



**Applicable To:** HMS & HSDM Grant Managers/Research Administrators  
**Key ORA Contact:** Pernille Konow

**Version Number:** 2  
**Version Effective Date:** 8/10/2021

## Building an NIH Biosketch in SciENcv as a Delegate

### Background

In March 2021, the National Institutes of Health (NIH) issued notice [NOT-OD-21-073](#), followed by [NOT-OD-21-110](#), mandating use of a new biosketch format and required information for submissions due on or after January 25<sup>th</sup>, 2022. The new format template is available in [SciENcv](#) (Science Experts Network Curriculum Vitae). This guidance outlines the steps for departmental research administrators to create a biosketch as a delegate using SciENcv via National Center for Biotechnology Information (NCBI).

### SciENcv Overview

- SciENcv enables researchers to easily assemble information, including expertise, employment, education & professional accomplishments to populate several versions of an NIH biosketch.
- Profiles from NIH eRA Commons and ORCID can be linked to NCBI to populate the SciENcv profile with information stored in eRA and ORCID accounts.
- Ensures biosketch layout and citations complies with NIH rules.
- Eliminates repeated entry of general biosketch information when customizing it for each application.
- Reduces administrative burdens associated with federal grant submission and reporting requirements.

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## Access to NCBI

An NCBI account is required to get access to SciENcv.

You can create an account using your Google, NIH Login, eRA Commons login or a 3<sup>rd</sup> party sign-in option, one of which is your Harvard Key. See Appendix A on how to add a 3<sup>rd</sup> party sign-in option.

If you need to set up the account in NCBI, go to the [NCBI homepage](#) and click on *Sign In* located in the upper right-side corner and then choose *Register for an NCBI account* and follow the prompts.

## Setting up the NCBI Account

### Linking to eRA Commons and ORCID

NCBI allows linking to eRA Commons and ORCID. When you link the NCBI account with the eRA Commons account and/or the ORCID account, the general information from those accounts will be transferred to the NCBI account and can easily be added to the biosketch. Click on your email in the upper right-hand corner, to go to the **NCBI Account Settings** page.

The image shows two screenshots of the NCBI account settings interface. The top screenshot shows the user's email address, `pernille_konow@hms.harvard.edu`, circled in red in the top right navigation bar. Below it, the "My NCBI » Settings" page is shown, with the "NCBI Account Settings" section. Under "Email", the current email is `Pernille_Konow@hms.harvard.edu (confirmed)` with a "Change" button. Under "Linked accounts", the "eRA Login" is listed as `Pernille_Konow@hms.harvard.edu (currently signed in via this method)` with a "Change" button circled in red. A text box below this screenshot says: "Click on **Change**, to link more accounts. Then click on **ORCID** and follow the prompts."

The bottom screenshot shows the "My NCBI » Linked Accounts" page. Under "Your Linked Accounts", the "eRA Login (Pernille\_Konow@hms.harvard.edu)" is listed with a red 'X' icon. Below this, there is a section for "All Available Partner Accounts" with a search box containing "ORCID". Under "Login Account Options", a table lists available accounts:

Account	Category
ORCID	ORCID

The "ORCID" entry in the table is circled in red.



My NCBI > Linked Accounts

### 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.

*New account successfully linked.*

#### Your Linked Accounts

- eRA Login (Pernille\_Konow@hms.harvard.edu)
- ORCID

Return to your [Account Settings](#) page

The eRA Commons and ORCID accounts are now linked to the NCBI account.

Click on **Account Settings** to return to NCBI Account Settings.

### Adding Delegates

Stay on the **NCBI Account Settings** page and click on **Add a Delegate**. This will allow the NCBI account holder to add delegates that will have access to manage their bibliography and SciENcv profiles

### Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

[Add a Delegate](#)

### Delegates

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
(Awaiting confirmation)	[redacted]@hms.harvard.edu			<input type="checkbox"/>

[Add a Delegate](#)

Enter the delegates email address, and the delegate will receive an email with a link to activate the access.

As the delegate, click on the link in the email and if you don't have an NCBI account, you will be invited to register for one. If you do have an account, log into your NCBI account where you can *Confirm or Decline Connection*.

