

Using SciENcv Frequently Asked Questions

Updated October 19, 2020

The requirement to use an NSF-approved format for preparation of the biographical sketch and current and pending support will go into effect for new proposals submitted or due on or after October 5, 2020.

General SciENcv Questions

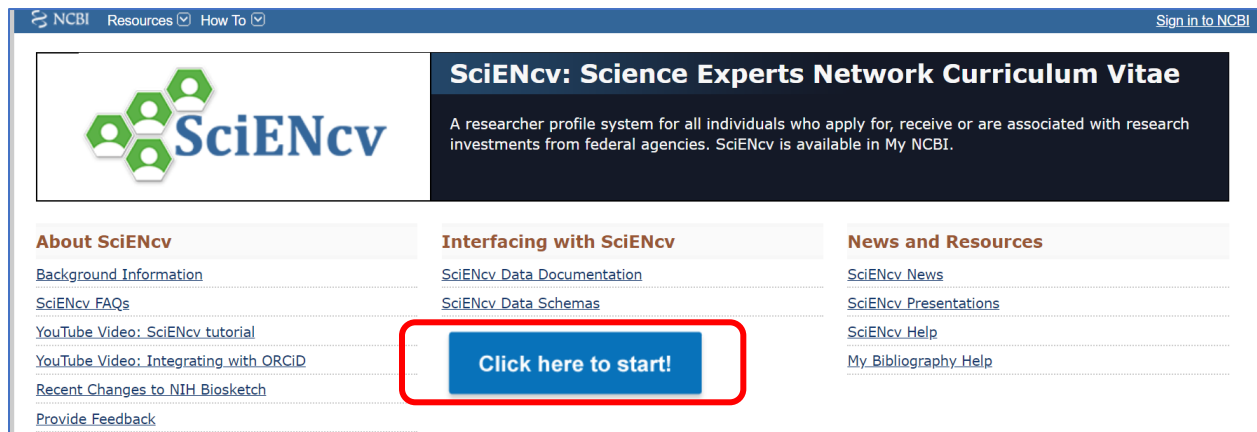
1. What training resources are available to guide users on how to use SciENcv?

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/nk7qlbele0k>
- 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/>

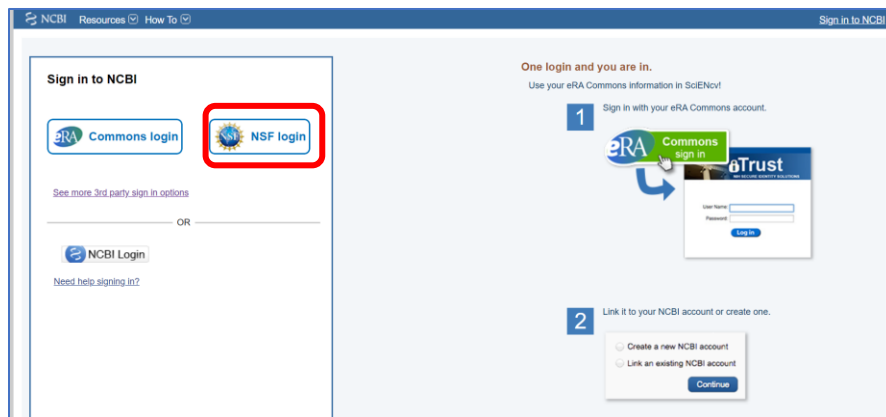
2. How do I access SciENcv?

