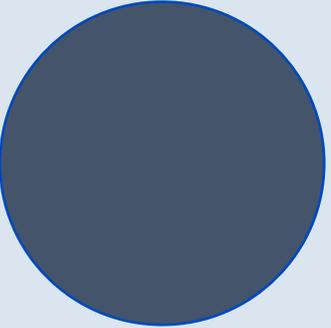
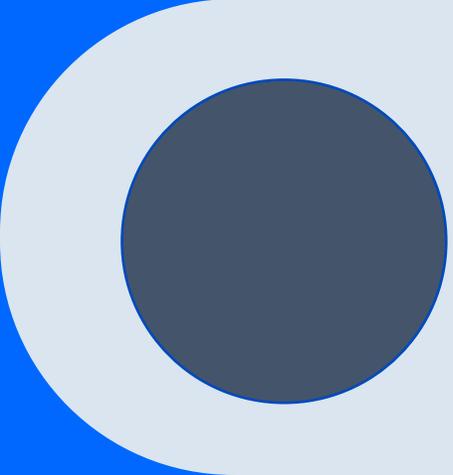


ScienCV: How to Create and Delegate



Carly Pigg, CRA, CPRA
Research Fiscal Analyst
LSU Health Sciences Center School of Medicine Dean's
Office



Agenda

Introduction

Creating a ScienCV Account

Linking ORCID and other Research Accounts

Creating a Biographical Sketch

Delegating Management of your Account

Questions



Introduction



National Library of Medicine
National Center for Biotechnology Information



NIH's Adoption of Common Forms for Biographical Sketch and Current and Pending (Other) Support by May 25, 2025 NOT-OD-24-163

[NOT-OD-24-163: NIHs Adoption of
Common Forms for Biographical
Sketch and Current and Pending
\(Other\) Support by May 25, 2025](#)

- Will require the use of SciENcv to complete Common Forms and will produce digitally certified PDF(s) for use in application submission
- Will also require all Senior/Key Personnel to link their ORCID ID to their eRA Commons Personal Profile.
- This Notice is in place for all application types for due dates on or after May 25, 2025.



Creating a SciENcv Account



Creating an Account

- The landing page for SciENcv is as follows: <https://www.ncbi.nlm.nih.gov/sciencv/>
- For NIH, you will use the [eRA Commons button](#)



The screenshot shows the SciENcv landing page. On the left, there is a logo consisting of four green hexagons with white human figures inside, followed by the text "SciENcv". Below the logo are two links: "Background Information" and "Help Documentation". On the right, there is a dark blue header with the text "SciENcv: Science Experts Network Curriculum Vitae" and a description: "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 header is a "Log in" button. A large blue arrow points from the "Log in" button to two buttons: "eRA Commons" (with the eRA logo) and "National Science Foundation" (with the NSF logo).

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.

About SciENcv

[Background Information](#)

[Help Documentation](#)

