Research Administration Practices (RAP) Sessions

SciENcv: Create and Manage Documents

May 21, 2021

Roberta Pizzinato, Financial Coordinator, Civil and Environmental Engineering

Carole Trainor, Senior Research Administration Support and Education Specialist, VPR
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
- SciENcv
  - Benefits
  - Log In and Create an account
  - Link Accounts (external sources)
  - Delegate
- Biographical Sketches
- NSF Current and Pending Support
- Questions/Help
Introductions

Roberta Pizzinato, Financial Coordinator, Civil and Environmental Engineering

Carole Trainor, Senior Research Administration Support and Education Specialist, VPR

Joining us from the MIT Libraries

Courtney Crummett, Collections Strategist for Science and Engineering, Libraries
• Federal sponsors have expressed concern regarding threats to the integrity of U.S. research, including failure of researchers to fully and accurately disclose support from outside activities or foreign entities during the grant application, award, and implementation processes.

• To address these Science & Security concerns, frequently referred to as *Undue Foreign Influence*, Federal sponsors are updating reporting and disclosure requirements.

• These changes impact every researcher, not just those with international engagements. It is essential that we stay current with changing sponsor requirements.
RAS Federal Disclosure Requirements Checklists

Failure to fully disclose foreign/domestic collaborations, affiliations, and resources in funding applications and other documents can have serious consequences and may endanger MIT’s eligibility for future federal funding.

Federal Disclosure Requirements
DOD, DOE, NASA, NIH, NSF
Federal Requirements Key Points

What to Include
What NOT to Include
Format (i.e., chronological order)
Limits (max number to report)
Required Form Version
What is SciENcv?

**Science Experts Network Curriculum Vitae (SciENcv)**

SciENcv 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.
Please see the new VPR/RAS webpage:

Using SciENcv

- How does SciENcv work?
- What are the benefits of using SciENcv?
- How do MIT researchers get started with SciENcv?
SciENcv Overview

Quickly create and recreate documents for each grant application or annual report – reducing administrative burden!

- Create an official **NSF Current and Pending Support** document (**DOE Office of Science** also requires use of the NSF-approved **Biosketch** and **Current and Pending Support** format).

- NIH is working with SciENcv to deliver an **NIH Other Support** form (meeting new requirements for Jan 25, 2022) in coming months.
Why Use SciENcv?

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

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

**Outputs**
- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biosketch
- NSF C&P Support
  (DOE Office of Science requires NSF-approved C&P format)
- PDF Documents to save to computer

• Link to external sources 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
Log In via eRA Commons, NSF Research.gov


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

3. Enter Username and Password on eRA Commons or Research.gov screen
Create / Link NCBI Account

Create New or Link to an existing NCBI account
NCBI Account Settings

Click Account Settings

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

Click Change in Linked Accounts
Linked Accounts

If you are signed in to an account from one of these organizations, you can link it to your My NCBI account. You can sign in to My NCBI without entering your username and password as long as you are signed in to any of these organizations’ web sites. You can also share your bibliography and other data with the linked account.

Your Linked Accounts

- eRA Commons (trainor@mit.edu)
- Massachusetts Institute of Technology (trainor@mit.edu)

Search for account name:

Account Options

- ORCID

Search for Account name
Open Researcher & Contributor ID (ORCID)

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

Linking a SciENcv account to ORCID is optional but recommended.

