

SciENcv #2

Building Your BioSketch Through SciENcv

Before You Begin

It is **HIGHLY** recommended that you review the SciENcv #1 handout prior to engaging SciENcv to create your biosketch. If you have any questions or need assistance, please contact ORS

What is a biosketch?

A biographical sketch or biosketch is a document highlighting the qualifications of key personnel for a specific role in a proposed grant project. Both the NIH and the NSF require a biosketch for senior or key personnel applying for and renewing grants with each agency.

As of October 1, 2020, NSF has indicated that only PDFs for biographical sketches that are generated through the use of an NSF-approved format will be accepted. You can generate these PDFs via the SciENcv tool. Please see NSF's updated memo stating this new requirement. SciENcv is also recommended by the NIH.

Important: You should consult with your research administrator(s) if you have questions about how this will affect your grant submission and deadlines.

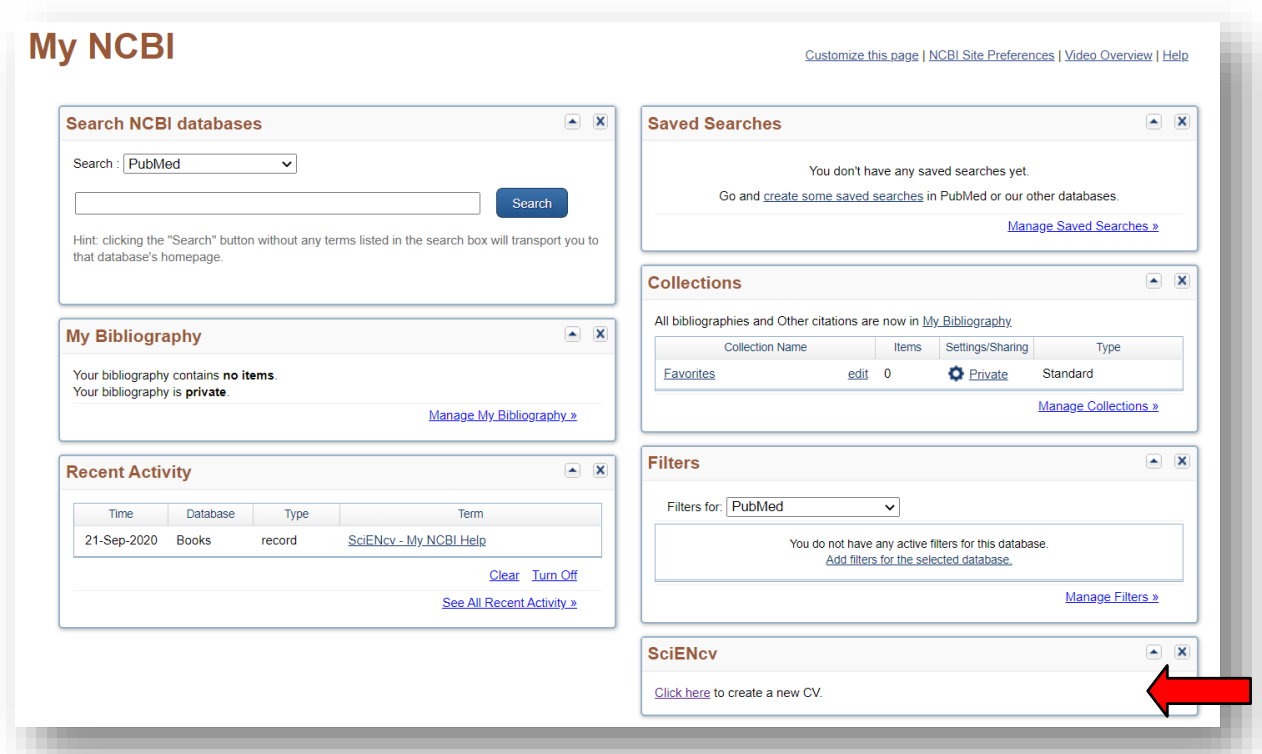
Follow the steps detailed below to create your NSF and NIH approved biosketches.