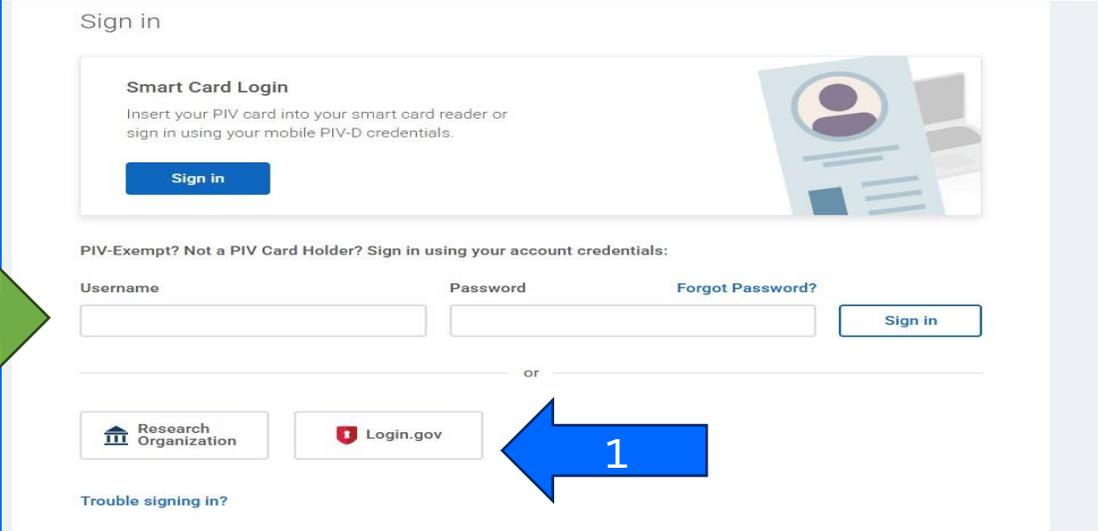
Log in

 **eRA Commons**

 **National Science Foundation**

Creating an Account

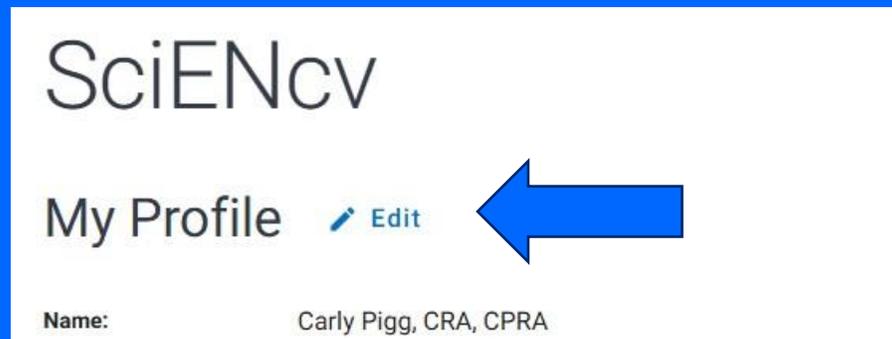
- If you are already using Login.Gov to access eRA Commons, you should click the [Login.gov button](#). (1)
- If you haven't started using Login.gov, you will use your [eRA Commons login](#) and password to enter and create your account. If it hasn't been linked to your MyNCBI as of yet, it will prompt you to. (2)



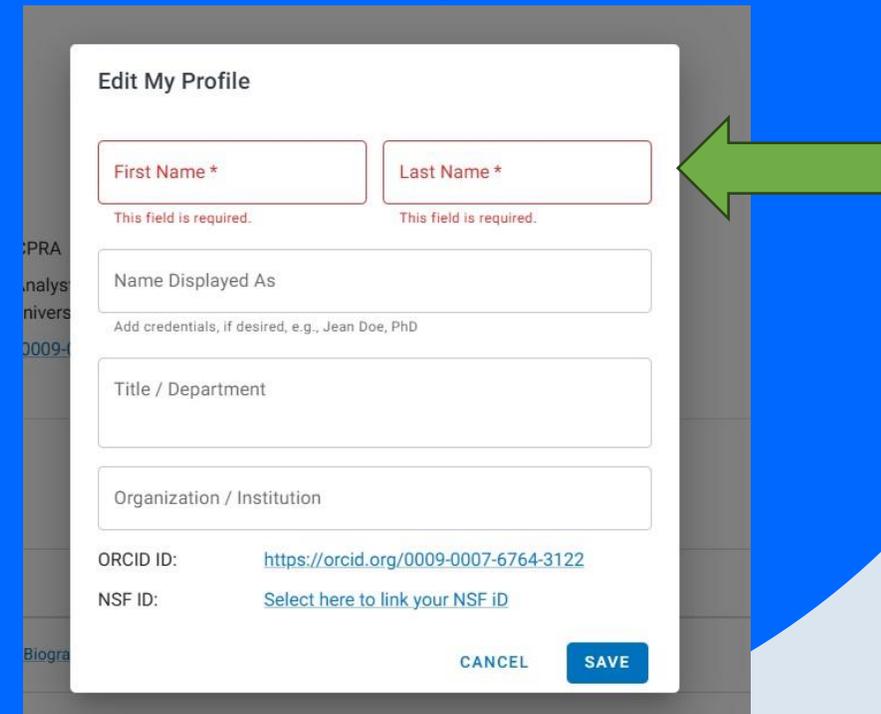
The screenshot shows the 'Sign in' page for Login.gov. It features a 'Smart Card Login' section with a 'Sign in' button. Below this is a section for 'PIV-Exempt? Not a PIV Card Holder? Sign in using your account credentials:' with fields for 'Username' and 'Password', and a 'Forgot Password?' link. A 'Sign in' button is also present. Below the fields is an 'or' separator and two buttons: 'Research Organization' and 'Login.gov'. A green arrow labeled '2' points to the 'Username' field, and a blue arrow labeled '1' points to the 'Login.gov' button. At the bottom left, there is a link for 'Trouble signing in?'.

