

How to use SciENcv

To create an NSF Biosketch

## 1. Log in to <u>My NCBI</u>.

2. Navigate to your home page by clicking on the "**My NCBI**" tab in the top right corner, next to the "Sign Out" button.

3. Find the section labeled "**SciENcv**." Then find "**Click here**" to create a new CV. This will take you to a new page.

4. Go through each category on the intake page to start the biosketch process.



<u>*Tip:*</u> After you've created your first biosketch in SciENcv, you can use it as a template for future biosketches.

<u>*Tip:*</u> To import data from an NSF account, you must first link your NSF and My NCBI accounts. To add your NSF account, right click on the link below the external source circle to open the hyperlink in a new tab. On the new page to link accounts in NCBI, scroll down until you find "National Science Foundation (NSF)."

Click this link and it will take you to the NSF user sign in page. You have the option to sign in with your NSF ID or with UVM's credentials. If you choose UVM, you will be redirected to sign in through UVM with your UVM username and password.

Once you've successfully logged in with NSF, you should be taken back to the My NCBI Linked Accounts page where an NSF login will be listed under "Your Linked Accounts."

The same process can be used to link an ORCID account.

My NCBI » Linked Accounts
Linked Accounts
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.
New account successfully linked.
Your Linked Accounts
NSFLogin ( Your Email @uvm.edu)
Return to your Account Settings page

5. Look over the intake form. Make sure the correct field is populated under "External source," if that is your choice. Hit **Create**.

6. You'll be taken to your biosketch page. A blank page should look like this:

My NCBI » SciENd	v » NSF Biosketch Blank	SciENcv: About   Using
Profile name:	NSF Biosketch Blank [ <u>Edit</u> ]	Download: PDF XML
Profile type:	NSF Biosketch NSF Biographical Sketch Instructions	
Last Updated:	16 January 2020	
Sharing:	Private [ <u>Change</u> ]	OMB-3145-0058
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B. APPOINT	IENTS	
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acceptable products must be citable and accessible including but not limited to roducts are unpublished documents not yet submitted for publication, invited l itation information including (where applicable and practicable) names of all au aurnal or book volume issue pages website and luniform Resource Locator (	publications, data sets, software, patents, and copyrights. Unacceptable ectures, and additional lists of products. Each product must include full thors, date of publication or release, title, title of enclosing work such as IQL) or other Persistent Identifier
PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT You have not included any product in this section.	[ Select citations ]
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D. SYNERGISTIC ACTIVITIES	
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D. SYNERGISTIC ACTIVITIES ist up to five examples that demonstrate the broader impact of the individual's ransfer of knowledge as well as its creation. You have not yet provided an example. Please add one using the link below.	professional and scholarly activities that focus on the integration and

7. Add your personal information as prompted, then edit each section of the biosketch by clicking on the <u>add one</u> or <u>add another entry</u> blue buttons. This will open a new box for data entry:

			* required field	
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C. PRODUCTS	Save Save & a	dd another entry Cancel		
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<u>*Tip:*</u> If you used an external source to get started, the Professional Preparation section, as well as part of the Appointments section, should be pre-populated. Confirm accuracy. You can edit the populated fields, and/or add new fields if information is missing.

8. Add citations to the Products section by clicking [<u>Select citations</u>]. Citations from your "My Bibliography" page, or linked via ORCID can be selected for display on the biosketch by checking the appropriate box. Products can also be entered manually by clicking on <u>Go to My Bibliography</u>.

