



### Research Administration Practices (RAP) Sessions

### **SciENcy and ORCID:**

**Biosketch and Current & Pending (Other Support)** 

July 13, 2023

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### SciENcv & ORCID drop-in assistance

# Research Administration Drop-In: Monday, 24th at 1:00pm (<u>Join on Zoom</u>).

- Bring your SciENcv, NSF & NIH disclosure, and ORCID questions;
- Our presenters and RA Support will join
- Share your screen if you have any issues and will try to resolve
- Additional Research Administration questions are welcome. (Join on Zoom).

### **Agenda**

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.

- Introductions
- Disclosure Requirements & Standardization Forms; Utilize Digital Persistent Identifiers (PID)
- NIH & NSF: SciENcv (NSF mandate Oct-23-2023) and ORCID
- ORCID
- SciENcv: Create an account, Link external sources, Delegate, NSF Certification
- Questions/Help

### Introductions

- Courtney Bensey, Assistant Director & Consortia Lead, RAS; NSF Lead Liaison
- Bernadette Vallely, Manager, RAS; NIH Lead Liaison
- Roberta Pizzinato, Financial Officer, Civil and Environmental Engineering (CEE)
- Sadie Roosa, Repository Services Strategist, MIT Libraries; ORCID support
- Lili Zhu, Senior Financial Coordinator, Civil and Environmental Engineering (CEE)
- Jillian Rabelo, Financial Officer, Civil and Environmental Engineering (CEE)
- Jennifer Amaya, Senior Financial Assistant, Civil and Environmental Engineering (CEE)
- Carole Trainor, Senior Research Administration Support and Education Specialist, VPR

Special thank you to Professor Benedetto Marelli

# National Security Presidential Memorandum 33 (NSPM-33): 5 Key Areas of Focus



Researcher Disclosure Requirements and Standardization



Use of Digital Persistent Identifiers (DPIs)



Appropriate consequences for disclosure violations



Information about violators across
Agencies, consistent with applicable laws



Research Security Programs at Federally Funded Institutions

### **Digital Persistent Identifier (DPI)**

### Federal research funding agencies are directed to

- Incorporate persistent identifiers (PIDs) into their electronic systems and grant and cooperative agreement application and disclosure processes
  - Agency integration into grant management systems and SciENcv
  - Agencies may require PIDs as NIH has for research training, fellowship, education, and career development awards since FY2020
  - ORCID is the PID for individuals/researchers that meets federal requirements (e.g., non-proprietary).
  - Some agencies, such as NIH and NSF, will specify use of ORCID (use is strongly encouraged).
- Allow, not require, information via a PID service
  - Researchers can choose whether to make information available through their PID profile/record, such as ORCID.

### NSF: SciENcv required as of October 23, 2023

- Mandate use of SciENcv for preparation of the Biographical Sketch and Current and Pending (Other) Support will go into effect for new proposals submitted or due on or after October 23, 2023.
- NSF Research.gov will validate uploaded files and not accept prior versions (e.g., PDFs not created by SciENcv).
- SciENcv will include requisite **certification** from *Section 223 of the National Defense Authorization Act for FY21*, regarding information being **accurate**, **current and complete**. **Certification is required by senior person to download SciENcv documents**.

### **RAS: NSF Disclosure Guidance**

Home / Grant and Contract Administration / Sponsor Information / NSF

/ National Science Foundation Disclosure Guidance

#### **National Science Foundation Disclosure Guidance**

Last updated: January 23, 2023

NSF requires full disclosure of current and pending support, which includes domestic support and any foreign support or engagement.

As of January 30, 2023, the following guidelines in the NSF Proposal and Awards Policies and Procedures Guide 23-1 apply.

#### **Biographical Sketch**

#### What to Disclose

NSF requires a biographical sketch for each individual identified as senior personnel. Detailed information about the content is available in the Proposal and Award Policies and Procedures Guide (PAPPG) Chapter II.C.2.f.

Of particular note, the PAPPG requires senior personnel to list "all the individual's academic, professional, or institutional appointments, beginning with the current appointment." With regard to professional appointments, senior personnel must identify all current domestic or foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

#### When to Disclose

Required biographical sketch information must be disclosed to NSF when grant applications are submitted.

#### **How to Disclose**

The biographical sketch is currently limited to two pages. Effective October 4, 2021, the page limitation will be increased to 3 pages for each individual identified as senior personnel. The formats below are for proposals submitted October 4, 2021 and after.

Approved formats for creating a biographical sketch are one of the following:

#### NSF and Federal Resources

- NSF Proposal and Award Policies and Procedures Guide (PAPPG 23-1) – Effective January 30, 2023
- NSF FAQs on Current and Pending Support [PDF]
- NSF Pre-Award and Post-Award Disclosures Relating to the Biographical Sketch and Current and Pending Support
- SciENcv: Science Experts Network Curriculum Vitae

### MIT Resources and Tools

- VPR/RAS NSF MIT-Specific Guidance – Proposal Prep Checklists
- NSF Disclosure
   Guidance Checklist
   [PDF] September

Accessible from the RAS website:

<u>Grant and Contract Administration > Sponsor Information > NSF National Science Foundation > Disclosure</u>

<u>Guidance</u>

## **VPR/RAS NSF MIT-Specific Guidance**

**Proposal Prep Checklists** 

### **RAS: NSF Disclosure Requirements Checklists**

PDF check list may be easily downloaded from the RAS website and shared with PI and other Senior/Key Personnel

### **NSF** document content and format:

- Biographical Sketch
- Current and Pending (Other) Support
- NSF Pre-award and Post-award

<u>Disclosures table</u>: identifies where information on types of activities must be provided in proposals and in project reports.



Research Administration Services

#### National Science Foundation BioSketch / Current and Pending / RPPR Checklist

**NOTE:** The checklists below are intended to be used as a tool when preparing disclosure information for NSF grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission to NSF. Please contact your <u>RAS</u> <u>administrator</u> if you have any questions.

- NSF Proposal & Award Policies and Procedures Guide (PAPPG 22-1) effective 10/4/21
- Summary of Changes and Clarifications to the PAPPG effective 10/4/21
- NSF FAQs on PAPPG 20-1
- NSF Pre-Award and Post-Award Disclosures Relating to the Biographical Sketch and Current and Pending Support
- NSF MIT-Specific Guidance Proposal Prep Checklists

BioSketch						
Review NSF policy guidance for Biographical Sketches						
Biographical sketch (limited to 3 pages – effective 10/4/21) for each individual						
identified as senior personnel must be submitted using NSF-approved format						
All academic, professional or institutional appointments. Include the following:						
<ul> <li>Any titled academic, professional or institutional position regardless whether</li> </ul>						
or not remuneration is received						
All full-time, part-time or voluntary positions						
All adjunct, visiting or honorary appointments						

	Current and Pending Support					
	Review NSF policy guidance for <u>Current and Pending Support</u>					
	Review NSF FAQs on Current and Pending Support					
Current and pending support for each individual identified as senior personnel						
	be submitted using NSF-approved format					
	Provide information on objectives and overlap with other projects, to help NSF and					
	reviewers assess overlap/duplication. (effective 10/4/21)					
	All items to be included in a Current and Bonding Support Decument include:					

### **NSF Pre-award and Post-award Disclosures table**

### NSF Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending (Other) Support January 30, 2023

Type of Activity	Biographical Sketch	Current & Pending (Other) Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
All projects (including this project) currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through the proposing organization, another organization or directly to the individual and regardless of whether or not they have monetary value (e.g., even if the support received are in-kind contributions such as office/laboratory space, equipment, supplies, or employees)		<b>✓</b>		<b>~</b> *	<b>~</b> •	
In-kind contributions that support the research activity for use on the project/proposal being proposed			~			
In-kind contributions not intended for use on the project/proposal being proposed and have an associated time commitment		~		<b>~</b> *	<b>~</b> ,	
Recently completed support or support that has ended						<b>~</b>

### NIH: SciENcv option for Biosketch

- NIH requires use of Word template or SciENcv to create a Biosketch. A flattened PDF is required for submission.
- SciENcv has both the required formats for NIH Biosketch and NIH Fellowship Biosketch
- NIH does not yet have a SciENcv option for Other Support documents but has been working with OSTP and NSF to align on a format.
- NIH requires ORCID for Training Grants (Ts), Fellowships (Fs), Career Development (Ks) and strongly encourages ORCID for others.

