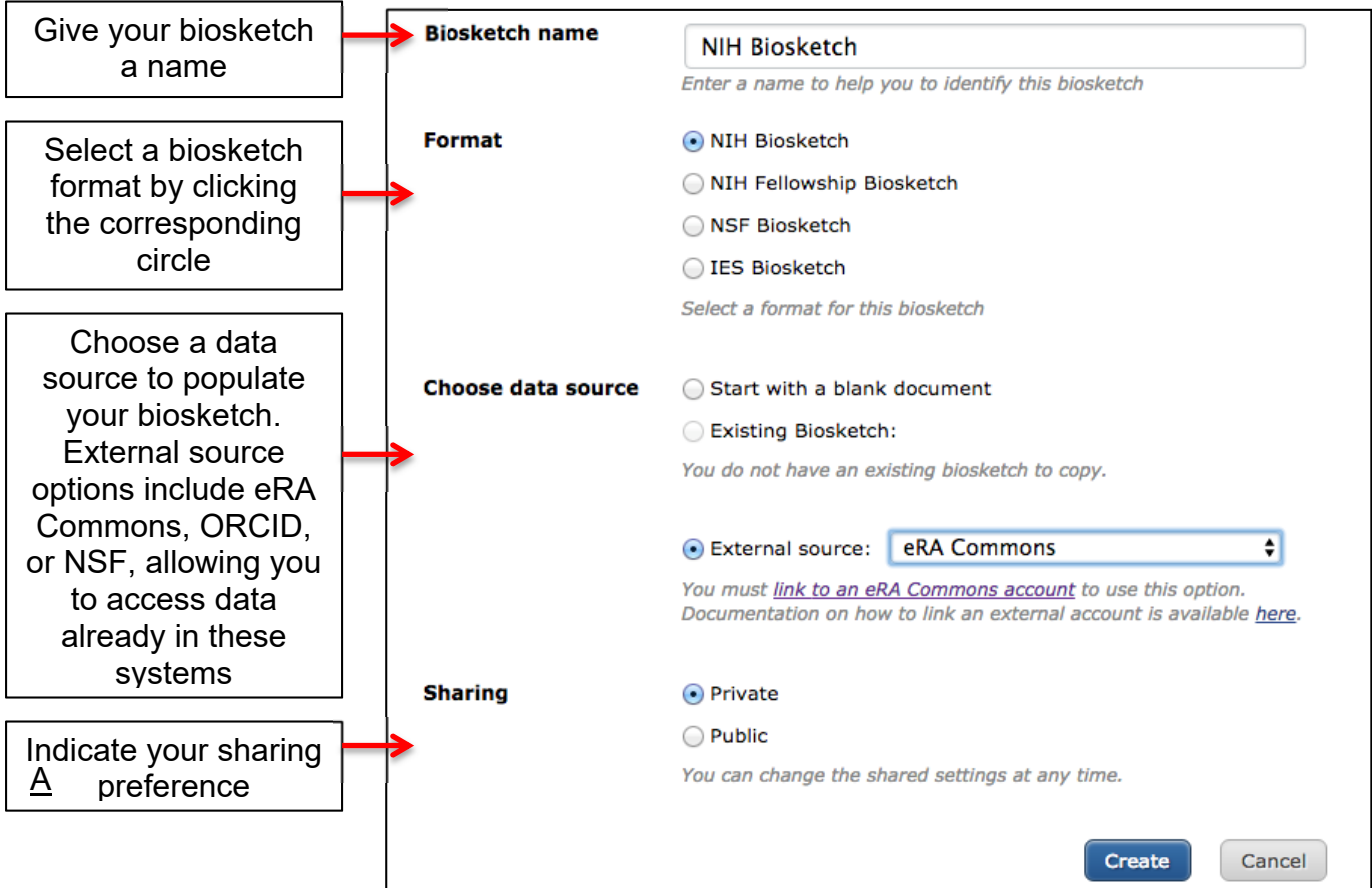


How to use SciENcv

To create an NIH Biosketch

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 CV. This will take you to a new page.
4. Go through each category on the intake page to start the biosketch process.



The screenshot shows the SciENcv intake form with the following sections and options:

- Biosketch name:** A text input field containing "NIH Biosketch". Below it is the instruction: "Enter a name to help you to identify this biosketch".
- Format:** Radio button options for "NIH Biosketch" (selected), "NIH Fellowship Biosketch", "NSF Biosketch", and "IES Biosketch". Below is the instruction: "Select a format for this biosketch".
- Choose data source:** Radio button options for "Start with a blank document" and "Existing Biosketch:". Below is the instruction: "You do not have an existing biosketch to copy." The "External source:" option is selected, with a dropdown menu showing "eRA Commons". Below is the instruction: "You must [link to an eRA Commons account](#) to use this option. Documentation on how to link an external account is available [here](#)."
- Sharing:** Radio button options for "Private" (selected) and "Public". Below is the instruction: "You can change the shared settings at any time."

At the bottom right, there are "Create" and "Cancel" buttons.

