

# 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.

# 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

 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.

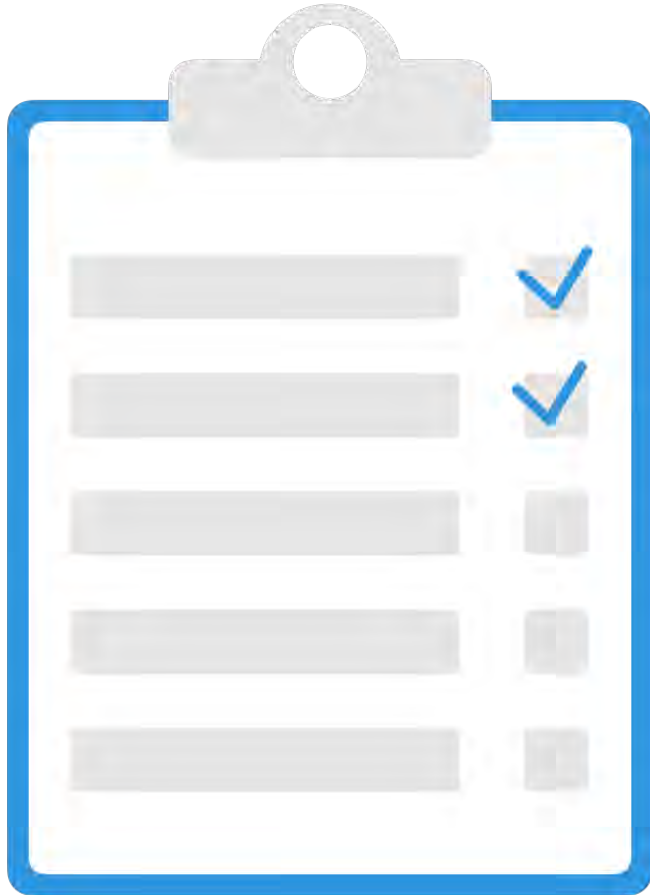
- [NSF Proposal & Award Policies and Procedures Guide \(PAPPG 20-1\)](#)
- [NSF FAQs on PAPPG 20-1](#)
- [NSF MIT-Specific Guidance – Proposal Prep Checklists](#)

| BioSketch |   |
|-----------|---|
|           | Review NSF policy guidance for <a href="#">Biographical Sketches</a>  |
|           | Biographical sketch (limited to 2 pages) for each individual identified as senior personnel must be submitted using <a href="#">NSF-approved format</a>   |
|           | All academic, professional or institutional appointments. Include the following:  |
|           | <ul style="list-style-type: none"><li>• Any titled academic, professional or institutional position regardless whether or not remuneration is received</li><li>• All full-time, part-time or voluntary positions</li><li>• All adjunct, visiting or honorary appointments</li></ul> |

| Current and Pending Support |  |
|-----------------------------|--|
|                             | Review NSF policy guidance for <a href="#">Current and Pending Support</a>   |
|                             | Review NSF <a href="#">FAQs on Current and Pending Support</a>   |
|                             | Current and pending support for each individual identified as senior personnel must be submitted using <a href="#">NSF-approved format</a> |

# Federal Requirements Key Points



What to Include

What NOT to Include

Format (i.e., chronological order)

