UNIVERSITY OF TEXAS ARLINGTON

SciENcv:
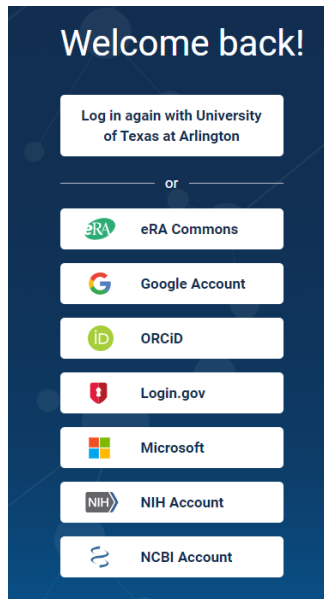# The easy-to-use Biosketch and Current & Pending tool

preaward@uta.edu

UNIVERSITY OF TEXAS **A** ARLINGTON

Part 1: <u>Creating and populating an account</u>

Part 2: <u>Building your Biosketches using SciENcv</u>

Part 3: <u>Building your Current and Pending using SciENcv</u>
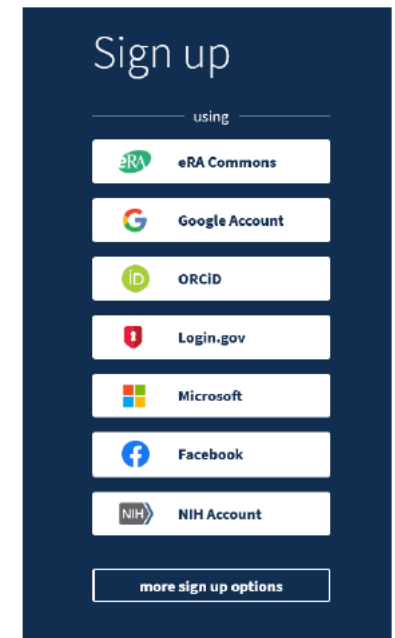
Part 1: Creating and populating an account

Welcome back!

1. **If you already have a login for NCBI,** start here: https://www.ncbi.nlm.nih.gov/account/

Choose your login method. After you've signed in once, the "Log in again…" section will appear, and you can click on the method there.

2. If you need to create an account, start here: https://account.ncbi.nlm.nih.gov/signup/

Choose a login method. You can use your UTA Net ID by clicking on **more sign-up options**, searching UTA, and entering your Net ID and password. You may also use another icon.

Sign up

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Part 1: Creating and populating an account

Logging in should bring you to this landing page.

Part 1: Creating and populating an account

Linking your accounts

1. Click on your username in the upper right corner.

2. Select Account Settings.

3. Under Linked Accounts, you can view which accounts are linked. You may also add or remove.

Part 1: Creating and populating an account

Linking your accounts

4. Adding a Delegate

Delegates will have access to the information in your accounts so that they can assist you in building your forms.

Click on **Add Delegate** and enter their email.

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
Google	wenpacrod@gmail.com (logged in)	🗑

Add account

Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

Add delegate

Add a Delegate

Enter the delegate's email address

karen.smith@uta.edu

✓
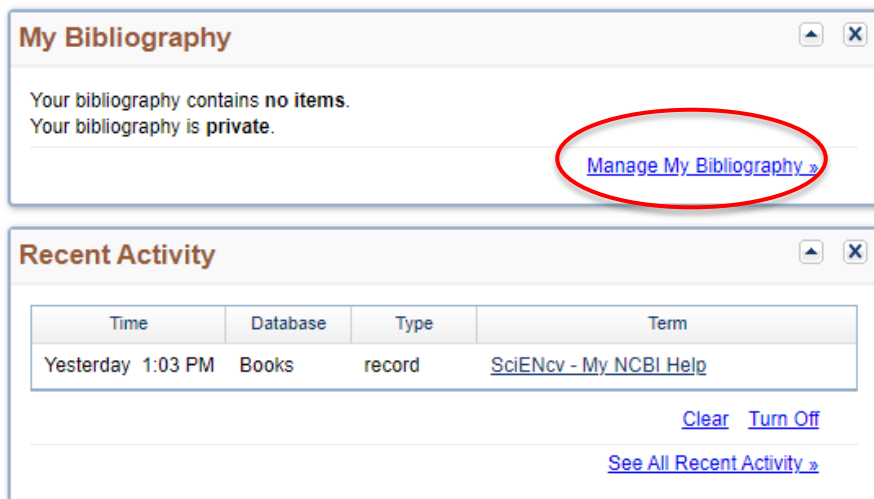
What will happen:

- 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.

