

BIOGRAPHICAL SKETCH AND OTHER SUPPORT FOR GRANT PROPOSALS

BIOGRAPHICAL SKETCH

A biographical sketch is usually required when a proposal is submitted to an external sponsor; it is always a requirement for Federal sponsors. Formats for the biosketch differ by sponsor.

SciENcv (Science Experts Network Curriculum Vitae) is a researcher profile system for all individuals who apply for, receive, or are associated with research investments from federal agencies. It has been developed by the National Center for Biotechnology Information (NCBI) at the NIH. While this format is currently not required by all Federal agencies, the use of a single, common researcher profile system for Federal grants will result in less duplication of effort.

In the College of Education, most of our Federal grants come from the National Science Foundation (NSF), Department of Education, Institute of Education Sciences (IES), and National Institutes of Health (NIH), so we'll focus on those agencies, although there are others that accept SciENcv bio sketches.

To initiate your SciENcv bio sketch, log in to NCBI: <https://www.ncbi.nlm.nih.gov/sciencv/>

IES: Instructions for creating a bio sketch in the IEs format:

https://www.nlm.nih.gov/pubs/techbull/ja16/ja16_my_ncbi_sciencv_ies.html

NSF: SciENcv will produce an NSF-compliant PDF version of the bio sketch, which can be saved and submitted as part of the Fastlane proposal.

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

OTHER SUPPORT/FOREIGN INTERESTS

Federal policy has always required that grant applicants and recipients report other support, including *all* resources made available to a researcher in support of and/or related to *all* of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant.

Other support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards to ensure no scientific, budgetary or commitment overlap.

This also includes resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.).

The SciENcv format incorporates information about current and pending grant support.

UW Office of Research statement on Foreign Interests in Sponsored Programs:

<https://www.washington.edu/research/compliance/foreign-interests-in-sponsored-programs/>

Using SciENcv Frequently Asked Questions

1. Are there tutorials available to guide users on how to use SciENcv?

Frequently asked questions, video tutorials, and are available on the SciENcv website at <https://www.ncbi.nlm.nih.gov/sciencv/> in the "About SciENcv" section.

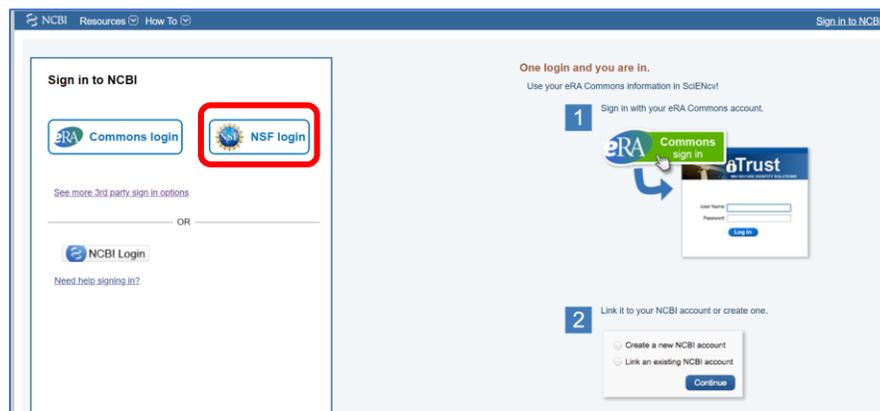
2. How do I access SciENcv?

Users can access SciENcv by visiting <https://www.ncbi.nlm.nih.gov/sciencv/> and selecting "Click here to start!"



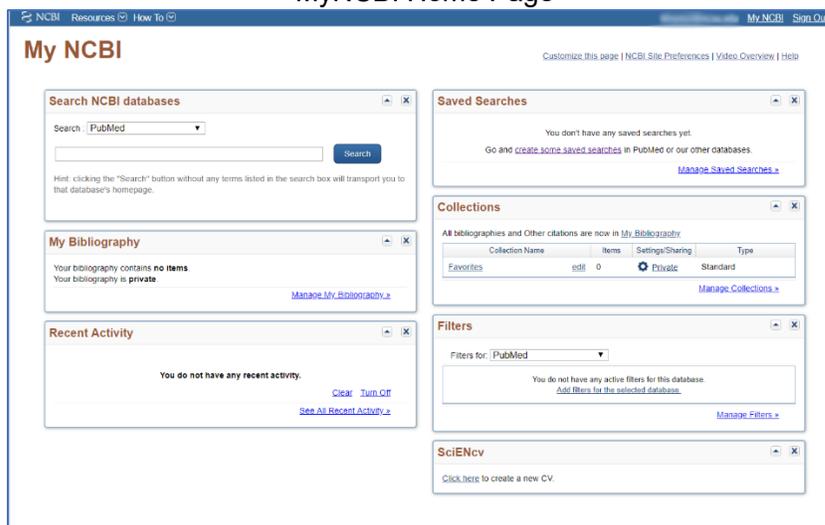
3. Do I need to create a SciENcv/NCBI account?

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 Login option as highlighted above will be directed to sign in via Research.gov. Users will be automatically redirected back to the My NCBI home page after their NSF log in is successful.

MyNCBI Home Page



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.