Used within NIH and Grants.gov to relate publications to grants

NIH requires individuals supported by research training, fellowship, research education, and career development awards to have ORCID iDs

ORCID @ MIT Information

MIT Libraries Guide
Information on ORCID registration and integration at MIT, and contacts for assistance/support
https://libguides.mit.edu/c.php?g=176444&p=1160313
Add Delegates

Enter the email address of the DLC Research Administrator or other person supporting research at MIT, then click OK.
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

Once confirmed, you may adjust delegate role to NCBI My Bibliography, SciENcv or both.
Research Administrator Log-In & Delegate Access
Log In via MIT

2. Click more options button
3. Click more login options button
4. Enter Massachusetts in the Find your login provider search box
Log-In via MIT

5. Enter your MIT Kerberos Username and Password on the Touchstone screen
Create / Link NCBI Account

Create New or Link to an existing NCBI account
Delegate Notification

The My NCBI user: trainor@mit.edu has granted you permission to view and manage his/her bibliography. You will be able to add and remove citations to the bibliography and perform other functions as if you were trainor@mit.edu. To accept this responsibility, click the link below to log in to or register for My NCBI.

https://www.ncbi.nlm.nih.gov/account/delegation/684521c5f396705c9ce8e37e31de5cde73d2c2d8fde113f206d07f2ed86d2b8/delegation?submit=delegation

If you believe you have received this message in error, you may simply ignore it or contact the requestor trainor@mit.edu for clarification.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. You may send questions, problems, and comments to info@ncbi.nlm.nih.gov.

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

1. Click the **Confirm Connection** button

2. The NCBI Account Settings page will state you are a delegate. Click link **Back to My NCBI Home Page**
My NCBI Home Page
SciENcv Portlet
My NCBI: Portlets

My NCBI

Search NCBI databases

Saved Searches

Filters

SciENcv

My NCBI

My Bibliography

Recent Activity

SciENcv

Manage My Bibliography

Manage Filters

Manage SciENcv

Search : PubMed

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

Your bibliography contains 1 items.
Your bibliography is private.

2:13 PM Books record SciENcv - My NCBI Help
25-Feb-2021 PMC record Chronic subdural hematoma associate...

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Update</th>
<th>Sharing</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainor NIH April 21</td>
<td>15-Apr-2021</td>
<td>Private</td>
<td>NIHBIosketch3</td>
</tr>
<tr>
<td>Trainor NSF</td>
<td>21-Apr-2021</td>
<td>Private</td>
<td>NSFCurrentAndPendingSupport</td>
</tr>
<tr>
<td>eRA-Trainor</td>
<td>12-May-2021</td>
<td>Private</td>
<td>NIHBIosketch3</td>
</tr>
</tbody>
</table>
SciENcv Portlet: Delegated CVs
Edit Mini Profile

Edit Name, Title/Department, Organization, and optional linked accounts
SciENcv Help - To troubleshoot issues with SciENcv, you can contact the NCBI Help Desk or nlm-support@nlm.nih.gov.
Create a Biosketch

Document Name: easy to identify
Format: Select official sponsor format type
Choose Data Source:
- Blank document
- Existing document (select)
- External source (select)
Sharing (Private, can be changed)
SciENcv Document Format

Select from the following format options:

- NIH Biosketch (March 2021)*
- NIH Biosketch
- NIH Fellowship Biosketch (March 2021)*
- NSF Biosketch
- NSF Current and Pending Support
- IES Biosketch

*Biosketch format page has been updated for application due dates and RPPR submissions on/after January 25, 2022 (See NOT-OD-21-073 / NOT-OD-21-110 for specific changes and details).

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

Choose data source
- Start with a blank document
- Existing Document: CTrainor NSF
- External source: eRA Commons, ORCID, NSF

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
Biosketches

**NSF Biosketch**

**NAME**
Nanci, Carol

**A. PROFESSIONAL PREPARATION**
List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.
You have not listed any degree or training. Please add one.

**B. APPOINTMENTS**
List, in reverse chronological order, all academic, professional, or institutional appointments beginning with the current appointment.
You have not listed any employment. Please add one.

**C. PRODUCTS**
Acceptable products must be creative and measurable, including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unobtainable documents not yet submitted for publication, funded lectures, and additional lists of products. Each product must include full citation information including, where applicable and practicable, names of all authors, date of publication or release, title, title of peer-reviewed work such as Journal or Book, volume, issue, pages, website and uniform resource locator (URL) or other Persistent Identifier.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT**
You have not included any product in this section.

**OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT**
You have not included any product in this section.

**D. SYNERGISTIC ACTIVITIES**
List up to five distinct examples that demonstrate 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 should be specific and must not include multiple examples to further describe the activity.
You have not yet provided an example. Please add one using the tips below.

---

**NIH Biosketch (March 2021)**

**NAME**
Nanci, Carol

**A. Personal Statement**
You have not yet provided a personal statement.

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

**B. Positions, Scientific Appointments and Honors**
Positions and Scientific Appointments
You have not listed any employment. Please add one.

Honors
You have not listed any honors. Please add one.

**C. Contribution to Science**
This section is currently empty. Click to edit section to add your contributions.
Profile Name and Guidance

Profile Name and Guidance

Profile: Trainor NSF Biosketch [Edit]
Profile type: NSF Biosketch NSF Biographical Sketch Instructions
Last Updated: 15 May 2021
Sharing: Private [Change]

Profile Name: Trainor Biosketch [Edit]
Profile type: NIH Biosketch (March 2021) NIH Biographical Sketch Instructions
Last Updated: 15 May 2021
Sharing: Private [Change]

Download options:
- PDF
- Word
- XML

Sponsor instructions:
OMB-3145-0058

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

- Maintain biosketch, updating as appropriate for each proposal. Including adding all positions, scientific appointment and honors (follow sponsor specific requirements – domestic/foreign, part-time, full-time, voluntary, with or without remuneration).
- Accurate and complete disclosure is the responsibility of the researcher.
- Note, some sponsors may require use of one format (i.e., **DOE SC** requires NSF-approved **Biosketch** and **Current and Pending**) but you must report information required by the sponsor you are submitting to (DOE SC varies somewhat from NSF).
- Determine which research support to highlight for each proposal.
- Select citations to include (will populate from NCBI [My Bibliography](#) and linked external accounts such as ORCID)
Keep External Sources Up-To-Date

log into the eRA Commons to complete your personal profile:
https://commons.era.nih.gov
Biosketch: Add entries

In certain sections of the Biosketches, such as *Education/Training,* and *Appointments,* a link to Add One will display. Click the link and pop-up window will display for entering information (required fields are marked with a red asterisk *).
Biosketch: Select Citations

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

![Image of theSciENcv interface with the Biosketch Select Citations section highlighted.](image-url)
NCBI My Bibliography is available through the My NCBI Home page. It allows you to create and manage a bibliography with citations added from PubMed or through manually added non-PubMed citation.

My Bibliography YouTube Video
https://www.youtube.com/watch?v=9gApmLHdCSM

My Bibliography User Guide
https://www.ncbi.nlm.nih.gov/books/NBK53595/
NIH Biosketch: My Bibliography

If you maintain your citations in NCBI My Bibliography, you will be able to select from your list of citations and add new entries while working on your Biosketch.

The NIH Biosketch (March 2021) 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:
BIOGRAPHICAL SKETCH

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.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>END DATE</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonifase College, Osbridge, OB2 1TN</td>
<td>DPHIL</td>
<td>09/1989</td>
<td>English</td>
</tr>
</tbody>
</table>

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.

1. 
2. 
3. 
4. 

C. Contribution to Science

1. a. T.
   19

Complete List of Published Work in My Bibliography:
Create an NSF Current and Pending Support

**Document Name:** easy to identify

**Format:** NSF Current and Pending Support

**Choose Data Source:**
- Blank document
- Existing document (select)

**Sharing:** (Private, can be changed)
**NSF Current and Pending: Choose Data Source**

**Blank Document**
From scratch

**Existing Document**
Duplicate an existing product
Edit information as needed

Note: SciENcv is working to develop an import function for Current and Pending Support from ORCID, NIH Commons, NSF Research.gov, but that function is not currently available.
Create an NSF Current and Pending Support

