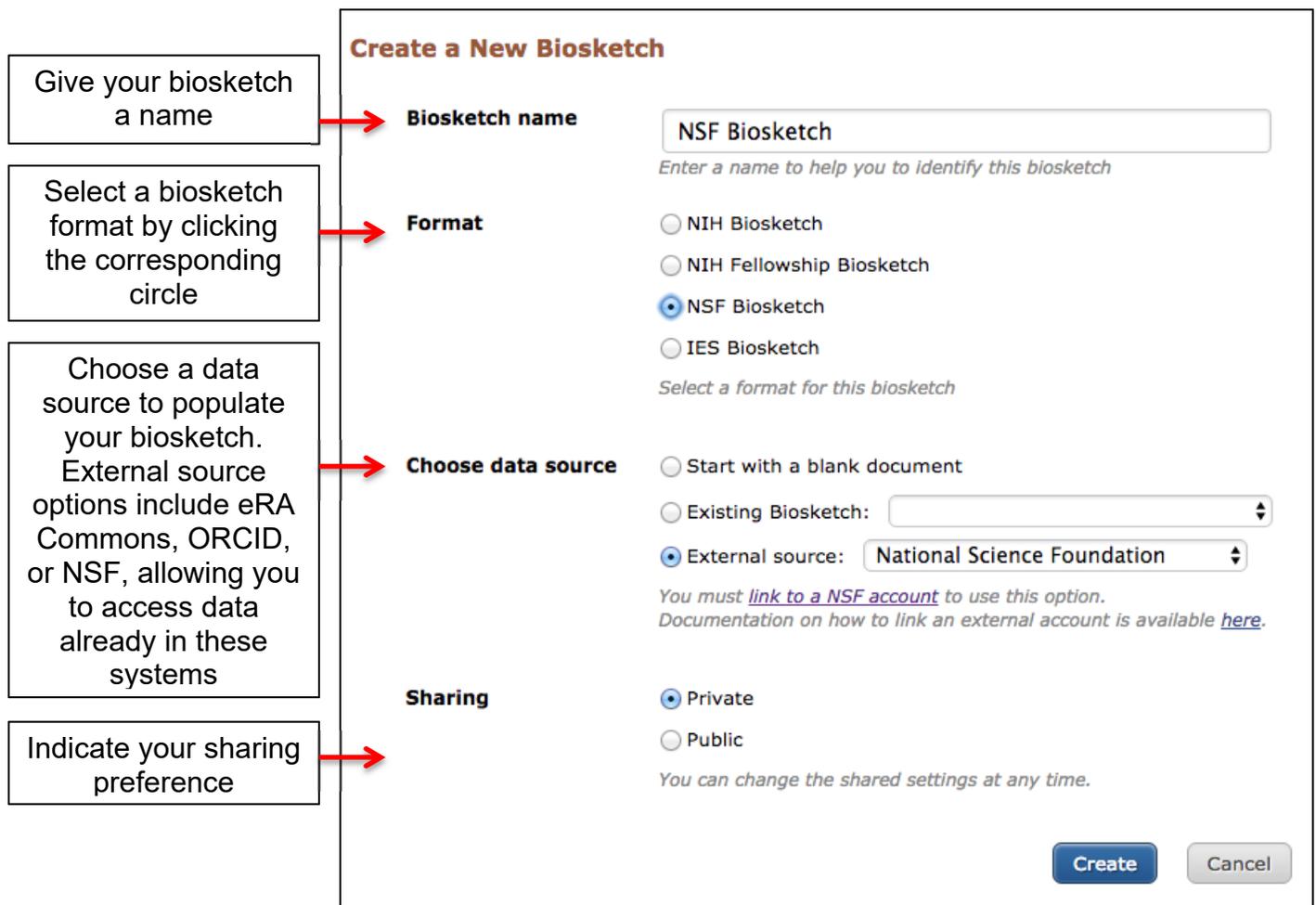


# How to use SciENcv

To create an NSF 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.