When the delegation has been accepted, the PI must go back to SciENcv and choose what the delegate will have access to; *My Bibliography* and/or *SciENcv*.

Delegate for [redacted]

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Delegation Confirmation for My Bibliography and SciENcv

[redacted] has added you as a delegate for their bibliography and SciENcv profile in My NCBI. You will be able to view the bibliography, add citations, remove them, and perform other actions on it as if you were nknow. Similarly, you will be able to view their SciENcv profile and add information, remove items, and perform other actions on it as if you were nknow.



The faculty member adding you as a delegate is now listed in *My Bibliography* and *SciENCv*.

Click on **My NCBI** in the upper left corner of your screen, and you will see the faculty member added to your My NCBI main page.

**My Bibliography**

Your bibliography contains **4 items**.  
Share your bibliography with this URL:  
<https://www.ncbi.nlm.nih.gov/myncbi/bernille.konow.1/bibliography/public/>

**Delegated Bibliographies**

Bibliography	Items	Sharing
Nicolai Konow's bibliography	81	public

[Manage My Bibliography](#)

**SciENCv**

Name	Last Update	Sharing	Type
Test 1 NIH biosketch June 2021	03-Jun-2021	Private	NIHBiosketch3

Delegated CV :  
[nkonow](#)

[Manage SciENCv](#)

## Building or Adding to a Bibliography

You can add citations to your faculty's bibliography from PubMed, a file or manually. PubMed is the search engine accessing primarily the MEDLINE database of references and abstracts on life sciences and biomedical topics.

Click on **Manage My Bibliography** (will take you to your bibliography), or your **faculty's bibliography** listed in the same section (will take you to directly to the faculty bibliography). The advantage of adding citations directly in the faculty bibliography is that you can see immediately which citations are in *Public Access Compliance*.

**When adding From a file, use .ris, .txt, nbib**

**When adding through PubMed, search by topic, title or author**

**Add citation manually**

Choose the type of citation to create:  
Journal article that does not appear in PubMed

\* Required field

Title: Article title

Author: First Name, MI, Last Name

Journal: [ ]

Publication Date: [ ] [ ] [ ] [ ]

Volume: [ ] Issue: [ ] Page: [ ]

URL: [ ]

Unique ID: [ ] Type: PMID

**Add Citation** **Cancel**

**Search PubMed**

turkey tendons

**Search Results 1,073 items**

**Multiscale and multimodal X-ray Analysis: quantifying phase orientation and morphology of mineralized turkey leg tendons.**  
Maurya AK, et al. Acta Biomater. 2021

1 item(s) selected

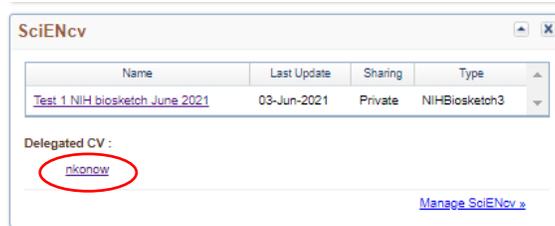
**Add To My Bibliography**

**If a citation does not appear in PubMed because it is too old or not yet available in PubMed, you can add it Manually. Add as much information as possible. There is also a dropdown menu and you can add Books & chapters; Meeting Abstracts; Presentations; Patents etc.**



## Building the NIH Biosketch in SciENcv

Go to the main page of **MyNCBI** and click on the link **nknow** under delegated CV, then click on **Create New Document**. You can now see you are working on the faculty biosketch.