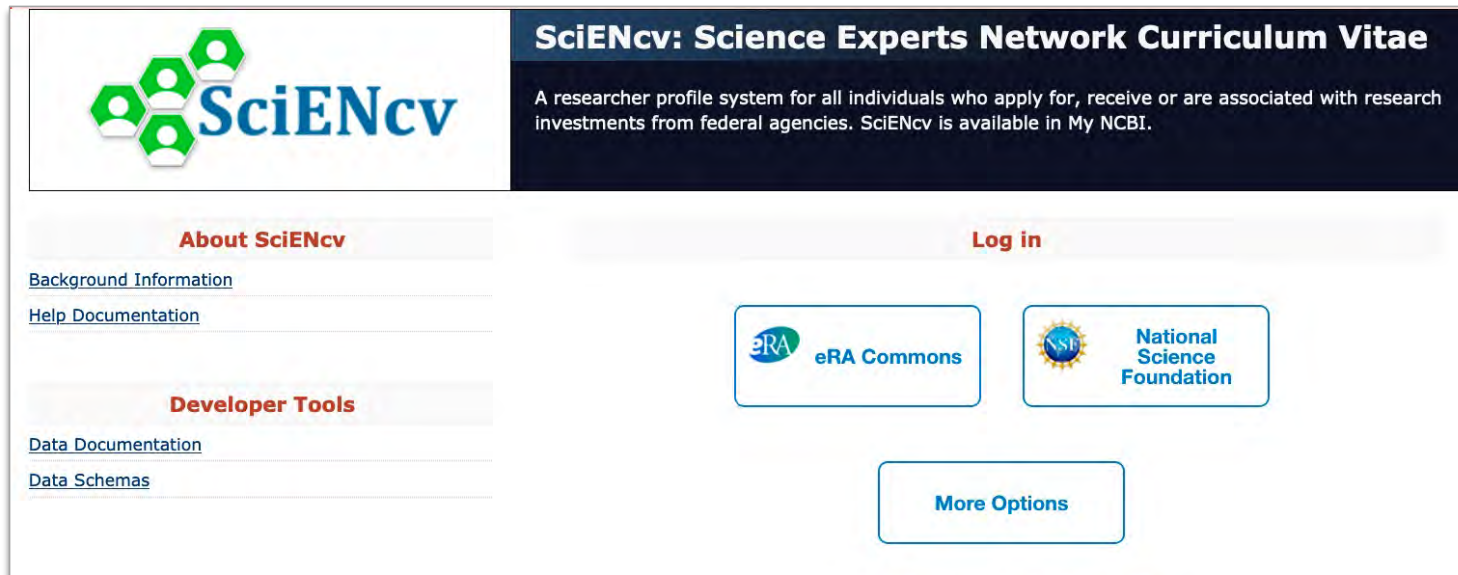
Limits (max number to report)

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.



The screenshot displays the SciENcv website interface. At the top left is the SciENcv logo, which consists of four green hexagons arranged in a cluster, each containing a white silhouette of a person's head, followed by the text "SciENcv" in blue. To the right of the logo, a dark blue banner contains the text "SciENcv: Science Experts Network Curriculum Vitae" in white, with a subtitle below it: "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." Below the banner, the page is divided into two main sections. On the left, there are two menu sections: "About SciENcv" with links for "Background Information" and "Help Documentation", and "Developer Tools" with links for "Data Documentation" and "Data Schemas". On the right, there is a "Log in" button. Below the "Log in" button are two logos: "eRA Commons" and "National Science Foundation". At the bottom center, there is a "More Options" button.



# SciENCv @ MIT

Please see the new VPR/RAS webpage:

## Using SciENCv

The screenshot shows the MIT SciENCv website interface. At the top, there is a navigation bar with tabs: Finding Funding, Rates, Grant and Contract Administration (highlighted), Forms, Education and Career Resources, and About Research Administration Services. Below the navigation bar, there is a breadcrumb trail: Grant and Contract Administration / Sponsor Information / Sponsor Disclosure Requirements / Using SciENCv. The main content area is titled "Using SciENCv" and features a diagram with logos for NCBI, NSF, NIH, eRA, and ID, along with the SciENCv logo and text "Science Experts Network Curriculum Vitae". Below the diagram, there is a paragraph explaining the application and a list of links: "+ How does SciENCv work?", "+ What are the benefits of using SciENCv?", and "+ How do MIT researchers get started with SciENCv?".

**Using SciENCv**

Science Experts Network Curriculum Vitae (SciENCv) is an application developed by NCBI to help researchers create and maintain biographical sketches as required for grant applications and annual reports. While it was initially developed for NIH grant applications, NSF and other federal agencies are beginning to adopt it as a tool to assist researchers in preparing biographical sketches and other proposal and reporting materials in agency-approved formats.