Part 1: Creating and populating an account

Building your publication record

1. If you've added publications, skip to **Part 2: Building your Biosketch through SciENcv**
2. To add publications using your ORCID account, see **Part 2**: **Building your Biosketch through SciENcv** to pull information from your ORCID. Once records are loaded from ORCID, they will also reside in the My Bibliography section.
3. To add publication records manually, click on **Manage My Bibliography** and select preferred entry.

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Part 2: Building your Biosketches using SciENcv

1. From the landing page, go to the SciENcv section (if you cannot see the main page, click on **Dashboard** from the menu from your username).

Part 2: Building your Biosketches using SciENcv

1. Click on **Create New Document** if you don't have any Biosketches or C&Ps built yet **OR**

2. Click on **Manage SciENCV** if you have started either form. Click **Edit** to make changes.

- Clicking on the **Edit** button allows you to delete or change existing records. Clicking on the record name also allows editing.
- Since sponsors regularly change document requirements, make sure document templates meet current requirements. If the required form has changed, see the next section, **Create a New document**, choose the correct form, and copy your old document into the new one.

Part 2: Building your Biosketches using SciENcv

1. Click on **Create New Document.**
2. Choose the type of Biosketch you need, the source of the data, and if it will be public or private.

Create a New Document

Document name
Enter a name to help you to identify this document

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

Select a format for this document

Choose data source
- ● Start with a blank document
- ○ Existing Document:
- ○ External source: eRA Commons

You must link to an eRA Commons account to use this option.
Documentation on how to link an external account is available here.

Sharing
- ● Private
- ○ Public

You can change the shared settings at any time.

[Create] [Cancel]
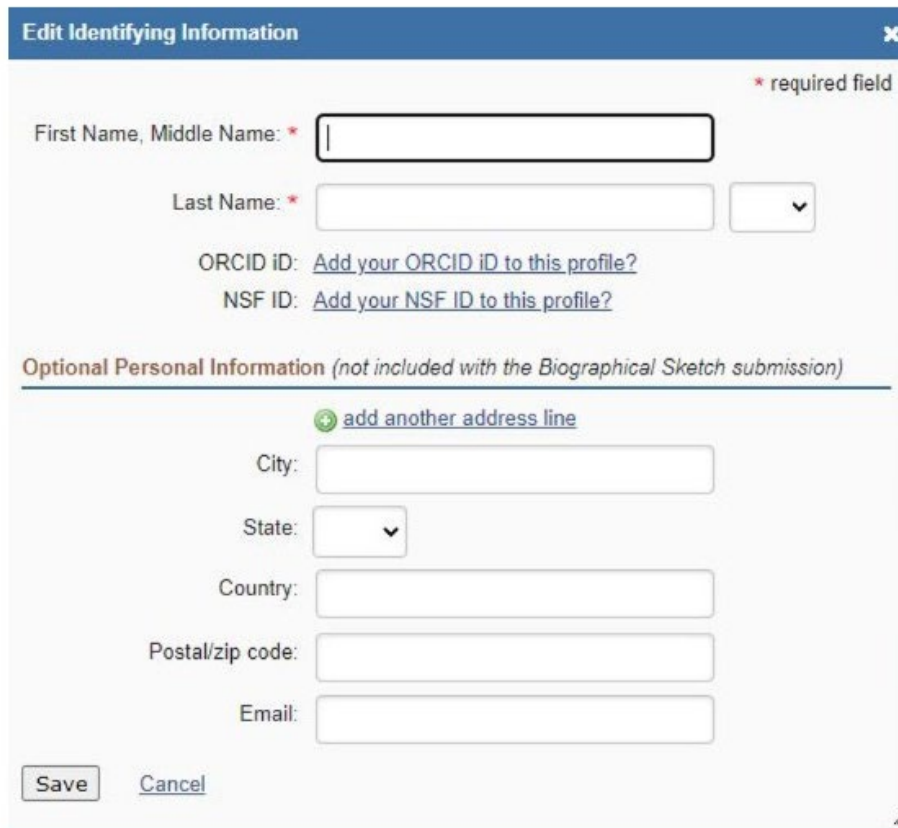
- If you choose an existing biosketch, any information that is required in the new biosketch will transfer for the same agency.

- For example, personal statements for NIH will transfer to a new NIH biosketch, but will not transfer to a new NSF biosketch.