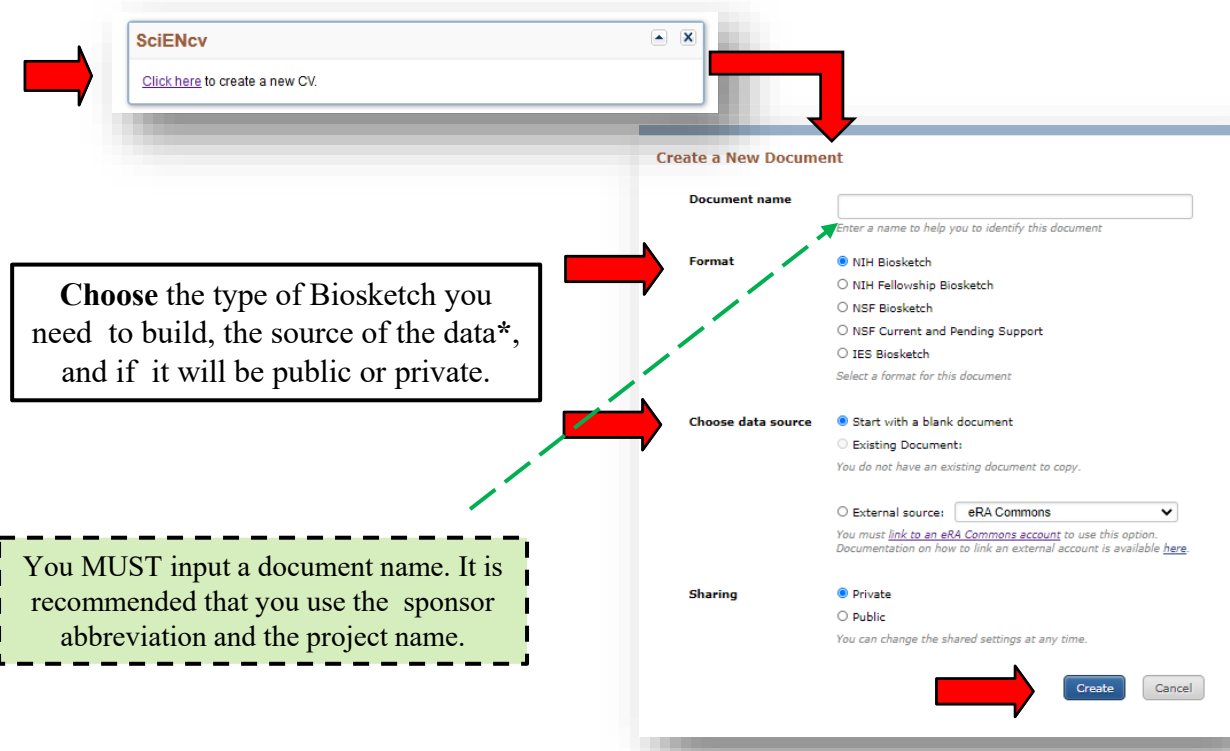
Review the handout “*SciENcv #1 – Creating and Populating an Account*” prior to beginning to create your SciENcv biosketches.

If you don't have an existing biosketch

1. Start on the *My NCBI* landing page. Navigate to the **SciENcv** box in the bottom of the right column. **You will need to repeat this process for each format (e.g NIH, NSF) you want to create.**



2. Click on the link in the SciENcv box that says “**Click Here**” to create a new CV. The **Create a New Document** box will open. Select the format you want to create: NIH, NSF, or IES. Select **Start With A Blank Document**. Then click on the **Create** button.



