

# Using SciENcv Frequently Asked Questions

Updated March 13, 2023

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**Proposers are required to use the updated version of the NSF-approved formats in accordance with *Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1)* for submission of the biographical sketch and current and pending (other) support for proposals submitted or due on or after January 30, 2023.**

## General SciENcv Questions

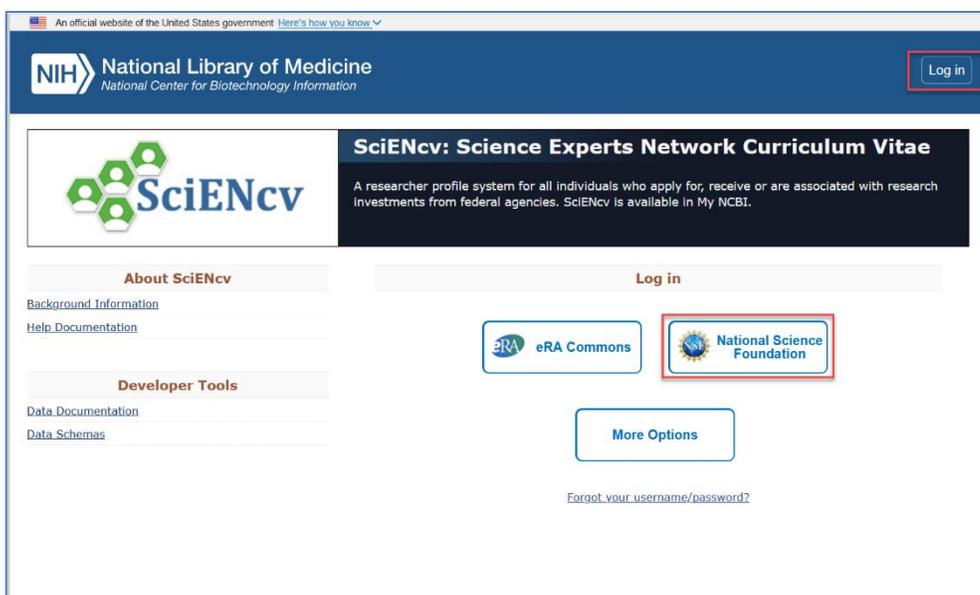
### 1. What training resources are available to guide users on how to use SciENcv?

The following materials are available 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 (Other) Support Video Tutorial: <https://youtu.be/bhWQYvEEtJs>
- SciENcv Help Manual with NSF-specific sections (including screenshots and step-by-step instructions) <https://www.ncbi.nlm.nih.gov/books/NBK154494/>
- NSF Biographical Sketch and Current and Pending (Other) Support: SciENcv and NSF Formats ([January 2023 Webinar](#))

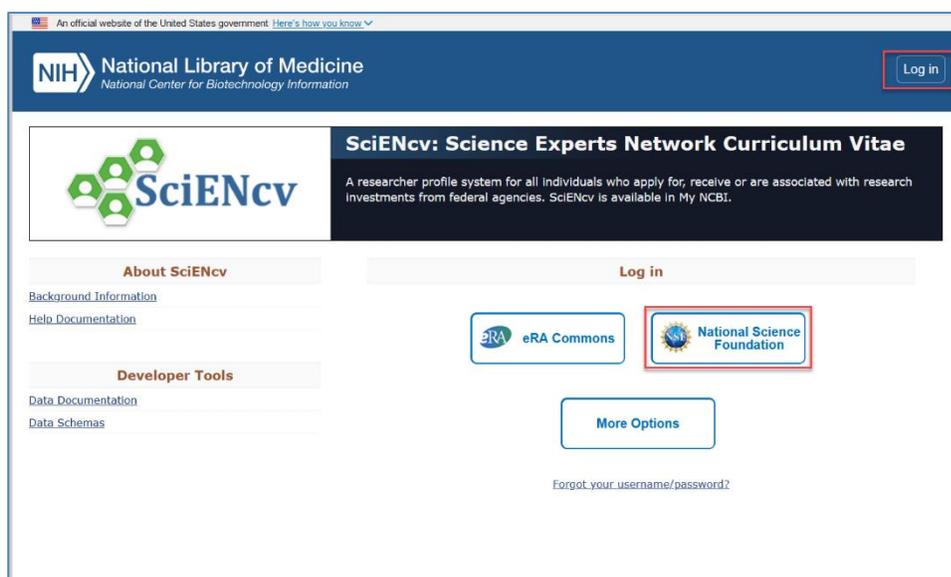
### 2. How do I access SciENcv?

