



# SciENCv

Kay Jenkins | Grants & Contracts Specialist

Carla Reichard, Ph.D. | Assistant Director

Office of Research, Scholarship, and Sponsored Programs



[SciENcv](#): Science Experts Network Curriculum Vitae



SciENcv is an electronic system that helps researchers assemble the professional information needed for participation in federally funded research.

It gathers and compiles information on expertise, employment, education and professional accomplishments.

Researchers can use it to create and maintain biosketches that are submitted with grant applications and annual reports.

In this workshop we would like to introduce you to SciENcv, go over some of the reasons that our office encourages you to use SciENcv to develop your biosketch, and then provide a live demonstration on how to use it.

<http://www.ncbi.nlm.nih.gov/sciencv/>

NIH National Library of Medicine  
National Center for Biotechnology Information

Log in

**SciENcv**

**SciENcv: Science Experts Network Curriculum Vitae**

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

**About SciENcv**

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eRA Commons

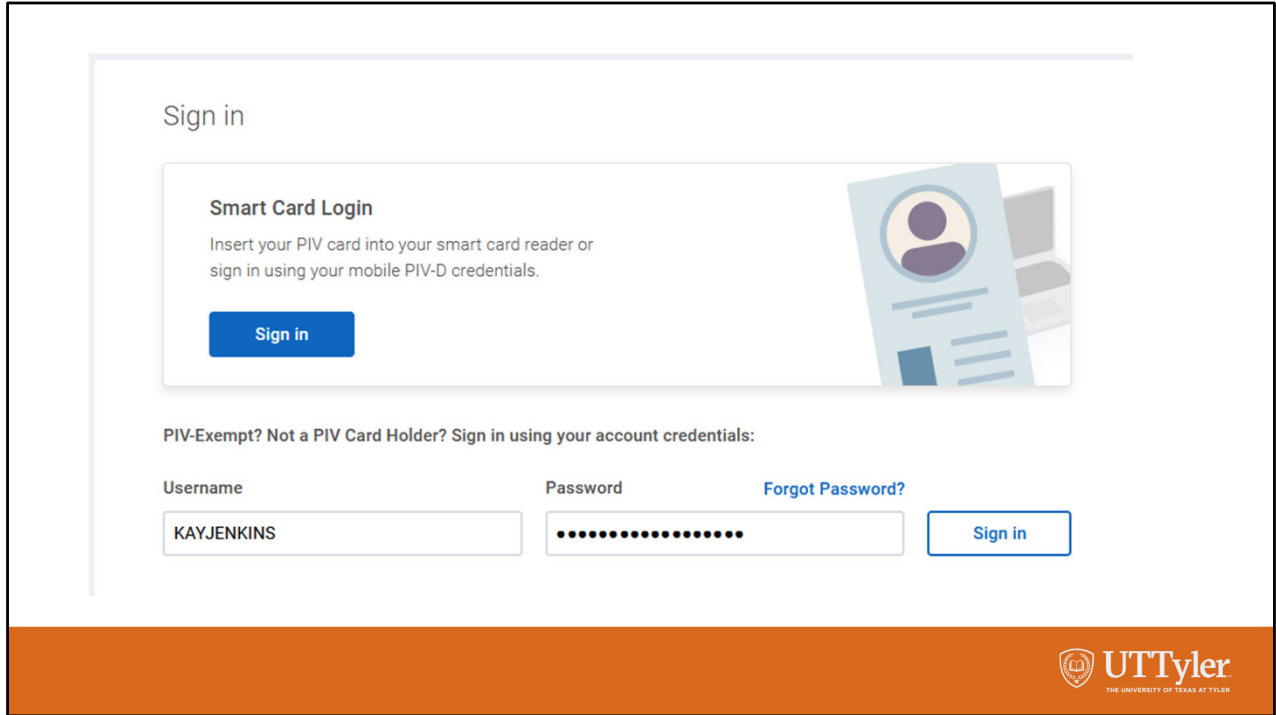
National Science Foundation

More Options

[Forgot your username/password?](#)

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SciENcv does not require you to create a login to sign in. Instead, SciENcv lets you log in with other accounts that you may have already created. If you select eRA Commons, you will be taken to the NIH sign in webpage.



You can then sign in using your eRA Commons login credentials.

NIH National Library of Medicine  
National Center for Biotechnology Information

Log in

My NCBI » Link login to an NCBI account [help](#)

**Signed in to NCBI via a Partner Organization**

Congratulations, you have successfully signed in to NCBI via a partner sign in route. You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have.

