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*

Science & Security: Changing Landscape

- 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.

Office of the Vice President of Research: Foreign Engagement

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

MiT | Office of the
Vice President for Research   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 RAS administrator if you have any questions.

- NSF Proposal & Award Policies and Procedures Guide (PAPPG 20-1))
- NSF FAQs on PAPPG 20-1
- NSF MIT-Specific Guidance – Proposal Prep Checklists

BioSketch
Review NSF policy guidance for Biographical Sketches
Biographical sketch (limited to 2 pages) for each individual identified as senior personnel must be submitted using NSF-approved format
All academic, professional or institutional appointments. Include the following:
• Any titled academic, professional or institutional position regardless whether 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 Current and Pending Support
Review NSF FAQs on Current and Pending Support
Current and pending support for each individual identified as senior personnel must be submitted using NSF-approved format

Federal Requirements Key Points
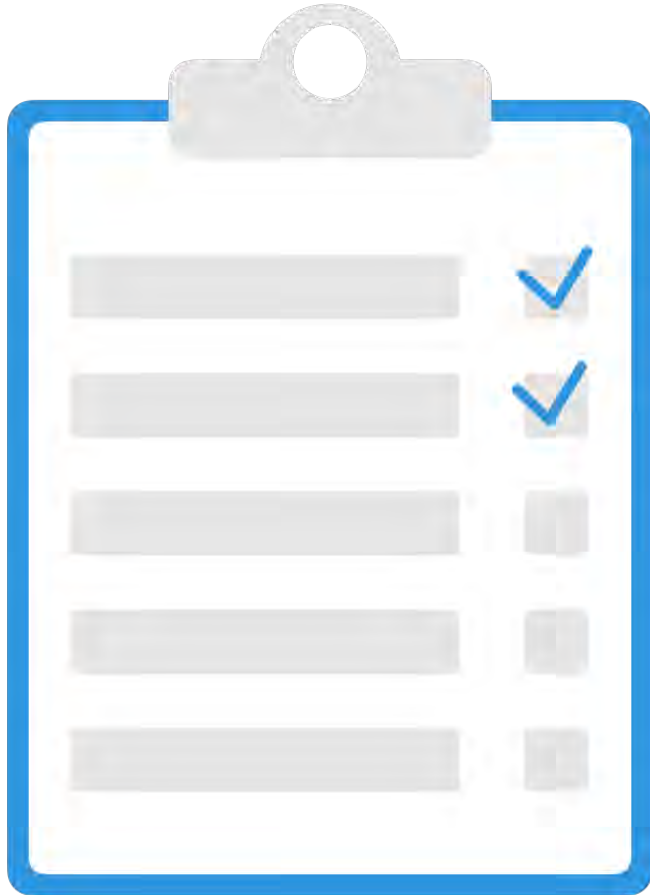
- What to Include
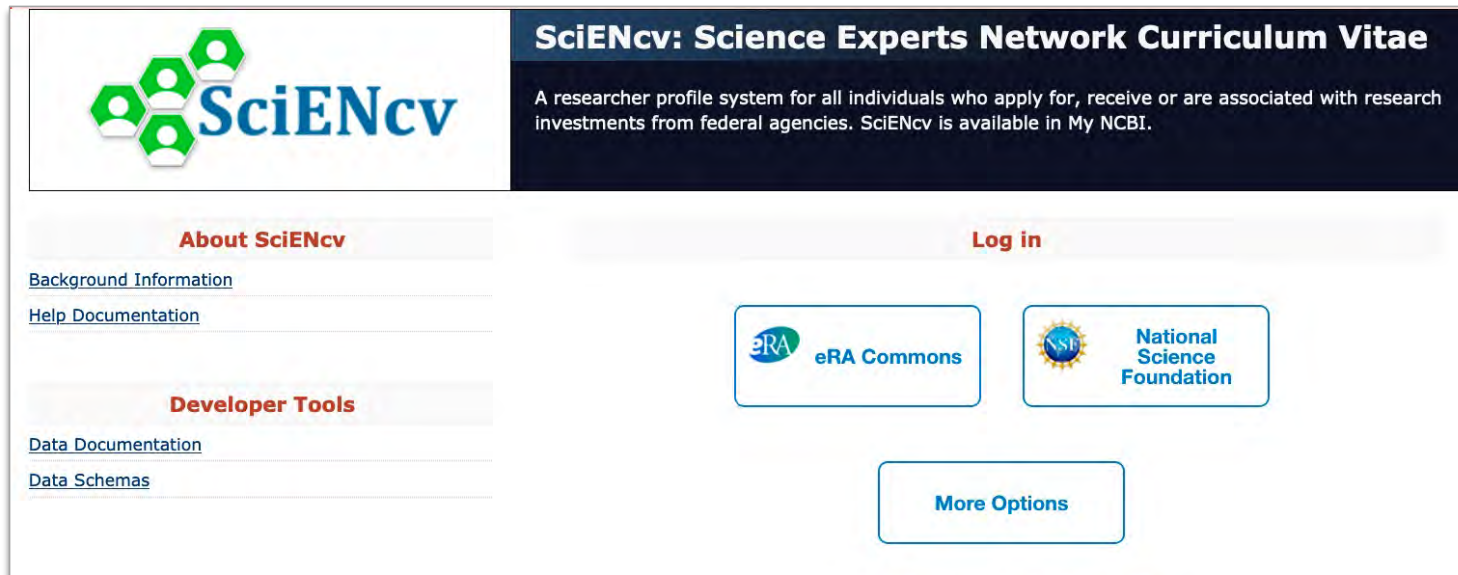- What NOT to Include
- Format (i.e., chronological order)
- Limits (max number to report)
- Required Form Version