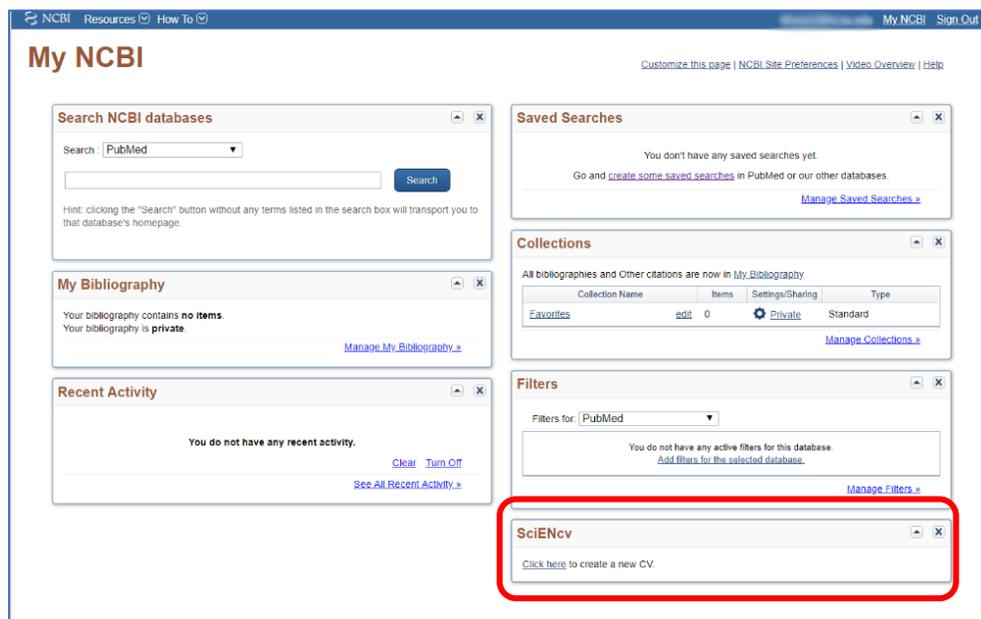
- [Look up your NSF ID](#)
- [Reset your NSF Password](#)
- After trying these steps, if you still experience issues, contact the NSF Help Desk at: rgov@nsf.gov or at 1-800-381-1532

5. The SciENcv system is unavailable, how can I generate an NSF-approved version of either my Biographical Sketch or Current and Pending Support information and submit my proposal?

NSF will locally hosted fillable formats of both the Biographical Sketch and Current and Pending Support templates. Note: We encourage users to manage and generate this documentation in SciENcv.

6. Where is the SciENcv system after I've signed in?

For most users, the SciENcv box will default to the bottom right corner of your screen.



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

7. How do I create and manage my SciENcv documents?

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

The screenshot shows the My NCBI dashboard with several sections. The SciENcv section at the bottom right is highlighted with a red box and contains the text: "Click here to create a new CV."

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

The screenshot shows the SciENcv interface with a table of documents. The first row is highlighted with a red box. Below the table, there is a "Delegated CV:" section and a "Manage SciENcv" button highlighted with a red box.

Name	Last Update	Sharing	Type
Old NSF Biosketch	17-Aug-2015	Private	Old NSF Biosketch
NIH Biosketch	21-Jul-2015	Private	NIH Biosketch
NIH Biosketch	05-Dec-2018	Private	NIH Biosketch
NIH Biosketch	06-Dec-2018	Private	NIH Biosketch

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

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

IF YOU WOULD LIKE TO SEND A DELEGATE REQUEST:

1. Login 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. Login 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
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. Login 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 – 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"/>	

[Add a Delegate](#)

This request has now been accepted.

TO CONTROL WHAT YOUR DELEGATE HAS ACCESS TO:

1. Login 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 have access to.
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.

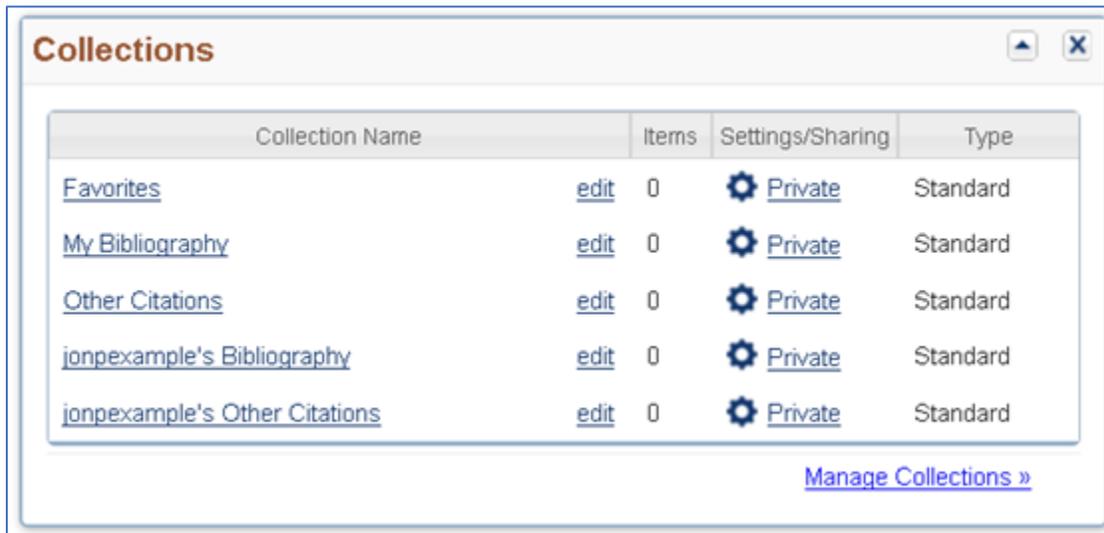
My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
jontexample	[redacted]@nih.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Add a Delegate](#)

Note that the Public or Private settings on your My Bibliography or SciENcv 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 check-boxes.

TO ACCESS YOUR DELEGATOR'S SCIENCv:

1. Login 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 collections listed in your collections list:



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

