Using SciENcv Frequently Asked Questions

Updated May 28, 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. In the interim, proposers must continue to prepare these documents in accordance with the guidance specified in the PAPPG (NSF 20-1). NSF, however, encourages the community to use the NSF-approved formats and provide valuable feedback as we enhance them for the October implementation.

General SciENcv Questions

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

   SciENcv has created 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 "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.
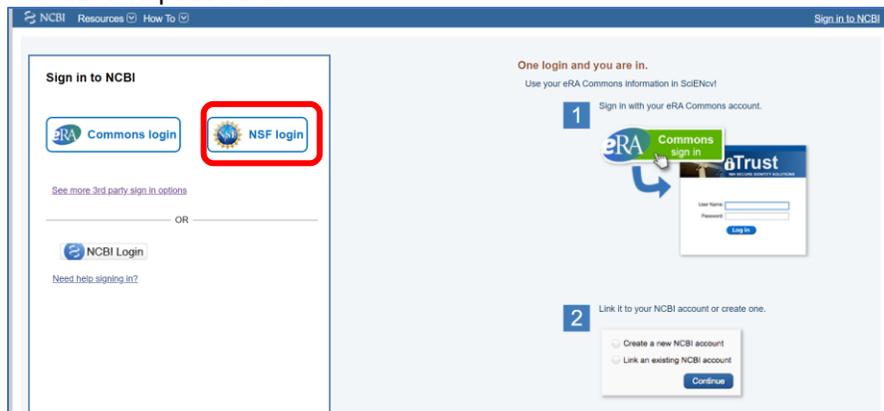
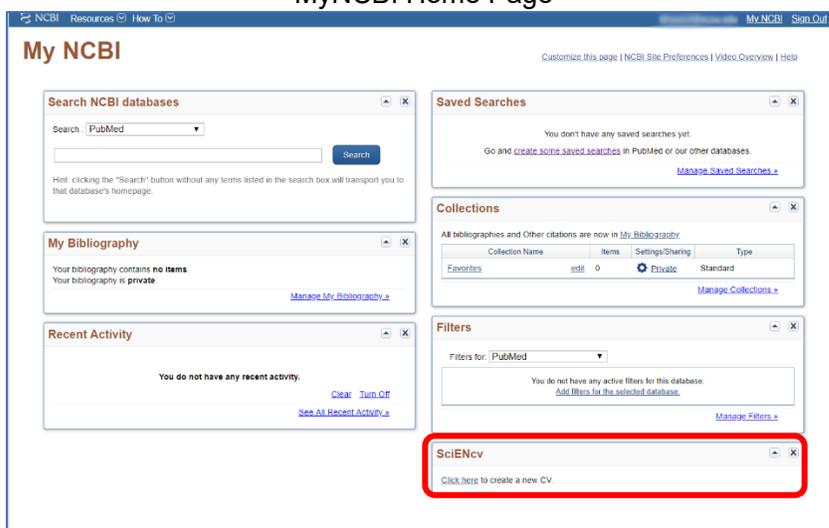Those selecting the "NSF Login" option, as highlighted above, will be directed to [sign in via Research.gov](#). Users will be automatically redirected back to the My NCBI home page after their NSF login is successful.

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.
   o [Look up your NSF ID](#)
   o [Reset your NSF Password](#)
   o After trying these steps and if you still experience issues, contact the NSF Help Desk at rgov@nsf.gov or at **1-800-381-1532** (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 and 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 1-800-673-6188 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).

7. 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.
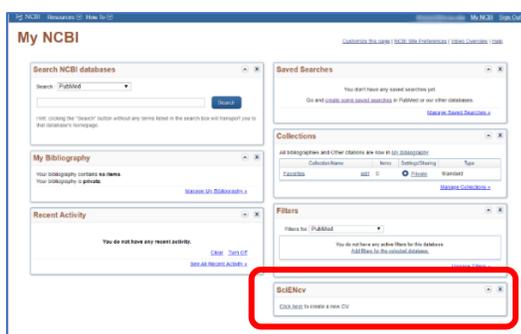
If you have used My NCBI previously and customized your account, SciENcv may be located elsewhere, as the My NCBI is designed for multiple purposes across the NCBI system.

