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### Objectives



- Review the upcoming change in NIH requirements for biosketches (with NIH UPDATE)
- Walk through creating a Biosketch using SciENcv
  - Log in to MyNCBI/SciENcv
  - Is your ORCID connected?
  - Create a biosketch (we will use the NSF format as it will be close to the new one)
  - Pull in publications from MyBibliography and/or ORCID
  - Walk through certification process

### **Key Points**



NEW: NIH has postponed the May 25 start date (until further notice)

- NIH will require the use of SciENcv to complete & certify the Common Forms (BioSketch, Current & Pending Other Support, etc.)
- Narrative text (e.g., Personal Statement, Contributions to Science, & Honors) will be moving to new NIH Biographical Sketch Supplement.
- All Senior/Key Personnel must use an ORCID to access SciENcv & eRA Commons.

### SciENcv leverages data to save you time



### Delegates



- PIs can have multiple delegates within MyNCBI/SciENcv
- A shared research administration team email can be added as a delegate
- Note: delegates cannot certify /generate a certified PDF (only PI/Key personnel)

### Pl Certification



- All biosketches must be certified by the PI before submission
- SciENcv generates a digitally certified PDF formatted for submission but NO CHANGES
   CAN BE MADE TO PDF AFTER
   CERTIFICATION & DOWNLOAD
- This could be a major workflow change for admins

### Timeline



#### The NIH Common Forms Requirements start date has been postponed.

"To further support a successful transition to the Common Forms, NIH is postponing the May 25, 2025 implementation for all applications and Research Performance Progress Reports (RPPRs). NIH will issue future Guide Notices outlining the new effective date and additional implementation details as they are finalized.

NIH applicants and recipients must continue to use the current NIH Biosketch and Other Support format pages for applications, Just-in-Time (JIT) and RPPRs."

- Import of institutional data for CPOS is being worked on at Duke (eta May 25)
- Continue to use the current <u>NIH</u>
   <u>Biosketch</u> and <u>Other Support</u> formats for due dates until further notice

### What can you do NOW?



#### SciENcv Accounts

All users (PIs & Admins) should log into NCBI to access SciENcv & familiarize themselves with platform



#### Set Up Delegates

PIs & Admins can set up delegates/team delegate accounts now to plan for workflow changes

# □

#### Set Up/Recover ORCID

Everyone should create, access, or recover their ORCID accounts as an ORCID will be required for NIH applications & submissions



#### Connect ORCID to eRA Commons

All users can connect their ORCID accounts to both eRA Commons & NCBI to streamline login and prepare for new requirements



### Navigating the SciENcv Platform

#### NCBI SciENcv Help Manual: <u>https://www.ncbi.nlm.nih.gov/books/NBK154494/</u>



Medical Center Library updated <u>SciENcv tutorial video</u>

### **Access SciENcv home page**

### https://www.ncbi.nlm.nih.gov/sciencv/ (or go ahead and Google SciENcv ③)

### Log in with eRA Commons if possible

- Using eRA Commons to log in may <sup>1</sup> help to reduce data entry.
- If eRA Commons doesn't work, click the More Options button for login.gov, ORCID, and Duke University netID credentials options.
- SciENcv and "My NCBI" share logins. In you had a My NCBI login previously, you may have to convert it.



Forgot your username/password?

### Can also access through MyNCBI

 From PubMed, use login link on top right corner.

• Click on your user name

Straight to My Bibliography





Access SciENcv & myBibliography

Link to ORCID, invite/access Delegates

### **Delegating SciENcv Access**



What will happen:

them of access.

activate access.

Cancel

· Your delegate will receive an e-mail notifying

· Your delegate will click a link in the e-mail to

If your delegate does not have a My NCBI

account, they will be invited to register.