- + 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

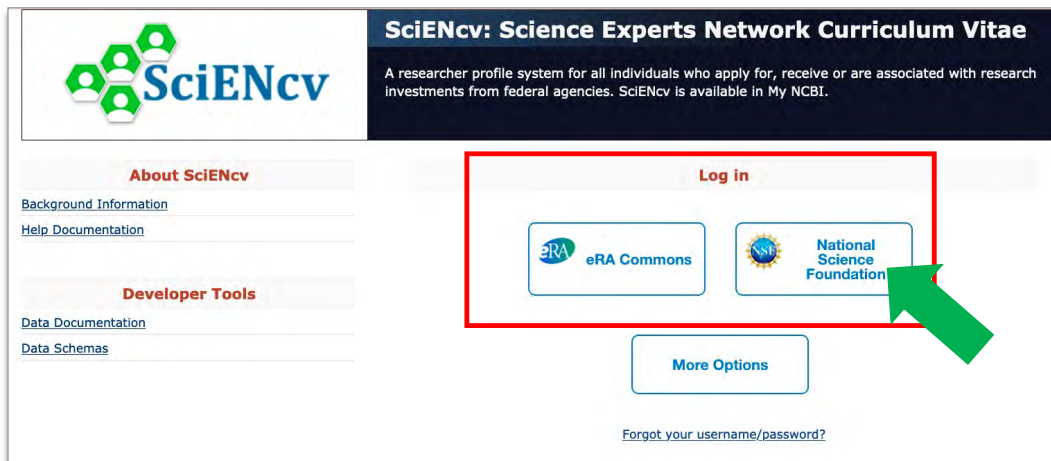
- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biosketch
- NSF C&P Support  
(DOE Office of Science requires NSF-approved C&P format)
- PDF Documents to save to computer

- 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

# 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

NCBI Resources How To Sign in to NCBI

**COVID-19 Information**  
Public health information (CDC) | Research information (NIH) | SARS-CoV-2 data (NCBI) | Prevention and treatment information (HHS) | Español

My NCBI » Link login to an NCBI account

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

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

Please choose one of the following options:

Create a new NCBI account  
 Link to an existing NCBI account

[Continue](#)

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

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

Please choose one of the following options:

Create a new NCBI account  
 Link to an existing NCBI account

NCBI accounts may be linked to one or more partner sign in accounts. Use this option to link this sign in route to an existing NCBI account that you may already have.

NCBI Username:

NCBI Password:

[Forgot NCBI username or password?](#)

[Continue](#)

Create New or  
Link to an existing NCBI  
account

# NCBI Account Settings

My NCBI » Settings [help](#)

## NCBI Account Settings

### Email

trainor@mit.edu (confirmed)

This email is used for delivery of saved searches.

Change

### Linked accounts You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

eRA Commons

trainor@mit.edu

Massachusetts Institute of Technology

trainor@mit.edu (currently signed in via this method)

Change

Click Account Settings

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

Click **Change** in *Linked Accounts*

# Linked Accounts

NCBI Resources ▾ How To ▾ trainor@mit.edu My NCBI Sign Out

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 party for more information.*

|                                       |  |
|---------------------------------------|--|
| eRA Commons                           | trainor@mit.edu  |
| Massachusetts Institute of Technology | trainor@mit.edu (currently signed in via this account) |

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)

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:

### Login Account Options

| Account               | Category |
|-----------------------|----------|
| <a href="#">ORCID</a> | ORCID    |

**Search for Account name**



# ORCID

## 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:

## Login Account Options

Account

ORCID

Ca  
OF

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**

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>

# ORCID @ MIT Information

The screenshot shows the MIT Libraries website. At the top is a navigation bar with the MIT Libraries logo, search options, and links for Hours & locations, Borrow & request, Research support, About, ASK US, and ACCOUNT. Below the navigation bar is the main heading "ORCID & author identifiers: Link your name & your research: Home". A secondary navigation bar contains "Home", "ORCID FAQs", and "Other author identifiers". The main content area is titled "What are author identifiers?" and contains a paragraph explaining that author identifiers like ORCID connect names to work. It lists four benefits: distinguishing between authors with similar names, linking works from different names, making it easier for others to find research, and ensuring work is attributed correctly. Below this is a section titled "ORCID IDs at MIT" which describes a coordinated approach involving IS&T, the Provost office, and Libraries. It also includes a link to a Faculty Newsletter article about the 2015 rollout. To the right of the main content is a sidebar with a section "ORCID at MIT" that provides a link to sign up or link an account, and a section "Have questions about your ORCID or author IDs?" with an email address orcid@mit.edu.