Please choose one of the following options:

Create a new NCBI account

Username:  @era

E-mail:   Email entered is valid.

Link to an existing NCBI account

Continue

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Once you login with your eRA Commons sign in, you will be asked to sign in with your NCBI account or create an NCBI account. Those of you who submit proposals to NIH may wish to login using eRA Commons.



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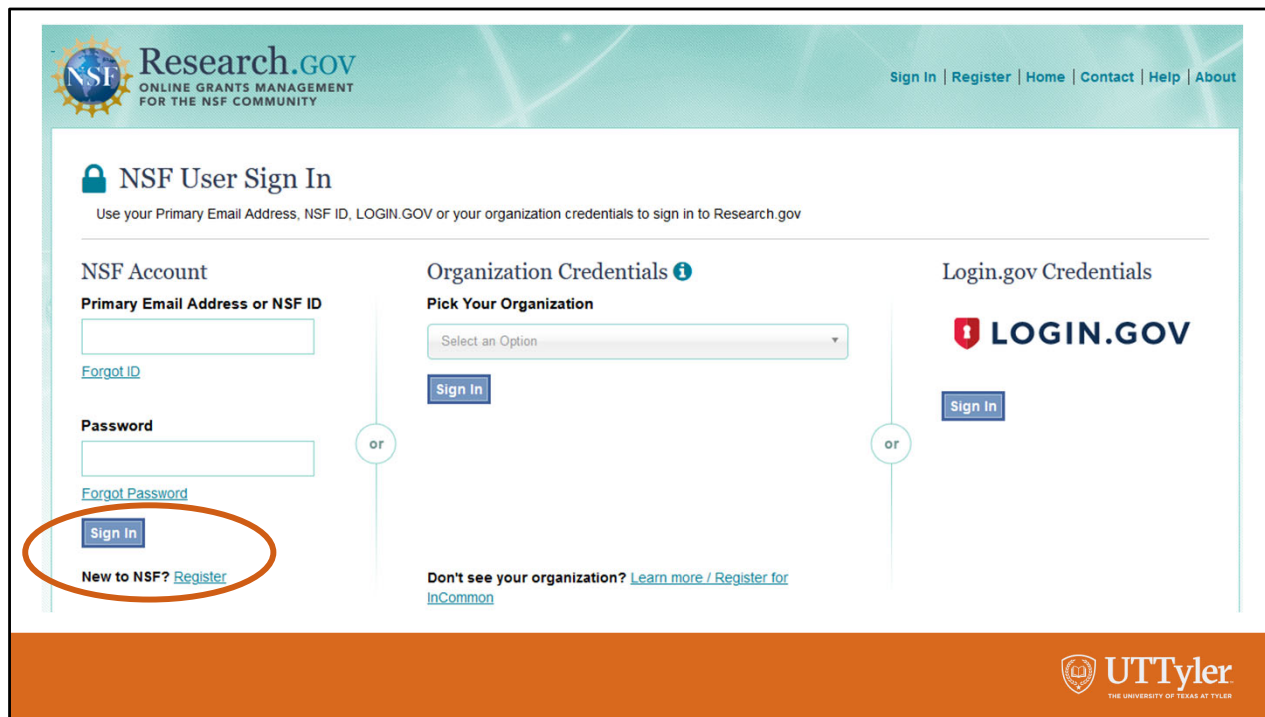
### Log in



More Options

[Forgot your username/password?](#)

One of the other choices for logging in to SciENcv is to select the National Science Foundation box.



When you select the National Science Foundation you will be taken to the Research.gov website to log in with your NSF account. This is new with SciENCv and when I logged in using the NSF button a few weeks ago, I thought there was a bug in the system, but there is not. After you log in to your NSF account, you can get back to SciENCv to create your biosketch.

If you will be submitting proposals to the National Science Foundation and you don't already have an NSF account, then you should create an NSF account using the Register link in the bottom left corner.

## Account Registration

**i** NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.4, NSF ID). [Forgot/Look Up your NSF ID?](#)

**\* Required Fields**

<b>Prefix</b> Select Prefix ▼	<b>* First Name</b> <input type="text"/>	<b>Middle Name/Initial</b> <input type="text"/>	<b>* Last Name</b> <input type="text"/>	<b>Suffix</b> Select Suffix ▼
<b>Alternate Name(s)</b> (Nickname, Former Name, etc.) <input type="text"/>				
<b>* Primary Email Address</b> <b>i</b> For NSF account password recovery <input type="text"/>		<b>* Confirm Primary Email</b> <input type="text"/>		
<b>Secondary Email Address</b> <b>i</b> <input type="text"/>		<b>Confirm Secondary Email</b> <input type="text"/>		
<b>ORCID ID</b> <b>i</b> 16-digits ie. 1234-1234-1234-1234 <input type="text"/>	<b>Phone Number</b> <input type="text"/>		<b>Extension</b> <input type="text"/>	



After registering for a new NSF account, you should choose the PI role and request affiliation with The University of Texas at Tyler or The University of Texas Health Science Center at Tyler, depending on which campus you work. Although the main campus and Health Science Center campus are administratively united, they are still separate legal entities when applying for or awarded federal grants.