3. Once you select Create, the screen below should appear. You must fill in your name to move on to the next section.

My NCBI » SciENcv » NSF Biosketch

SciENcv: [About](#) | [Using](#)

Profile name: NSF Biosketch [[Edit](#)]

Profile type: NIH BioSketch [NIH BioSketch](#)

Last Updated: 27 October 2020

Sharing: Private [[Change](#)]

Download: [PDF](#) [Word](#) [XML](#)

2020 Approved Through 02/28/2023)

NAME [[Edit](#)]

[Click here to link eRA Commons account](#)

EDUCATION/TRAINING

(Begin with baccalaureate or other initial degree or training if applicable.)

You have not listed any degree or training.

A. Personal Statement [[Edit](#)]

You have not yet provided a personal statement.

eRA COMMONS ID: [Click here to link eRA Commons account](#)

ORCID ID: [Add your ORCID iD to this profile?](#)

[[Save](#)] [[Cancel](#)]

Optional: You may identify up to four peer-reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)]

You have not listed any citations.

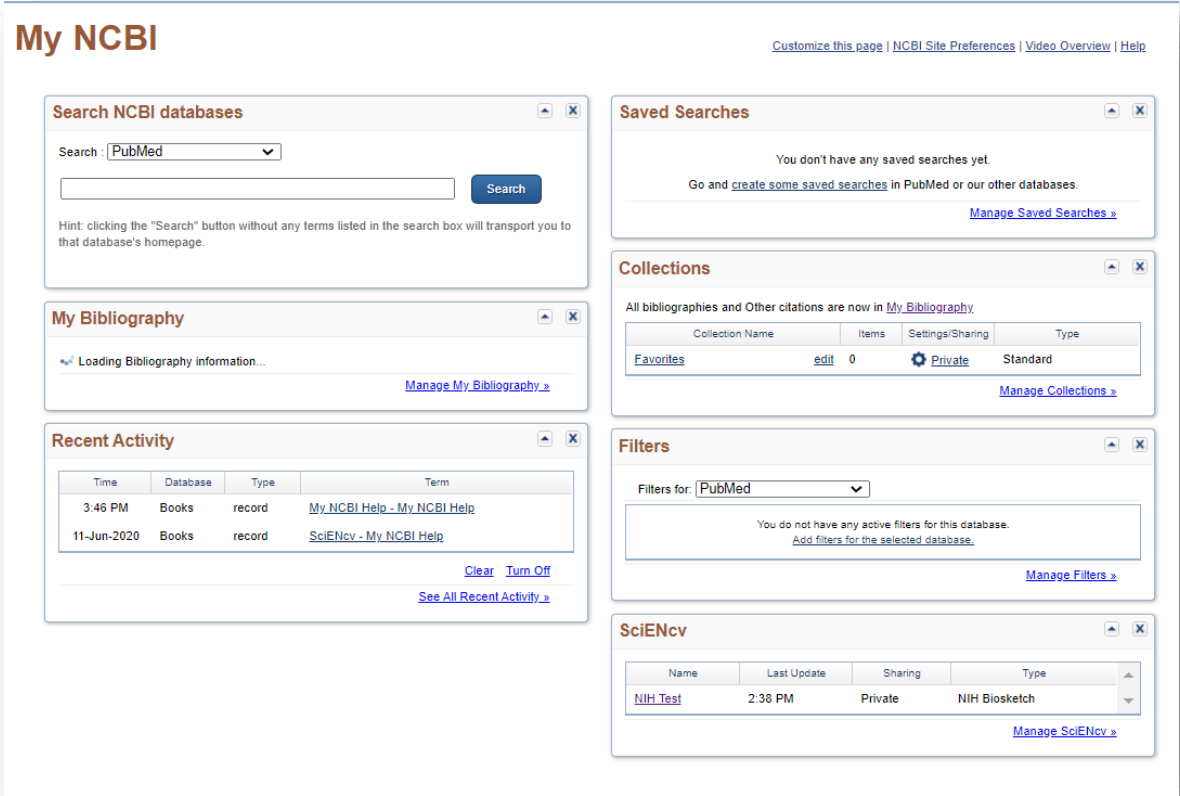
B. Positions and Honors

4. From this point forward, the steps will vary depending on the format of the biosketch.

