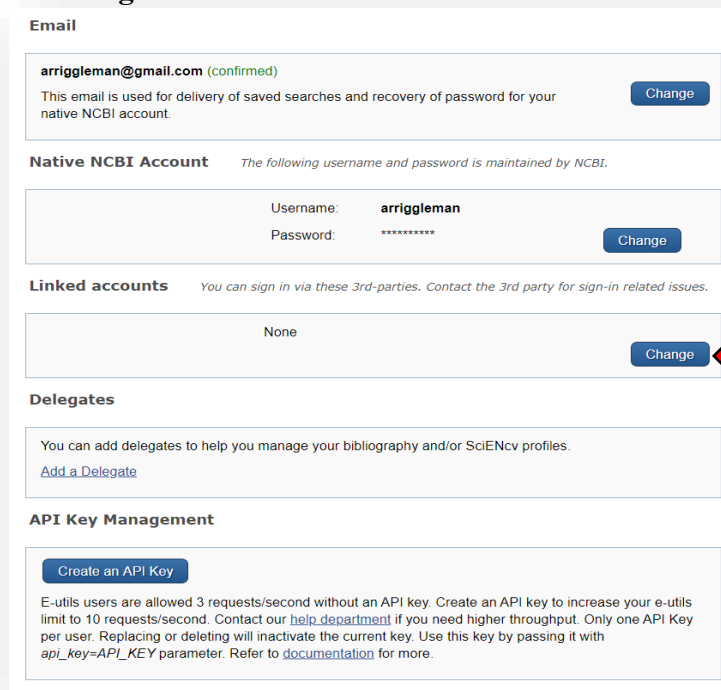
# Linking Your Accounts

1. Link your accounts by **clicking your user name** in the upper right-hand corner.



The screenshot shows the NCBI My NCBI interface. At the top right, the user name 'arriggleman@ysu.edu' is displayed next to 'My NCBI' and 'Sign Out' links. A large red arrow points to this user name. Below the navigation bar, there is a COVID-19 information banner. The main content area is titled 'My NCBI' and includes several panels: 'Search NCBI databases' (with a search box containing 'PubMed'), 'Saved Searches' (indicating no saved searches), 'My Bibliography' (showing no items), 'Recent Activity' (with a table of activity), 'Collections' (showing a 'Favorites' collection), and 'Filters' (showing no active filters).

2. Select **Change** under **linked accounts**.





The screenshot shows the account management page. It has several sections: 'Email' (with 'arriggleman@gmail.com (confirmed)' and a 'Change' button), 'Native NCBI Account' (with 'Username: arriggleman' and 'Password: \*\*\*\*\*' and a 'Change' button), 'Linked accounts' (with 'None' and a 'Change' button), 'Delegates' (with an 'Add a Delegate' link), and 'API Key Management' (with a 'Create an API Key' button). A large red arrow points to the 'Change' button in the 'Linked accounts' section.

3. Search for the account you'd like to link from the *Available Partner Accounts* list by using the search box. Click the Partner Link and follow the directions

**Linked Accounts**

If you are signed in to an account from one of these organizations, you can link it to your My NCBI account. You can sign in to My NCBI without entering your username and password as long as you are signed in to any of these organizations' web sites. You can also share your bibliography and other data with the linked account.

**Your Linked Accounts**

- National Science Foundation (NSF) (arriggleman@ysu.edu) 
- ORCID 

Return to your [Account Settings](#) page

**All Available Partner Accounts**

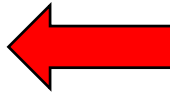
To link your My NCBI account to one of these partner organizations, click on its link. If necessary, you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.