SciENcv offers unlimited number of support items vs the fillable PDF

Add Project/Proposal or Add In-Kind Contribution

Delete / Edit entries
Add Project/Proposal

- Each field is manually entered
- Required fields are marked with a red asterisk *
- Do not use commas in the Total Award Amount
- SciENcv does not allow ”0” person months. You must enter “0.01”
- You may edit any field. A Current and Pending Support may be updated to change 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
- SciENcv does not allow ”0” person months. You must enter “0.01”
- You may edit any field to update the In-Kind Contribution.
**NSF CURRENT AND PENDING SUPPORT**

Pl/co-PI/Senior Personnel: Trainor, Carole

**PROJECT/PROPOSAL CURRENT SUPPORT**

1. Project/Proposal Title: Cocoa Bioactives for Short Term Memory Improvement
   Proposal/Award Number (if available): 2R01HL000000
   Source of Support: NHLBI
   Primary Place of Performance: Massachusetts Institute of Technology
   Project/Proposal Support Start Date (if available): 2021/03
   Project/Proposal Support End Date (if available): 2026/02
   Total Award Amount (including Indirect Costs): $1,492,232

Person-Month(s) (or Partial Person-Months) Per Year Commited to the Project:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>0.01</td>
</tr>
<tr>
<td>2022</td>
<td>3.6</td>
</tr>
<tr>
<td>2024</td>
<td>3.6</td>
</tr>
<tr>
<td>2025</td>
<td>3.6</td>
</tr>
</tbody>
</table>

**IN-KIND CONTRIBUTIONS PENDING**

1. Source of Support: Boniface College, Osbridge
   Primary Place of Performance: Massachusetts Institute of Technology
   Summary of In-Kind Contributions: Cell line XYZ provided by Dr. Josephine Jones
   Time Commitment - Person-Month(s) (or Partial Person-Months) Committed Per Year:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>0.01</td>
</tr>
</tbody>
</table>

Dollar Value of In-kind Contribution: $1,000
## SciENcv: Delete Document

### SciENcv documents

<table>
<thead>
<tr>
<th>Last Update</th>
<th>Name</th>
<th>Type</th>
<th>Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yesterday 2:12 PM</td>
<td>Trainor NIH April 21</td>
<td>NIH Biosketch (March 2021)</td>
<td>Private</td>
</tr>
<tr>
<td>Yesterday 12:21 PM</td>
<td>Trainor NSF</td>
<td>NSF Current and Pending Support</td>
<td>Private</td>
</tr>
</tbody>
</table>

### SciENcv documents

<table>
<thead>
<tr>
<th>Last Update</th>
<th>Name</th>
<th>Type</th>
<th>Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yesterday 2:12 PM</td>
<td>Trainor NIH April 21</td>
<td>NIH Biosketch (March 2021)</td>
<td>Private</td>
</tr>
<tr>
<td>Yesterday 12:21 PM</td>
<td>Trainor NSF</td>
<td>NSF Current and Pending Support</td>
<td>Private</td>
</tr>
</tbody>
</table>

To delete a document, click on the `Delete` button.
SciENcv: Sign Out
Learning Resources

• FAQs on using SciENcv
• SciENcv Guidance on Creating an NSF Biographical Sketch, including step-by-step instructions and screenshots for each of the four required sections
• YouTube Video - SciENcv for NSF Users: Biographical Sketches
• YouTube Video - SciENcv Tutorial
• YouTube Video - Integrating with ORCID
Feedback

Did you learn something new that will be helpful in your work?

Please rate this session on a scale from 1 (low) to 5 (high)

In Chat, please enter any other feedback or topics for future RA educational offerings.
Questions – Help

NCBI SciENcv support

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

For policy-related questions, please contact

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

For information on NCBI My Bibliography and ORCID at MIT

- MIT Libraries (NCBI II My Bibliography)