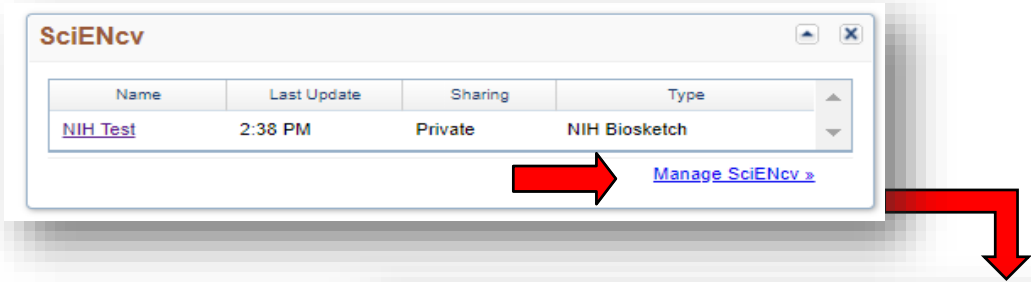
To complete your biosketch, please refer to pages 7 & 8 of this document to review the sponsor specific steps for the of biosketch you are creating.

If you have an existing biosketch in an external source

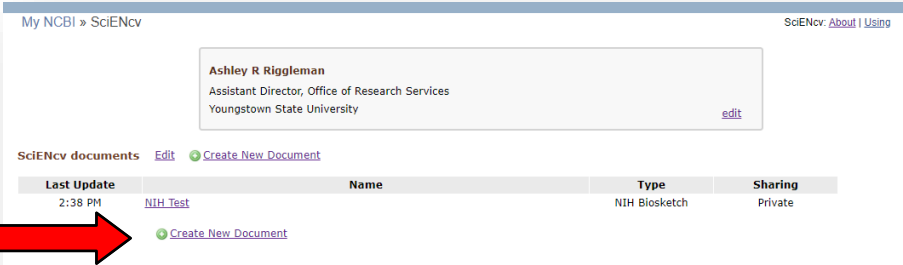
1. Start on the *My NCBI* landing page. Navigate to the **SciENcv** box in the bottom of the right column.



2. Click on the link in the SciENcv box that says “*Manage SciENcv*”. This will open the SciENcv documents page. From there you can create a new document from an existing document.



To Import and Existing CV, from a third party source, such as NSF or NIH, Click on “Create New Document”



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: NIH Test
 External source:
Your eRA Commons account

eRA Commons
ORCID
National Science Foundation

Sharing

- Private
 Public

You can change the shared settings at any time.

Select Create

Create

Cancel

Choose the type of Biosketch you need to build, the source of the data, and if it will be public or private.