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



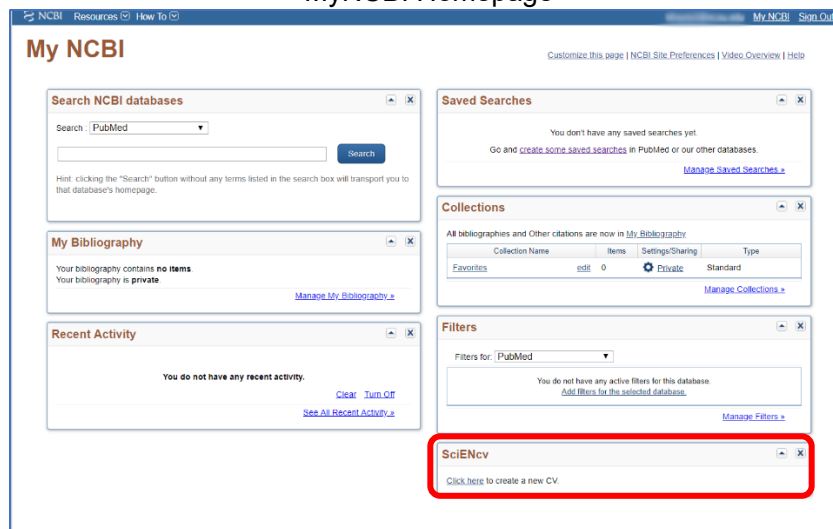
3. Do I need to create a SciENcv/National Center for Biotechnology Information (NCBI) account?

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 Login" 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 r 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?

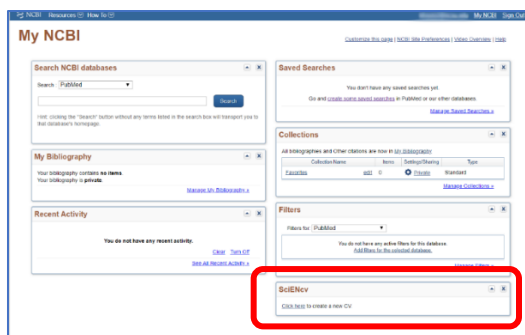
NSF has an approved fillable PDF format of both the [Biographical Sketch](#) and [Current and Pending Support](#) proposal sections available for use in the event users are experiencing issues with SciENcv. Note: NSF encourages users to manage and generate this documentation in SciENcv.

6. Who do I contact if I have questions?

Policy-related questions should be directed to policy@nsf.gov. If you have technical or IT system-related questions regarding the SciENCv formats, please contact the NSF Help Desk at 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?

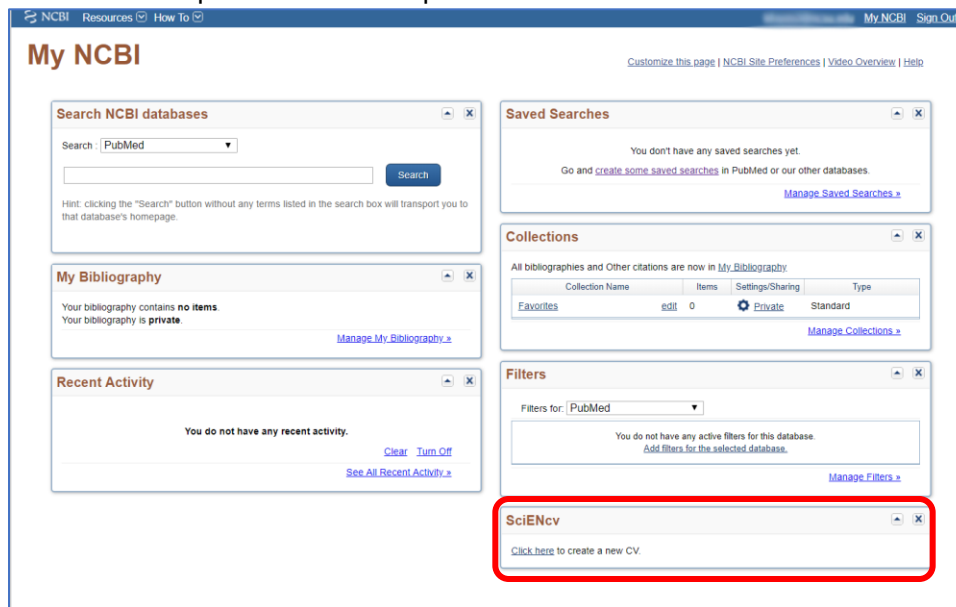
For most users, the SciENCv portlet will default to the bottom right corner of your My NCBI homepage.