My NCBI » SciENcv » Delegated by Nicolai Konow

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

Working as a delegate for Nicolai Konow ([what's this?](#))

[Return to your own SciENcv biosketches](#)

**Nicolai Konow**  
<http://orcid.org/0000-> [edit](#)

SciENcv documents [Edit](#) [+ Create New Document](#)

Last Update	Name	Type	Sharing
06-Nov-2015	<a href="#">Nicolai Konow NSF November 2015</a>	Old NSF Biosketch	Private
06-Nov-2015	<a href="#">Nicolai Konow NIH November 2015</a>	NIH Biosketch	Private
08-Mar-2021	<a href="#">NSF biosketch</a>	NSF Biosketch	Private
12-Mar-2021	<a href="#">Konow NSF CnP</a>	NSF Current and Pending Support	Private

[+ Create New Document](#)

### Create a New Document

Add a title to the Biosketch

Choose your biosketch format

Document name

Enter a name to help you to identify this document

- Format
- NIH Biosketch (March 2021)
  - NIH Biosketch
  - NIH Fellowship Biosketch (March 2021)
  - 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:
  - External source:

Your ORCID account is linked to SciENcv.

- Sharing
- Private
  - Public

You can change the shared settings at any time.

Choose **Source of data**. You can **Start with a blank document**, the example here is pulling in information from ORCID. If you use an **Existing Document** as your source of data, be prepared to thoroughly review and edit the text if needed.

Choose your sharing preference. **Public** or **Private**?



**Profile name:** Test for Dr. Soandso [ [Edit](#) ] **Download:** [PDF](#) [Word](#) [XML](#)

**Profile type:** NIH Biosketch (March 2021) [NIH Biographical Sketch Instructions](#)

**Last Updated:** 9 June 2021

**Sharing:** Private [ [Change](#) ]

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

When all edits are complete, create a PDF for upload to the sponsor portal or as a word doc to edit in Word.

**NAME** [ [Edit](#) ]  
Konow, Nicolai

[Click here to link eRA Commons account](#) **ORCID ID**  
<http://orcid.org/0000-1->

Add additional degrees/training

**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
School of Life, Copenhagen , Denmark	OTHER MASTERS	08 / 1985	Life Sciences
The forestry school , Boston, MA, USA	DOCTOR OF FORESTRY/ENVIRONMENTAL STUDIES	08 / 1990	Evergreens

[add another degree/training](#)

Add Personal Statement, Ongoing and Recently Completed Projects and click Select Citations to add citations from the faculty's My Bibliography

**A. Personal Statement**

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

[ [Select citations](#) ]

Modulation of Flight Muscle Recruitment and Wing Rotation Enables Hummingbirds to Mitigate Aerial Roll Perturbations. *Curr Biol.* 2020 Jan 20;30(2):187-195.e4. PubMed ID: 31902723.

Force Requirements Across Locomotor Conditions. *Front Physiol.* 2020;11:143. PubMed Central ID: PMC7100385.

Add more information to Positions, Scientific Appointments and Honors if needed

**B. Positions, Scientific Appointments and Honors**

**Positions and Scientific Appointments** [ [Edit entries](#) ]

2018 - present Associate Professor, University of High Hopes, New York, NY, USA  
 2011 - 2017 Assistant professor, University of High Hopes, New York, NY, USA  
 2009 - 2011 Post.Doc, The Forestry University, Boston, MA, USA

[add another entry](#)

**Honors** [ [Edit entries](#) ]

2018 Honor1, NSF Forestry  
 2011 - 2017 Honors 2, Reviewer of the Forestry Magazine

[add another entry](#)

Contributions must be manually entered one at the time. Add citations using the same above when adding citations to the Personal Statement

**C. Contribution to Science** [ [Done](#) ]

You can add up to 5 contributions. Drag and swap tabs to rearrange.

[Add another contribution](#)

1 [Delete this contribution](#)

**Description** [edit](#)

THIS IS MY FIRST CONTRIBUTION TO SCIENCE AND I MAY ADD UP TP 4 CITATIONS

**Citations** [ [Select citations](#) ]

a. [Skeletal Muscle Shape Change in Relation to Varying Force Requirements Across Locomotor Conditions. Front Physiol. 2020;11:143. PubMed Central ID: PMC7100385.](#)

b. [Ontogenetic plasticity in cranial morphology is associated with a change in the food processing behavior in Alpine newts. Front Zool. 2020 Nov 16;17\(1\):34. PubMed Central ID: PMC7667761.](#)

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

**Complete List of Published Work in My Bibliography:**  
<https://www.ncbi.nlm.nih.gov/myncbi/bibliography/public/>



Sample of the new NIH Biosketch generated from SciENcv. This biosketch is acceptable for upload to grants.gov, ASSIST and eRA Commons.