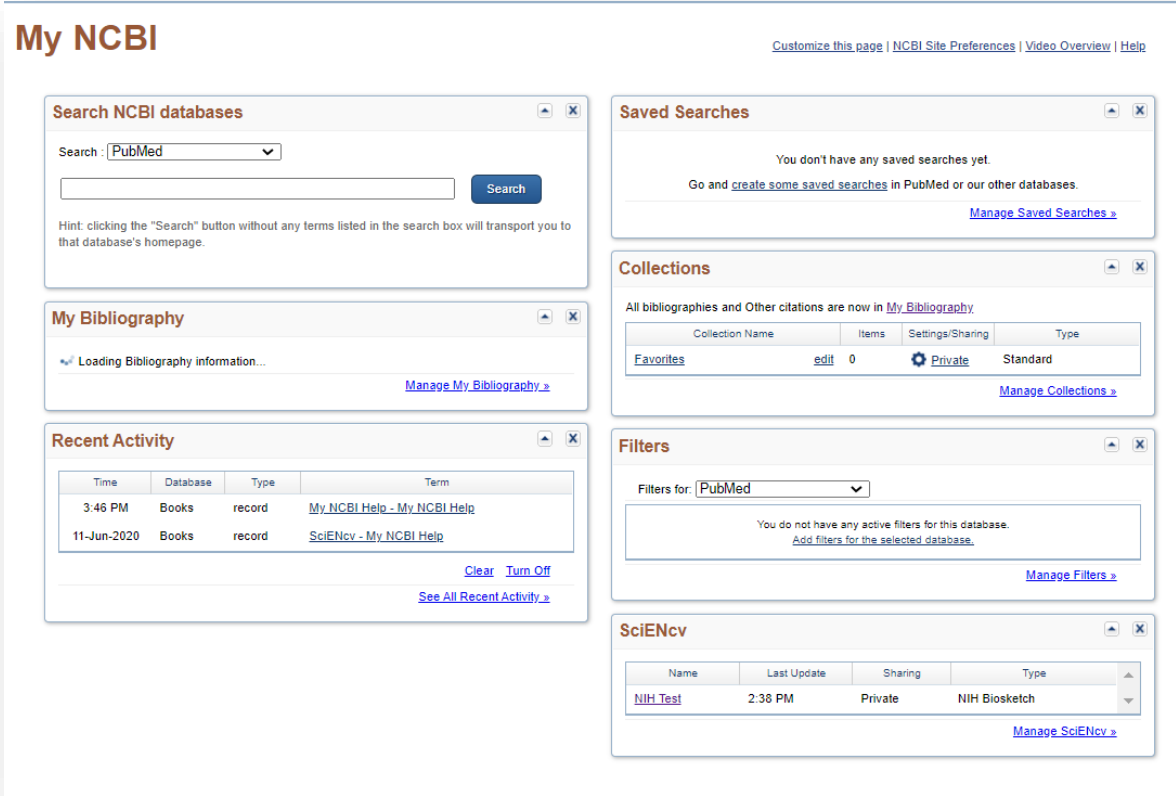
To import an existing biosketch, the data source **MUST BE LINKED** to your MyNCBI account.
See Handout #1 – Creating and Populating an Account for instructions on how to link your accounts.

If you choose an existing biosketch, any information that is required in the new biosketch will transfer from the source. For example, personal statements for NIH will transfer to a new NIH biosketch, but will not transfer to a new NSF biosketch.

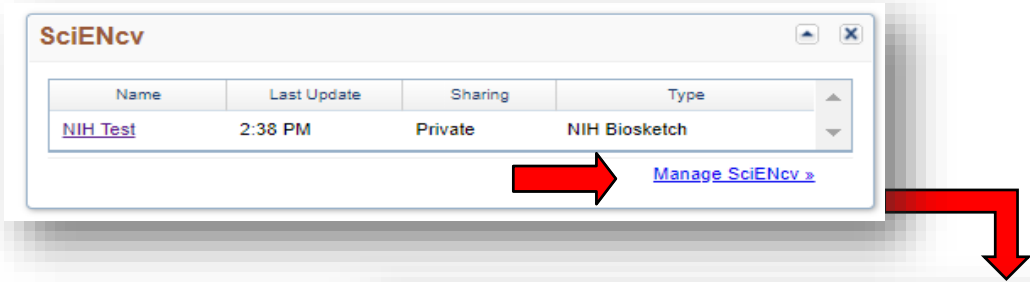
To complete your biosketch, please refer to pages 7 & 8 of this document to review the sponsor specific steps for the of biosketch you are creating.

