

## Setting up an account in SciENcv for creation of biographical sketch and current and pending documents for NSF proposals

\*Here are some important steps in order to setup your SciENcv account and make it easy to generate your NSF biosketch and C&P docs:

1. Have your ORCID number ready – if you don't have an ORCID account already, create one and pull in your publications. Make sure your ORCID has been populated with your publication list. <https://orcid.org/>. If your ORCID account isn't fully populated with your publications, then scroll down to "Works", click on "Add" and "Search & link". I find that selecting "Scopus – Elsevier" is usually the best option. Follow instructions to allow all your pubs to get pulled into ORCID.
2. If you don't have a research.gov (NSF) account, create one and affiliate your role as PI with OSU (UEI is MZ4DYXE1SL98). This generates a request to OSRAA and they must approve. "Add a new role" can be found under your profile. [NSF RESEARCH.GOV LINK](#)
3. Click on this SciENcv link - [SCIENCv LINK](#) - this takes you to the SciENcv login page. There are multiple options for logging in. Click on the "National Science Foundation" box. This will redirect you to the NSF research.gov page. If you aren't already logged in from step 2, login now. You should be redirected back to the sciENcv page.
4. If you already have a myNCBI login (this is the system that supports SciENcv), you will be logged into your profile and ready to begin creation of your biosketch and C&P. If you are directed to create a myNCBI account, follow the directions to do that. You may need to repeat step 3 after that to get to the correct SciENcv page.
5. Add delegate access – once logged in, click on the top right hand corner of the page that shows your myNCBI/SciENcv email account name. Click and select "account settings". Scroll down under delegates and click on "add a delegate." Add myNCBI email ([melora.park@oregonstate.edu](mailto:melora.park@oregonstate.edu)) and send. This will generate an email to us and we will accept it.
6. To return to the SciENcv section where you create and edit your biosketch and C&P, click on the sciEncv tab at the top, or on "My NCBI" tab and select "dashboard". Scroll down to SciENcv section at the bottom right and click on the link "Manage SciENcv".
7. You are now ready to create an NSF biosketch file and also an NSF C&P file. These docs are dynamic and will be available to you for all future submissions. I recommend you name each file with the month and year of the submission. Once the docs are completed, you will generate a non-editable PDF. When they are ready, click on create PDF, certify, and email the PDF files.

For more detailed instructions see the link below.  
<https://www.ncbi.nlm.nih.gov/books/NBK154494/>