3. Select **Create**.

Part 2: Building your Biosketches using SciENcv

First time users may get a screen that looks like this, depending on what information has been imported from other sites. **Fill in as appropriate.**

Part 2: Building your NSF Biosketch using SciENcv

Profile name: wpacheco nsf   [Edit]   **Download:** PDF

Profile type: PAPPG Chapter II (nsf.gov) NSF Biographical Sketch Instructions

Last Updated: 31 July 2023

Sharing: Private

Biographical Sketch

The Biographical Sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities. A Biographical Sketch (limited to three pages) must be provided separately for each individual designated as senior personnel.

Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award.

Inclusion of additional information beyond that specified below may result in the proposal being returned without review. Do not submit any personal information in the Biographical Sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the Biographical Sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material.

Biographical Sketch Instructions   OMB-3145-0058

NAME   [Edit]
P, Wendy

A. PROFESSIONAL PREPARATION -(see PAPPG Chapter II.D.2.h(i)(a))

Provide a list of the senior person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education. You have not listed any degree or training. Please add one.

B. APPOINTMENTS AND POSITIONS-(see PAPPG Chapter II.D.2.h(i)(a))

Provide a list, in reverse chronological order by start date, of all the senior person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

With regard to professional appointments, senior personnel must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

You have not listed any employment. Please add one.

Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal.

You can **manually edit/enter** the information in each of these sections, A thru D.

Part 2: Building your NSF Biosketch using SciENcv

To select products, or choose different ones, click on **Select Citations,** then follow directions in the **Choose My Bibliography** section below.

Part 2: Building your NSF Biosketch using SciENcv

Choose My Bibliography for citations stored on this site, or **ORCID** to import citations from ORCID. If you've added citations to ORCID since creating this biosketch, click on **Refresh from ORCID**.
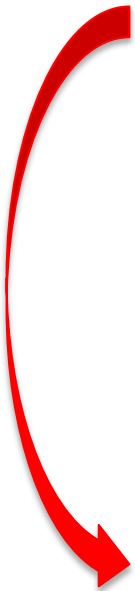
C. Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

Products Most Closely Related to the Proposed Project*

Select up to 5 products

My Bibliography	ORCID

4 citations   Sort by: Publication Date ▼   ADD PRODUCT

☐ Pacheco W. Welcoming Future Scientists: Engaging Puerto Rican High School Students in STEM through Community- based Learning and Outreach. Experimental Biology. 2018 April; San Diego, CA, United States.

☐ Pacheco WI, Noel RJ Jr, Porter JT, Appleyard CB. Beyond the GRE: using a composite score to predict the success of Puerto Rican students in a biomedical PhD program. CBE Life Sci Educ. 2015 Summer; 14(2). doi: 10.1187/cbe.14-11-0216. PubMed PMID: 25828404; PubMed Central PMCID: PMC4477729.

☐ Baez A, Pacheco W, Appleyard CB. The graduate student portfolio: organize and energize your career development. Physiologist. 2012 Oct; 55(5):177-8. PubMed PMID: 23155926.

☐ Pacheco W. Outcomes of Physiology Understanding (PhUn) week activity in an Elementary School in Ponce, Puerto Rico. Experimental Biology; 2015 March 28; Boston, MA, United States.

Part 2: Building your NSF Biosketch using SciENcv

Unless copied from another NSF biosketch, the **Synergistic Activities** section must be **manually entered.**

D. SYNERGISTIC ACTIVITIES -(see PAPPG Chapter II.D.2.h(i)(a))

Provide a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

Synergistic activities must be specific and must not include multiple examples to further describe the activity. Examples with multiple components, such as committee member lists, sub-bulleted highlights of honors and prizes, or a listing of organizations for which the individual has served as a reviewer, are not permitted.

You have not yet provided an example. Please add one using the link below.

⊙ add another entry

Certification

By downloading this document, senior personnel are required to certify that the information provided is accurate, current, and complete.

Download: PDF

Certification ✕

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. 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.

Agree   Cancel

A delegate can create/edit up until certification and download.

The PI must click on **Download: PDF**, and the Certification box will appear. **Select Agree**. The PDF will be created. **Save the PDF** to your files without any change to its format/type. Do not print to PDF as the information that is embedded in the document that NSF uses to verify the document will be lost and the document won't be able to be uploaded.

Part 2: Building your NSF Biosketch using SciENcv

To select products, or choose different ones, choose **Select Citations,** then follow directions in the **Choose My Bibliography** section below.

Part 2: Building your NIH Biosketch using SciENcv

Profile name: august 2023 biosketch [Edit]

Download: PDF Word XML

Profile type: NIH Biosketch NIH Biographical Sketch Instructions
Last Updated: 1 August 2023

Sharing: Private [Change]

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 09/30/2024)

NAME [Edit]
P, Wendy

Click here to link eRA Commons account

EDUCATION/TRAINING [Edit entries]
(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY
The University of Texas at Arlington, Arlington, TX	DOCTOR OF PHILOSOPHY	2022	Engineering

⊕ add another degree/training

A. Personal Statement [Edit statement]
You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.
[Select citations]
You have not listed any citations.