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 small box with a "Click here to create a new CV" to create a profile.
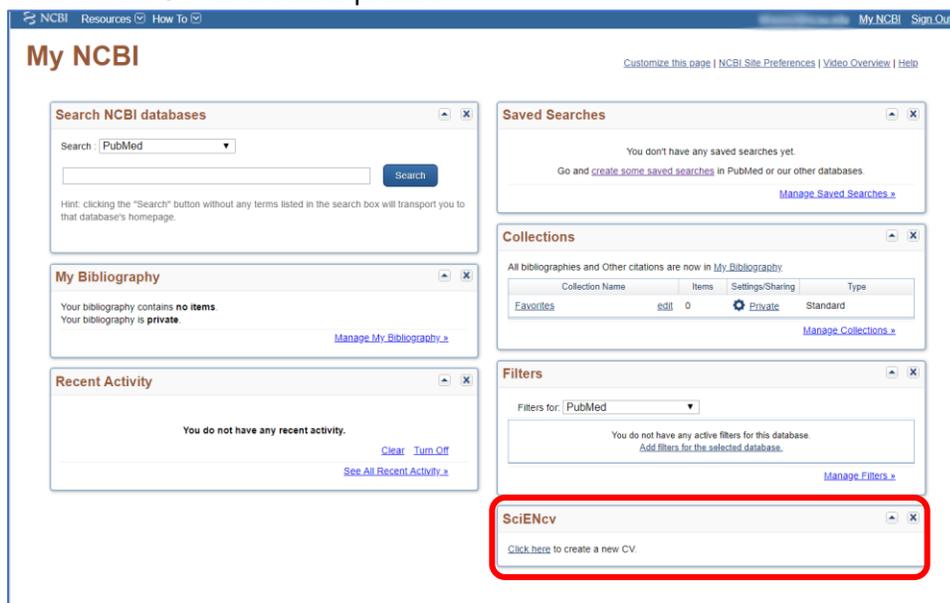
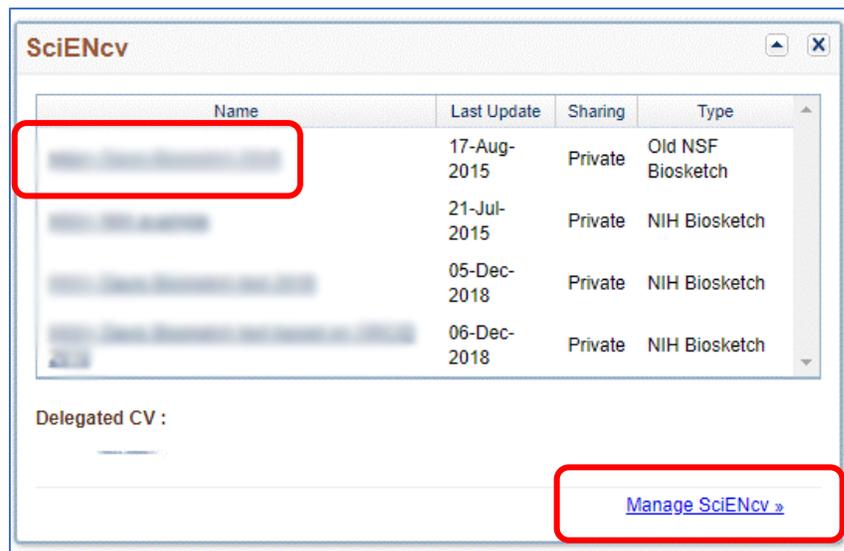Returning SciENcv users will see links to their previously created documents, including biographical sketches. To work on an existing document, you can click on the document name or select "Manage SciENcv."

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

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, 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) have 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.

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 you 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:

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.