### **RAS: NIH Disclosure Guidance**

Home / Grant and Contract Administration / Sponsor Information / NIH

/ National Institutes of Health Disclosure Guidance

#### National Institutes of Health Disclosure Guidance

Last updated: March 9, 2022

NIH requires the disclosure of biographical, other support and foreign component information as part of the grant application process and, as requested, in post-award progress reports. The information below summarizes key NIH disclosure requirements and provides links to more detailed information.

#### Effective January 25, 2022:

- Supporting documentation for outside contracts, agreements and other working
  arrangements with foreign entities must be submitted with Other Support. See
  "Supporting Documentation" in the Other Support section below for instructions on
  how to comply with these requirements at MIT.
- The new FORMS-G for Other Support has an added signature block for the PI/KP to
  certify the accuracy of the information submitted. Each form must be electronically
  signed by the PI/KP and submitted as a flattened PDF. Electronic signatures can be
  generated using DocuSign or Adobe Pro DC (requires external license); wet
  signatures and image files are not acceptable. RA Support has prepared instructions
  for preparing and flattening PDF attachments.

#### **Biographical Sketch**

#### What to Disclose

The biographical sketch (biosketch) provides an opportunity for each senior/key person listed in an NIH grant application to describe why they are well-suited for their role(s) in the project. All senior/key personnel are required to provide biosketches. Senior/Key personnel includes Investigators, Other Significant Contributors (OSC), plus could include consultants and technical staff if they meet the definition of senior/key personnel. Senior/Key personnel do not necessarily need to be paid from the grant, but they do require effort. The only exception is the role of OSC, they do not need to commit effort by definition of that particular role. OSCs should also certify in the MIT Kuali Coeus (KC) system. Required information in the biosketch may vary depending on the solicitation type, so please review the solicita-

#### MIT Resources and Tools

- NIH: Disclosure and Reporting Requirements Training (training for MIT researchers – requires MIT certificate) – January 25, 2022
- MIT External Contract Depository (requires MIT certificate)
- Awards and Pending Proposals Report (requires MIT certificate and KC roles)
- VPR/RAS NIH
   Checklists and
   Preparation Guides
- NIH Disclosure
   Guidance Checklist
   [PDF] October 6,
   2022

#### NIH and Federal Resources

NIH Grants Policy

Grant and Contract

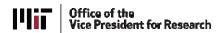
Administration Sponsor

Information NIH National

Institutes of Health Disclosure

Guidance

### RAS/VPR: NIH Biosketch/Other Support/ RPPR Checklist



Research Administration Services

#### National Institutes of Health BioSketch / Other Support / RPPR Checklist

#### Effective January 25, 2022:

- ☐ Supporting documentation for outside contracts, agreements and other working arrangements with foreign entities must be submitted with *Other Support*. See the section on *Supporting Documentation* below for instructions on how to comply with these requirements at MIT.
- □ The new FORMS-G for Other Support has an added signature block for the PI/KP to certify the accuracy of the information submitted. Each form must be **electronically signed** by the PI/KP and submitted as a flattened PDF. Electronic signatures can be generated using DocuSign or Adobe Pro DC (requires external license); **wet signatures and image files are not acceptable**. RA Support has prepared instructions for preparing and flattening PDF attachments

NOTE: The checklists below are intended to be used as a tool when preparing disclosure information for NIH grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission to NIH. Please contact your RAS administrator if you have any questions.

- NIH Grants Policy Statement
- □ NIH Application Guide
- NIH Other Support
- ☐ MIT NIH Checklists and Preparation Guides

BioSketch
Review NIH Biosketch Format Pages, Instructions and Samples
List in chronological order the positions you've held that are relevant to this application, concluding with your present position; also list any relevant academic and professional achievements and honors. All academic, professional or institutional appointments. Include the following:
<ul> <li>Any titled academic, professional or institutional position regardless whether or not remuneration is received</li> </ul>
□ All full-time, part-time or voluntary positions
<ul> <li>All adjunct, visiting or honorary appointments</li> </ul>
☐ All appointments at foreign institutions — even if labeled as "guest"
☐ Unpaid appointments at foreign institutions
☐ Domestic appointments
☐ Foreign appointments
☐ Affiliations with foreign entities or governments

PDF check list may be easily downloaded from the RAS website and shared with PI and other Senior/Key Personnel

NIH <u>Biosketch Format Pages</u>, <u>Instructions and Samples</u>

NIH Other Support Format Pages, Instructions and Samples

NIH <u>Pre-award and Post-award</u>
<u>Disclosures Relating to the</u>
<u>Biographical Sketch and Other Support</u>

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### NIH Pre-award and Post-award Disclosures table

NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support

Type of Activity	Biographical Sketch	Other Support	Annual Project Reports	Post-Award Information Terms & Condition	Disclosure Not Required
Professional preparation (e.g., educational degrees)	Х				
Organizational Affiliations and Appointments	X				
Academic, professional, or institutional appointments, whether or not remuneration is received, and whether full-time, part-time, or voluntary	Х				
All projects currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through the proposing organization, another organization or directly to the individual, and regardless of whether or not they have monetary value (e.g., even if the support received is in-kind such as office/laboratory space, equipment, supplies, or employees.)		Х	Х	х	
Recently completed support or support that has ended					X
Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs	X (Appropriate placement may be contract- dependent)	X (Appropriate placement may be contract- dependent)			
In-kind contributions not intended for use on the project/proposal being proposed		X	X	X	
Visiting Scholars in Labs funded by an external entity		Х		Х	
Students and postdoctoral researchers funded by an external entity		X	X	X	
Consulting that falls outside of an individual's appointment; separate from institution's agreement		X	X	Х	
Consulting that is considered part of an individual's appointment/agreement with their home institution (e.g., a PI					Х



### **Open Researcher & Contributor ID (ORCID)**

Although optional, NSF and NIH strongly encourage use of ORCID. Use of an ORCID ID can help reduce the administrative burden associated with preparation of their biographical sketch in SciENcv.

ORCID is a registry of unique researcher identifiers and a method of linking research-related items, such as articles and datasets, to these identifiers.

MIT Libraries provides support for ORCID registration MIT Researchers https://libguides.mit.edu/authorids

### **ORCID** @ MIT Information



Search Hours & locations Borrow & request Research support About ASKUS ACCOUNT









ORCID & author identifiers: Link your name & your research: Home

**ORCID FAQs** 

Other author identifiers

#### What are author identifiers?

Author identifiers, such as ORCIDs, give you a way to reliably and unambiguously connect your names(s) with your work throughout your career, including your papers, data, biographical information, etc. This can be helpful in a number of ways:

- Provides a means to distinguish between you and other authors with identical or similar names.
- · Links together all of your works even if you have used different names over the course of your career.
- · Makes it easy for others (grant funders, other researchers etc.) to find your research output.
- Ensures that your work is clearly attributed to you.

#### **ORCID IDs at MIT**

ORCID at MIT takes a coordinated approach:

- IS&T: Supports ORCID registration and integration with MIT identifier systems
- Provost office: responsible for ORCID integration with MIT's electronic professional record for faculty and researchers
- Libraries: Support research, writing, publishing, and citation management

For more information about the past 2015 rollout see this article in the Faculty Newsletter.

#### Why ORCID?

#### **ORCID at MIT**

Sign up for an ORCID or link your current one to your MIT account here!

Have questions about your ORCID or author IDs?

Email orcid@mit.edu for help.

### **MIT Libraries Guide**

ORCID registration and integration at MIT.

Email orcid@mit.edu for questions or help.

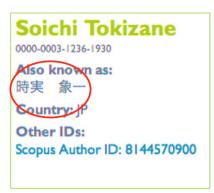
### **ORCID** Benefits for Researchers

### ORCID provides you a unique and persistent personal identifier

- ✓ ensure your work is discoverable and connected to you throughout your career.
- ✓ eliminate name ambiguity, distinguishing you from other researchers and ensuring proper attribution.
- ✓ minimize the time you spend entering repetitive data online; allow trusted organizations to add your research information to your ORCID record
- ✓ manage your research impact by controlling information shared in your ORCID.
- ✓ enhance grant applications, renewals, progress reports to major funders, publishers, societies, and research organizations that strongly encourage or require ORCID.

# Challenges using author names to identify individuals

#### Eliminate name ambiguity





- •Most names are not unique.
  - Many people have the same name.
  - Names change from marriage, divorce, gender transition, religious conversion, or other circumstances.
  - People use different versions of their name during their career.
  - Individuals use different alphabets, abbreviations, or naming conventions.
- •Researchers are mobile.