Creating an Account

- Review and update your profile. Click the pencil/edit icon next to My Profile.



- First and Last Name are required, and you can fill in the other information as needed.



Edit My Profile

First Name * Last Name *

This field is required. This field is required.

Name Displayed As

Add credentials, if desired, e.g., Jean Doe, PhD

Title / Department

Organization / Institution

ORCID ID: <https://orcid.org/0009-0007-6764-3122>

NSF ID: [Select here to link your NSF iD](#)

CANCEL SAVE

Linking ORCID and Other Research Accounts

ORCID



Linking ORCID and Other Research Accounts

You will click the pencil/edit icon again next to **My Profile**.

SciENCv

My Profile  Edit



Name: Carly Pigg, CRA, CPRA

The box shows two options: ORCID ID and NSF ID.

ORCID ID: <https://orcid.org/0009-0007-6764-3122>

NSF ID: [Select here to link your NSF id](#)



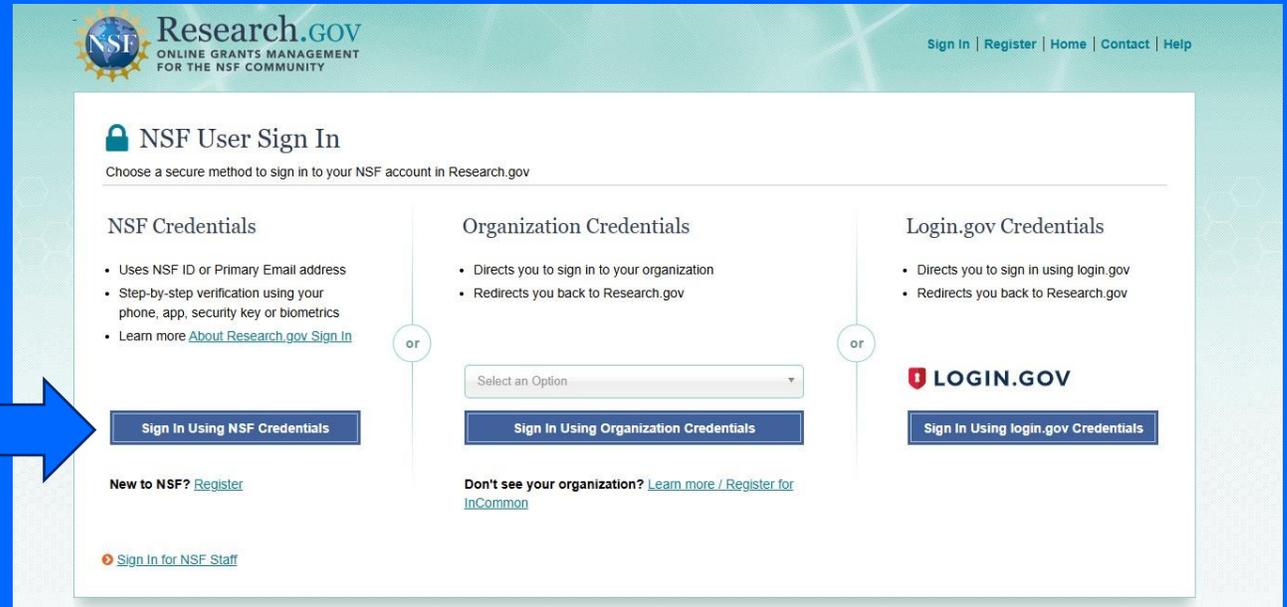
Showing how to add the NSF ID as an example.



Linking ORCID and Other Research Accounts

1. Clicking the link will take you directly to the webpage of the account you are trying to add.
2. I used the [NSF Credentials link](#).

Once logged in, it brought me back to my SciENcv. It shows under my account settings that my NSF account is now linked.



Linked Accounts

You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

Account	Email/ID	Remove
eRA Commons	cgerva@lsuhsc.edu	
ORCID	0009-0007-6764-3122	
NSF (National Science Foundation) Researcher Login, USA	cgerva@lsuhsc.edu (logged in)	

A green arrow points to the 'Remove' column of the table.

Creating a Biographical Sketch



Creating a Biographical Sketch

If you don't have a Biographical Sketch created in SciENcv, you will click on the [New Document](#) button to create a biographical sketch.