The University of Texas at Tyler (main campus)

- UEI: L4XJEPDB3QJ9

The University of Texas Health Science Center at Tyler

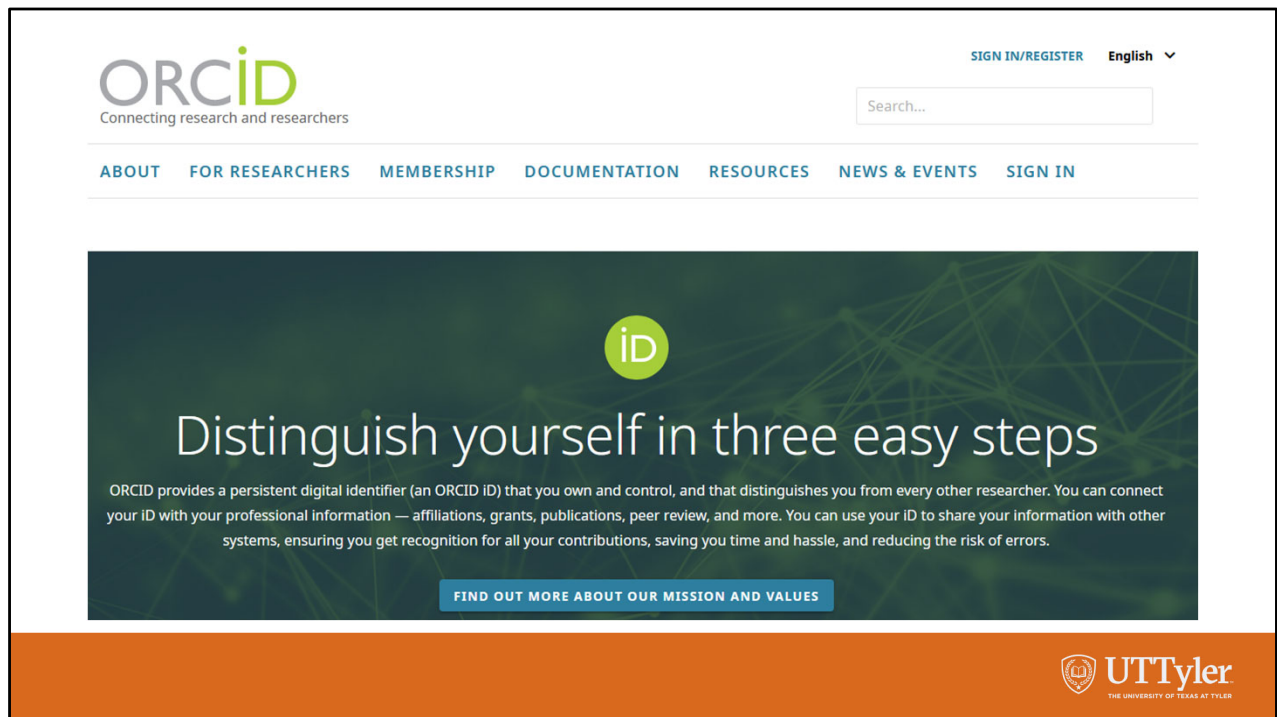
- UEI: FPCUDWBE7DX2



When trying to affiliate your NSF account with one of our campuses, you will probably be asked for the universal entity identifier. If you already have an NSF account but you were affiliated with another institution, you should log in and request affiliation with UT Tyler or UT Tyler Health Science Center depending on where you work. If you work for the main campus, Carla Reichard, assistant director in our office, will get an email with your request and she can approve your request. Something similar happens at the Health Science Center campus.



There are many other ways that SciENcv lets you sign in. I'm going to talk about ORCID because it is a very important account for investigators to have.



ORCID is a non-profit organization supported by a global community of member organizations, including research institutions, publishers, funders, professional associations, service providers, and other stakeholders in the research ecosystem.


Your ORCID id is a persistent digital identifier that you own and control the rest of your life. It distinguishes you from all other researchers. You can enter your professional information into your account including your publications and then use your iD to share your information with other systems.