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



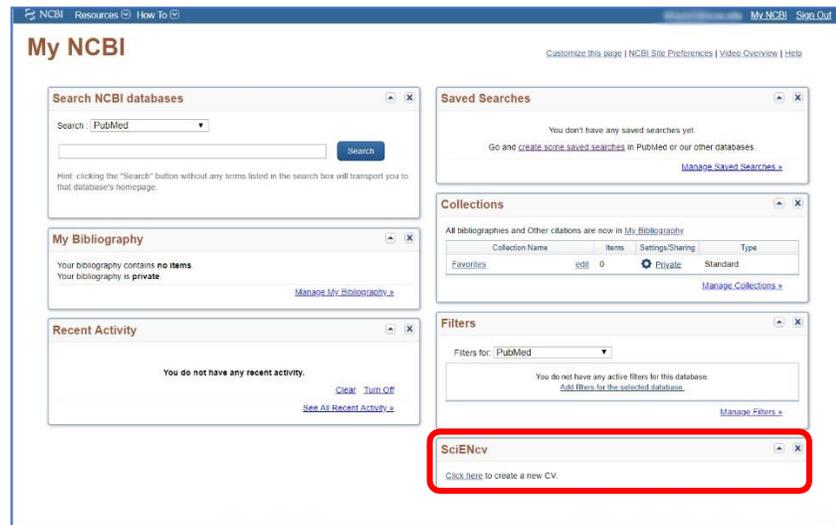
### 3. Do I need to create a SciENcv/National Center for Biotechnology Information (NCBI) account?

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.

## My NCBI 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.

- o [Look up your NSF ID](#)
- o [Reset your NSF Password](#)
- o If you still experience issues after trying these steps, contact the NSF Help Desk at [rgov@nsf.gov](mailto:rgov@nsf.gov) or at **1-800-381-1532** (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).

#### 5. If the SciENcv system is unavailable, how can I generate NSF-approved biographical sketch and current and pending (other) support documents in order to submit my proposal?

NSF has an approved fillable PDF format to provide information for each proposal section on the [biographical sketch](#) and [current and pending \(other\) support](#) websites available for use in the event users are experiencing issues with SciENcv.

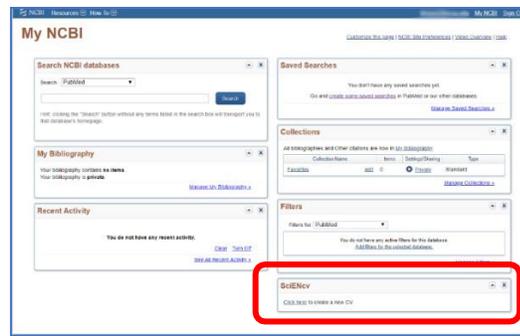
#### 6. Who do I contact if I have questions?

- For NSF technical questions or immediate assistance, please contact the NSF Help Desk (7:00 AM – 9:00 PM Eastern Time, Monday through Friday except for federal holidays):
  - Email the NSF Help Desk: [rgov@nsf.gov](mailto:rgov@nsf.gov)
  - Call the NSF Help Desk: 1-800-381-1532

- For NIH SciENcv technical questions or immediate assistance, please contact the NIH Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays):
  - Email the NIH Help Desk: [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov)
  - Create a ticket: <https://support.nlm.nih.gov/support/create-case/>
- Policy-related questions should be directed to [policy@nsf.gov](mailto:policy@nsf.gov).