My Documents



+ NEW DOCUMENT

You can also use this to create a secondary document with either a different biographical sketch or one of the other forms available.

ate University Health Sciences Center New Orleans
l.org/0009-

Create a New Document

Asterisks (*) indicate required fields.

Document title *

Document type *

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

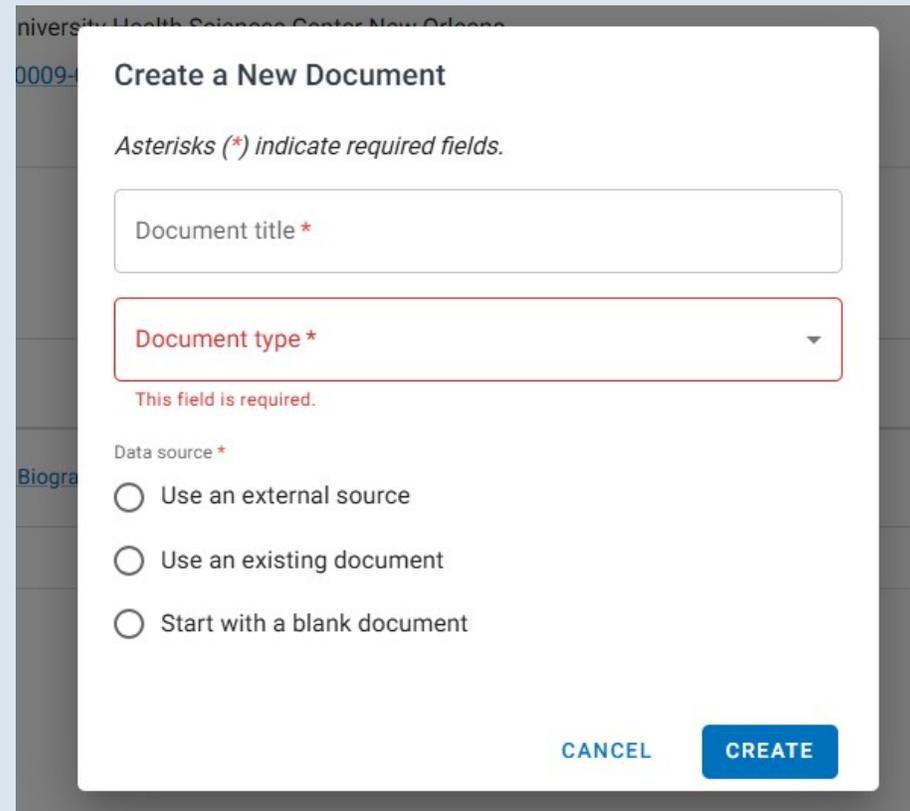
CANCEL CREATE

Creating a Biographical Sketch

1. You will name your document and then choose your document type.

2. You will also choose how you plan to import the data for the document you are choosing: external source, existing document, or start with a blank document.

I am going to start with a blank document.



The screenshot shows a 'Create a New Document' form with the following elements:

- Title: 'Create a New Document'
- Instruction: 'Asterisks (*) indicate required fields.'
- Field 1: 'Document title *' (text input)
- Field 2: 'Document type *' (dropdown menu) with a red border and error message: 'This field is required.'
- Field 3: 'Data source *' (radio button group)
 - Use an external source
 - Use an existing document
 - Start with a blank document
- Buttons: 'CANCEL' and 'CREATE'

Creating a Biographical Sketch

My name and ORCID ID are already populated. We can use that to populate some of the empty sections later.

My NCBI » SciENcv » Carly Biographical Sketch Two SciENcv: [About](#) | [Using](#)

Profile name: Carly Biographical Sketch Two [\[Edit \]](#) **Download:** [PDF](#) [Word](#) [XML](#)

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

Last Updated: 24 February 2025 OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 01/31/2026)

NAME [\[Edit \]](#)
Pigg, Carly

eRA COMMONS ID 12665030 **ORCID ID** <http://orcid.org/0009-0007-6764-3122>

To add Education/Training, click the [add one](#) link and fill in the information. You can save the one educational experience or add as many as needed.

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](#).



Add new degree

This entry is Degree Training * required field

School: *

City:

State/Province:

Country:

Degree: * Choose a degree

Field of Study:

From: MM YYYY To: MM YYYY *



Creating a Biographical Sketch

You want to add your Personal Statement. You can copy and paste an existing Personal Statement from a WORD document and then edit within the SciENCv platform.