As you will see later when we do the live demonstration, when you use SciENcv to create your NSF biographical sketch as you will be required to do starting October 23, 2023, you can only add your relevant products and other significant products by importing them from PubMed or ORCID.

**1**  
**REGISTER**  
Get your unique ORCID identifier. It's free and only takes a minute, so [register now!](#)

**2**  
**USE YOUR ORCID ID**  
Use your ID, when prompted, in systems and platforms from grant application to manuscript submission and beyond, to ensure you get credit for your contributions.

**3**  
**SHARE YOUR ORCID ID**  
The more information connected to your ORCID record, the more you'll benefit from sharing your ID - so give the organizations you trust permission to update your record as well as adding your affiliations, emails, other names you're known by, and more.

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ORCID provides three steps for you to get the most from your ORCID iD. While these steps are important, the most important thing to do for using SciENCv is register and enter your publications. When you get into the SciENCv NSF biosketch format you can manually enter your professional affiliations and education, but you cannot manually enter your publications (products). They must be imported from PubMed or ORCID.

**Activities** Collapse all

▼ Employment (2)
+ Add
☰ Sort

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**University of Texas at Tyler: TX, TX, US** 👁 Everyone ▼ ✎

2023-01 to present | Extension Instructor - Grant Writing (Literature and Languages)  
Employment [Show more detail](#)

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**Source:** ➡ Kay Vivienne Jenkins 🗑

**University of Texas at Tyler: TX, TX, US** 👁 Everyone ▼ ✎

2018-07-18 to present | Grants & Contracts Specialist (Office of Research, Scholarship, and Sponsored Programs)  
Employment [Show more detail](#)

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**Source:** ➡ Kay Vivienne Jenkins 🗑


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ORCID offers a very user-friendly format for entering your information. For each piece of information you enter, you can choose whether it is visible to everyone, trusted parties, or only yourself. ORCID lets you import your information from other sources or you can manually enter the information as I have done in this example.

Education and qualifications (4) Add Sort

**Stephen F. Austin State University: Nacogdoches, Texas, US** Everyone

2016-06 to 2018-05 | Graduate Certificate - Resource Communications (Forestry) Education [Show more detail](#)

Source: Kay Vivienne Jenkins

**Texas A&M University - Corpus Christi: Corpus Christi, Texas, US** Everyone

1993-09 to 2000-12 | M.S. (Environmental Science) Education [Show more detail](#)

Source: Kay Vivienne Jenkins

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The next step is entering your education and qualifications. You can choose to enter the information here and import it into SciENCv or you can manually enter it in SciENCv.

Professional activities (0) Add Sort

Add the invited positions or memberships you have held, awards or prizes you have received, and donations of time and resources given in service of organizations or institutions.  
[Learn more about adding professional activities to your ORCID record](#)

Funding (0) Add Sort

Add grants, awards and other funding you have received to support your work.  
[Learn more about adding funding information to your ORCID record](#)

Works (0) Add Sort

Add your research outputs such as publications, data sets, conference presentations and more.  
[Learn more about adding works to your ORCID record](#)

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The next steps are entering your professional activities, funding, and works. If you don't enter anything else, you should enter your works unless they are already in PubMed. The reason is because you cannot manually enter your works in SciENcv, you must import them from ORCID or My Bibliography.

The screenshot displays the ORCID 'Works' section. At the top, a green header bar contains a dropdown arrow, the text 'Works (5)', and buttons for '+ Add' and 'Sort'. Below this, there is a selection control: a checkbox for 'Select all (5)', the text 'Items currently selected (0)', and an 'Actions' dropdown menu. Two work entries are listed:

- Daingerfield State Park Natural Resources Management Plan**: Includes a visibility dropdown set to 'Only me' (circled in orange), an edit icon, and details: 'Texas Parks and Wildlife Department', '2016-05-31 | Report', 'CONTRIBUTORS: Kay Vivienne Jenkins', and 'Source: Kay Vivienne Jenkins'.
- Eisenhower State Park Fire Management Plan**: Includes a visibility dropdown set to 'Only me', an edit icon, and details: 'Texas Parks and Wildlife Department', '2013-01-31 | Report', 'CONTRIBUTORS: Kay Vivienne Jenkins', and 'Source: Kay Vivienne Jenkins'.

Each entry also has a 'Show more detail' link. The bottom of the page features an orange footer with the UT Tyler logo and the text 'THE UNIVERSITY OF TEXAS AT TYLER'.