#### An illustrative example: Jens Åge Smærup Sørensen

J. Å. S. Sørensen	J. Åge S. Sørensen	J. Åge Smærup Sørensen
J. Aa. S. Sørensen	J. Aage S. Sørensen	J.Aage Smaerup Sørensen
J. Å. S. Sorensen	J. Åge S. Sorensen	J. Åge Smarup Sorensen
J. Aa. S. Sorensen	J. Aage S. Sorensen	J.Aage Smarup Sorensen
J. Å. S. Soerensen	J. Åge S. Soerensen	J. Åge Smaerup Soerensen
J. Aa. S. Soerensen	J. Aage S. Soerensen	J.Aage Smaerup Soerensen
Jens Å. S. Sørensen	Jens Åge S. Sørensen	Jens Åge Smærup Sørensen
Jens Aa. S. Sørensen	Jens Aage S. Sørensen	Jens Aage Smaerup Sørensen
Jens Å. S. Sorensen	Jens Åge S. Sorensen	Jens Åge Smarup Sorensen
Jens Aa. S. Sorensen	Jens Aage S. Sorensen	Jens Aage Smarup Sorensen
Jens Å. S. Soerensen	lens Åge S. Soerensen	lens Åge Smærup Soerensen

### Using author names to identify individuals



Meadows, A. (2017, August 25). <u>Ten reasons to get — and use — an</u> *ORCID iD!* Elsevier Connect.

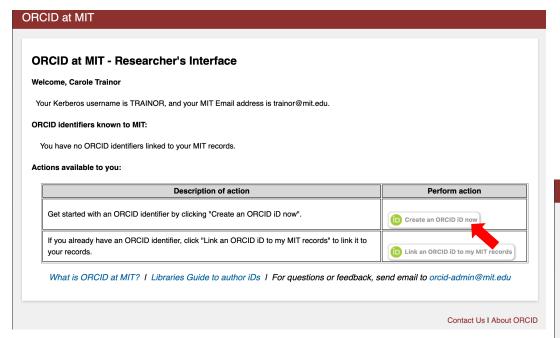
### Guidelines for the use and interpretation of assays for monitoring autophagy (3rd edition)

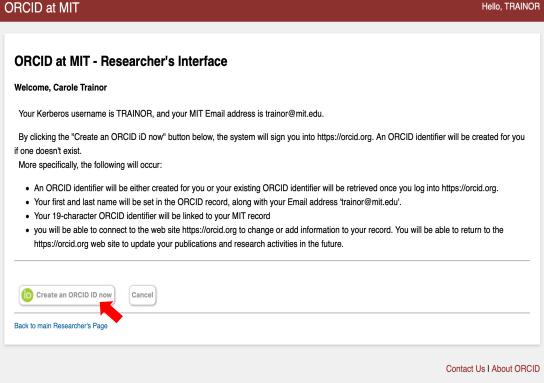
Daniel J Klionsky <sup>1 2</sup>, Kotb Abdelmohsen <sup>3</sup>, Akihisa Abe <sup>4</sup>, Md Joynal Abedin <sup>5</sup>, Hagai Abeliovich <sup>6</sup>, Abraham Acevedo Arozena <sup>7</sup>, Hiroaki Adachi <sup>8</sup>, Christopher M Adams <sup>9</sup>, Peter D Adams 10, Khosrow Adeli 11, Peter J Adhihetty 12, Sharon G Adler 13, Galila Agam 14, Rajesh Agarwal 15, Manish K Aghi 16, Maria Agnello 17, Patrizia Agostinis 18, Patricia V Aguilar 19, Julio Aguirre-Ghiso 20 21, Edoardo M Airoldi 22 23, Slimane Ait-Si-Ali 24, Takahiko Akematsu 25, Emmanuel T Akporiaye 26, Mohamed Al-Rubeai 27, Guillermo M Albaiceta 28, Chris Albanese 29, Diego Albani 30, Matthew L Albert 31, Jesus Aldudo 32, Hana Algül 33, Mehrdad Alirezaei 34, Iraide Alloza 35 36, Alexandru Almasan 37, Maylin Almonte-Beceril 38, Emad S Alnemri 39, Covadonga Alonso 40, Nihal Altan-Bonnet 41, Dario C Altieri 42, Silvia Alvarez 43, Lydia Alvarez-Erviti 44, Sandro Alves 45, Giuseppina Amadoro 46, Atsuo Amano 47, Consuelo Amantini 48, Santiago Ambrosio 49, Ivano Amelio 50, Amal O Amer 51, Mohamed Amessou <sup>52</sup>, Angelika Amon <sup>53</sup>, Zhenyi An <sup>54</sup>, Frank A Anania <sup>55</sup>, Stig U Andersen 56, Usha P Andley 57, Catherine K Andreadi 58, Nathalie Andrieu-Abadie 59, Alberto Anel 60, David K Ann 61, Shailendra Anoopkumar-Dukie 62, Manuela Antonioli 63 64, Hiroshi Aoki 65, Nadezda Apostolova 66, Saveria Aquila 67, Katia Aquilano 68, Koichi Araki 69, Eli Arama 70, Agustin Aranda 71, Jun Araya 72, Alexandre Arcaro 73, Esperanza Arias 74, Hirokazu Arimoto 75, Aileen R Ariosa 2, Jane L Armstrong 76, Thierry Arnould 77, Ivica Arsov 78, Katsuhiko Asanuma 79, Valerie Askanas 80, Eric Asselin 81, Ryuichiro Atarashi 82, Sally S Atherton 83, Julie D Atkin 84, Laura D Attardi 85, Patrick Auberger 86, Georg Auburger 87, Laure Aurelian 88, Riccardo Autelli 89, Laura Avagliano 90 91, Maria Laura Avantaggiati 92, Limor Avrahami 93, Suresh Awale 94, Neelam Azad 95, Tiziana Bachetti 96, Jonathan M Backer 97, Dong-Hun Bae 98, Jae-Sung Bae 99, Ok-Nam Bae 100, Soo Han Bae 101, Eric H Baehrecke 102, Seung-Hoon Baek 103, Stephen Baghdiquian 104, Agnieszka Bagniewska-Zadworna 105, Hua Bai 106. Jie Bai 107. Xue-Yuan Bai 108. Yannick Bailly 109. Kithiganahalli Narayanaswamy Balaii 110, Walter Balduini 111, Andrea Ballabio 112, Rena Balzan 113, Rajkumar Banerjee 114, Gábor Bánhegyi 115, Hajjun Bao 116,



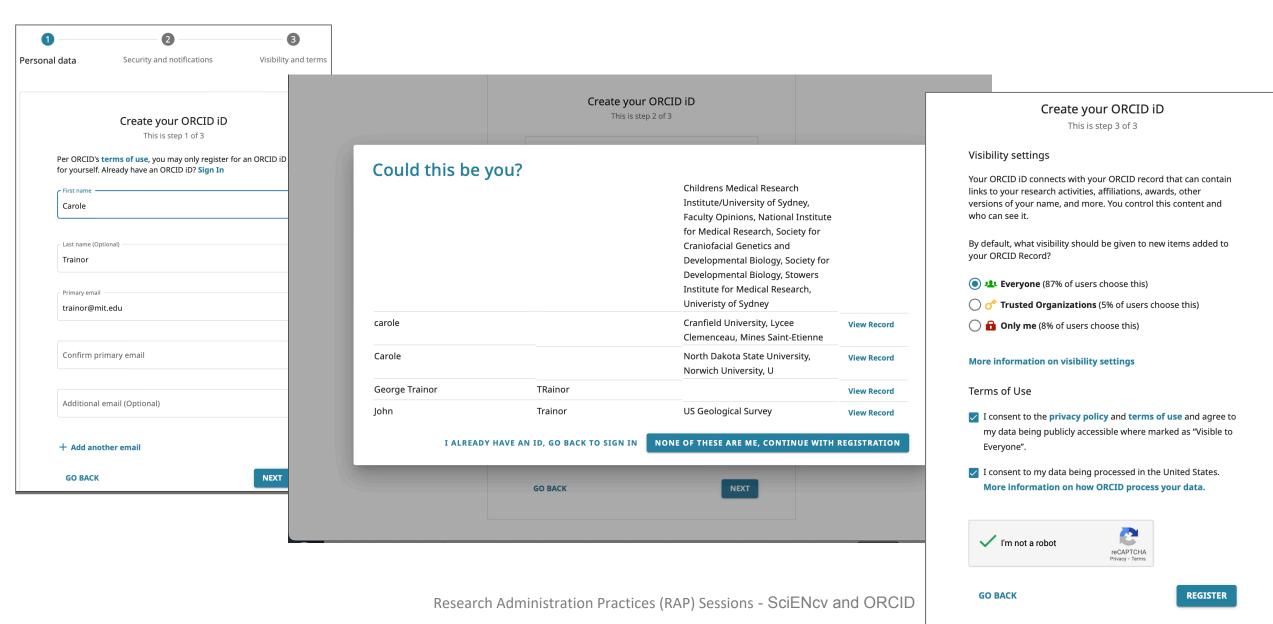
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### **ORCID at MIT: Create an ORCID ID**