If you have an existing biosketch within MyNCBI

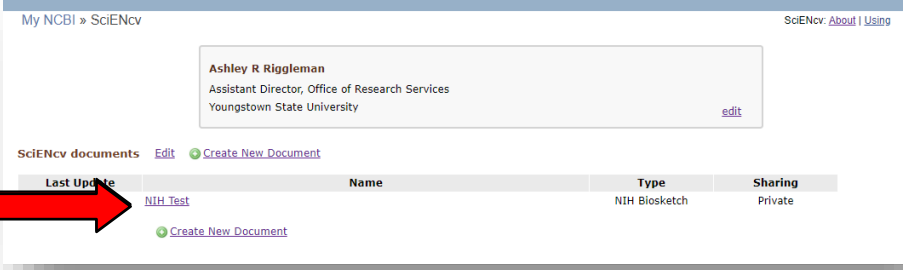
1. Start on the *My NCBI* landing page. Navigate to the **SciENcv** box in the bottom of the right column.



2. Click on the link in the SciENcv box that says “*Manage SciENcv*”. This will open the SciENcv documents page. From there you can create a new document from an existing document.



Click on the file name that you want to edit.



To complete your biosketch, please refer to pages 7 & 8 of this document to review the sponsor specific steps for the of biosketch you are creating.

BUILD AN NSF BIOSKETCH

Profile name: 4 [Edit] Download: PDF XML

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

Last Updated: 20 September 2019

Sharing: Private [Change] OMB-3145-0058

NAME [Edit]
Winseck, Kristi

A. PROFESSIONAL PREPARATION [Edit entries]

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (If applicable)	YEAR
Ivermorny	Mount Greylock, MA, United States	Magic Animals	DOCTOR OF PHILOSOPHY	1990
Hogwarts	Unplottable, United Kingdom	Advanced Wizardry	MASTER OF ARTS	1987
University of Colorado at Boulder	Boulder, Colorado, USA	Economics	BACHELOR OF ARTS	1985

[add another degree/training](#)

B. APPOINTMENT [Edit entries]

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

2016	Proposal Analyst, OCG, CU Boulder, Boulder, CO, USA
2005 - 2016	Dragon Wrangler, Island of Berk, Berk, Vikingland
1990 - 1999	Wizard of Oz, Kansas Tornadoes, Inc., Emerald City, KS, USA

[add another entry](#)

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 [Select citations]

- Winseck K. Test Article A. CU OCG. 2019 January 01;
- Winseck K. Test Article B. CU OCG. 2019 February 01;

OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT [Select citations]

- Winseck K. Test Article C. CU OCG. 2019 March 01;

D. SYNERGISTIC ACTIVITIES

List up to five 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.

- Outreach** Led groups of students on dragon-egg collecting expeditions.
Teaching Developed and taught curriculum still used in Wizarding schools for magic spells and potions.

[add another entry](#)

Download: PDF XML

Click to **Create a PDF** to create a document for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections by clicking the **Edit Entries** link in each section.

To select products, or choose different ones, choose **Select Citations**, then follow directions in the **Choose "My Bibliography"** section below.

Unless you copied this from another NSF biosketch, **"Synergistic Activities"** must be entered manually.

See the **Formatting Page on page 9 for instructions on formatting text.*

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [Save citations]

You have not included any product in this section.

My Bibliography ORCID

Sort by: Publication date Select: None 0 item(s) selected Refresh the list from ORCID unchecked entries are hidden from display

- Test Article D. CU OCG. 2019 April;
- Test product.
- Orcid test article 2. 2006 February;
- Test Product 2

- For citations stored on this site, **Choose My Bibliography**
- To import citations from ORCID, **Choose ORCID**.

If you've added citations to ORCID since creating this biosketch, Click **Refresh the list from ORCID.*

BUILD AN NIH BIOSKETCH

My NCBI » SciENcv » Winseck NIH ORCID biosketch

SciENcv: About | Links

Profile name: Winseck NIH ORCID biosketch [[Edit](#)] **Download:** PDF Word XML

Profile type: NIH BioSketch [NIH Biographical Sketch Instructions \(PDF\)](#)

Last Updated: 23 September 2019

Sharing: Private [[Change](#)]

NAME [[Edit](#)]
Winseck, Kristi

eRA COMMONS ID kristi_cu **ORCID ID** <http://orcid.org/0000-0002-4169-9890>

EDUCATION/TRAINING [[Edit entries](#)]
(Begin with baccalaureate or other initial professional education, such as nursing. Include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY
University of Colorado Boulder, Boulder, US		12 / 1985	N/A

[add another degree/training](#)

A. Personal Statement
You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. [[Save citations](#)]

You have not listed any citations.