In this example I have entered some reports into the works section of ORCID. Notice that the works are visible only to me as shown. In order to get these works to import into SciENcv I need to change the visibility status to “Everyone” using the dropdown arrow.



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[eRA Commons](#) [National Science Foundation](#)

[More Options](#)

[Forgot your username/password?](#)

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Now that I have my name and some works entered into ORCID, I'm ready to create an NSF biographical sketch using SciENcv. It doesn't matter how I log in to SciENcv, I can still import my works from ORCID by linking to my ORCID ID in SciENcv.

First name Last name

User profile has not yet been set up.  
Click edit to set up your profile information.

[edit](#)

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

Last Update	Name	Type	Sharing
01-Nov-2022	<a href="#">IES Biosketch</a>	IES Biosketch	Private
13-Sep-2023	<a href="#">NSF biosketch_test</a>	NSF Biographical Sketch	Private

[Create New Document](#)

In this example I logged in using my National Science Foundation login. Since I have not setup my user profile in SciENcv, it is reminding me that I can do that now by clicking on the edit link inside the box.

**Edit Mini Profile**

*This profile is a quick way to tell people who you are. It will be treated as public information and may also appear in other places.*

**Required Information** \* required field

First Name: \*

Last Name: \*

Name displayed as:

Add credentials, if desired. E.g., Jack Doe, PhD

Title / Department:

Institution / Company:

**Optional Information**

ORCID ID: [Add your ORCID ID to this profile?](#)

NSF ID: [Add your NSF ID to this profile?](#)

I clicked on “edit” and started filling in my user profile. Notice that I can add my ORCID ID and my NSF ID to my profile.

NIH National Library of Medicine  
National Center for Biotechnology Information

kjenkins@uttyler.edu

My NCBI » SciENcv SciENcv: [About](#) | [Using](#)

**Kay Vivienne Jenkins**  
Grants & Contracts Specialist  
Office of Research, Scholarship, and Sponsored Programs  
The University of Texas at Tyler  
<http://orcid.org/0009-0006-2544-4355>  
000792627@nsf.gov [edit](#)

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

Last Update	Name	Type	Sharing
01-Nov-2022	<a href="#">IES Biosketch</a>	IES Biosketch	Private
13-Sep-2023	<a href="#">NSF biosketch test</a>	NSF Biographical Sketch	Private

[Create New Document](#)

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Now my user profile is completed and my ORCID ID and NSF ID are in the profile. Now I can either Create a New Document or Edit one of my existing documents in SciENcv. As shown here, my existing documents are “IES Biosketch” and “NSF biosketch test” and they are available for me to edit and create a new biosketch. But, I’m going to choose to create a new document instead.

**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
- NSF Current and Pending (Other) Support
- IES Biosketch

*Select a format for this document*

**Choose data source**


- Start with a blank document
- Existing Document:
- External source:

*You must [link to an eRA Commons account](#) to use this option.  
Documentation on how to link an external account is available [here](#).*

**Sharing**

- Private
- Public

*You can change the shared settings at any time.*



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The Create a New Document page opens and the first thing I must do is provide a name for the document. Then I will select the format of the document that I want to create and select whether I want to start with a blank document, edit an existing document, or choose an external source to import data from. Finally, I can choose whether the biosketch will be visible to others.

**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
- NSF Current and Pending (Other) 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.*



Because I want to create an NSF biographical sketch, I have named my document NSF Biosketch Demonstration and selected the NSF Biographical Sketch for my format.



The screenshot shows a tablet displaying the NSF Biographical Sketch interface. A blue banner in the top left corner says "Now Live!". The main content area has the title "NSF Biographical Sketch" and a "VIEW SKETCH" button. Below the title, there is a paragraph of text explaining the purpose of the Biographical Sketch. A large blue box with the text "SciENCv" is overlaid on the right side of the tablet. Below the tablet, a blue banner reads "New & Improved Biographical Sketch Experience".

**Now Live! New and Improved  
SciENCv Biographical Sketch  
Experience**

*Required for NSF grant application submissions  
beginning October 2023*



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This is when I see that SciENCv has gone through an update process, and they are telling me it is new and improved!

## A. Professional Preparation\*

Provide a list of the senior person's professional preparation (e.g., education and training) with start and end dates. Include all postdoctoral and fellowship training, as applicable, listing each separate initial professional education.

**ADD PROFESSIONAL PREPARATION**

## B. Appointments and Positions\*

Provide a list, in reverse chronological order by start date, of all the senior person's academic and positions, beginning with the current appointment (including the associated organization). Include any titled academic, professional, or institutional position whether or not remunerated or voluntary (including adjunct, visiting, or honorary).