**Create a New Biosketch**

**Biosketch name**   
*Enter a name to help you to identify this biosketch*

**Format**

NIH Biosketch  
 NIH Fellowship Biosketch  
 NSF Biosketch  
 IES Biosketch  
*Select a format for this biosketch*

**Choose data source**

Start with a blank document  
 Existing Biosketch:   
 External source:   
*You must [link to a NSF 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.*

**Callouts:**

- Give your biosketch a name → Biosketch name
- Select a biosketch format by clicking the corresponding circle → Format
- Choose a data source to populate your biosketch. External source options include eRA Commons, ORCID, or NSF, allowing you to access data already in these systems → Choose data source
- Indicate your sharing preference → Sharing

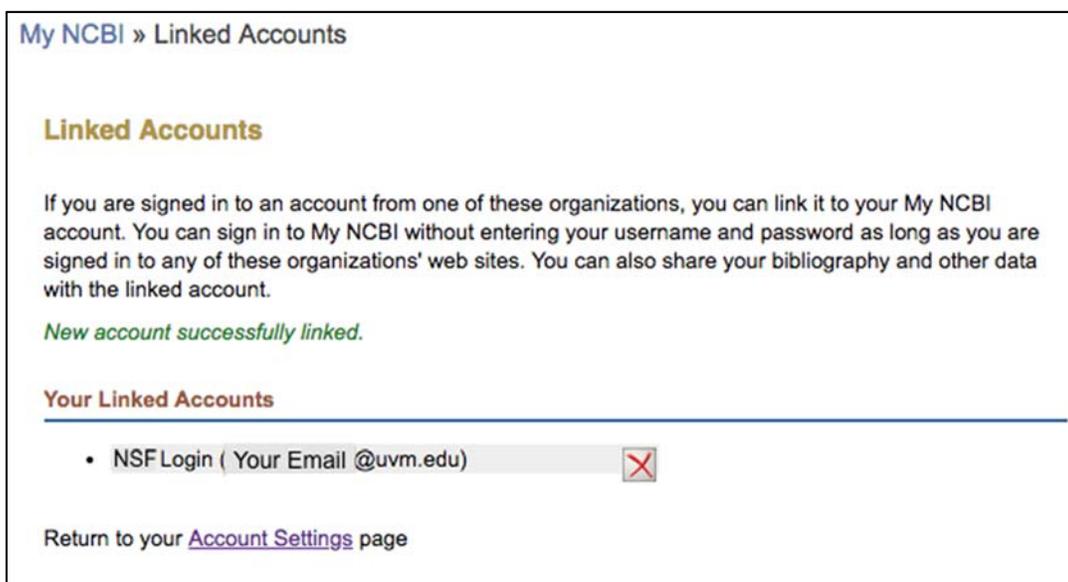
**Tip:** After you’ve created your first biosketch in SciENcv, you can use it as a template for future biosketches.