**MIT Libraries** Search Hours & locations Borrow & request Research support About ASK US ACCOUNT

## 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](#).

### 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](mailto:orcid@mit.edu) for help.

### Why ORCID?

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

## 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 party if you have any issues.

eRA Commons

trainor@mit.edu

Massachusetts Institute of Technology

trainor@mit.edu (currently signed in via this method)

### Delegates

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

[Add a Delegate](#)

#### Add a delegate

Enter your delegate's email address:

What'll 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.

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) | <a href="mailto:cwood@mit.edu">cwood@mit.edu</a>       |                                     |                                     |  |
| robertap1               | <a href="mailto:robertap@mit.edu">robertap@mit.edu</a> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

[Add a Delegate](#)

Click Red X  
to remove  
Delegate

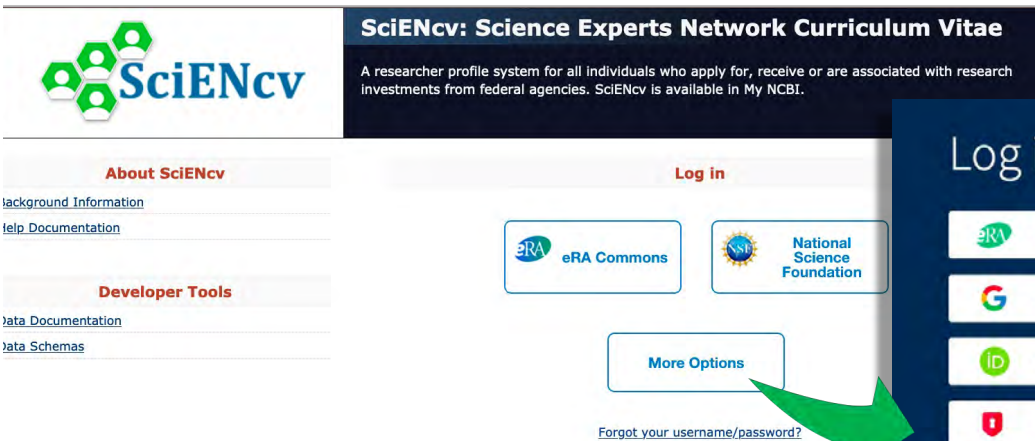
Account Settings > Delegate will show Awaiting confirmation

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

# Research Administrator Log-In & Delegate Access

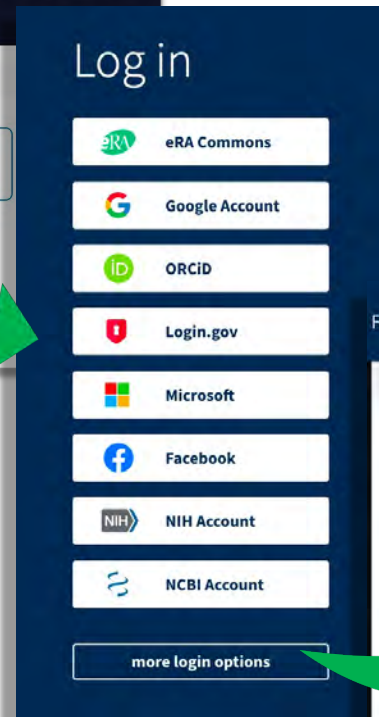
# Log In via MIT

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

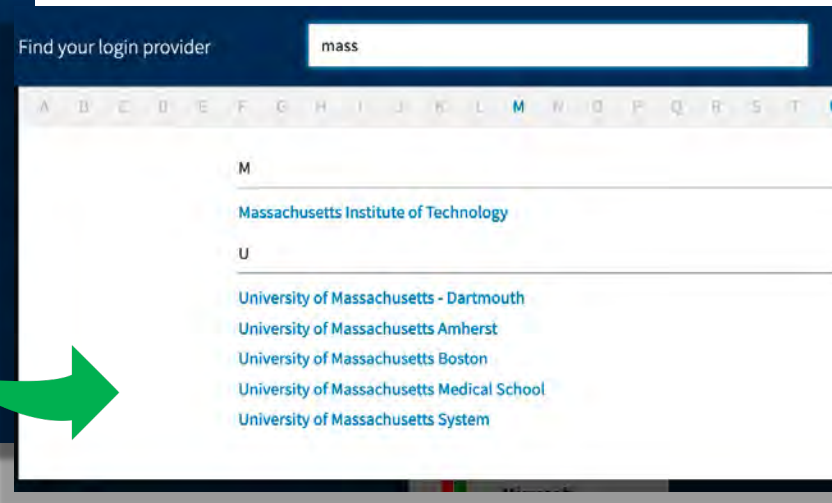


2. Click **more options** button

3. Click **more login options** button



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



# Log-In via MIT

Touchstone@MIT

Welcome, please identify yourself to access MIT services.