B. Positions, Scientific Appointments and Honors

Positions and Scientific Appointments [Edit entries]
2019 - present   Assistant Professor, The University of Texas at Arlington, Arlington, TX

⊕ add another entry

Honors
You have not listed any honors. Please add one.

C. Contribution to Science [Edit section]
This section is currently empty. Click on edit section to add your contributions.

Download: PDF Word XML

Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal or download a Word document for further edits.

You can **manually edit** the information in each of these sections.

Unless you copied this from another NIH biosketch, the Personal Statement section **must be manually entered.**

See the instructions in the **NSF biosketch section** above for how to **update and select citations.**

Part 2: Building your Biosketch using SciENcv

Formatting Text Boxes in the Biosketch

SciENcv uses "Markdown" syntax which allows you to add simple formatting to text boxes, like the Personal Statement or Synergistic Activities.

- HTML tags are not supported
- Phrase Emphasis
  - *italic*
  - **bold**
- Headers
  - # Title = First level header
  - ## Title = Second level header
  - ### Title = Third level header
- Lists
  Ordered, without paragraphs:
  - 1. Item1
  - 1. Item2
  Unordered, with paragraphs:
  - * A list item.
  With multiple paragraphs:
  - * Bar

- Manual Line Breaks
  - end a line with two or more spaces.

- "Escaping" formatting characters
  - If you want to type a formatting character and have it treated as text not formatting, type a backlash first \. This means *gives*, _gives_ etc.

- Superscript
  - Number^number, e.g. 10^6 would display as 10^6

Part 3: Building your Current and Pending using SciENcv

1. Click on **Create New Document** if you don't have any C&Ps built yet **OR**
2. Click on **Manage SciENcv** if you have started a form. Click **Edit** to make changes.

SciENcv documents You have not created any CV yet.

⊕ Create New Document ⬅

SciENcv

Name	Last Update	Sharing	Type
Karen Created	3:58 PM	Private	NIHBiosketch3

Manage SciENcv » ⬅

Create a New Document

Document name

Enter a name to help you to identify this document

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

Select a format for this document

Choose data source
- ● Start with a blank document
- ○ Existing Document: [▼]
- ○ External source: [eRA Commons   ▼]

You must link to an eRA Commons account to use this option. Documentation on how to link an external account is available here.

Sharing
- ● Private
- ○ Public

You can change the shared settings at any time.

[Create] [Cancel]

3. Enter document name.

4. Choose the type of C&P you need to build, the source of the data, and if it will be public or private.

If you choose an existing C&P, any information that is required in the new C&P will transfer. If you have started a form, click **Edit** to make changes.

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Part 3: Building your NSF Current and Pending using SciENcv

You can **edit or add** the information in each of these sections.

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 unless otherwise noted.

ADD INFORMATION

Project/Proposal Summary

In this section, disclose ALL existing projects, as well as all projects currently under consideration for funding, in accordance with the definitions for "current" and "pending" below. Unless otherwise specified, there is no page or character limit. A separate submission must be provided for each active project/pending proposal using the format specified below.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all ongoing projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – any proposal currently under consideration for funding (including this proposal) from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

ADD PROJECT/PROPOSAL

In-Kind Contribution Summary

In this section, disclose ALL in-kind contributions related to current and pending support. In-kind contributions include, but are not limited to, office/laboratory space, equipment, supplies, and employee or student resources. A separate submission must be provided for each active project/pending proposal using the format specified below.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all in-kind contributions obligated from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – all in-kind contributions currently under consideration from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

ADD IN-KIND CONTRIBUTION

Certification

DOWNLOAD PDF

By downloading this document, senior personnel are required to certify that the information provided is accurate, current, and complete.

Part 3: Building your NSF Current and Pending using SciENcv

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 unless otherwise noted.

Title *
cnp

First Name *
Wendy

Middle Name

Last Name *
P

Position Title *

Name of Organization *

City *

Country *

State/Province *

Start Year *
yyyy

End Year *
yyyy

Leave blank for present

Click here to link your ORCID iD

CANCEL   SAVE

Project/Proposal

In this section, disclose ALL existing projects (current) and those currently under consideration for funding (pending). A separate entry must be provided for each active project/pending proposal using the format specified below.