My Bibliography ORCID

Sort by: Publication date Select: None 2 item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden from display

- Winseck K. Test Article C. CU OOG. 2019 March 01;
- Winseck K. Test Article B. CU OOG. 2019 February 01;
- Winseck K. Test Article A. CU OOG. 2019 January 01;

B. Positions and Honors

Positions and Employment [[Edit entries](#)]

1986 - 1995	Marketing Analyst, CareerTrack Seminars, Marketing, Boulder, US
2004 - 2016	T&G Advisor, Boulder Valley School District, TAG Services, Boulder, CO, US
2016	Proposal Analyst, University of Colorado Boulder, Office of Contracts and Grants, Boulder, CO, US

[add another entry](#)

Other Experience and Professional Memberships
You have not listed any professional memberships. [Please add one.](#)

Honors
You have not listed any honors. [Please add one.](#)

C. Contribution to Science [[Done](#)]
You can add up to 5 contributions. Drag and drop tabs to rearrange. [Add another contribution](#)

1

Description [Delete this contribution](#)

Citations [[Select citations](#)]

- a. Winseck K. Test Article A. CU OOG. 2019 January 01;
- b. Winseck K. Test Article B. CU OOG. 2019 February 01;

Include link to complete list of published work in [My Bibliography](#). (Selecting this option will make the list public.)

D. Additional Information: Research Support and/or Scholastic Performance [[Done](#)]
Please check/uncheck to show/hide automatically imported grants. You can modify or delete only those grants in the User tab.

eRA ORCID User

Note: Do not use this tab to add NIH grants. Please use the eRA tab to add your NIH funding.
You have not added any awards manually. [add another award](#)

Download: PDF Word XML

Click to **Create a PDF** to create a document for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections by clicking the **Edit Entries** link in each section.

Unless you copied this from another NIH biosketch, the **"Personal Statement"** section **must be entered manually.**

1. For citations stored on this site, **Choose My Bibliography**
2. To import citations from ORCID, **Choose ORCID.**

If you've added citations to ORCID since creating this biosketch, **Click Refresh the list from ORCID.*

See the **Formatting Page on page 9 for instructions on formatting text.*

Unless you copied this from another NIH biosketch, the **"Contributions to Science"** **must be entered manually.** More than one may be entered, but each contribution must be entered separately.

Update these sections the same way you do the citations in **Section A** above.

FORMATTING TEXT BOXES IN THE BIOSKETCH

SciENcv uses "Markdown" syntax which allows you to add simple formatting to your personal statement, if necessary.

We do NOT support HTML tags.

Phrase Emphasis

- **italic**
- ****bold****

Headers

- # Title = First level header
- ## Title = Second level header
- ### Title = Third level header

Lists (lists can be nested)

Ordered, without paragraphs:

- 1. Item1
- 1. Item2

Unordered, with paragraphs:

- * A list item.

With multiple paragraphs.

- * Bar

Manual Line Breaks

End a line with two or more spaces.

"Escaping" formatting characters

If you want to type a formatting character and have it treated as text not formatting, type a backslash first \. This means *** gives *, _ gives _ etc.

This is true of all text boxes, not just the personal statement.

References:

SciENcv: How to Prepare and Edit NSF and NIH Biosketches and NSF Current and Pending documents [PDF]. (2020, April). Boulder: University of Colorado.

SciENcv Background. (2019, November 19). Retrieved June 17, 2020, from [https:// www.ncbi.nlm.nih.gov/sciencv/background/](https://www.ncbi.nlm.nih.gov/sciencv/background/)