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.

SciENcv @ MIT

Please see the new VPR/RAS webpage:

[Using 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

Researcher Log-In & Account Settings

Log In via eRA Commons, NSF Research.gov

1. Go to https://www.ncbi.nlm.nih.gov/sciencv/
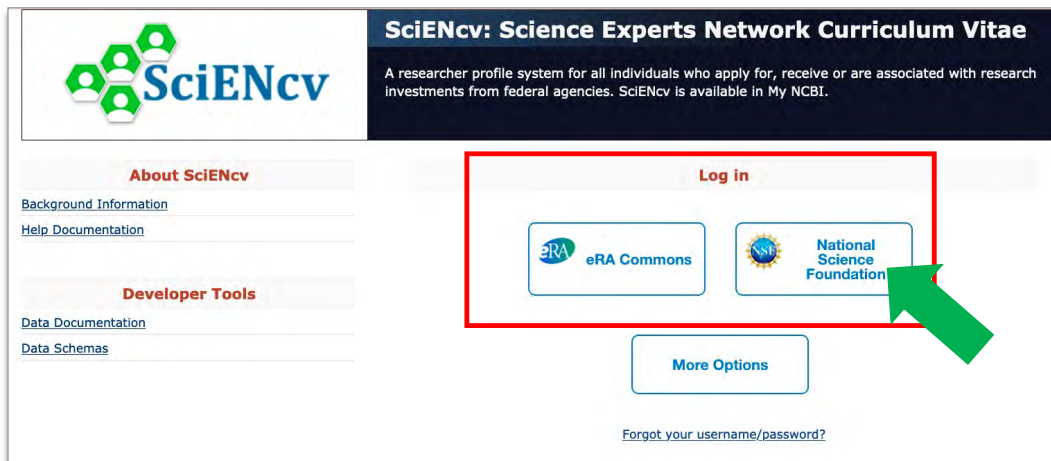
2. Select Log-In method (eRA Commons or NSF)

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

Linked Accounts

My NCBI » Settings

NCBI Account Settings

Email

trainor@mit.edu (confirmed)

This email is used for delivery of saved searches.