## 7. How do I access the SciENcv portal after I've signed in?

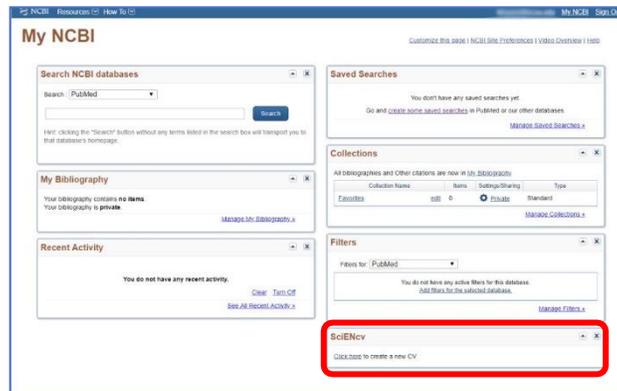
For most users, the SciENcv portal will default to the bottom right corner of your My NCBI homepage.



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

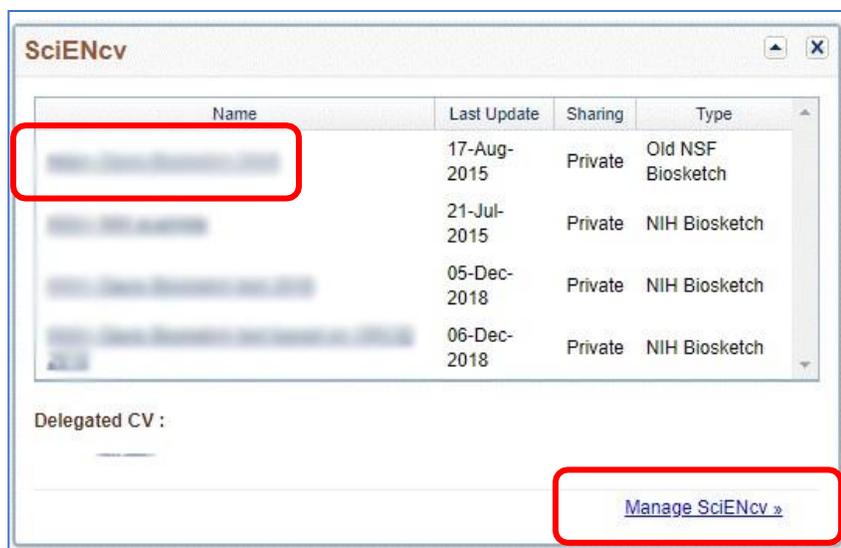
## 8. How do I create and manage my SciENcv documents?

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 portal to create a profile.



Returning SciENcv users will see links in the SciENcv portal 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 portal 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 (other) support documents?**

Yes, users create and manage their biographical sketch and current and pending (other) 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 (Other) 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 Biographical Sketch or NSF Current and Pending (Other) Support), as the "NIH Biosketch" is selected by**

**default.** Users can also select a previously created document to modify.

**Create a New Document**

**Document name**   
*Enter a name to help you to identify this document*

**Format**

NIH Biosketch

NIH Fellowship Biosketch

NSF Biographical Sketch 2023 (for proposals submitted or due on or after January 30, 2023)

NSF Current and Pending (Other) Support Form (for proposals submitted or due on or after January 30, 2023)

IES Biosketch

*Select a format for this document*

## 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) can 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"/>	

[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.