With regard to professional appointments, senior personnel must only identify all current appointments outside of the individual's academic, professional, or institutional appointments at the present institution.

**ADD APPOINTMENT/POSITION**

### Add Professional Preparation

Type  Degree  Training

Organization \*

City \*

Country \*  
United States

State/Province \*

Degree \*

Field of Study \*

Start Date \*  
mm/yyyy

End Date \*  
mm/yyyy

For fellowship applicants, include start date of fellowship.

**CANCEL** **SAVE & ADD ANOTHER ENTRY** **SAVE**

It looks friendly enough. When I click on the Add Professional Preparation, it opens a dialog box in which I can manually add my information. When I finish entering my professional preparation, I can move on to the Appointments and Positions section and manually enter those as well.



## C. Products

Provide a list of: (i) up to five products most closely related to the proposed project that demonstrate the proposed project's relevance to the field of research or not related to the proposed project that demonstrate the proposed project's relevance to the field of research.

Senior personnel who wish to include publications in their discretion, choose to list one or more of the author's products most closely related to the proposed project.

### Products Most Closely Related to the Proposed Project\*

Select up to 5 products

**My Bibliography**   **ORCID**

0 citations   Sort by: Publication Date ▾   [REFRESH FROM ORCID](#)

An ORCID account needs to be linked with this Biosketch or citations need to be entered in ORCID to display. Click REFRESH FROM ORCID after this information has been updated.

<

0 products saved   **CONTINUE**

Select up to 5 products

**SELECT RELATED PRODUCTS**

### Other Significant Products, Whether or Not Related to the Proposed Project

Select up to 5 products

**SELECT OTHER PRODUCTS**

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However, in the Products section I cannot manually add publications etc. When I click on “select related products”, a new box opens, asking me to choose My Bibliography or ORCID. I chose ORCID and “Refresh from ORCID” and a popup message says that my ORCID citations have been successfully uploaded. My works in ORCID must be visible to everyone before they can be imported into SciENCv.


Products Most Closely Related to the Proposed Project\*

Select up to 5 products

**My Bibliography**    **ORCID**

5 citations    Sort by: Publication Date ▾    [REFRESH FROM ORCID](#)

- Daingerfield State Park Natural Resources Management Plan. US; 2016 May. [EDIT AUTHORS](#)
- Eisenhower State Park Fire Management Plan. US; 2013 January. [EDIT AUTHORS](#)
- Arroyo Colorado Habitat Restoration Plan. US; 2006 January. [EDIT AUTHORS](#)
- Current Status and Historical Trends of Selected Estuarine and Coastal Habitats in the Corpus Christi Bay National Estuary Program Study Area 1998 01. [EDIT AUTHORS](#)
- Baseline Evaluation of the Natural Resources of Mustang Island State Park, Nueces County, Texas. US; 1997 May. [EDIT AUTHORS](#)



My works have been uploaded into SciEncv and I can edit the authors in SciENcv, but I cannot make any other edits to the products once they are in SciENcv. I can select the imported works that I want to include in my biosketch by clicking on the boxes to the left of the individual publications.

I can import the same works into the Other Significant Products section. However, I can't select the same works for my biosketch for both the Products Most Closely Related to the Proposed Project section and the Other Significant Products section.

## D. Synergistic Activities\*

Provide a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

Synergistic activities must be specific and must not include multiple examples to further describe the activity. Examples with multiple components, such as committee member lists, sub-bulleted highlights of honors and prizes, or a listing of organizations for which the individual has served as a reviewer, are not permitted.

Synergistic Activity 1 DELETE UP DOWN

**Description\***

Description

The synergistic activities section allows you to manually fill in your activities and order them as you wish.