- 1. Click your username in the upper-right corner
- 2. Choose Account Settings
- 3. Scroll to Delegates > Add Delegate
- 4. PI can add their delegate's email including a shared research admin email

### Linking ORCID

While still in the Account Settings screen, scroll to the Linked Accounts section

- 1. Click Add Account
- 2. Type ORCID
- 3. Click the new ORCID link
- 4. Log in to your ORCID
- 5. Authorize NCBI



### **Making your Biosketch**

ACCOUNT X Logged in as: lesley.skalla@duke.edu Dashboard Publications Account settings Log out

S	ciENcv				
	Name	Last Update	Sharing	Туре	
	Lesley Skalla CV	28-Sep-2023	Private	NIHBiosketch3	
	nih test orcid	12-Sep-2024	Private	NIHBiosketch3	
	Test NSF-fall 2024	27-Aug-2024	Private	NSF-BGS24-1	
	NSF-test-myncbi pubs	27-Aug-2024	Private	NSF-BGS24-1	
	pull edu info from ORCID test	12-Sep-2024	Private	NIHBiosketch3	
	NIH test5	14-Mar-2025	Private	NIHBiosketch3	
	NSF1 from blank	06-Feb-2025	Private	NSF-BGS24-1	
	nsf test edit citation	14-Mar-2025	Private	NSF-BGS24-1	-
				Manage SciENcv »	

#### Options to access SciENcv:

- Click Manage SciENcv on dashboard OR
- Click the SciENcv tab above acct settings

#### OR



### + New Document



## New NIH format will be similar to the NSF biographical sketch

The NSF biographical sketch consists of five sections:

- 1. Identifying Information, Organization and Location
- 2. Professional Preparation
- 3. Appointments and Positions
- 4. Products
  - 1. Products most closely related to the proposed project
  - 2. Other significant products
- 5. Certification

### Start a biosketch

#### Document type -

- NIH Biosketch is current form. Use this one for applications due now until further notice.
- To get a head start, you can make your biosketch using the NSF
   Biographical Sketch because it will be very similar to the new NIH
   Biosketch. Then you can transfer the NSF biosketch to the new format when available.

#### Create a New Document Asterisks (\*) indicate required fields. Document Name \* test NSF Document type \* NSF Biographical Sketch NIH Biosketch NIH Fellowship Biosketch NSF Biographical Sketch NSF Current and Pending (Other) Support IES Biosketch

CANCEL

CREATE

### Starting a biosketch con't

### **Data source** - you can only use one data source

- Use an external source
  - For connecting to data from eRA Commons or ORCID

#### • 🛧 Use an existing document 🛧

- For adapting another SciENcv biosketch or CPOS
- (sadly, not for importing from word or pdf)
- Start with a blank document if none of the other options work

#### Create a New Document

Asterisks (\*) indicate required fields.

Document Name \* -

test NSF

Document type \*

NSF Biographical Sketch

#### Data source \*

Use an external source

Use an existing document

Start with a blank document

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### Using an external source

- 1. Title =
  - Data Entry Biosketch
- Document Type =
   NSF Biographical Sketch
- 3. Data Source =
  - a. eRA Commons if it lets you;
  - **b.** second choice ORCID;
  - c. Third choice if neither of those work,
     Start with a blank document
- 4. Click Create

Create a New Document		
Asterisks (*) indicate required fields.		
Document title *		
Data Entry - Biosketch		
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NSF Biographical Sketch		•
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Use an external source		
Source*		
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	CANCEL	CREATE
	-t	

### **Data Entry for Biosketch**

#### Use the "Add" buttons or the Edit links to add educational and work history items

Asterisks (\*) ir licate required sections or fields.

ADD INFORMATION

#### Identifying Information, Organization and Location \*

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required inless otherwise noted.

#### In this section, disclose the information requested regarding the individual and their associated organization and location. All fields and required unless otherwise noted Title: Data Entry - Biosketch Last updated: February 21, 2025 Name Nina Exner Position Title: Associate Professor (term) Virginia Commonwealth University Richmond, Virginia, United States A. Professional Preparation\* or/key person's professional preparation (e.g., education and training), listed in reverse chronological order by s wship training, as applicable, listing each separately. Also include the baccalaureate degree or ot all postdoctoral and init professional education ADD PROFESSIONAL PREPARATION

### **NIH Biosketch changes - Citations of products**

- 2024 Limit: up to 24 products over two different parts of the document, mixed in with the narrative(s)
  - **Personal Statement** =4
  - **Contributions to Science**=20 (up to 4 per each of up to 5 contributions)
- New NIH Biosketch (based on NSF Common Form template): Up to 10 products total max, in 2 subsections:
  - **Up to 5 Products Most Closely Related** to the Proposed Project (aligns with products formerly in Personal Statement)
  - **Up to 5 Other Significant Products** (aligns with products formerly in Contributions to Science)
  - Narrative text will be in the Biographical Sketch Supplement

### **Closely related or other significant?**

- Closely Related Products speak to this proposal topic.
- Other Significant Products demonstrate related abilities, such as mentoring, methodological skills, team coordination, etc.