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

### BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Eager, John

eRA COMMONS USER NAME (credential, e.g., agency login): jeager

POSITION TITLE: Associate Professor

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	END DATE MM/YYYY	FIELD OF STUDY
School of Life, Copenhagen	MOTH	08/1985	Life Sciences
The forestry school , Boston, MA	DFES	08/1990	Evergreens

#### A. Personal Statement

THIS IS WHERE MY PERSONAL STATEMENT WOULD BE AND WHERE ONGOING AND COMPLETED RESEARCH PROJECTS FROM THE PAST THREE YEARS THE PI WANT TO DRAW ATTENTION TO CAN BE ADDED.

1. Eager J. Why do some trees bloom? Front Line Blooming [2020;18:148](#). PubMed Central PMCID: PMC72950926.
2. Eager J., Rose S Which bushes attracts hummingbirds? Curr Forestry. 2018 Jan 14;30(2):187-195.e4. PubMed PMID: 83092657.

#### B. Positions, Scientific Appointments and Honors

##### Positions and Scientific Appointments

2018 - Associate Professor, University of High Hopes, New York, NY  
 2011 - 2017 Assistant professor, University of High Hopes, New York, NY  
 2009 - 2011 Post.Doc, The Forestry University, Boston, MA

##### Honors

2011 - 2017 Honors 2, Reviewer of the Forestry Magazine  
 2018 Honor1, NSF Forestry

#### C. Contribution to Science

1. THIS IS MY FIRST CONTRIBUTION TO SCIENCE AND I MAY ADD UP TP 4 CITATIONS
2. Eager J. Why do some trees bloom? Front Line Blooming [2020;18:148](#). PubMed Central PMCID: PMC72950926.
3. Eager J., Rose S Which bushes attracts hummingbirds? Curr Forestry. 2018 Jan 14;30(2):187-195.e4. PubMed PMID: 83092657.

Complete List of Published Work in My Bibliography:

<https://www.ncbi.nlm.nih.gov/myncbi/john.eager1/bibliography/public/>



## Related Resources/Referral Links

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- [Proposal & Award Policies & Procedures Guide \(PAPPG\) Forms F](#)
- [NOT-OD-21-073](#)
- [NOT-OD-21-110](#)
- [My NCBI Help](#)
- [SciENcv](#)
- [SciENcv Background](#)
- [SciENcv YouTube tutorial](#)
- [Integrating with ORCID](#)
- [ORCID](#)
- [Office of the Vice Provost for Research \(OVRP\) Updates: NIH Submissions for Due Dates Before and After January 25<sup>th</sup>, 2022.](#)

## Appendix A - How do I link 3rd party logins to my NCBI account?

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Use the steps below to link 3rd party logins to your account.

1. [Sign in directly to NCBI](#) with your username and password.
2. Click your username, which is located on the top right of the browser page.



3. Click “Change” in the “Linked Account” portlet.

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

eRA Commons	Pernille_Konow@hms.harvard.edu (currently signed in via this method)
ORCID	0000-0002-9225-9786
<a href="#">Change</a>	

4. Locate the 3rd party account of your choice using the search bar, then Click Harvard University

Search for account name:

Login Account Options

Account	Category
<a href="#">Broad Institute of MIT and Harvard</a>	Research Organizations
<a href="#">Harvard University</a>	Research Organizations



5. You will be transferred to the Harvard Key sign in page. Enter your Harvard Key credentials, and you will be transferred back to NCBI.
6. Your list of Linked Accounts will now include Harvard University.

**Your Linked Accounts**

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- eRA Commons (Pernille\_Konow@hms.harvard.edu) 
- ORCID 
- Harvard University (pernille\_konow@hms.harvard.edu) 

Next time you want to sign into NCBI you will see *Last signed in from this computer via: Harvard University*. Click on the underlined Harvard University link and log in through the Harvard Key login screen and you are all set to work in NCBI.