---

## Certification

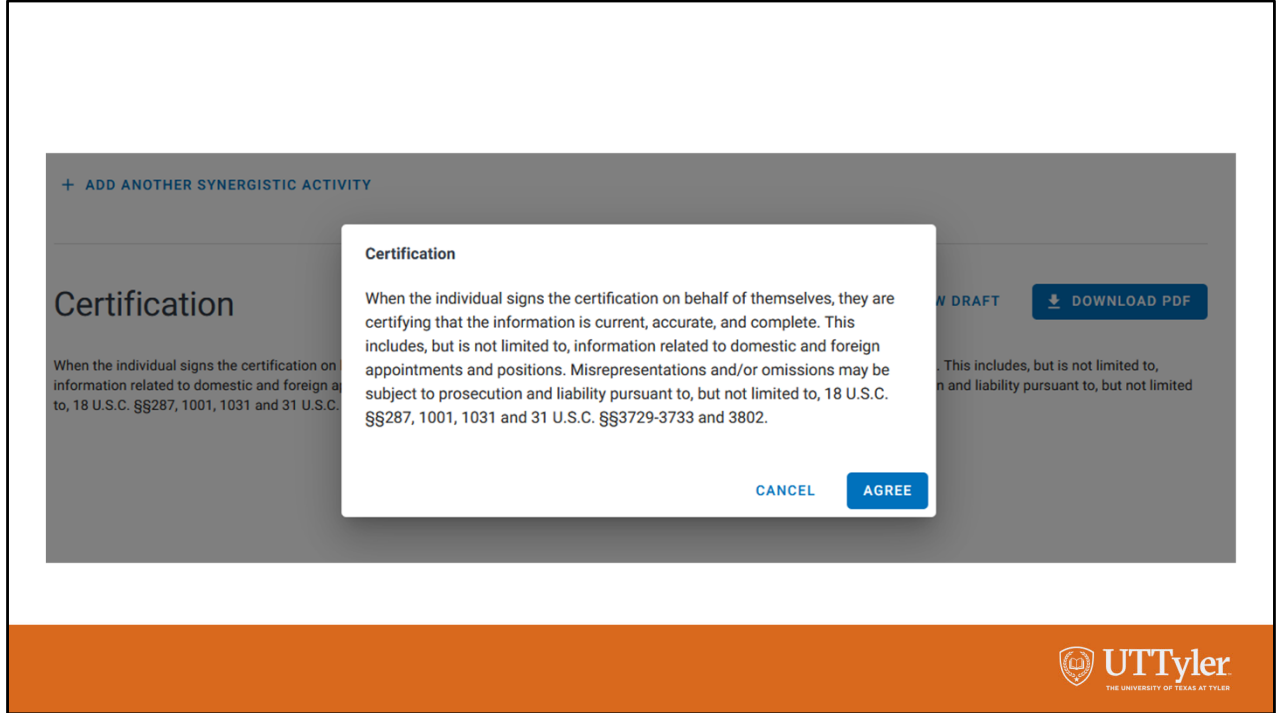
[VIEW DRAFT](#)

[↓ DOWNLOAD PDF](#)

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§287, 1001, 1031 and 31 U.S.C. §§3729-3733 and 3802.



The last step is to certify your biographical sketch. You can then download the PDF file. We can choose “View Draft” to see what has successfully uploaded into SciENCv. The fact that the “Download PDF” button is greyed out, I know that I have left out some required information.



Once I fill in any required information that I may have missed, the “Download PDF” button becomes active. When I click on it, I must agree to the certification statement before the PDF document will download. There must be no errors in your SciENCv in order for this certification box to come up.

**IDENTIFYING INFORMATION:**

NAME: Jenkins, Kay Vivienne

ORCID iD: <https://orcid.org/0009-0006-2544-4355>

POSITION TITLE: Grants &amp; Contracts Specialist

PRIMARY ORGANIZATION AND LOCATION: The University of Texas at Tyler, Tyler, Texas, United States

**Professional Preparation:**

ORGANIZATION AND LOCATION	DEGREE (if applicable)	RECEIPT DATE	FIELD OF STUDY
Texas A&M University – Corpus Christi, Corpus Christi, Texas, United States	M.S.	12/2000	Environmental Science
Stephen F. Austin State University, Nacogdoches, Texas, US	M.S.	12/1983	Forestry
Stephen F. Austin State University, Nacogdoches, Texas, United States	B.S.	05/1978	Forestry
Stephen F. Austin State University, Nacogdoches, Texas, US	B.S.	05/1978	Forestry

**Appointments and Positions**

2018 - present Grants &amp; Contracts Specialist, The University of Texas at Tyler, Tyler, Texas, United States

2023 - present Extension Instructor - Grant Writing, University of Texas at Tyler, Literature and Languages, Tyler, Texas, United States

The pdf you download ends up looking just like an NSF biosketch we created by hand before SciENcv.

In this screenshot you can see two bugs that have not been cleaned up yet in the SciENcv NSF biographical sketch format. It did not bring in my graduate certificate that I earned in 2018 even though it is entered in ORCID. It also brought in my B.S. in Forestry twice even though I only entered it once in ORCID. If I had caught the second entry for my B.S. before certifying the biosketch, I could have deleted the second entry before certifying.

**Products**

Products Most Closely Related to the Proposed Project

1. Daingerfield State Park Natural Resources Management Plan. US; 2016 May.
2. Eisenhower State Park Fire Management Plan. US; 2013 January.
3. Arroyo Colorado Habitat Restoration Plan. US; 2006 January.