Use Kerberos username and password

Username:  @mit.edu

Password:

MIT IGT massachusetts institute of technology

5. Enter your MIT Kerberos Username and Password on the Touchstone screen



# Create / Link NCBI Account

NCBI Resources How To Sign in to NCBI

**COVID-19 Information**  
Public health information (CDC) | Research information (NIH) | SARS-CoV-2 data (NCBI) | Prevention and treatment information (HHS) | Español

My NCBI » Link login to an NCBI account

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

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

Please choose one of the following options:

Create a new NCBI account  
 Link to an existing NCBI account

[Continue](#)

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

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

Please choose one of the following options:

Create a new NCBI account  
 Link to an existing NCBI account

NCBI accounts may be linked to one or more partner sign in accounts. Use this option to link this sign in route to an existing NCBI account that you may already have.

NCBI Username:

NCBI Password:

[Forgot NCBI username or password?](#)

[Continue](#)

Create New or  
Link to an existing NCBI  
account


# Delegate Notification

The My NCBI user: [trainor@mit.edu](mailto: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](mailto: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=FXdijVccl74ec89&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](mailto: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](mailto: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

NCBI Resources How To robertap1 My NCBI Sign Out

**COVID-19 Information**

[Public health information \(CDC\)](#) | [Research information \(NIH\)](#) | [SARS-CoV-2 data \(NCBI\)](#) | [Prevention and treatment information \(HHS\)](#) | [Español](#)

My NCBI » Settings [help](#)

**Delegate for trainor@mit.edu**

**Delegation Confirmation for My Bibliography and SciENcv**

trainor@mit.edu has added you as a delegate for their bibliography and SciENcv profile in My NCBI. You will be able to view the bibliography, add citations, remove them, and perform other actions on it as if you were trainor@mit.edu. Similarly, you will be able to view their SciENcv profile and add information, remove items, and perform other actions on it as if you were trainor@mit.edu.

[Confirm Connection](#) [Decline Connection](#)



1. Click the **Confirm Connection** button

My NCBI » Settings [help](#)

**Delegate for trainor@mit.edu**

**Delegation acceptance confirmed**

You have ~~accepted the connection~~ with trainor@mit.edu.

[Back to My NCBI Home Page](#)

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

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

### Search NCBI databases

Search : PubMed

Search

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

### My Bibliography

Your bibliography contains [1 items](#).  
Your bibliography is **private**.

[Manage My Bibliography »](#)

### Recent Activity

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

[Clear](#) [Turn Off](#)

[See All Recent Activity »](#)

### Saved Searches

You don't have any saved searches yet.

Go and [create some saved searches](#) in PubMed or our other databases.

[Manage Saved Searches »](#)

### Filters

Filters for: PubMed

You do not have any active filters for this database.  
[Add filters for the selected database.](#)

[Manage Filters »](#)

### SciENcv

| Name                                 | Last Update | Sharing | Type                        |
|--------------------------------------|-------------|---------|-----------------------------|
| <a href="#">Trainor NIH April 21</a> | 15-Apr-2021 | Private | NIHBiosketch3               |
| <a href="#">Trainor NSF</a>          | 21-Apr-2021 | Private | NSFCurrentAndPendingSupport |
| <a href="#">eRA-Trainor</a>          | 12-May-2021 | Private | NIHBiosketch3               |

[Manage SciENcv »](#)



# SciENcv Portlet: Delegated CVs

The image shows a screenshot of the My NCBI web interface. The main content area is divided into several sections: Search NCBI databases, My Bibliography, Recent Activity, Saved Searches, Collections, and Filters. A SciENcv portlet is highlighted with a green border and contains a table of delegated CVs. A green arrow points to the 'Manage SciENcv »' link in the portlet, and an orange arrow points to the portlet itself.