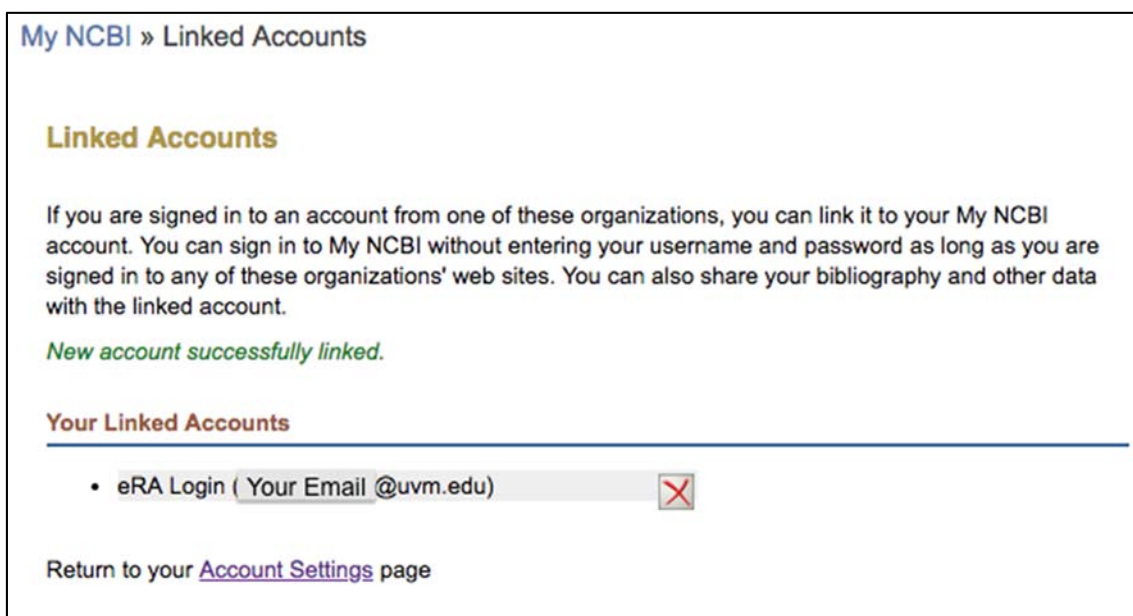
Tip: After you’ve created your first biosketch in SciENcv, you can use it as a template for future biosketches.

Tip: To import data from an eRA Commons account, you must first link your eRA Commons and My NCBI accounts. To add your eRA Commons 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 “NIH & eRA Commons.” Click this link and it will take you to the eRA Commons login page.

Tip & Trick: If your password has expired, you may get an error and enter a loop of continually trying to login. The best way to handle this is to open a new tab and navigate

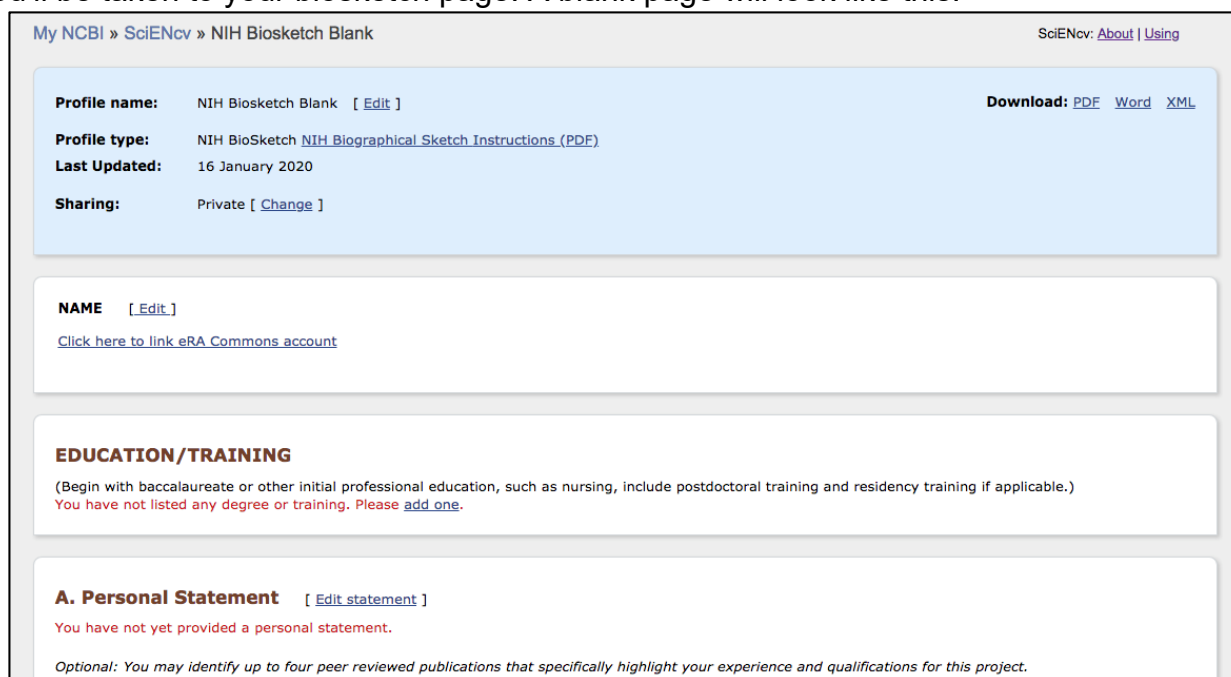
to the eRA Commons login page independently, where you'll be told to reset your password. Once you're logged in on the eRA Commons page in a different tab, you should be able to go back to the NCBI linked accounts page and once again click on the "NIH eRA Commons" link. Your eRA account should then automatically link, which you can confirm by seeing "eRA Login (your email@uvm.edu)" under the "Your Linked Accounts" heading.