Other Significant Products, Whether or Not Related to the Proposed Project

1. Current Status and Historical Trends of Selected Estuarine and Coastal Habitats in the Corpus Christi Bay National Estuary Program Study Area. 1998 01.
2. Baseline Evaluation of the Natural Resources of Mustang Island State Park, Nueces County, Texas. US; 1997 May.

**Synergistic Activities**

1. Project lead for NPSOT monarch way stations at the Hill County Safety Rest Areas on IH 35.

**Certification:**

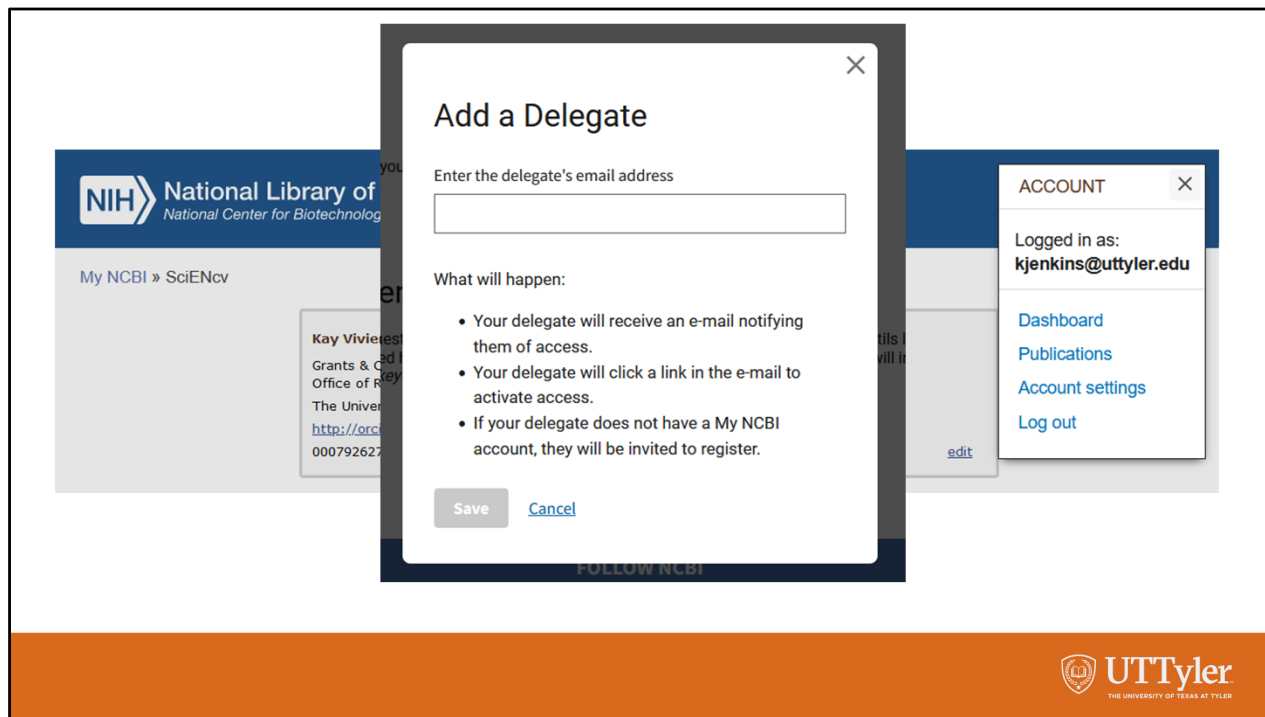
When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31

Certified by Jenkins, Kay Vivienne in SciENcv on 2023-09-28 13:20:15



The certification at the end of the pdf document lets NSF know that you certified that everything in your biosketch is accurate. The NSF biosketch format only allows you to download your completed biosketch in pdf format and no edits can be made to the downloaded document. If anything needs correcting, you have to go back into SciENcv to correct it and download a corrected version, possibly with a new document name.

The NIH biosketch format requires more manual entry while in SciENcv for the Personal Statement section and the Contributions section. However, you can download the NIH biosketch as a Word or pdf document because you are not required to certify your biosketch submitted to NIH. If you download it as a Word document, you can still make some edits in the document after it is downloaded.



You can assign delegates to edit your biosketch in SciENcv by choosing Account Settings and then selecting Add a Delegate. This will allow others to make small edits to your biosketch in SciENcv if needed.

We hope this workshop has been helpful. Please contact staff in the Office of Research, Scholarship, and Sponsored Programs at either campus for assistance.