**My NCBI**

Search NCBI databases

Search: PubMed

My Bibliography

Recent Activity

| Time        | Database | Type   | Item                        |
|-------------|----------|--------|-----------------------------|
| 05-Nov-2021 | Books    | record | Collections - My NCBI Home  |
| 05-Nov-2021 | Books    | record | My NCBI Home                |
| 05-Nov-2021 | Books    | record | My NCBI Home - My NCBI Home |
| 05-Nov-2021 | Books    | record | SciENcv - My NCBI Home      |

Saved Searches

Collections

Filters

**SciENcv**

| Name  | Last Update | Sharing | Type                         |
|---|-------------|---------|------------------------------|
| <a href="#">Marek NISZ Current and Pending Support Nov 2021</a> | 03-Nov-2020 | Private | NSF CurrentAndPendingSupport |
| <a href="#">Saunabh Arora NISZ AI Institute</a>                 | 17-Feb-2021 | Private | NSF CurrentAndPendingSupport |
| <a href="#">Saunabh Arora NISZ Bio</a>                          | 16-Nov-2020 | Private | NSF Sketch                   |
| <a href="#">Marek NISZ Current and Pending Support Jan 2021</a> | 13-May-2021 | Private | NSF CurrentAndPendingSupport |
| <a href="#">Saunabh Arora NISZ NISZ Feb 2021</a>                | 19-Feb-2021 | Private | NSF CurrentAndPendingSupport |
| <a href="#">Agnieszka BSG 2 2021</a>                            | 09-Mar-2021 | Private | NSF CurrentAndPendingSupport |
| <a href="#">AKO218</a>  | 11-May-2021 | Private | NSF CurrentAndPendingSupport |
| <a href="#">AAAA</a>  | 24-Mar-2021 | Private | NSF CurrentAndPendingSupport |
| <a href="#">Coral Subsidies - ISC 2120</a>                      | 05-May-2021 | Private | NSF CurrentAndPendingSupport |

Delegated CVs :

- [benmarelli](#)
- [obyuyuk@mit.edu](#)
- [trainor@mit.edu](#)

[Manage SciENcv »](#)



# Edit Mini Profile

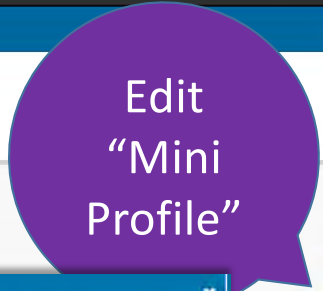
My NCBI » SciENcv

SciENcv: [About](#) | [Using](#)

**Carole Trainor**

Massachusetts Institute of Technol

[edit](#)



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

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

### Edit Mini Profile

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

**Required Information**

First Name: \*  \* required field

Last Name: \*

Name displayed as:   
Add credentials, if desired. E.g., Jack Doe, PhD

Title / Department:

Institution / Company:

**Optional Information**

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

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

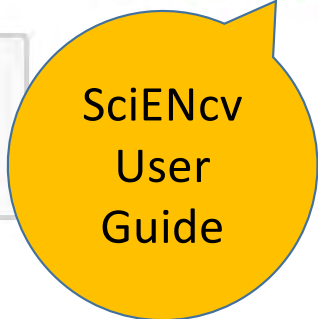


# Create New Document

My NCBI » SciENcv

SciENcv: [About](#) | [Using](#)

**Carole Trainor**  
Massachusetts Institute of Technology [edit](#)



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](mailto:nlm-support@nlm.nih.gov).

# Create a Biosketch

**Create a New Document**

**Document name**   
Enter a name to help you to identify this document.

**Format**

- NIH Biosketch (March 2021) i
- NIH Biosketch
- NIH Fellowship Biosketch (March 2021) i
- 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:
- External source:

Your eRA Commons account is linked to SciENcv.

**Sharing**

- Private
- Public

You can change the shared settings at any time.