If you have checked the "My Bibliography" box, your delegate can view and make changes to your My Bibliography and Other Citations collections. If you have checked the "SciENCv" box, your delegate can 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"/>	

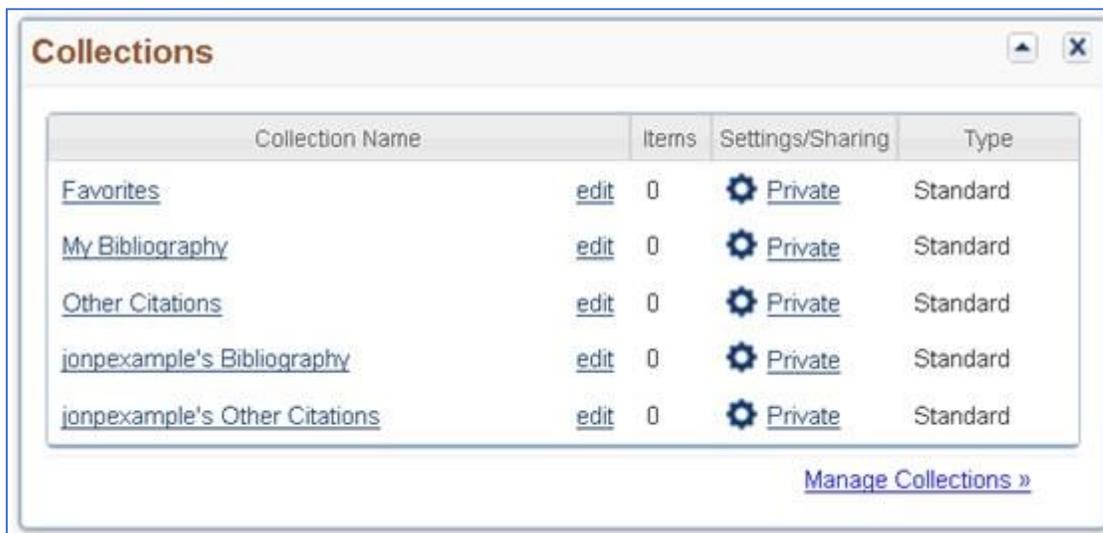
[Add a Delegate](#)

\*\*\*Note that the Public or Private settings on 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.\*\*\*

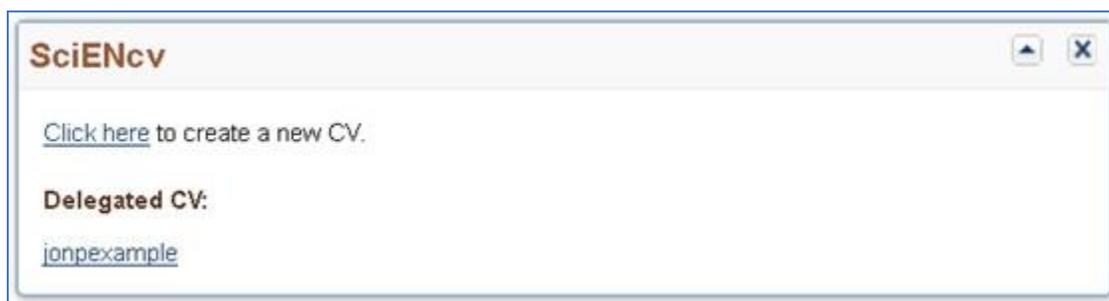
**TO ACCESS YOUR DELEGATOR'S SCIENCv:**

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:



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



## 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. (Note: Although new proposals can no longer be submitted in FastLane, the 23-1 version of the current and pending (other) support can be submitted in FastLane as part of a proposal file update (PFU) until September 29, 2023 (5:00 PM submitter's local time).

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

NSF does not allow for a digital signature on biographical sketch and current and pending

(other) 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.