### **Create your ORCID ID**



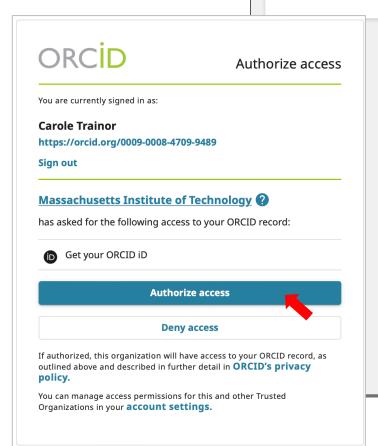
### **Authorize ORCID MIT Access**



#### **ORCID** at MIT - Researcher's Interface

ORCID iD 0009-0008-4709-9489 was created and successfully linked to your MIT ID number 923639066 in MIT records.

Back to main Researcher's Page



Authorize MIT as a trusted organization to 'Get your ORCID ID'

Welcome to ORCID

X

#### **Carole Trainor**



Your ORCID iD is:

https://orcid.org/0009-0008-4709-9489

#### Your ORCID record is ready

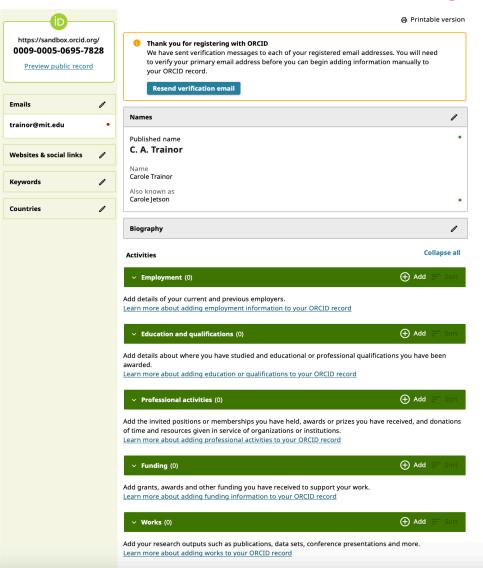
Thank you for verifying your email. You now have access to the full range of ORCID's editing features.



- > Add an affiliation to distinguish yourself
- > Connect your record to other services and start importing your works

Go to my ORCID record

### **Build your ORCID Record**



ORCID, which stands for Open Researcher and Contributor ID, is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities. We provide ORCID to researchers free of charge so that we may realize our vision of connecting all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions across disciplines, borders, and time.



#### Why get an ORCID?

Learn how ORCID can help you spend more time conducting your research and less time managing it.

#### **Optimize your ORCID**



Ensure your ORCID is connected so you can easily share your data between your record and an increasing number of funders, publishers, data repositories, and other research workflows.

#### Get help with your ORCID

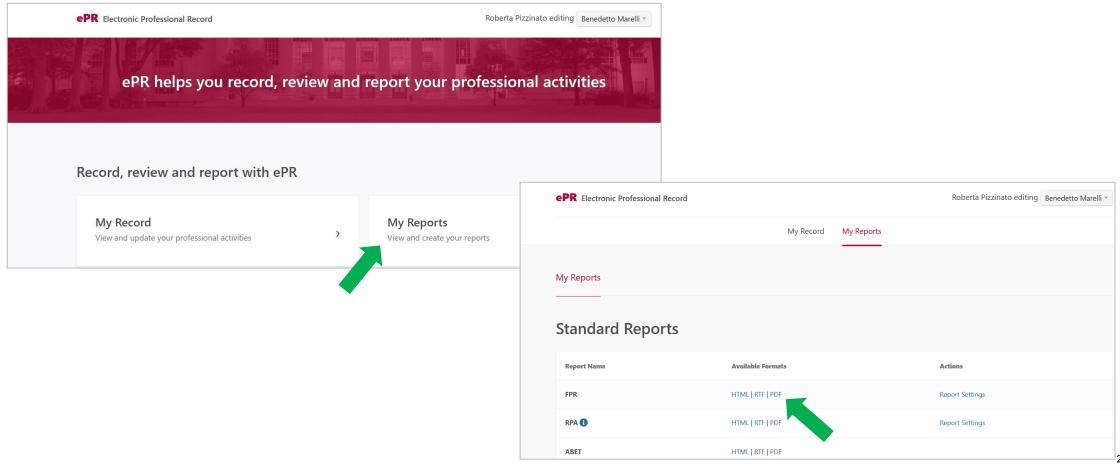
Having issues with signing in? Need some help with connecting your work? We can help!

View methods for populating the sections of your ORCID (video will begin at the section)

ORCID US Workshop for Researchers (May 11, 2023).

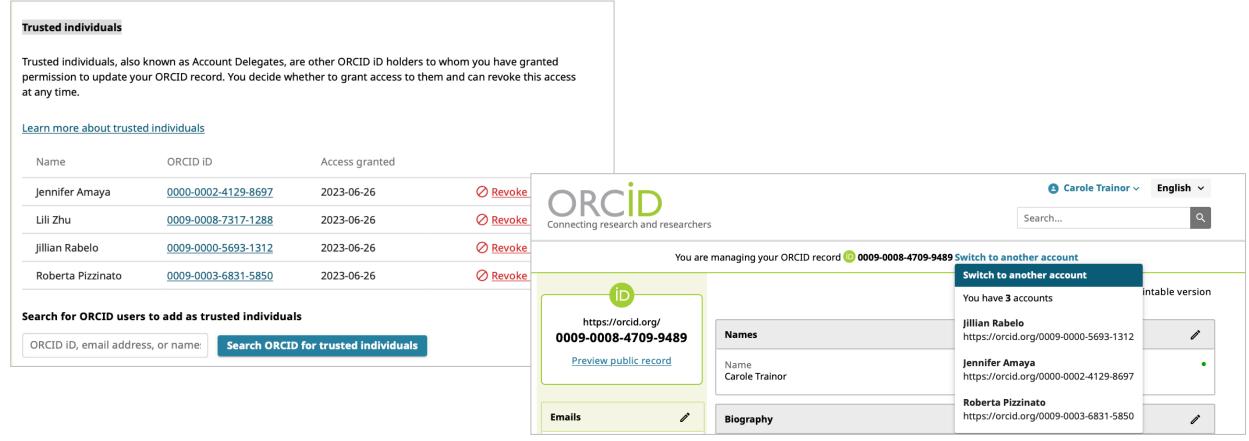
### MIT ePR (electronic Professional Record)

Those with an MIT electronic Professional Record (ePR) at epr.mit.edu may want to use it as source to copy/paste information to a new ORCID account.



### **ORCID Trusted individuals (Proxy/Delegate)**

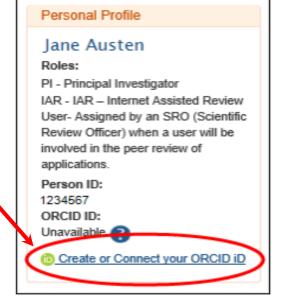
- MIT Administrators must have their own ORCID ID to be assigned proxy role
- Proxy/Delegate authorization is for selected Trusted Individuals granted permission to update your ORCID record.



### Link ORCID to NIH eRA Commons as Trusted Organizations

When you have an ORCID iD, link in your eRA Commons **Personal Profile** by clicking on the Create or Connect your ORCID iD and logging into ORCID.

Learn more about <u>Trusted Organizations</u> and visibility authorizations.