**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**

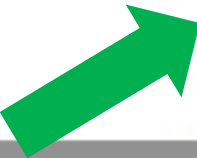
Start with a blank document

Existing Document: CTrainer NSF

External source:

Your eRA Commons account

- eRA Commons
- ORCID
- National Science Foundation



**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

**Profile name:** NSF blank [ [Edit](#) ] **Download:** [PDF](#) [XML](#)

**Profile type:** NSF Biosketch [NSF Biographical Sketch Instructions](#)

**Last Updated:** 19 May 2021

**Sharing:** Private [ [Change](#) ] OMB-3145-0058

---

**NAME** [ [Edit](#) ]  
Trainor, Carole

---

**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 citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited 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 enclosing 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** [ [Select citations](#) ]  
*You have not included any product in this section.*

**OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT** [ [Select citations](#) ]  
*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 link below.*

NSF Biosketch

**Profile name:** NIH 2021 [ [Edit](#) ] **Download:** [PDF](#) [Word](#) [XML](#)

**Profile type:** NIH Biosketch (March 2021) [NIH Biographical Sketch Instructions](#)

**Last Updated:** 20 May 2021

**Sharing:** Private [ [Change](#) ] OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

---

**NAME** [ [Edit](#) ]  
Trainor, Carole  
[Click here to link eRA Commons account](#)

---

**EDUCATION/TRAINING**  
(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)  
*You have not listed any degree or training. Please [add one](#).*

---

**A. Personal Statement** [ [Edit 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.*  
[ [Select citations](#) ]  
*You have not listed any citations.*

---

**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** [ [Edit section](#) ]  
*This section is currently empty. Click on edit section to add your contributions.*

NIH Biosketch (March 2021)

# Profile Name and Guidance

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

|                      |  |  |
|----------------------|--|--|
| <b>Profile name:</b> | Trainor NSF Biosketch [ <a href="#">Edit</a> ]                     | <b>Download:</b> <a href="#">PDF</a> <a href="#">XML</a> |
| <b>Last Updated:</b> | 15 May 2021  |  |
| <b>Profile type:</b> | NSF Biosketch <a href="#">NSF Biographical Sketch Instructions</a> |  |
| <b>Sharing:</b>      | Private [ <a href="#">Change</a> ]                                 |  |

OMB-3145-0058

Sponsor instructions

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|                      |   |   |
|----------------------|---|---|
| <b>Profile name:</b> | Trainor Biosketch [ <a href="#">Edit</a> ]                                      | <b>Download:</b> <a href="#">PDF</a> <a href="#">Word</a> <a href="#">XML</a> |
| <b>Last Updated:</b> | 15 May 2021   |   |
| <b>Profile type:</b> | NIH Biosketch (March 2021) <a href="#">NIH Biographical Sketch Instructions</a> |   |
| <b>Sharing:</b>      | Private [ <a href="#">Change</a> ]  |   |

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 \*).

**EDUCATION/TRAINING** [ Done ]

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

Show in this profile **INST** **LOCA**

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OB2 1

[add another de](#)

**A. Personal State**  
You have not yet p  
Optional: You may  
qualifications for t  
[ Select citations ]  
You have not lis

[Delete](#)  
[edit](#)

**Edit degree information** x

This entry is  Degree  Training \* required field

School: \*

City:

State/Province:

Country:

Degree: \*

Field of Study:

From:   To:   \*



# 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.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ [Save citations](#) ]

You have not included any product in this section.



My Bibliography [Click here to connect to your ORCID account](#)

Sort by: **Publication date** Select: **None** 0 item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden from display

- Trainor L, Frickberg M, Middleton E, McLeone M, Frank L. Mexican-Dom Women's Experiences of Perinatal Care in the United States. *J Patient Exp*. 2020 Dec;7(6):941-945. PubMed Central ID: PMC7796659.
- Liyanage Don NA, Cornelius T, Sanchez JF, Trainor A, Moise N, Weinberg M, Kronish JM. Psychological Distress, Persistent Physical Symptoms, and Perceived Recovery After COVID-19 Illness. *J Gen Intern Med*. 2021 May 10; Pub Med ID: 33067709.
- Azzam F, Trainor LS, Davern DA, Nerman DS, Rynda A, Lambert NJ, Kumar M, Foreman MR, Schwefel HGL. Dielectric perturbation anomalous resonance frequency shifts in optical resonators. *Opt Lett*. 2024 May 10;49(10):2477-2480. PubMed ID: 38886614.
- Trainor D, Factor E, Ryshawa M, Lloyd M, Leong M, Wang AD, Volokouli D, O'Brien T, Kwan D, Lai SM, Malpas CB. Development and validation of a screening questionnaire for psychogenic nonepileptic seizures. *Epilepsy Behav*. 2020 Nov;110:107492. PubMed ID: 32481987.

# 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](#)

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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.