Linked accounts   You can sign in via these 3rd-parties. Contact the 3rd p

eRA Commons	trainor@mit.edu
Massachusetts Institute of Technology	trainor@mit.edu (currently signed in via thi

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.e ✕)

Return to your Account Settings page

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its link. If necessary , you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.

Search for account name: Orcid

Login Account Options

Account	▲	Category
ORCiD		ORCID

Search for Account name

ORCID

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
https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-109.html

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its that organization's login page to log in. You will then see that account listed abo

Search for account name: Orcid

Login Account Options

Account		Ca
ORCiD		OR

Sign in

Email or 16-digit ORCID iD

example@email.com or 0000-0001-2345-6789

Password

SIGN IN

Forgot your password or ORCID ID?

Don't have an ORCID iD yet? **Register now**

or

🏛 **Access through your institution**

ORCID @ MIT Information

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

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
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.

Delegates

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
(Awaiting confirmation)	cwood@mit.edu			☒
robertap1	robertap@mit.edu	☑	☑	☒

Add a Delegate
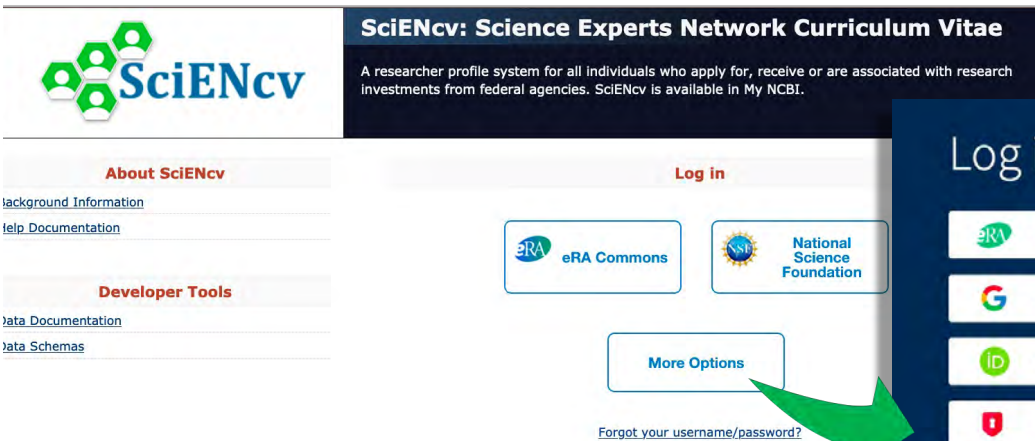
Click Red X to remove Delegate

Account Settings > Delegate will show Awaiting confirmation

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

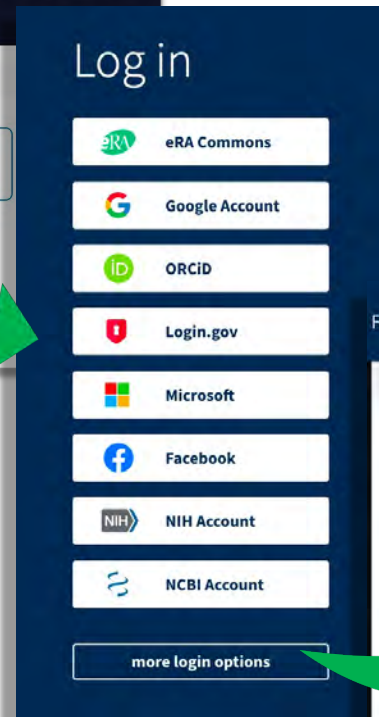# Research Administrator Log-In & Delegate Access
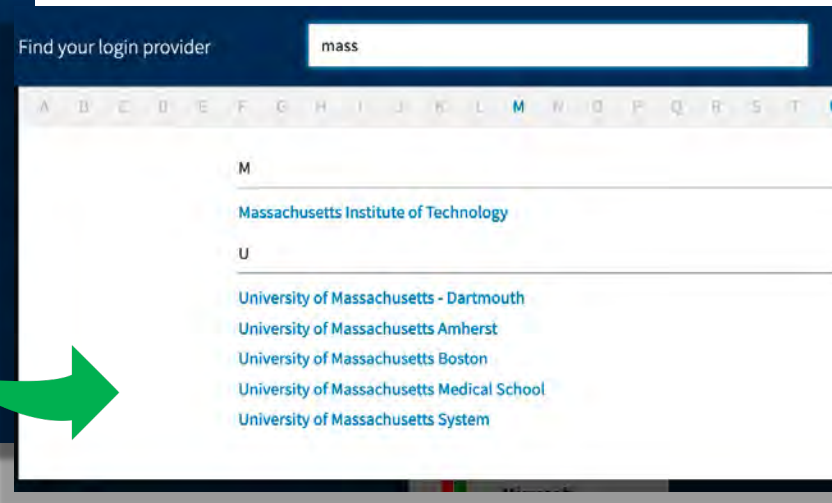
Log In via MIT