Search for account name:

Login Account Options

Account	Category
<a href="#">Arizona State University</a>	Research Organizations
<a href="#">Azusa Pacific University</a>	Research Organizations
<a href="#">Boise State University</a>	Research Organizations
<a href="#">Boston University</a>	Research Organizations
<a href="#">Brown University</a>	Research Organizations
<a href="#">California Institute of Technology</a>	Research Organizations
<a href="#">Carnegie Mellon University</a>	Research Organizations
<a href="#">Case Western Reserve University</a>	Research Organizations
<a href="#">Cincinnati Children's Hospital Medical Center</a>	Research Organizations
<a href="#">Colorado State University</a>	Research Organizations



*The accounts you've linked will show up here.*



*You can **unlink** any linked account by clicking on the red "X" next to it.*

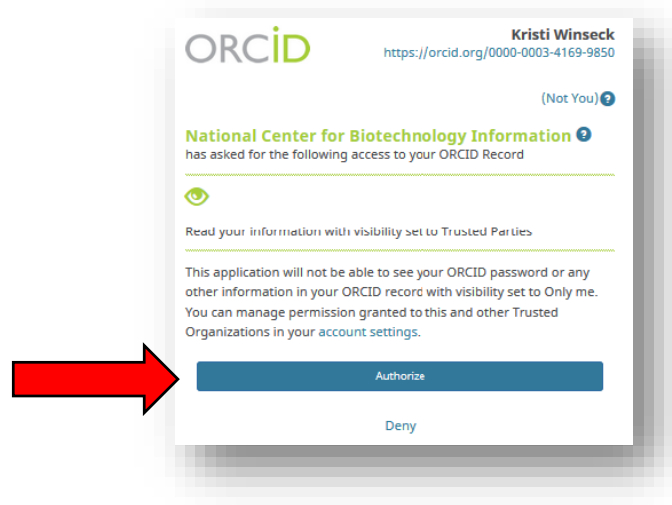


**Your Linked Accounts**

- National Science Foundation (NSF) (arriggleman@ysu.edu) 
- ORCID 

Return to your [Account Settings](#) page

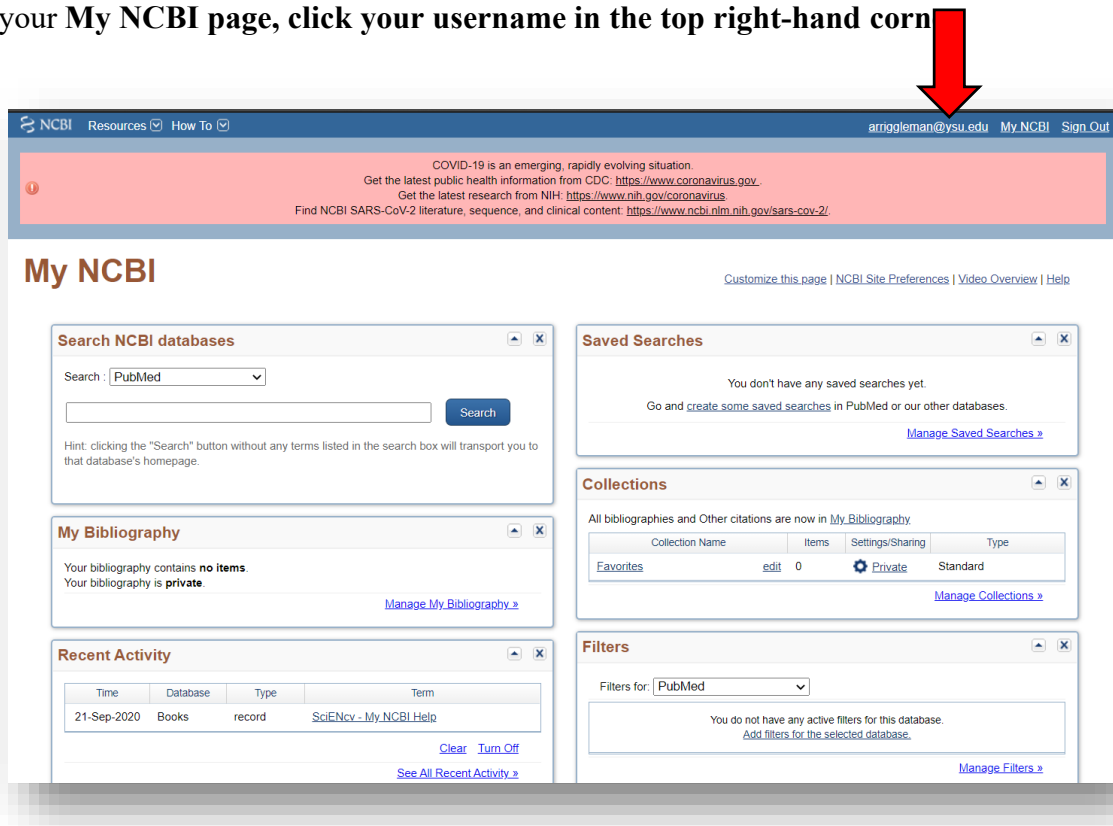
- As you link your accounts, you may get messages that look similar to this; make sure you **Authorize** so that the records can “talk” to each other.