1. [Redacted]
2. [Redacted]
3. C. [Redacted] rks:
4. [Redacted]

#### C. Contribution to Science

1. a. T [Redacted]
- b. Trainor [Redacted]

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

**Create a New Document**

**Document name**   
*Enter a name to help you to identify this document.*

**Format**

NIH Biosketch (March 2021) ⓘ  
 NIH Biosketch  
 NIH Fellowship Biosketch (March 2021) ⓘ  
 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:

**Sharing**

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

**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

**Profile name:** CTrainor NSF [ [Edit](#) ] **Download:** [PDF](#)

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**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           | <a href="#">Delete</a> <a href="#">Edit</a> |
| Theobromine impact on cognition                    | National Science Foundation | Current          | \$981736           | Sep 2020           | <a href="#">Delete</a> <a href="#">Edit</a> |

| Source of Support          | Status of Support | Dollar Value In-Kind Contribution |   |
|----------------------------|-------------------|-----------------------------------|---|
| Boniface College, Oxbridge | Pending           | \$1000                            | <a href="#">Delete</a> <a href="#">Edit</a> |

[Add Project/Proposal](#) [Add In-Kind Contribution](#)

Delete / Edit entries

# ADDING CURRENT **Add Project/Proposal**

Current and Pending Support

Current  Pending  Submission planned  Transfer of support

Project / Proposal Title \* Theobromine impact on cognition

Proposal / Award Number (if available) DCB950000

Source of Support \* National Science Foundation

Primary Place of \* Performance Massachusetts Institute of Technology

Project Proposal Support Start Date (if available) 09 2020 Project Proposal Support End Date (if available) 08 2021

Total award amount \* \$ 981736 (including Indirect Costs)

Person-Month(s) or (Partial Person-Months) Per Year Committed to the Project \*

|      |      |               |      |
|------|------|---------------|------|
| Year | 2020 | Person-months | 1.11 |
| Year | 2021 | Person-months | 1.11 |

Add year

Save Save & add another entry Cancel

- 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

**Current and Pending Support** [x]

\* required field

Status of Support \*  Current  Pending

Source of Support \*

Primary Place of \*   
Performance

Summary of In-Kind Contributions \*

Time Commitment- Person-Month(s) (or Partial Person-Months) Per Year \* ⓘ

Year  Person-months

Dollar Value of 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.

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**Profile** Trainor NSF Biosketch [ [Edit](#) ] **Download:** [PDF](#) [XML](#)

**name:** **Profile type:** NSF Biosketch [NSF Biographical Sketch Instructions](#)

**Last Updated:** 15 May 2021

**Sharing:** Private [ [Change](#) ]

OMB-3145-0058




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## NSF CURRENT AND PENDING SUPPORT

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

---

### PROJECT/PROPOSAL CURRENT SUPPORT

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- 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

---

- 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

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

| Last Update        | Name                                 | Type                            | Sharing |
|--------------------|--------------------------------------|---------------------------------|---------|
| Yesterday 2:12 PM  | <a href="#">Trainor NIH April 21</a> | NIH Biosketch (March 2021)      | Private |
| Yesterday 12:21 PM | <a href="#">Trainor NSF</a>          | NSF Current and Pending Support | Private |

SciENcv documents [Done](#) [+ Create New Document](#)

| Last Update        | Name                                 | Type                            | Sharing |   |
|--------------------|--------------------------------------|---------------------------------|---------|---|
| Yesterday 2:12 PM  | <a href="#">Trainor NIH April 21</a> | NIH Biosketch (March 2021)      | Private | <a href="#">Delete</a> <a href="#">Edit</a> |
| Yesterday 12:21 PM | <a href="#">Trainor NSF</a>          | NSF Current and Pending Support | Private | <a href="#">Delete</a> <a href="#">Edit</a> |

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| Last Update | Name                         | Type                            | Sharing |
|-------------|------------------------------|---------------------------------|---------|
| 16-May-2021 | <a href="#">CTrainor NSF</a> | NSF Current and Pending Support | Private |





# 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](mailto:nlm-support@nlm.nih.gov)

For policy-related questions, please contact

- [RAS Contract Administrator](#)
- [RA-Help@mit.edu](mailto:RA-Help@mit.edu)

**For information on NCBI My Bibliography and ORCID at MIT**

- MIT Libraries (NCBII My Bibliography)