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 Unform Resource Locator (URL) or other Persistent Identifier.  PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [ Save citations ]  My Bibliography Click here to connect to your ORCID account  Sort by: Publication date ? Select: None 3 item(s) selected Add citations Go to My Bibliography unchecked entries are hidden from display  Malaby HLH, Dumas ME, Ohi R, Stumpff J, Kinesin-binding protein ensures accurate chromosome segregation by buffering KIF18A and KIF15. J Cell Biol. 2019 Apr 1;216(4);1218-1234. PubMed PMID: 30703652; PubMed Central PMCID: PMC6446846.  Tracy KM, Tye CE, Ghule PN, Malaby HLH, Stumpff J, Stein JL, Stein GS, Lian JB. Mitotically-Associated IncRNA (MANCR) Affects Genomic Stability and Cell Division in Aggressive Breast Cancer. Mol Cancer Res. 2018 Apr;16(4):587-598. PubMed PMID: 2937807; NIHKSID: NIHKSID: SNIHKSID: SNIHKSI	C. PRODUCTS					
My Bibliography       Click here to connect to your ORCID account         Sort by:       Publication date • Select: None 3 item(s) selected Add citations Go to My Bibliography       unchecked entries are hidden from display <ul> <li>Malaby HLH, Dumas ME, Ohi R, Stumpff J. Kinesin-binding protein ensures accurate chromosome segregation by buffering KIF18A and KIF15. J Cell Biol. 2019 Apr 1;218(4):1218-1234. PubMed PMID: 30709852; PubMed Central PMCID: PMC64468466.</li> <li>Tracy KM, Tye CE, Ghule PN, Malaby HLH, Stumpff J, Stein JL, Stein GS, Lian JB. Mitotically-Associated IncRNA (MANCR) Affects Genomic Stability and Cell Division in Aggressive Breast Cancer. Mol Cancer Res. 2018 Apr;16(4):587-598. PubMed PMID: 29378907; NIHMSID: NIHMS935048; PubMed Central PMCID: PMC5882506.         </li></ul> Malaby HL, Kobertz WR. The middle X residue influences cotranslational N-glycosylation consensus site skipping. Biochemistry. 2014 Aug 5;53(30):4884-93. PubMed PMID: 25029371; PubMed Central PMCID: PMC4372077. <ul> <li>Malaby HL, Stumpff J, Microtubule recognition: a curvy attraction. Curr Biol. 2014 Oct 20;24(20):R998-1000. PubMed PMID: 25442855.</li> <li>Malaby HL, Kobertz WR. Molecular determinants of co- and post-translational N-glycosylation of type I transmembrane peptides. Biochem J. 2013 Aug 1;453(3):427-34. PubMed PMID: 23718881; NIHMSID: NIHMSSiD: NIHMSSiD: NIHMSSiD: PMC383295; PubMed Central PMCID: PMC38856822.         </li></ul> <li>         Fonseca CL, Malaby HLH, Sepaniac LA, Martin W, Byers C, Czechanski A, Messinger D, Tang M, Ohi R, Reinholdt LG, Stumpff J. Mitotic chromosome alignment ensures mitotic fidelity by promoting interchromosomal compaction during anaphase. J Cell Biol. 2019 Apr 1;218(4):1148-1163. PubMed PMID: 30733233;</li>	Acceptable products products are unpubl citation information journal or book, vol	must be citable and acces ished documents not yet s including (where applicabl ume, issue, pages, website CLOSELY RELATED T	sible including but n ubmitted for publica e and practicable) n and Uniform Resou	ot limited to p tion, invited le ames of all au rce Locator (U	publications, data sets, sof ectures, and additional list thors, date of publication of JRL) or other Persistent Ido	ftware, patents, and copyrights. Unacceptable is of products. Each product must include full or release, title, title of enclosing work such as entifier.
Sort by:       Publication date •       Select: None       3 item(s) selected       Add citations       Go to My Bibliography       unchecked entries are hidden from display <ul> <li>Malaby HLH, Dumas ME, Ohi R, Stumpff J. Kinesin-binding protein ensures accurate chromosome segregation by buffering KIF18A and KIF15. J Cell Biol. 2019 Apr 1;218(4):1218-1234. PubMed PMID: 30709852; PubMed Central PMCID: PMC6446846.</li> <li>Tracy KM, Tye CE, Ghule PN, Malaby HLH, Stumpff J, Stein JL, Stein GS, Lian JB. Mitotically-Associated IncRNA (MANCR) Affects Genomic Stability and Cell Division in Aggressive Breast Cancer. Mol Cancer Res. 2018 Apr;16(4):587-598. PubMed PMID: 29378907; NIHMS935048; PubMed Central PMCID: PMC6882506.</li> <li>Malaby HL, Kobertz WR. The middle X residue influences cotranslational N-glycosylation consensus site skipping. Biochemistry. 2014 Aug 5;53(30):4884-93. PubMed PMID: 25029371; PubMed Central PMCID: PMC4372077.</li> </ul> <ul> <li>Malaby HL, Lessard DV, Berger CL, Stumpff J. KIF18A's neck linker permits navigation of microtubule-bound obstacles within the mitotic spindle. Life Sci Alliance. 2019 Feb;2(1)PubMed PMID: 30655363; PubMed Central PMCID: PMC6337737.</li> </ul> Malaby HL, Kobertz WR. Molecular determinants of co- and post-translational N-glycosylation of type I transmembrane peptides. Biochem J. 2013 Aug 1;453(3):427-34. PubMed PMID: 23718681; NIHMSID: NIHMSS32925; PubMed Central PMCID: PMC3865652. <ul> <li>Fonseca CL, Malaby HLH, Sepaniac LA, Martin W, Byers C, Czechanski A, Messinger D, Tang M, Ohi R, Reinholdt LG, Stumpff J. Mitotic chromosome alignment ensures mitotic fidelity by promoting interchromosomal compaction during anaphase. J Cell Biol</li></ul>	My Bibliography	Click here to connect to yo	ur ORCiD account		,,	
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<ul> <li>Malaby HL, Kobertz WR. Molecular determinants of co- and post-translational N-glycosylation of type I transmembrane peptides. Biochem J. 2013 Aug 1;453(3):427-34. PubMed PMID: 23718681; NIHMSID: NIHMS533295; PubMed Central PMCID: PMC3856582.</li> <li>Fonseca CL, Malaby HLH, Sepaniac LA, Martin W, Byers C, Czechanski A, Messinger D, Tang M, Ohi R, Reinholdt LG, Stumpff J. Mitotic chromosome alignment ensures mitotic fidelity by promoting interchromosomal compaction during anaphase. J Cell Biol. 2019 Apr 1;218(4):1148-1163. PubMed PMID: 30733233; PubMed Central PMCID: PMC6446859.</li> </ul>	Malaby HL, St	umpff J. Microtubule recognitio	n: a curvy attraction. C	urr Biol. 2014 C	Oct 20;24(20):R998-1000. Publ	Med PMID: 25442855.
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9. Manually enter your Synergistic Activities by clicking on Add another entry.