## Adding Delegates

Delegates are other people who will have access to the information in your account so that they can assist you in building your forms. You should add a representative from the ORS to your delegate list if you think you may want or need assistance in creating forms with SciENcv.

- From your **My NCBI** page, click your **username** in the top right-hand corner



- You NCBI Account Settings will open. Go down to the box labeled “Delegates” and click on “Add a Delegate” link.

**NCBI Account Settings**

**Email**

arriggleman (confirmed)  
 This email is used for delivery of saved searches and recovery of password for your native NCBI account. [Change](#)

**Native NCBI Account** The following username and password is maintained by NCBI.

Username: arriggleman  
 Password: \*\*\*\*\* [Change](#)

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

None [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-utils users are allowed 3 requests/second without an API key. Create an API key to increase your e-utils 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.

**NCBI Site Preferences**

[Click here to access the NCBI Site Preferences page.](#)

- The **Add a delegate** box will open. Enter your delegate’s email address in the space provided and click **OK**. A green checkmark will appear if the email address you registered is valid.

**Add a delegate**

Enter your delegate's email address:

travis.klempan@colorado.edu

[OK](#) [Cancel](#)

What'll happen:

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

Your delegate **must** be registered in NCBI to complete the delegation.

Newly entered delegates will show up on your delegate list as “Awaiting Confirmation”

**Delegates**

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
lorilafon@university_of_colorado_at_boulder (Awaiting confirmation)	<a href="mailto:lori.lafon@colorado.edu">lori.lafon@colorado.edu</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<a href="mailto:travis.klempan@colorado.edu">travis.klempan@colorado.edu</a>			<input checked="" type="checkbox"/>

[Add a Delegate](#)

4. Your **delegate** will be sent an email asking them to accept the role of delegate. They will need to **click on the link to complete the delegation**.

My NCBI is a free user account system that can be used to store data (such as PubMed citations), searches, and web site preferences for the NCBI web site.

The My NCBI user: kwinseck@ has granted you permission to view and manage his/her bibliography. You will be able to add and remove citations to the bibliography and perform other functions as if you were kwinseck@. To accept this responsibility, click the link below to log in to or register for My NCBI.

<https://www.ncbi.nlm.nih.gov/account/delegation/?token=yYq5QA625d0&delegateOf=kwinseck%40>

If you believe you have received this message in error, you may simply ignore it or contact the requestor [kristi.winseck@colorado.edu](mailto:kristi.winseck@colorado.edu) for clarification.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. You may send questions, problems, and comments to [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov).

Thank you,

The My NCBI Team

Your delegate will be emailed this message.

## Building Your Record

It is recommended that you use your ORCID account to build your SciENcv record. The instructions for that are covered in the handout **Building your Biosketch through SciENcv**. Once records are loaded from ORCID, they will also reside in the My Bibliography section.