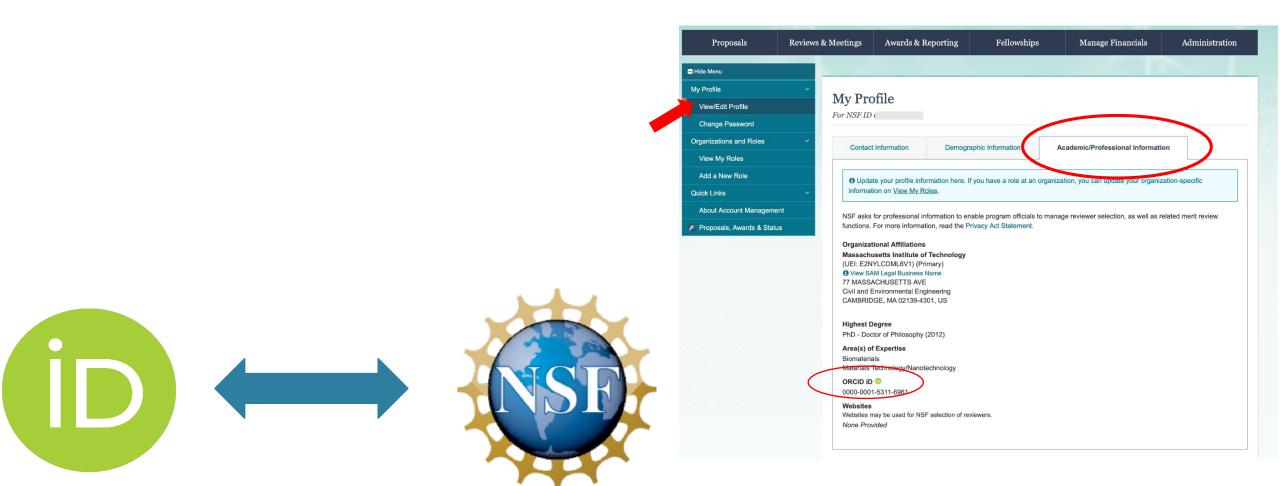








Link your *ORCID iD* to your *NSF Research.gov* by viewing **My Profile** and selecting the **Academic/Professional Information** tab, then clicking on the ORCID iD and logging into ORCID



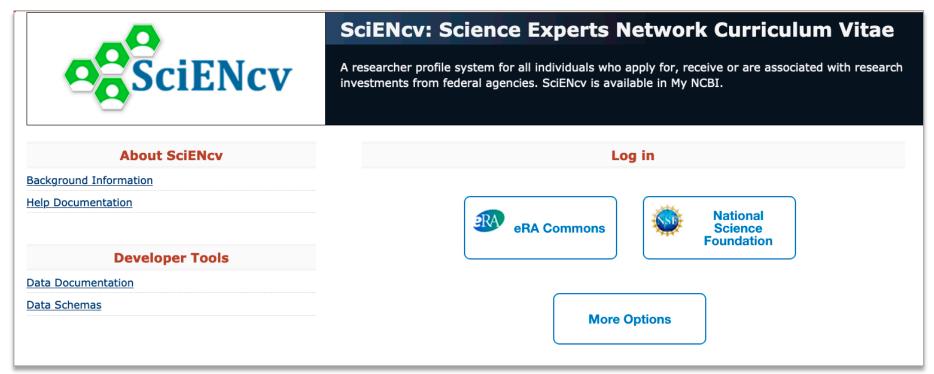
### **SciENcv**

NSF Effective for new proposals submitted or due on or after October 23, 2023: Mandate to use SciENcv only for preparation of the Biographical Sketch and Current and Pending (Other) Support documents

### What is SciENcv?

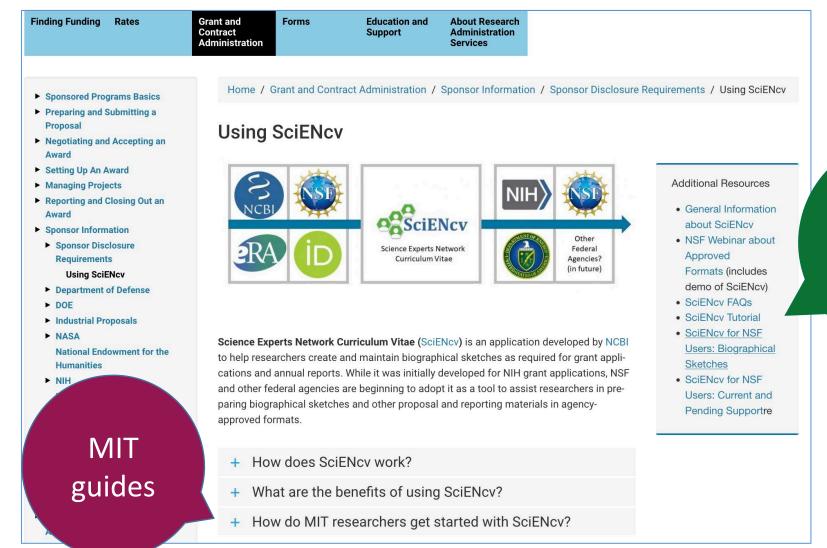
### Science Experts Network Curriculum Vitae (SciENcv)

<u>SciENcv</u> is an electronic platform available through **NCBI** that makes it easy to develop a repository of information that can be readily updated and modified to prepare biosketches for submission to multiple agencies.



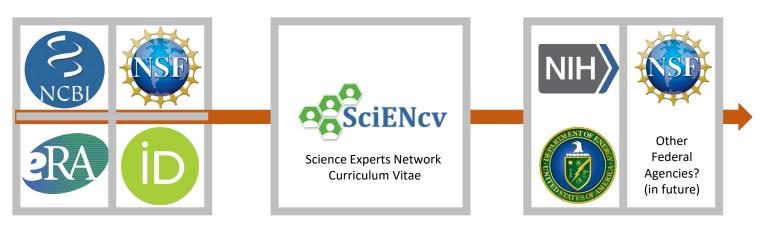
### SciENcv @ MIT

### Please see the VPR/RAS webpage: Using SciENcv



Step-bystep help and demos

### **SciENcv Benefits**



### Inputs

- eRA Commons
- NCBI My **Bibliography**
- Research.gov
- ORCID
- Hand-entered information

#### Integration

- IDs
- Contributions
- Name
- Grants
- Affiliation
   Publications
- Education
   Collaborators
- Honors Patents
- Awards
- Etc.
- Personal Statement

### **Outputs**

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biosketch
- NSF C&P Support (DOE Office of Science requires NSFapproved C&P format)

PDF Documents to save to computer

- Link to external sources, including **ORCID**, to populate information
- Update documents or use as template for new format (eliminates need to re-enter information)
  - Allows Delegate role
  - Exports to up-to-date sponsor-approved form

# Researcher Log-In & Account Settings

### Log In via eRA Commons, NSF Research.gov

1. Go to <a href="https://www.ncbi.nlm.nih.gov/sciencv/">https://www.ncbi.nlm.nih.gov/sciencv/</a>

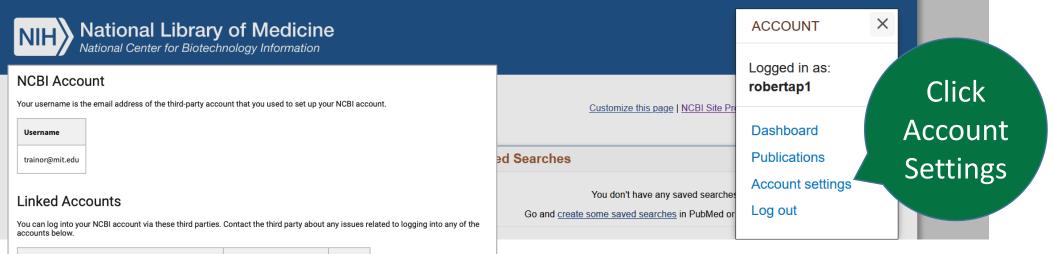


2. Select Log-In method (eRA Commons or NSF)



3. Enter Username and Password for Research.gov or authenticate on eRA Commons

### **NCBI Account Settings: Linked Accounts**



Account Email/ID Remove trainor@mit.edu (logged in) eRA Commons Massachusetts Institute of Technology trainor@mit.edu NSF (National Science Foundation) Researcher Login, USA trainor@mit.edu ORCID 0009-0008-4709-9489

Add account

#### **Delegates**

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

My NCBI Username	Email	МуВів	SciENcv	Remove
cwood_mit	cwood@mit.edu	<b>~</b>	<b>~</b>	ī
robertap1	robertap@mit.edu	<b>~</b>	<b>~</b>	î
icariolo@mit.edu	icariolo@mit.edu	<b>~</b>		î
gongzuoyong	lilizhu@mit.edu	<b>~</b>	<b>~</b>	î

#### Link a new 3rd-party account

A. T. Still University

AAF Virtual Home, Australia

Search for the account name or click on a link below to connect your account to one of these partner organizations. Please note, you Search one account per third-party partner.

bv **Available 3rd-party partners** Account 29 Mavis University, Turkey name A\*STAR - Agency for Science, Technology and Research, Singapor

Link to your eRA Commons, NSF Research.gov, ORCiD or other external account

### **NCBI Account Settings: Add Delegates**

#### **NCBI** Account

Your username is the email address of the third-party account that you used to set up your NCBI account.