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	▭@nih.gov	✓	✓	✗

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 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 collections listed in your collections list:
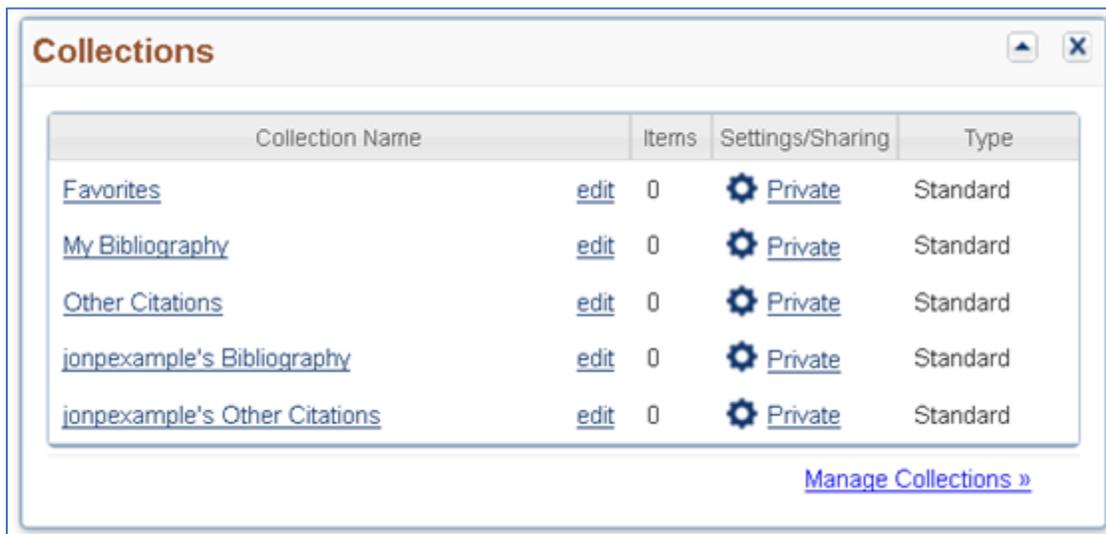
Collections

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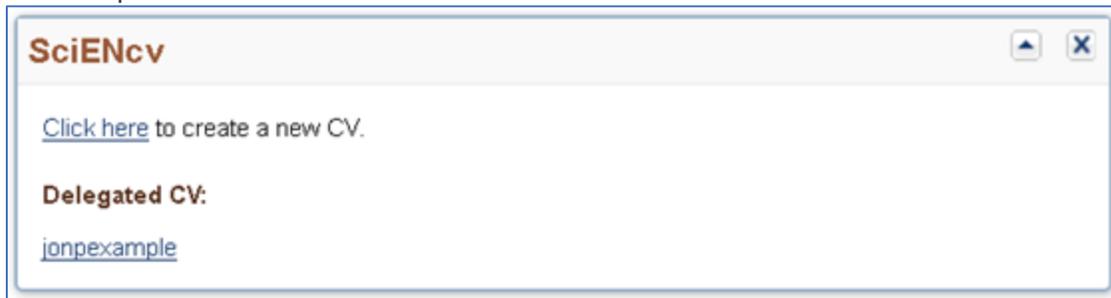
SciENcv

Click here to create a new CV.

Delegated CV:

jonpexample

11. I noticed the font sizes in SciENcv generated documents do not appear to be in compliance with the font requirements set forth in the PAPPG. Should I be concerned that my proposal will not be accepted by NSF?

The NSF-approved formats generated by SciENcv will be accepted by NSF systems. Identified font sizing updates will be addressed in a future enhancement of these forms.

Biographical Sketch Questions

12. Why can't I reorder my product citations in my biographical sketch?

NSF is discussing a future enhancement to SciENcv that will allow investigators to reorder their product citations, but there is no estimated delivery date for this feature.

Products included in biographical sketches need not be in chronological order, please see https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2fic for product citations requirement; the biographical sketch generated by SciENcv is in an approved format for submission with your proposal.

Note: Biographical sketch PDFs generated by SciENcv order products as follows:

- Journal
- Book
- Meeting
- Presentation
- Patent
- Dataset
- Software
- Interim product
- Other

13. I noticed the font sizes in SciENcv generated biographical sketches do not appear to be in compliance with the font requirements set forth in the PAPPG. Should I be concerned that my proposal will not be accepted by NSF?

The NSF-approved formats generated by SciENcv will be accepted by NSF systems. Identified font sizing updates will be addressed in a future enhancement of these forms.

14. The publication citations I imported into my SciENcv biographical sketch cause my document to be more than 2 pages. What options do I have to generate a compliant document?

Individuals importing publication citations to populate the products sections of the biographical sketch may need to manually enter these citations, at their discretion, to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names. See PAPPG Chapter II.C.2.f(i)(c) for complete information.

NSF is discussing potential future enhancements to SciENcv so individuals can more easily refine their imported publication citations.

15. **Can I reorder the appointments in my biographical sketch to accommodate overlapping or concurrent appointments?**

NSF is discussing a future enhancement to SciENcv that will allow individuals to reorder their appointments to accommodate these scenarios.

Note: 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.

16. **On October 5, 2020, will non-compliant biographical sketch documents receive an error message 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, 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

17. **In the current and pending support application, 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 they are committing time/person months to. 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](#).

18. **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.

19. **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.

20. **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.

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

Yes. Current and pending support 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, current and pending support 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