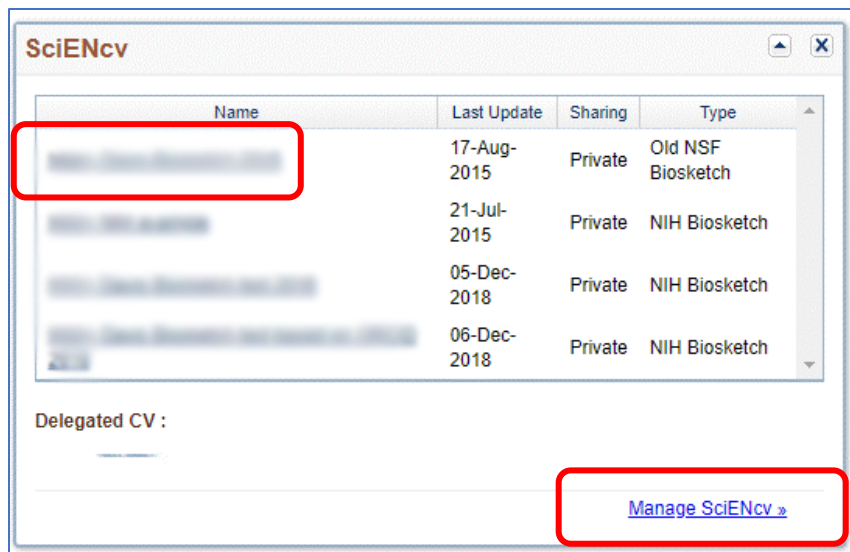
If you have used My NCBI previously and customized your account, the SciENCv portlet may be located elsewhere, as the My NCBI homepage is designed for multiple purposes across the NCBI system.

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.



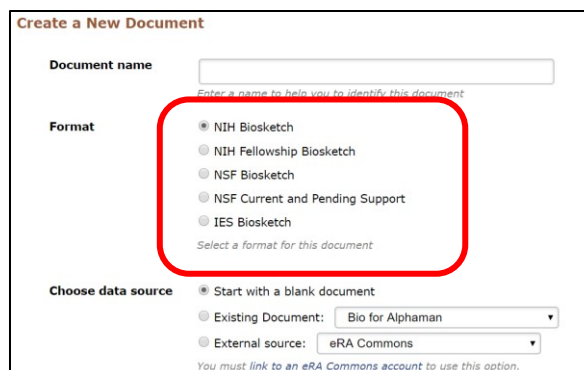
9. Do I go to the same module to create both my biographical sketch and my current and pending support documents?

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
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"/>	

[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.

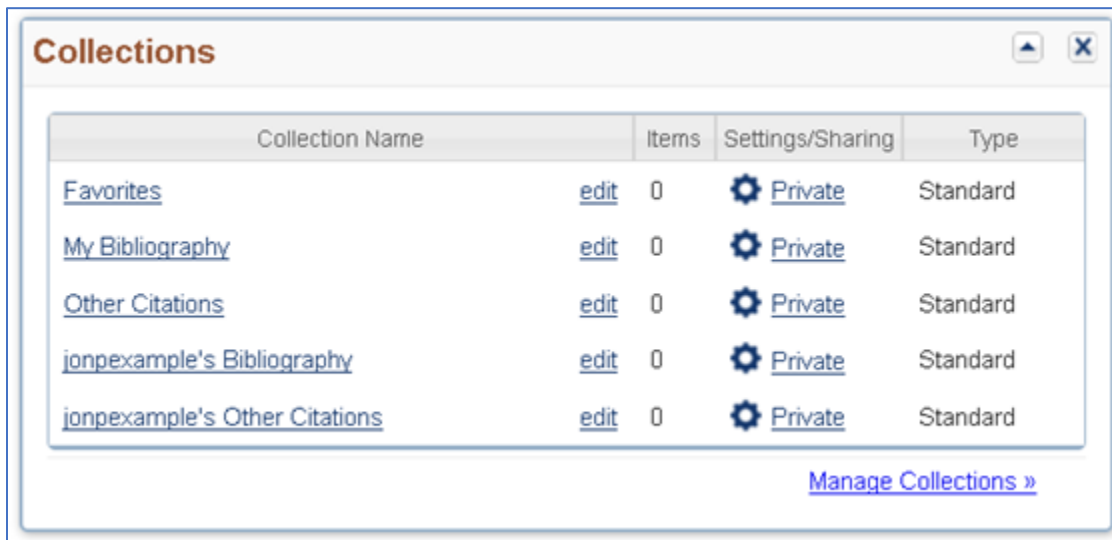
My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
jontexample	[redacted]@nih.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[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:

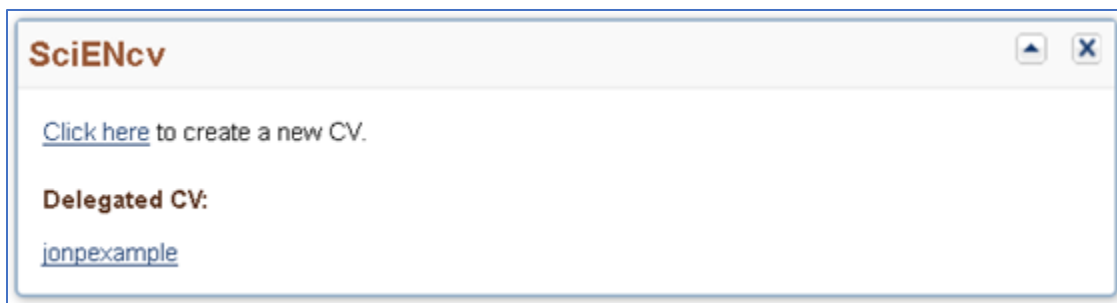
1. Log in to your My NCBI account
2. If you have been granted access to your delegator's My Bibliography and Other Citations collections, you will see those items listed in your collections list:



Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard
My Bibliography	edit 0	Private	Standard
Other Citations	edit 0	Private	Standard
jontexample's Bibliography	edit 0	Private	Standard
jontexample's Other Citations	edit 0	Private	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:



SciENcv

[Click here](#) to create a new CV.

Delegated CV:

[jontexample](#)

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 FastLane, Research.gov or Grants.gov

Biographical Sketch Questions

12. 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.

13. The publication citations I imported into my SciENcv biographical sketch cause my document to be more than two 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.

INSERT SCREENSHOT FROM SCIENCV ON EDIT INTERACTION

NSF instructions for the Biographical Sketch, including citation guidance, are available in [PAPPG Chapter II.C.2.f](#) and on the [NSF-approved Formats for Biographical Sketch](#) policy page.

14. 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 hovering over the appointment and clicking "up" or "down" for that entry. The generated PDF will reflect the order displayed on the screen.

INSERT SCREENSHOT FROM SCIENCV ON INTERACTION

15. On October 5, 2020, will non-compliant biographical sketch documents receive an error message preventing proposal submission in FastLane, Research.gov, and Grants.gov?

Yes. Biographical sketch documents will be tagged with identifiers indicating they were prepared in an NSF-approved format. When NSF begins enforcing the use of an NSF-approved format on October 5, 2020, biographical sketch documents not uploaded in an NSF-approved format will trigger a compliance error that will prevent proposal submission in FastLane, Research.gov, and Grants.gov.

Current and Pending Support Questions

16. In the current and pending support section, I am unable to enter zero 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](#).

17. 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.

18. 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 FastLane, Research.gov or Grants.gov.

19. 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.

20. On October 5, 2020, will non-compliant current and pending support documents receive an error message preventing proposal submission in FastLane, Research.gov, and Grants.gov?

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