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



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 will look like this:



B. Positions and Honors

Positions and Employment
You have not listed any employment. Please [add one](#).

Other Experience and Professional Memberships
You have not listed any professional memberships. Please [add one](#).

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.

D. Additional Information: Research Support and/or Scholastic Performance

[\[Edit awards \]](#)

There are no awards linked to this profile. Please edit the list to see available awards.

Tip: If you used an external source to get started, the Education/Training, Positions and Honors, and Research Support sections should be pre-populated. Confirm accuracy. You can edit the populated fields, and/or add new fields if information is missing.

7. Some sections, like the Personal Statement, will need to be tailored for each biosketch.

A. Personal 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.

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.

8. Add citations to the Personal Statement and Contributions to Science sections by clicking [\[Select citations\]](#) (the red arrow above points to the button). 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 [Go to My Bibliography](#). The platform will automatically limit you to four publications per section.

A. Personal Statement [[Edit statement](#)]

Please provide some text before saving or just cancel.

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

[[Save citations](#)]

My Bibliography [Click here to connect to your ORCID account](#)

Sort by: Publication date Select: None 2 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;218(4):1218-1234. PubMed PMID: 30709852; PubMed Central PMCID: PMC6446846.
- 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.
- 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.
- Tracy KM, Tye CE, Ghule PN, Malaby HLH, Stumpff J, Stein JL, Stein GS, Lian JB. Mitotically-Associated lncRNA (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.
- Malaby HL, Stumpff J. Microtubule recognition: a curvy attraction. Curr Biol. 2014 Oct 20;24(20):R998-1000. PubMed PMID: 25442855.
- 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.
- 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.

9. Edit each section of the Positions and Honors section by clicking on the [\[Edit section\]](#), [add one](#), or [add another entry](#) blue buttons. This will open a new box for data entry:

B. Positions and Honors

Positions and Employment
You have not listed any employment. Please [add one](#)

Other Experience and Professional Memberships
You have not listed any professional memberships. Please [add one](#)

Honors
You have not listed any honors. Please [add one](#)

Add other experience and professional membership ✕

* required field

Organization: *

Position title:

From: To: (leave blank for present positions)

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

D. Additional Information: Research Support and/or Scholastic Performance [[Edit awards](#)]
There are no awards linked to this profile. Please edit the list to see available awards.

10. For the Contribution to Science section, each contribution is found in it's own tab (top red arrow). You are automatically limited to five contributions. For each contribution, you can [edit](#) the description and [select citations](#).

C. Contribution to Science [Done]

You can add up to 5 contributions. Drag and drop tabs to rearrange.

[Add another contribution](#)

1 2 3

Description [edit](#) [Delete this contribution](#)

Citations [[Select citations](#)]

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

Include link to complete list of published work in [My Bibliography](#). (Selecting this option will make the list public.)

11. To add a My Bibliography link, click the corresponding box after you've entered your last Contribution to Science (bottom red arrow).

12. Edit the Research Support section to select the grants you would like to highlight. If your account is linked to an eRA Commons account, NIH grants will be found under the **eRA** or **HRA** tab. If you linked your ORCID account, more award options will be found under the **ORCID** tab. You can also manually enter grants under the **User** tab.

D. Additional Information: Research Support and/or Scholastic Performance [Done]

Please check/uncheck to show/hide automatically imported grants.
You can modify or delete only those grants in the User tab.

eRA User

Note: Do not use this tab to add NIH grants. Please use the eRA tab to add your NIH funding.

Select: [All](#) [None](#) 1 item(s) selected unchecked entries are hidden from display

W81XWH-17-1-0371, Department of Defense 2017-07-15 to 2019-07-15
Malaby, Heidi Laura Hafemann (PI)
Mechanisms of Selective Susceptibility to Inhibition of a Cytoskeletal Regulator in Colorectal Cancer Cells
This project will identify genetically classified colorectal cancer cell types that are susceptible to proliferation and migration inhibition upon Kif18A depletion and determine Kif18A's essential role for the division and migration of these susceptible cell types.
Role: PI
[Edit](#) [Delete](#)

[add another award](#)

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

Tip: 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!

14. 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**.