Project/Proposal

Project/Proposal Title *

Status of Support *
○ Current   ○ Pending

Proposal/Award Number (if available)

Source of Support *

Primary Place of Performance *

Total award amount *

Enter as USD. (Include Indirect Costs)

Project/Proposal Start Date *
mm/yyyy

Project/Proposal End Date *
mm/yyyy

Person Month(s) (or Partial Person-Months) Per Year Committed to the Project

Year *
yyyy

Person Months *

+ ADD YEAR

Overall Objectives *

Statement of Potential Overlap *

CANCEL   SAVE & ADD ANOTHER ENTRY   SAVE

Part 3: Building your NSF Current and Pending using SciENcv

Project/Proposal

Project/Proposal Title *
Project 1

Status of Support *
◉ Current ○ Pending

Proposal/Award Number (if available)
123

Source of Support *
NSF

Primary Place of Performance *
CU Boulder

Total award amount *
100,000

Enter as USD. (Include Indirect Costs)

Project/Proposal Start Date *
📅 06/2022

Project/Proposal End Date *
📅 05/2024

Person Month(s) (or Partial Person-Months) Per Year Committed to the Project ⓘ

Year *
📅 2023

Person Months *
1

Year *
📅 2024

Person Months *
0.5

+ ADD YEAR

Overall Objectives *
The purpose of this project is to....

1463 characters left

Statement of Potential Overlap *
There is no overlap between this and any other current, pending or in-kind support

OR

Overlap exists between this project and ... (click on the "i" for information on overlap)

In-Kind Contribution

Summary of In-Kind Contribution *
Pastureland for studies

Ex: Office, laboratory space, students, etc.

Status of Support *
○ Current ◉ Pending

Source of Support *
Ranchland, Inc

U.S. Dollar Value of In-Kind Contribution *
2,000

Enter as USD. (Include Indirect Costs)

In-Kind Contribution Start Date *
📅 06/2022

In-Kind Contribution End Date *
📅 05/2024

Person Month(s) (or Partial Person-Months) Per Year Associated with the In-Kind Contribution ⓘ

Year *
📅 2023

Person Months *
0.25

Year *
📅 2024

Person Months *
0.25

+ ADD YEAR

Overall Objectives *
The objective of this project is to study invasive weeds in over-grazed pastureland.

1416 characters left

Statement of Potential Overlap *
This project has no overlap with the project being proposed.

For projects that span a calendar year, report the end month's year in the Person-Months section

Click the Add year button until you've covered the entire period of performance.

CANCEL   SAVE & ADD ANOTHER ENTRY   SAVE

CANCEL   SAVE & ADD ANOTHER ENTRY   SAVE

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Part 3: Building your NSF Current and Pending using SciENcv

As you save each project, it will be added to your Current and Pending page.

Project/Proposal Summary

In this section, disclose ALL existing projects, as well as all projects currently under consideration for funding, in accordance with the definitions for "current" and "pending" below. Unless otherwise specified, there is no page or character limit. A separate submission must be provided for each active project/pending proposal using the format specified below.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all ongoing projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – any proposal currently under consideration for funding (including this proposal) from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

+ ADD PROJECT/PROPOSAL

Project/Proposal Title	Source of Support	Status of Support	Total Award Amount	Support Start Date	Edit	Delete
Project 1	NSF	Current	$100,000	Jun 2022	✎	🗑
a	c	Current	$100,000	Sep 2021	✎	🗑

In-Kind Contribution Summary

In this section, disclose ALL in-kind contributions related to current and pending support. In-kind contributions include, but are not limited to, office/laboratory space, equipment, supplies, and employee or student resources. A separate submission must be provided for each active project/pending proposal using the format specified below.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all in-kind contributions obligated from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – all in-kind contributions currently under consideration from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

+ ADD IN-KIND CONTRIBUTION

Summary	Source of Support	Dollar Value	Edit	Delete
Pastureland for studies	Ranchland, Inc	$2,000	✎	🗑

Part 3: Building your NSF Current and Pending using SciENcv

When additions/updates are complete, **click on Download PDF**, which will take you to the certification page.

Certification

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. 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.

Agree   Cancel

A delegate can create/edit up until certification and download.

PI's must click on **Download: PDF**, and the Certification box will appear. **Select Agree**. The PDF will be created. **Save the PDF** to your files without any change to its format/type. Do not print to PDF as the information that is embedded in the document that NSF uses to verify the document will be lost and the document won't be able to be uploaded.

For additional questions or assistance, please contact:
preaward@uta.edu

For full instructions, visit: https://www.ncbi.nlm.nih.gov/books/NBK154494