Products Most Closely Related to the Proposed Project*
Select up to 5 products
SELECT RELATED PRODUCTS
Other Significant Products, Whether or Not Related to the Proposed Project*
Select up to 5 products
SELECT OTHER PRODUCTS

### **Product Citations Section**

Products are a two-step process:

- (1) Create a pool of citations either in My Bibliography OR ORCID
- (2) Then from this big list of citations, check just the 5+5 you want for this proposal
- You have a 5-citation limit per section
  - 5 closely related
  - 5 other significant

Products Most Clos	Products Most Closely Related to the Proposed Project*					
Select up to 5 products						
My Bibliography ORCID						

### Add citations to your My Bibliography

#### SELECT RELATED PRODUCTS

- Click the Add Product link
  - Note: "Search citations" searches existing My Bibliography references, not useful when My Bib is empty

My Bibliog	graphy	ORCID					
0 citations	Search	citations	Q	Sort by: Pu	ublication Date 👻	ADD PRODUCT	MANAGE MY BIBLIOGRAPHY

There are no citations in your My Bibliography. Please add citations to continue.

0 products saved

### **ADD PRODUCT to search PubMed**

- Click the **Add Product** link to open a PubMed search box.
- Search for your name
- Click all the results that are you Add PubMed Citations to My Bibliography Bibliography



Skalla L OR Skalla la OR Skalla Leslev OR Howell-Skalla L

Search PubMed

### Adding things not in PubMed? Use Manage My Bibliography

• Click the Manage My Bibliography link to add citations manually that aren't in PubMed, such as presentation abstracts.



# Once you have citations, head back to https://www.ncbi.nlm.nih.gov/labs/sciencv/

- Then choose your Biosketch file.
- Or click the My NCBI link and there's a SciENcv widget in the lower-right corner.
- You're your Biosketch file should be there, or click the Manage SciENcv link

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### Once you are back in the biosketch...

- Click that **Select Related Products** button again.
- SELECT RELATED PRODUCTS
- This section should look very different now!
- From the pool of citations you've built, check 5.
- Then click the Continue button

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- Green MD, Dalmage MR, Lusk JB, Kadhim EF, Skalla LA, O'Brien EC. <u>Public reporting of black participation in</u> Heart J. 2023 Apr; 258:129-139. doi: 10.1016/j.ahj.2023.01.001. Epub 2023 Jan 11. PubMed PMID: 366408

- The (up to) 5 you selected should now be text instead of checkboxes.
- Scroll to the next section for the Select Other Products button.

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### Using ORCID to pull citations

- Benefits of using ORCID for your publications-
  - If not all of your pubs are indexed in PubMed (ie. Interdisciplinary)
  - If you want to EDIT your citation author lists
- Make sure you have linked your MyNCBI account to your ORCID

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Select up to 5 products



### Add citations from ORCID

- Check the boxes of the citations you want to add to your biosketch.
- Then click **Continue** at the bottom to save.
- TIP: You can edit the author lists in ORCID!
  - Smith <mark>et al</mark>.
  - When edits complete, click Save



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 Note the edited authors list in citation 1 and 3

You can reorder citations by clicking on a citation and dragging it up or down. . Mourad A\*, Nwafo N, Skalla L, Holland TL, Jenkins TC\* (\*co-corresponding authors). Oral Versus In aureus Bacteremia or Endocarditis: A Systematic Review and Meta-Analysis of Randomized, Contro doi: 10.1093/cid/ciae476. PubMed PMID: 39290168.