However, If you choose not to use ORCID to build your SciENcv file, you can build your record manually by following the steps below:

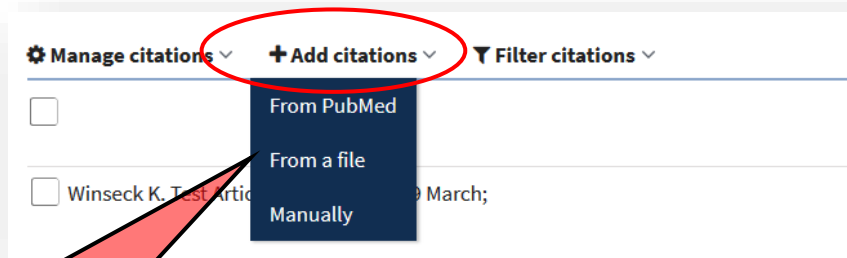
1. From the **My NCBI** page, go to the **My Bibliography** section and click on the link **Manage My Bibliography**.

The screenshot shows the My NCBI dashboard with several panels. A red arrow points to the 'Manage My Bibliography' link in the 'My Bibliography' section. The 'My Bibliography' section contains the text: 'Your bibliography contains no items. Your bibliography is private.' and the link 'Manage My Bibliography'. Other panels include 'Search NCBI databases', 'Saved Searches', 'Collections', 'Filters', and 'SciENcv'.



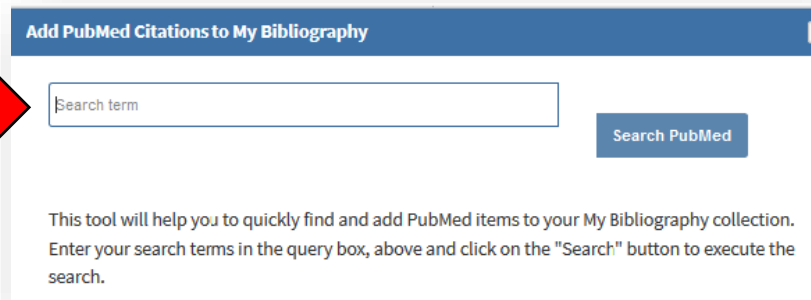
## 2. You can Add Your Citations three different ways: From a File, PubMed, or Manually

### From a File:



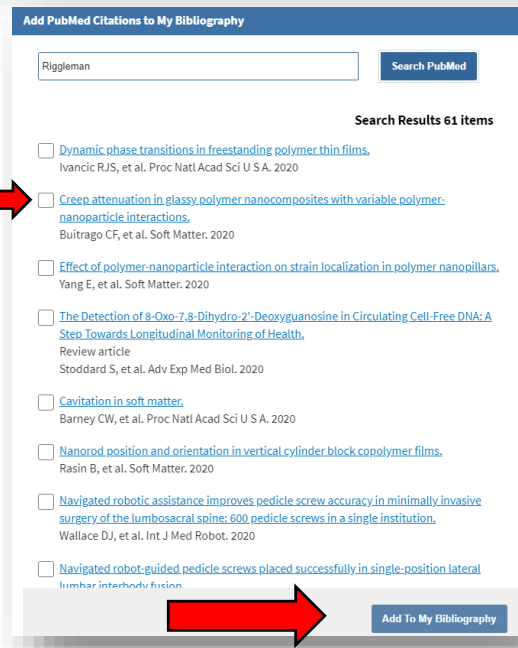
When adding from a file, you can use only *.ris*, *.txt*, *.nbib*

### From PubMed:



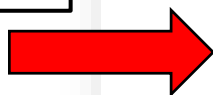
When adding through PubMed, you can search by topic, title or author.

Check the box(es) next to the publication(s) you would like to add. Then click on, **Add to My Bibliography**.



## Manually:

Select the type of citation.



### 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

Fill in the form with the required information.



Click "Add Citation"



### References:

1. SciENcv: How to Prepare and Edit NSF and NIH Biosketches and NSF Current and Pending documents [PDF]. (2020, April). Boulder: University of Colorado.
2. SciENcv Background. (2019, November 19). Retrieved June 17, 2020, from <https://www.ncbi.nlm.nih.gov/sciencv/background/>