1. Go to https://www.ncbi.nlm.nih.gov/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.

SciENcv

About SciENcv

Background Information

Help Documentation

Developer Tools

Data Documentation

Data Schemas

Log in

eRA Commons

National Science Foundation

More Options

Forgot your username/password?

2. Click **more options** button

Log in

eRA Commons

Google Account

ORCiD

Login.gov

Microsoft

Facebook

NIH Account

NCBI Account

more login options

3. Click **more login options** button

4. Enter *Massachusetts* in the Find your login provider search box

Find your login provider   mass

A B C D E F G H I J K L M N O P Q R S T U

M

Massachusetts Institute of Technology

U

University of Massachusetts - Dartmouth
University of Massachusetts Amherst
University of Massachusetts Boston
University of Massachusetts Medical School
University of Massachusetts System

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/?token=FXdrjNVrtd17tee 89&delegateOf=trainor%40mit.edu

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.

Click link to confirm

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

SciENcv Portlet: Delegated CVs

Edit Mini Profile

Edit Name, Title/Department, Organization, and optional linked accounts

Create New Document

SciENcv: About | Using

My NCBI » SciENcv

Carole Trainor

Massachusetts Institute of Technology   edit

SciENcv User Guide
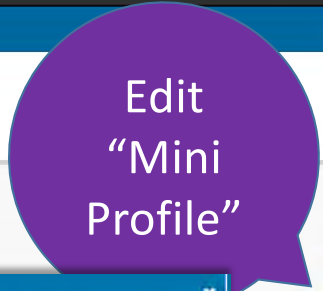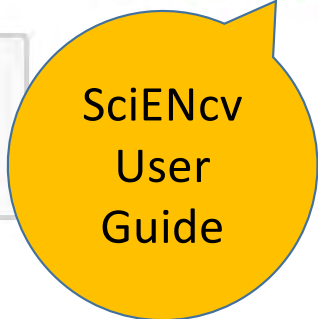
SciENcv documents   Edit   ⊕ Create New Document

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

Create a Biosketch

Create a New Document

Document name	Trainor NSF Biosketch
	Enter a name to help you to identify this document
Format	○ NIH Biosketch (March 2021) ❶
	○ NIH Biosketch
	○ NIH Fellowship Biosketch (March 2021) ❶
	⦿ NSF Biosketch
	○ NSF Current and Pending Support
	○ IES Biosketch
	Select a format for this document
Choose data source	⦿ Start with a blank document
	○ Existing Document: Trainor NIH April 21
	○ External source: eRA Commons
	Your eRA Commons account is linked to SciENcv.
Sharing	⦿ Private
	○ Public
	You can change the shared settings at any time.