- Dussault N, Ho D, Dukkipati H, Vick JB, Skalla LA, Ma J, Jones CA, Kaufman BG. <u>Provider Perspective</u> <u>Palliative Care: A Scoping Review.</u> Med Care Res Rev. 2025 Jan 2; :10775587241303963. doi: 10.11 Review. PubMed PMID: 39745068.
- 3. Howell-Skalla et al., <u>Cloning and sequence analysis of the extracellular region of the polar bear (Urs</u> <u>foliicie stimulating normone receptor (FSHr), and prolactin receptor (PRLr) genes and their express</u> Mol Reprod Dev. 2000 Feb; 55(2):136-45. doi: 10.1002/(SICI)1098-2795(200002)55:2<136::AID-MRI

### Last Step: Preview, then certify when complete

### You can scroll down to the **View Draft** if you want to see what the output will look like. The NIH biosketch will be similar to the NSF biosketch. Then Click the **Download PDF** to certify.

New: Senior/Key Personnel will now be prompted to re-certify their document each time they select the "Download PDF" button. This will generate current certification dates even if no changes have been made to the document.

VIEW DRAFT

To certify

#### Certification

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party to a malign foreign talent recruitment program.

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

### Certification

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I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

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### When the new NIH biosketch format is out...

 You can transfer the data you entered into the NSF common forms templates to the new NIH Common forms (directions on next slide)

### Start a +New Document

#### + NEW DOCUMENT

- . Title = whatever you want
- Type = *NIH Biosketch*
- . Data Source = Use an
  - existing document
- Document = *The biosketch you made with NSF template*

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0	Start with a blank document		
		CANCEL	CREATE

### You can adjust the product citations if needed

- Use **Edit Products** link if you need to change
- **Note:** Once you add citations, they remain available in all future biosketches (unless you delete them). So you can change the checks to any citations in your My Bibliography, or add more to better fit the proposed project.

Products Most Closely Related to the Proposed Project \*

Select up to 5 products

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- Mourad A, Hillenbrand M, Skalla LA, Holland TL, Zwischenberger BA, Williams / valvular and cardiac implantable electronic device infective endocarditis. Clin I 10.1016/j.cmi.2023.08.018. Epub 2023 Aug 25. PubMed PMID: 37634864.
- Green MD, Dalmage MR, Lusk JB, Kadhim EF, Skalla LA, O'Brien EC. <u>Public repo</u> Heart J. 2023 Apr; 258:129-139. doi: 10.1016/j.ahj.2023.01.001. Epub 2023 Ja

### **Preview and Download PDF**

#### **One more reminder....** you **will not be able to edit the PDF after certification and download**.

**Editing the PDF will remove the certification/signature**, and you will not be able to submit the edited PDF.

### NIH Current and Pending (Other) Support

- ORA is working on a new MHR CPOS tool and process for creating and certifying CPOS via SciENcv.
- They are working with the department grant managers and the myRESEARCHhome team to define a new workflow and enhance tools for meeting these requirements.

### Take a peek at the MRH CPOS Tool

- In myRESEARCHhome (mrh.duke.edu) navigate to the 'Portfolio' section by clicking the option in the dashboard header.
- Click the 'View Effort Summary' button in the lefthand navigation menu.
- Click the 'Other Support Tool' button in the Effort Management Tools banner





### Resources

- <u>New Requirements for the NIH BioSketch</u> (Med Center Library video tutorial).
- The Medical Center Library is offering SciENcv office hours on Fridays from 12 Noon to 1 PM. Register on our website under the <u>training &</u> <u>consulting tab</u>.
- If you have questions about using ORCID IDs or SciENcv to create your biosketch, please email a librarian at the Medical Center Library at <u>medical-librarian@duke.edu</u>
- Keep up to date by checking in with <u>NIH's Biosketch Format Pages</u> and the <u>Changes Coming to NIH Applications and Peer Review in 2025 page</u>.
- **eRA Commons help desk**: <u>https://era.nih.gov/need-help.</u>
- NCBI help desk: info@ncbi.nlm.nih.gov.

### Have a Question? Just Ask!



Reach all medical librarians: <u>medical-librarian@duke.edu</u>

Chat with us M-F, 9am – 5 pm https://mclibrary.duke.edu/ask

Website: https://mclibrary.duke.edu



For SciENcv questions: <u>lesley.skalla@duke.edu</u> <u>elizabeth.blackwood@duke.edu</u>