<input type="checkbox"/> Madras BK, Connery H. <a href="#">Psychiatry and the Opioid Overdose Crisis</a> . 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.	<input type="checkbox"/> Author Last Name A. March April May. Journal. ; Volume(Issue):Page.	<input type="button" value="Edit Non-PubMed Article"/> Manually-entered
<input type="checkbox"/> Author Last Name A. February. Journal. ; Volume(Issue):Page.	<input type="checkbox"/> Author Last Name A. February. Journal. ; Volume(Issue):Page.	<input type="button" value="Edit Non-PubMed Article"/> Manually-entered
<input type="checkbox"/> Alphaman A, et al. Test JkR. Daily Tag Up; 2020 September 17.	<input type="checkbox"/> Alphaman A, et al. Test JkR. Daily Tag Up; 2020 September 17.	<input type="button" value="Edit Meeting Abstract"/> Manually-entered

NSF instructions for the biographical sketch, including citation guidance, are available in [PAPPG Chapter II.D.2.h\(i\)\(a\)](#) 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.D.2.h\(i\)\(a\)](#) 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.

Appointments and Positions
✕

\* required field

From: \*  To:  (leave blank for present positions)

Appointment or position title: \*

Organization: \*

+ add a level

City: \*  State/Province: \*

Country: \*

Use this entry as the position title and current employment

### 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. (Note: Although new proposals can no longer be submitted in FastLane, the 23-1 version of the biographical sketch can be submitted in FastLane as part of a proposal file update (PFU) until September 29, 2023 (5:00 PM submitter's local time).

#### 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 January 30, 2023**, has the title "NSF BGS 23-1."

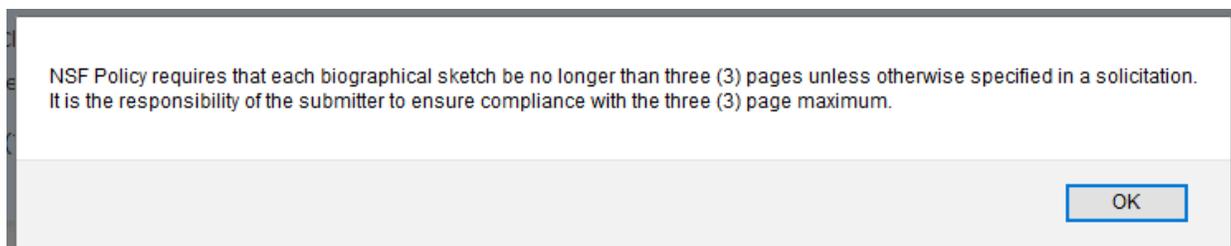
#### 6. Can biographical sketch PDFs generated in SciENCv prior to January 30, 2023, be uploaded in Research.gov, FastLane, and Grants.gov on or after January 30, 2023?

Research.gov, FastLane (in PFUs only), and Grants.gov will ONLY accept the 23-1 versions on or after January 30, 2023.

As of February 15, 2023, the system automatically converted any existing biographical sketch file in SciENCv to the updated 23-1 version when you access the file.

#### 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 the three pages permitted. 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 (in PFUs only) 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.



## Current and Pending (Other) Support Questions

- 1. In the current and pending (other) 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 (other) 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 (other) 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 2021 through August 2022, you would enter "2022" 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 (other) support information is prepared in SciENCv, will the information automatically link to NSF systems?**

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

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

Yes. Current and pending support (other) documents are tagged with identifiers indicating

they were prepared using the current version of an NSF-approved format. Current and pending (other) support documents not uploaded in an NSF-approved format trigger a compliance error message that will prevent document upload in Research.gov, FastLane (in PFUs only) and Grants.gov.

**6. How do I determine the SciENCv current and pending (other) 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 January 30, 2023**, has the title "NSF CPOS 23-1."

**7. Can current and pending (other) support PDFs generated in SciENCv prior to January 30, 2023, be uploaded in Research.gov, FastLane, and Grants.gov on or after January 30, 2023?**

Research.gov, FastLane (in PFUs only) and Grants.gov will ONLY accept the 23-1 versions on or after January 30, 2023.

As of February 15, 2023, the system automatically converted any existing current and pending support file in SciENCv to the updated 23-1 version.