A. Personal Statement

Mrs. Pigg currently has sixteen years of experience working with grants. She has managed several federal and state level grants for two different higher education institutions. She is familiar with the application process for federal grants and was successful in acquiring a \$2.7 million grant from the Department of Labor for Nunez Community College in Chalmette, LA in fall 2012. At Louisiana State University Health New Orleans (LSUHSCNO), she has managed several state and federal grants that include a Louisiana Board of Regents Traditional Enhancement Grant, Health Resources and Service Administration (HRSA) Advanced Nursing Education Workforce grant, two separate Advanced Nursing Education grants, two separate Nursing Education, Practice, Quality, and Retention grants, annual



You can also add up to four publications to your Personal Statement Section. You can pull them in from your My Bibliography or ORCID ID. I am using my ORCID ID. Once selected, click **Save Citations** and it will show your checked items.

My Bibliography | ORCID

Sort by: Publication date | Select: None | 4 item(s) selected | Refresh the list from ORCID | unchecked entries are hidden from display

- Taking control: The importance of internal controls in post award management. US; 2024 April.
- Building an advanced grant budget. US; 2023 October.
- Building a basic grant budget. US; 2023 October.
- Building capacity for routine, standardized parent-completed developmental screening (RSPDS) in Louisiana Pediatric Primary Care Practice. 2023 May.
- Whose Data Is It Anyway? Lessons Learned from the Creation of a Data Ownership Policy. US; 2022 November.
- Budgets 101: Creating Federal Grant Budgets. US; 2022 May.
- Breaking barriers: How to encourage and support female faculty. US; 2022 March.
- Budgets 101: Creating Federal Grant Budgets. US; 2021 October.
- Davis A, Manning J, St. Germain D, Hayes S, Pigg C. Implementing Disaster Simulations for Baccalaureate Nursing Students in the Gulf-Coast Region. Clinical Simulation in Nursing. 2020 June; 43:26-34. Available from: <https://linkinghub.elsevier.com/retrieve/pii/S1876139920300153> DOI: 10.1016/j.ecns.2020.02.004

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

[[Select citations](#)]

Davis A, Manning J, St. Germain D, Hayes S, Pigg C. Implementing Disaster Simulations for Baccalaureate Nursing Students in the Gulf-Coast Region. Clinical Simulation in Nursing. 2020 June; 43:26-34. Available from: <https://linkinghub.elsevier.com/retrieve/pii/S1876139920300153> DOI: 10.1016/j.ecns.2020.02.004

Taking control: The importance of internal controls in post award management. US; 2024 April.

Building an advanced grant budget. US; 2023 October.

Whose Data Is It Anyway? Lessons Learned from the Creation of a Data Ownership Policy. US; 2022 November.

Creating a Biographical Sketch

You can add your Positions, Scientific Appointments and Honors under **Section B**. Same as the Education/Training section, you can add one entry or multiple entries.

The screenshot shows a form titled "Add Position or Scientific Appointment" with a close button (X) in the top right corner. It includes the following fields and options:

- From: * YYYY To: YYYY (leave blank for present positions) - marked as a required field.
- Position title: *
- Organization: *
- + add a level (green plus icon)
- City: State: (dropdown menu)
- Country:
- Use this entry as the position title and current employment
- Buttons: Save, Save & add another entry, Cancel

The screenshot shows a form titled "Add honors" with a close button (X) in the top right corner. It includes the following fields and options:

- Honor: * - marked as a required field.
- By Organization: *
- Year: * YYYY To: YYYY (optional, for date ranges)
- Buttons: Save, Save & add another entry, Cancel

B. Positions, Scientific Appointments and Honors

Positions and Scientific Appointments [[Edit entries](#)]

2023 - present Research Fiscal Analyst, LSU Health Sciences Center New Orleans, New Orleans, LA, United States

+ [add another entry](#)

Honors [[Edit entries](#)]

2024 Best Concurrent Session-Virtual Research Administration Conference, Society for Research Administrators International

+ [add another entry](#)

Creating a Biographical Sketch

You can add your Contribution to Science under **Section C.** You can add up to five contributions and four citations per contribution. To add more than one contribution, click the **Add another contribution link.**



You can type directly into the Contribution Description or copy and paste from a WORD document. You can select Citations from your My Bibliography or from your ORCID ID. I chose from my ORCID ID tab.

