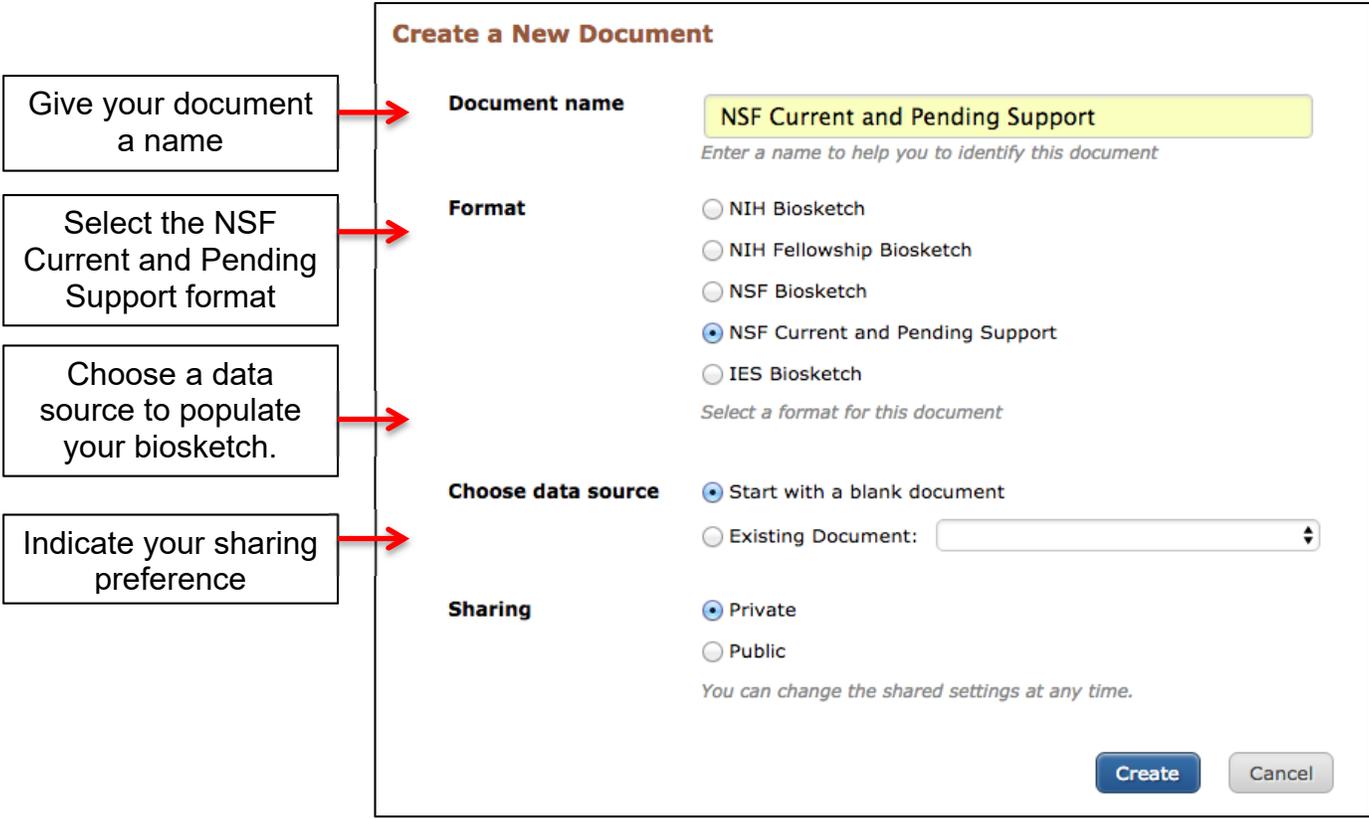


How to use SciENcv

To create NSF Current and Pending Support

1. Log in to [My NCBI](#).
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 document. This will take you to a new page. If you have already created a document with SciENcv, click “**Manage SciENcv**” followed by “**Create New Document**.”
4. Go through each category on the intake page to start a new document.



The screenshot shows the 'Create a New Document' form with the following fields and options:

- Document name:** NSF Current and Pending Support (highlighted in yellow). Below the input field is the text: *Enter a name to help you to identify this document*.
- Format:** Radio button options: NIH Biosketch, NIH Fellowship Biosketch, NSF Biosketch, **NSF Current and Pending Support** (selected), IES Biosketch. Below the options is the text: *Select a format for this document*.
- Choose data source:** Radio button options: **Start with a blank document** (selected), Existing Document: [dropdown menu].
- Sharing:** Radio button options: **Private** (selected), Public. Below the options is the text: *You can change the shared settings at any time.*

Callout boxes on the left point to these fields:

- Give your document a name (points to Document name)
- Select the NSF Current and Pending Support format (points to Format)
- Choose a data source to populate your biosketch. (points to Choose data source)
- Indicate your sharing preference (points to Sharing)

Buttons: Create (blue), Cancel (grey).

Tip: After you’ve created your first Current and Pending Support document in SciENcv, you can use it as a template for future renditions.

5. Hit **Create**.
6. You’ll then be taken to your Current and Pending Support page. A blank page should look like this:

Profile name: NSF Current and Pending Support [[Edit](#)] **Download:** [PDF](#)

Profile type: NSF Current and Pending Support [Current and Pending Support Instructions](#)

Last Updated: 1 April 2020

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

NAME [[Edit](#)]
Doe, John

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.

You have not listed any support. [Add Project/Proposal](#) [Add In-Kind Contribution](#)

Download: [PDF](#)

7. To add project/proposal information, click the [\[Add Project/Proposal\]](#) button. Fill out the required fields for each entry.

The screenshot shows a form titled "Current and Pending Support" with the following fields and options:

- Radio buttons for support type: Current, Pending, Submission planned, Transfer of support. A red asterisk indicates that "Current" is a required field.
- Text input field: Project / Proposal Title *
- Text input field: Project / Award Number (if available)
- Text input field: Source of Support *
- Text input field: Primary Place of Performance *
- Date pickers: Project Proposal Support Start Date (if available) (MM, YYYY) and Project Proposal Support End Date (if available) (MM, YYYY).
- Text input field: Total award amount * \$ (including Indirect Costs) with a note to "Enter as USD (include indirect costs)".
- Text input field: Person-Month(s) or (Partial Person-Months) Per Calendar Year Committed to the Project *
- Sub-fields for the previous field: Year (YYYY) and Person-months (00.00).
- Buttons: "Add year" (with a green plus icon), "Save", "Save & add another entry", and "Cancel".

8. To add in-kind contribution information, click the [\[Add In-Kind Contribution\]](#) button. Fill out the required fields for each entry.

Tip: 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 Current and Pending Support document, scroll to the top or bottom and click [PDF](#) next to Download. And you're done! The document is also automatically saved in your My NCBI account.

In addition, adding a delegate could make it easy for others to quickly update your Current and Pending Support on your behalf!

12. You can add a delegate to your SciENcv account 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**.

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.