[Create] [Cancel]

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

Blank Document
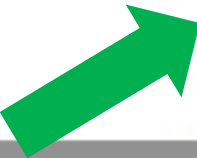From scratch

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

NIH Biosketch (March 2021)

Profile Name and Guidance

My NCBI » SciENcv » Trainor NSF Biosketch

SciENcv: About | Using

Profile name: Trainor NSF Biosketch [Edit]

Profile type: NSF Biosketch NSF Biographical Sketch Instructions

Last Updated: 15 May 2021

Sharing: Private [Change]

Download: PDF XML

OMB-3145-0058

Sponsor instructions

Download options

My NCBI » SciENcv » Trainor Biosketch

SciENcv: About | Using

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

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 <u>must</u> 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.

My Bibliography Resources

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.

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

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

Download 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

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

Download to PDF for submission

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.

1.

2.

3.

4.

C. Contribution to Science

1. a.

b. Trai

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 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

Profile name:	CTrainor NSF [Edit]			Download: PDF
Profile type:	NSF Current and Pending Support Current and Pending Support Instructions			
Last Updated:	16 May 2021			
Sharing:	Private [Change]			OMB-3145-0058

NAME [Edit]
Trainor, Carole

Current and Pending Support Summary

PROJECT/PROPOSAL INFORMATION

Current and Pending Support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value. [1] Information must be provided about all current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source [2], irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed.[3]

[1]If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

[2]For example, Federal, State, local, foreign, public or private foundations, non-profits, industrial or other commercial organizations or internal funds allocated toward specific projects.

[3]The Biological Sciences Directorate exception to this policy is delineated in PAPPG Chapter II.D.2.

IN-KIND CONTRIBUTION INFORMATION

Current and Pending Support also includes in-kind contributions (such as office/laboratory space, equipment, supplies, employees, students). If the in-kind contributions are intended for use on the project being proposed to NSF, the information must be included as part of the Facilities, Equipment and Other Resources section of the proposal and need not be replicated in the individual's Current and Pending Support submission. In-kind contributions not intended for use on the project/proposal being proposed that have associated time obligations must be reported below. If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

Project/Proposal Title	Source of Support	Status of Status	Total Award Amount	Support Start Date	
Cocoa Bioactives for Short Term Memory Improvement	NHLBI	Current	$1492232	Mar 2021	Delete Edit
Theobromine impact on cognition	National Science Foundation	Current	$981736	Sep 2020	Delete Edit

Source of Support	Status of Support	Dollar Value In-Kind Contribution	
Boniface College, Oxbridge	Pending	$1000	Delete Edit

Add Project/Proposal   Add In-Kind Contribution

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.

Download PDF NSF Current and Pending Support

My NCBI » SciENcv » Trainor NSF Biosketch

SciENcv: About | Using

Profile name:	Trainor NSF Biosketch [Edit]	Download: PDF XML
	Profile type: NSF Biosketch NSF Biographical Sketch Instructions	
Last Updated:	15 May 2021	
	Sharing: Private [Change]	OMB-3145-0058

Download PDF

NSF CURRENT AND PENDING SUPPORT

PI/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): 2R01HL00000

   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 Committed to the Project:

Year	Person-months per year committed
2021	0.01
2022	3.6
2024	3.6
2025	3.6

IN-KIND CONTRIBUTIONS PENDING

1. Source of Support: Boniface College, Oxbridge

   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:

Year	Person-months per year committed
2022	0.01

   Dollar Value of In-kind Contribution: $1,000

SciENcv: Delete Document

Last Update	Name	Type	Sharing
Yesterday 2:12 PM	Trainor NIH April 21	NIH Biosketch (March 2021)	Private
Yesterday 12:21 PM	Trainor NSF	NSF Current and Pending Support	Private

SciENcv documents   Done   ⊕ Create New Document

Last Update	Name	Type	Sharing	
Yesterday 2:12 PM	Trainor NIH April 21	NIH Biosketch (March 2021)	Private	Delete Edit
Yesterday 12:21 PM	Trainor NSF	t and pport	Private	Delete Edit

Are you absolutely sure that you want to delete this CV?

Cancel   OK

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 (NCBII My Bibliography)