Username trainor@mit.edu

#### **Linked Accounts**

You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

Account	Email/ID	Remove
eRA Commons	trainor@mit.edu (logged in)	î
Massachusetts Institute of Technology	trainor@mit.edu	ī
NSF (National Science Foundation ) Researcher Login, USA	trainor@mit.edu	î
ORCID	0009-0008-4709-9489	î

Search by email address

#### Add account

#### Delegates

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

My NCBI Username	Email	МуВів	SciENcv	Remove
cwood_mit	cwood@mit.edu	<b>~</b>	<b>~</b>	Ī
robertap1	robertap@mit.edu	<b>~</b>	<b>~</b>	î
icariolo@mit.edu	icariolo@mit.edu	✓	<b>~</b>	î
gongzuoyong	lilizhu@mit.edu	<b>~</b>	<b>☑</b>	î

### Add a Delegate

Enter the delegate's email address

lillizhu@mit.edu

**/** 

#### What will happen:

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

Save Cancel

### **Account Settings: Add Delegates**

An email is sent to the person you Added as a Delegate asking them to click a link to accept delegate role.

Account Settings > Delegate will show Awaiting confirmation

#### Delegates

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

My NCBI Username	Email	MyBib	SciENcv	Remove
(Awaiting confirmation)	lilizhu@mit.edu			Î

Delegate has been added successfully. A message has been sent to the new email address; please follow the confirmation instructions provided in the email.

<u>Add delegate</u>

Once confirmed, you may adjust delegate role to NCBI **My Bibliography**, **SciENcv** or both.

#### **Delegates**

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

My NCBI Username	Email	МуВів	SciENcv	Remove
cwood_mit	cwood@mit.edu	<b>~</b>	<b>~</b>	î
robertap1	robertap@mit.edu	<b>☑</b>	<b>~</b>	î
icariolo@mit.edu	icariolo@mit.edu	<b>~</b>	<b>~</b>	î
gongzuoyong	lilizhu@mit.edu	<b>~</b>	•	

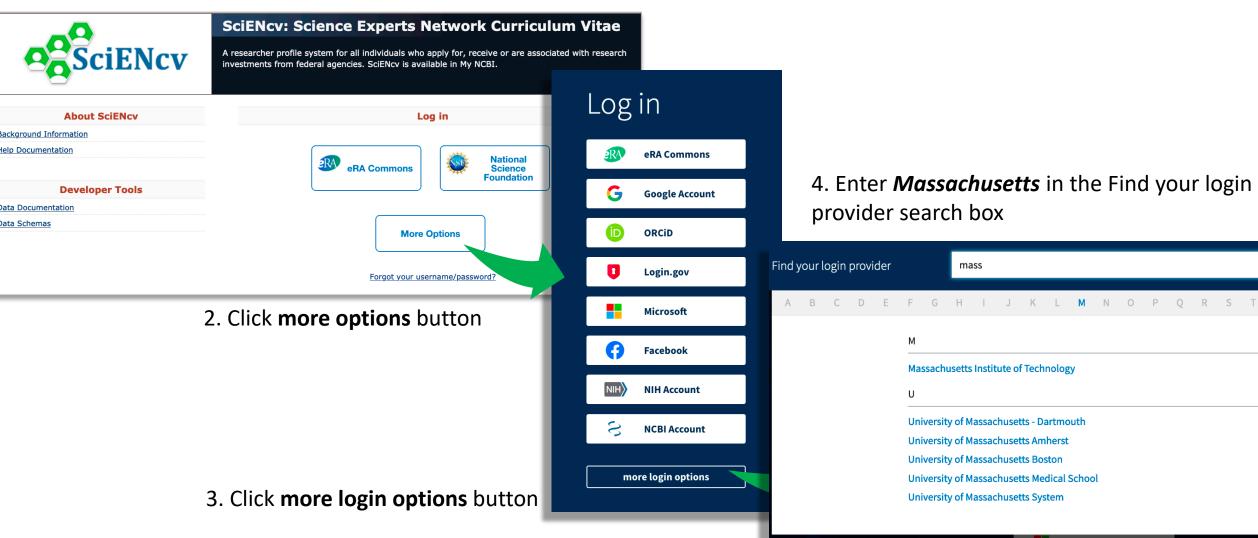
Add delegate

Click trash icon to remove Delegate

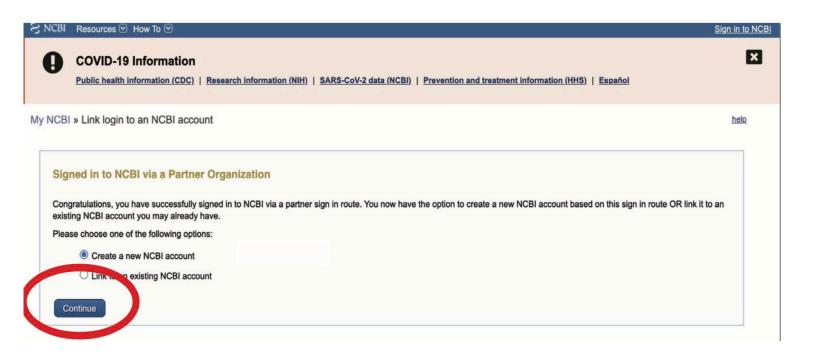
# Research Administrator Log-In & Delegate Access

### Log In via MIT

1. Go to <a href="https://www.ncbi.nlm.nih.gov/sciencv/">https://www.ncbi.nlm.nih.gov/sciencv/</a>



### **Create / Link NCBI Account**



Create New or Link to an existing NCBI account

### **Delegate Notification & Confirmation**

If Added as a Delegate, you will get an email with a link to accept.

Dear lilizhu@mit.edu,

My NCBI is a free user account system that can be used to store data (such as PubMed citations), searc preferences for the NCBI web site.

The My NCBI user: <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliograph to add and remove citations to the bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliograph to add and remove citations to the bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography to add and remove citations to the bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and manage his/her bibliography and perform other functions as if you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you permission to view and you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you were <a href="mailto:trainor@mit.edu">trainor@mit.edu</a> has granted you were <a href

Click link to confirm

https://www.ncbi.nlm.nih.gov/account/delegation/?token=V2Yjd1x7cb3e167f&delegateOf=trainor%40mit.edu

If you believe you have received this message in error, you m for clarification.

Please do not reply to this message. Replies to this message a questions, problems, and comments to <a href="mailto:info@ncbi.nlm.nih.gc">info@ncbi.nlm.nih.gc</a>

My NCBI My Bibliography Account Settings Site Preferences

MyNCBI Dashboard > NCBI Account Settings > Delegate Confirmation

#### Confirm your delegation

My NCBI user robertap1 has added you as a delegate. Please confirm whether or not you would like to accept this delegation.

Depending on the access you've been given, confirming delegation means you will be able to perform actions as if you were robertap1 in their MyBibliography and/or SciENcv profiles.