1

[Delete this contribution](#)

Description

Contribution to the knowledge of the field of research administration

Citations [\[Save citations \]](#)

Please include up to four citations that are relevant to this contribution.

My Bibliography ORCID

Sort by: Publication date ▼ Select: None 3 item(s) selected [Refresh the list from ORCID](#) unchecked entries are hidden from display

Taking control: The importance of internal controls in post award management. US; 2024 April.

C. Contribution to Science [\[Edit section \]](#)

Description

Contribution to the knowledge of the field of research administration

Citations

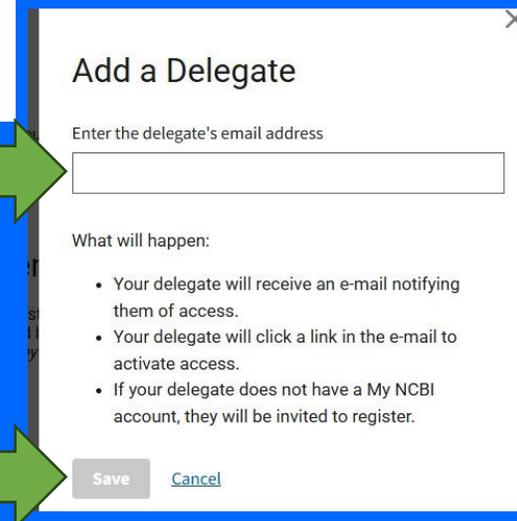
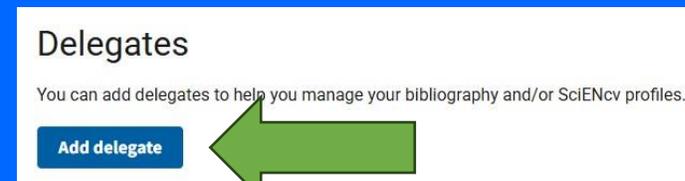
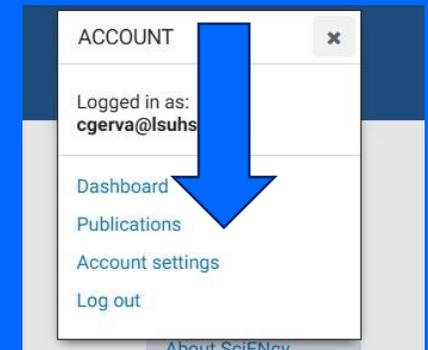
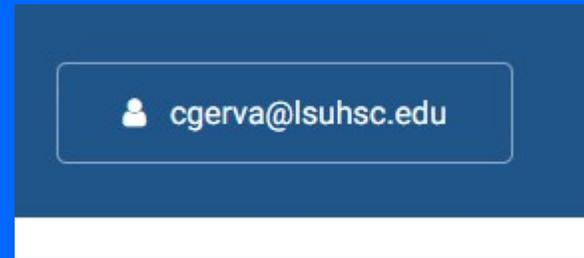
- Taking control: The importance of internal controls in post award management. US; 2024 April.
- Whose Data Is It Anyway? Lessons Learned from the Creation of a Data Ownership Policy. US; 2022 November.
- I Have a Sub-Recipient: Basic Steps of Sub-Recipient Monitoring. US; 2020 October.

Delegating Management of Your Account



Delegating Management of Your Account

1. You can easily delegate management of your SciENcv account to an Assistant, Coordinator, or Business Manager. On your main SciENcv page, click your **email address** in the top **right-hand** corner of the screen.
2. From there, choose **Account Settings**.
3. Scroll to the bottom of the page to the Delegates heading. Click the **Add delegate** button.
4. Enter the email address of the person you wish to give delegation authority to. Click **Save** and this person should receive an email notifying them of their access. They will need to click the link in that email to activate their access. If they do not have a My NCBI account, they will be prompted to create one.



Questions



Resources

1. SciENcv Help Manual: <https://www.ncbi.nlm.nih.gov/books/NBK154494/>
2. Videos
 1. SciENcv Tutorial: <https://www.youtube.com/watch?v=eGyHX85DIcE>
 2. Integrating with ORCID: https://www.youtube.com/watch?v=G_cKSRr7TJ4





Thank you

Carly Pigg, CRA, CPRA
Research Fiscal Analyst
504-568-4439
cgerva@lsuhsc.edu