C. PRODUCTS	Add/Edit synergistic activity X	
Acceptable products must be citable and access		nacceptable
products are unpublished documents not yet su		include full
citation information including (where applicable		work such as
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D. SYNERGISTIC ACTIVITIES		
List up to five examples that demonstrate the t		ation and
transfer of knowledge as well as its creation.		
You have not yet provided an example. Please		
add another entry		
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3

10. Once you have entered your Synergistic Activities, you can hover over them to rearrange (<u>Move</u> <u>up/down</u>), delete, or edit the entries.

. SYNERGISTIC ACTIVITIES			
st up to five examples that demonstrate the b ansfer of knowledge as well as its creation.	broader impact of the individual's profess	sional and scholarly activities that focus	on the integration and
1. Outreach to Pre-K-6 children at ECHO			
2. Invited speaker (2012, 2014): Vermont Co	ode Camp	$\rightarrow$	Move up / down   delete   edit
3. Presenter (2012-2017): Burlington High S	chool Science in Society Program		
add another entry			

<u>*Tip:*</u> Everything you've entered as you go through the sections should automatically save. So if for some reason the page freezes, you shouldn't lose any entered text.

11. Once you've completed your biosketch, scroll to the top or bottom to download your biosketch as a PDF or XML document. And you're done! The biosketch is automatically saved in your My NCBI account.

<u>*Tip:*</u> Once you have created a biosketch in SciENcv you can use it as a template to create compliant biosketches for several funding agencies (NSF, NIH, IES), or to create different versions of your biosketch tailored to different research projects or for different collaborations.

In addition, adding a delegate could make it easy for others to quickly update a biosketch on your behalf!

12. You can add a delegate to your SciENcv biosketch for ongoing management. The option to add a Delegate is available under your **Accounts Setting** page. Access your account setting by clicking on your username next to the My NCBI tab in the top right corner of the page.

*Tip*: Consider adding your Departmental Research Administrator or Assistant as a Delegate.

On your accounts setting page, scroll down to below "Linked accounts" to the "Delegate" section. Click **Add a Delegate** (the red arrow below points to the button). Then enter their email address and hit **OK**.

Linked accounts	You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.
	None
Delegates	
You can add delegates	to help you manage your bibliography and/or SciENcv profiles.

Add a delegate	×
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Enter your delegate's email address:	
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OK Cancel	
What'll happen:	
<ul> <li>Your delegate will receive an e-mail notifying them of access.</li> <li>Your delegate will click a link in the e-mail to activate access.</li> </ul>	
<ul> <li>If your delegate does not have a My NCBI account, they will be invited to register.</li> </ul>	
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