**Confirm Delegation** 

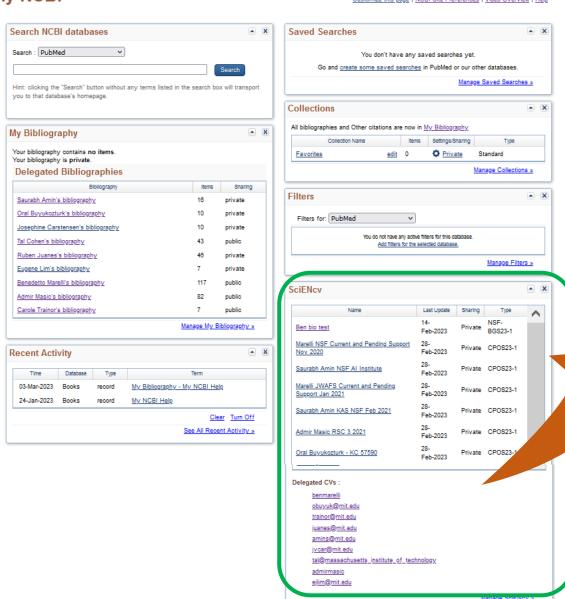
**Decline Delegation** 

# My NCBI Home Page SciENcv Portlet

### SciENcv Portlet: Delegated CVs

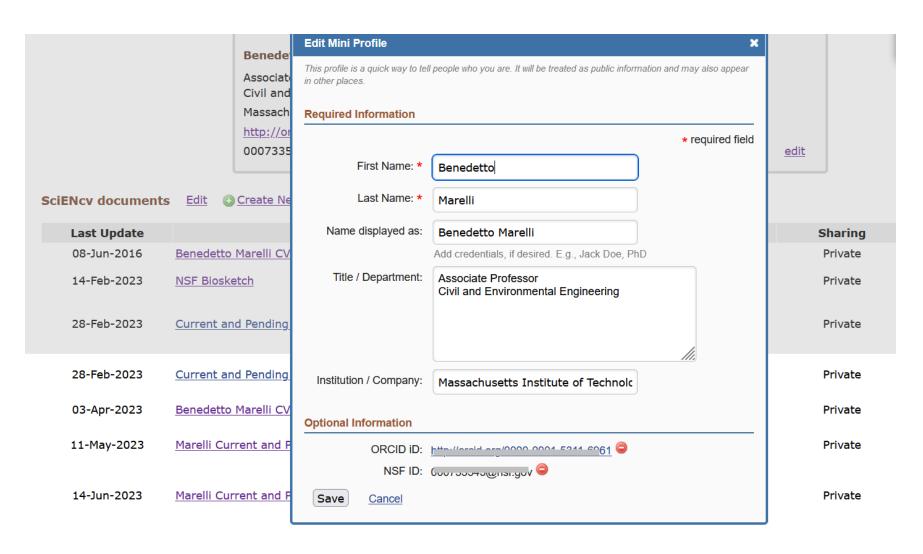
#### My NCBI

Customize this page | NCBI Site Preferences | Video Overview | Help

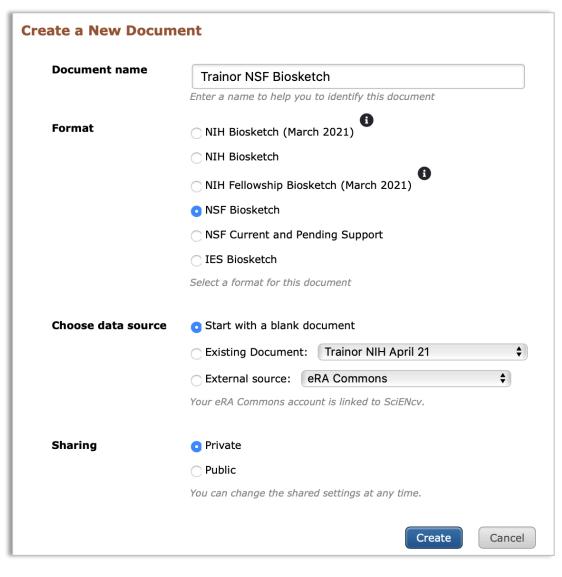




### **Edit Mini Profile**



### Create a new document



#### **Choose Data Source:**

- Blank document
- Existing document (select)
- External source (select)
  Sharing (Private, can be changed)

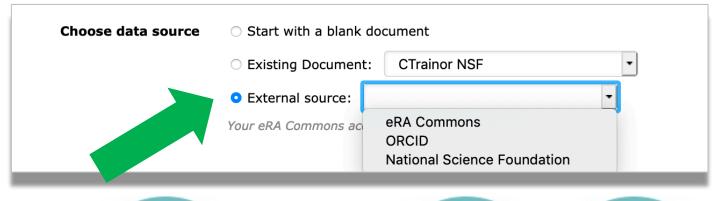
### Create a New Document details

#### Select from the following format options:

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

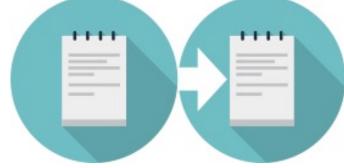
**Note**: Department of Energy Office of Science (DoE SC) requires use of the **Biosketch** and **Current and Pending (Other )Support** format approved by the National Science Foundation (NSF), which may be generated by SciENcv.

### **Biosketch: Choose Data Source**





Blank Document
From scratch



Existing Document

Duplicate an existing product

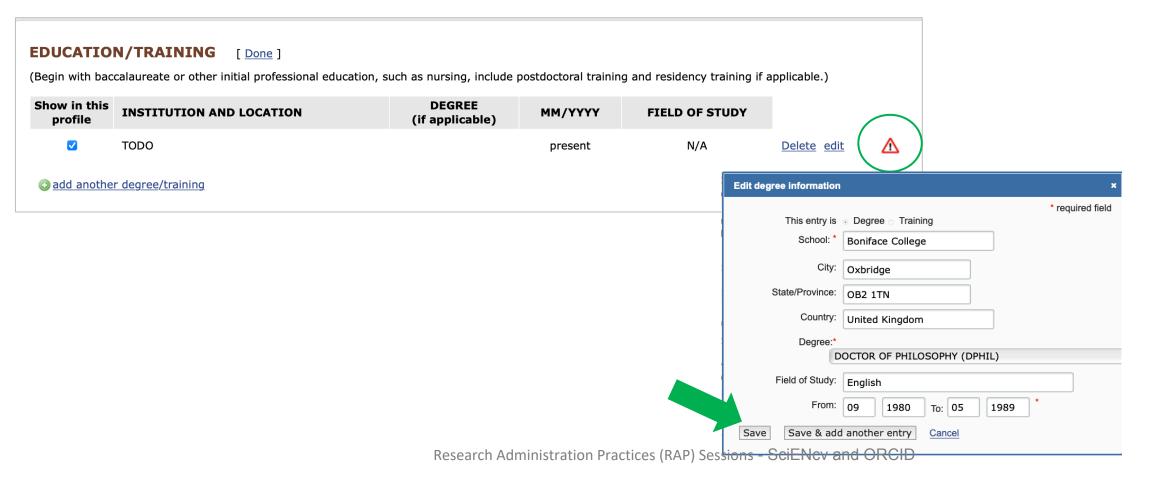
Edit information as needed



External Source
Pull information from a linked
Account such as ORCID, eRA
Commons, NSF

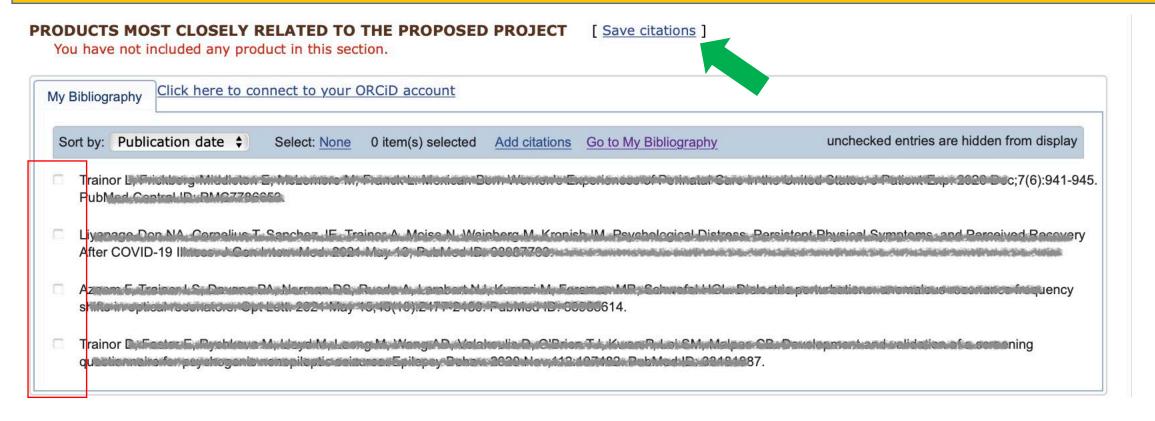
### Add and Update entries

Links to **Add One** or **Edit** entries will display. A warning icon will alert you to sections that must be updated. Click the link to add or edit an entry and a pop-up window will display for entering information (required fields are marked with a red asterisk \*).



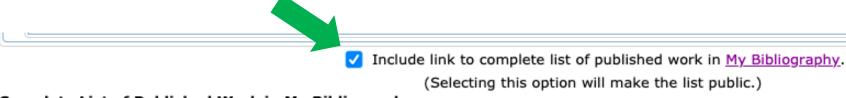
### **Select Citations**

To add citations, SciENcv will connect to your NCBI **My Bibliography** and any linked external sources such as **ORCID**. Select the *checkbox* to the left of citations to include and click the Save Citations link.



### NIH Biosketch: My Bibliography

The NIH Biosketch format allows inclusion of a link to a full bibliography IF the url is a federal link (.gov). Making your My Bibliography meets the NIH requirements if you would like to include this option.



Complete List of Published Work in My Bibliography:

https://www.ncbi.nlm.nih.gov/myncbi/carole.trainor.1/bibliography/public/

### **Download NIH to PDF**

**Profile name:** Trainor Biosketch [ Edit ]

Profile type: NIH Biosketch (March 2021) NIH Biographical Sketch Instructions

Last Updated: 15 May 2021

**Sharing:** Private [ Change ]

Download: PDF Word XML

Download to PDF for submission

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

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: Trainor, Carole

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

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
Boniface College, Oxbridge, OB2 1TN	DPHIL	05/1989	English

#### A. Personal Statement

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

- 3. Ci Research Administration Practices (RAP) Sessions SciENcv and ORCID

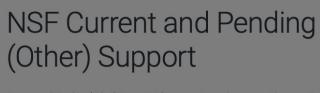
#### C. Contribution to Science

1. a. T. P PNO.D. PMO.T.

> o. Trair Lo

Complete List of Published Work in My Bibliography: https://www.ncbi.nlm.nih.gov/myncbi/carole.trainor.1/bibliography/public/ Includes link to public My Bibliography

### Create/Edit an NSF Document



No. 10. 10. 10.

Current and Pending (Other) Support information is used to assess the capacity of the individual to carry out the research as proposed and helps assess any potential scientific and budgetary overlap/duplication, as well as overcommitment with the project being proposed.

Current and Pending (Other) Support must be provided separately for each individual designated as senior personnel. Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with an NSF quart. Senior

personnel must prepare, save, cer Research.gov or Grants.gov.

Senior personnel are required to difference for governments, instrumental recruitment programs. Further, if a government-sponsored talent recruitment mediary and does not require program, that support must be dissponsored or affiliated activity. No

acceptable exemptions from this disclosure requirement.

Current and Pending (Other) Support Instructions

Missing Fields

Due to differences between forms, there are empty fields that need to be completed. Please provide the required information in order to certify and download the document.

CONTINUE

Alert to missing required fields

**In-Kind Contribution Summary** 

In this section, disclose ALL in-kind contributions related to current and pending support office/laboratory space, equipment, supplies, and employee or student resources. A sepan project/pending proposal using the format specified below.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

**Current** – all in-kind contributions obligated from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

**Pending** – all in-kind contributions currently under consideration from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

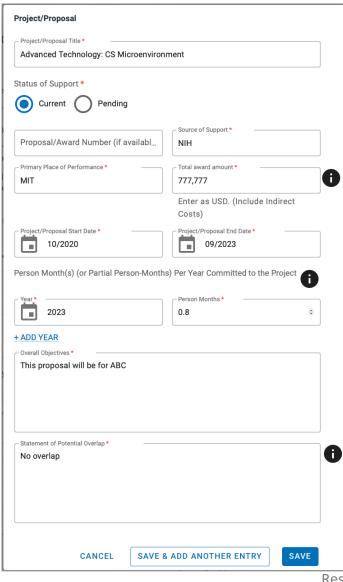
#### + ADD IN-KIND CONTRIBUTION

Summary	Source of Support	Dollar Value	Edit	Delete
Lab Equipment: Leica DM1000 Microscope	Novartis	\$75,000	•	Î

Red icon alerts you to entry that must be updated

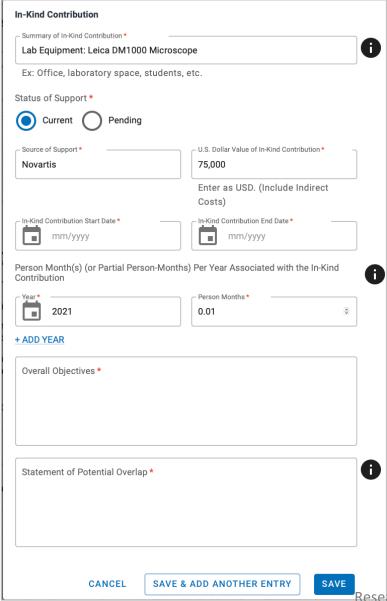


### Add Project/Proposal



- Each field is manually entered
- Required fields are marked with a red asterisk
- You may edit any field. An entry may be updated to change status from Current to Pending, add/remove years, change Person months.

### **Add In-Kind Contribution**



- Each field is manually entered
- Required fields are marked with a red asterisk
- Do not use commas in the Total Award Amount
- Objectives and Overlap required
- You may edit any field to update the In-Kind Contribution.

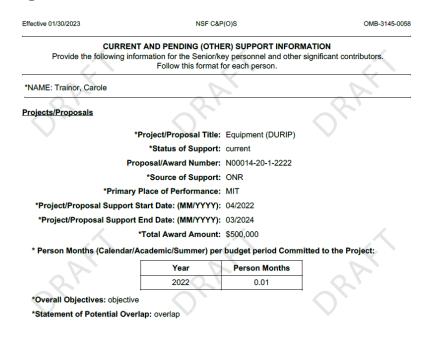
### **Delegate Download Draft**

MY NCBI > SCIENCV > CAROLE CP TO COPY FOR TRAINING

## NSF Current and Pending (Other) Support



**VIEW DRAFT** will generate a PDF. You can see what information is missing, email PI screenshot of full doc for review



Delegates may send Draft PDF to PI/Co-I/KP, or a screenshot of section that needs review.

PI/Co-I/KP Download NSF PDF & Certify

MY NCBI > SCIENCV > TEST 1 24 2023 RP

# NSF Current and Pending (Other) Support



#### 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 current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. §§ 6605. 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.

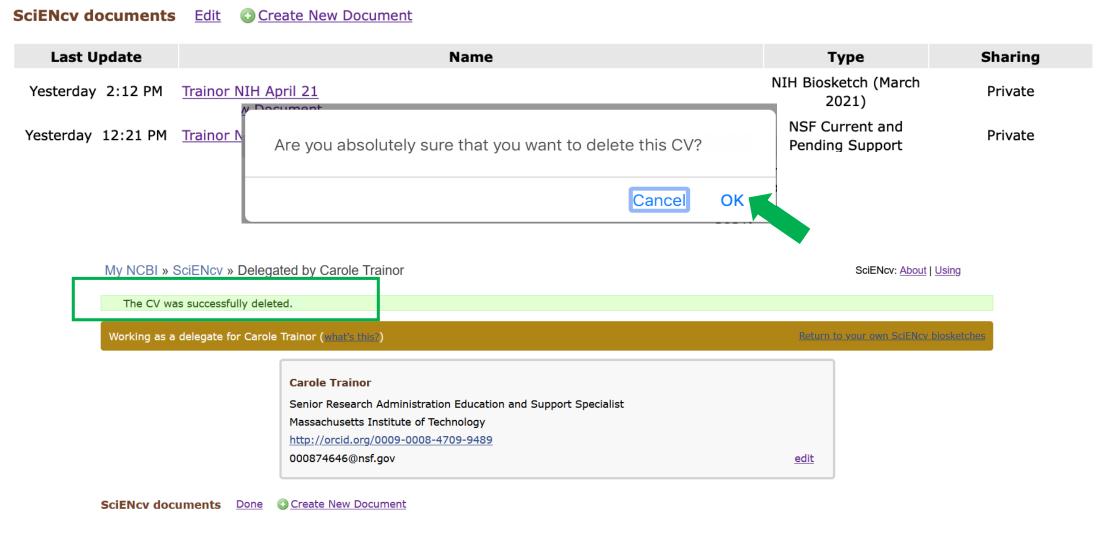
CANCEL

AGREE

PI/Co-I/KP must complete required certification to download NSF documents.

After certification is complete, the Delegate may also download.

### SciENcv: Delete Document



### Thank you - Feedback

We are providing a **QR Code** for you to access a **RAP learning session feedback survey** via your phone or mobile device.





I will also provide the link <a href="https://mit.co1.qualtrics.com/jfe/form/SV\_bxxjXkO">https://mit.co1.qualtrics.com/jfe/form/SV\_bxxjXkO</a>
<a href="https://mit.co1.qualtrics.com/jfe/form/SV\_bxxjXkO">OFn5qlxk</a> to access the form via the web and in a follow up email.

### Questions – Help

For policy-related questions, please contact

- RAS Contract Administrator
- RA-Help@mit.edu

Research Administration Drop-In: Monday, 24th at 1:00pm (Join on Zoom).

**ORCID** at MIT

orcid@mit.edu

#### **NCBI SciENcv support**

To troubleshoot issues with SciENcv, you can contact the NCBI Help Desk or nlm-support@nlm.nih.gov