**Tip:** To import data from an 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.

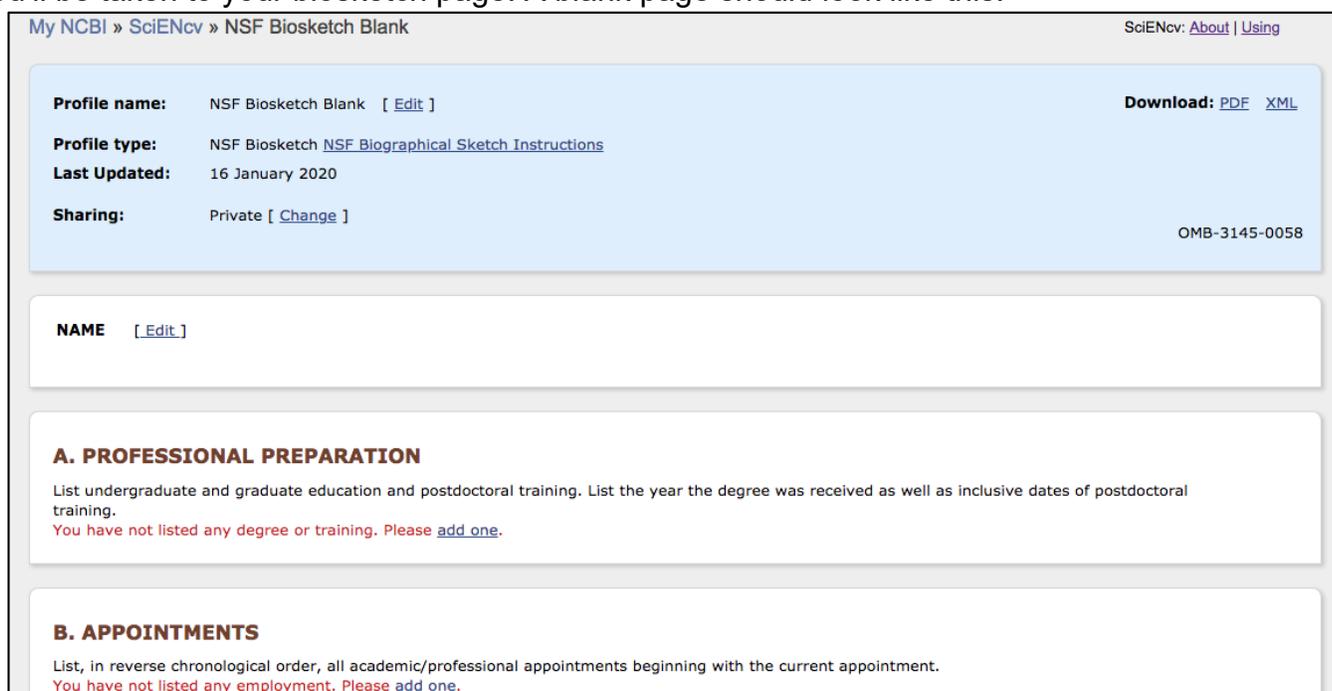
Once you've successfully logged in with NSF, you should be taken back to the My NCBI Linked Accounts page where an NSF login will be listed under "Your Linked Accounts."

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



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:



**C. PRODUCTS**

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 Uniform Resource Locator (URL) or other Persistent Identifier.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ [Select citations](#) ]  
 You have not included any product in this section.

**OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT** [ [Select citations](#) ]  
 You have not included any product in this section.

---

**D. SYNERGISTIC ACTIVITIES**

List up to five examples that demonstrate 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.

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

[+ add another entry](#)

**Download:** [PDF](#) [XML](#)

7. Add your personal information as prompted, then edit each section of the biosketch by clicking on the [add one](#) or [add another entry](#) blue buttons. This will open a new box for data entry:

NAME [ [Edit](#) ]

**A. PROFESSIONAL**  
 List undergraduate and graduate training.  
 You have not listed any de

**B. APPOINTMENTS**  
 List, in reverse chronological order, all appointments held during the last five years.  
 You have not listed any en

**C. PRODUCTS**  
 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 Uniform Resource Locator (URL) or other Persistent Identifier.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT**

\* required field

This entry is  Degree  Training

School: \*

City: \*

State/Province: \*

Country:

Degree: \* Choose a degree

Field of Study: \*

From:   To:   \*

**Tip:** 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 [[Select citations](#)]. 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](#).

**C. PRODUCTS**

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 Uniform 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;218(4):1218-1234. PubMed PMID: 30709852; PubMed Central PMCID: PMC6446846.
- 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, 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, 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.
- 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. 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.
- 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.

9. Manually enter your Synergistic Activities by clicking on [Add another entry](#).

**C. PRODUCTS**

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 Uniform Resource Locator (URL) or other Persistent Identifier.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT**  
You have not included any product in this section.

**OTHER SIGNIFICANT PRODUCTS, WHEN AVAILABLE**  
You have not included any product in this section.

**D. SYNERGISTIC ACTIVITIES**

List up to five examples that demonstrate the transfer of knowledge as well as its creation.

You have not yet provided an example. Please [add another entry](#).

**Add/Edit synergistic activity** ✕

Save
Cancel

Download: [PDF](#) [XML](#)

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

**D. SYNERGISTIC ACTIVITIES**

*List up to five examples that demonstrate 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.*

1. Outreach to Pre-K-6 children at ECHO
2. Invited speaker (2012, 2014): Vermont Code Camp → [Move up](#) / [down](#) | [delete](#) | [edit](#)
3. Presenter (2012-2017): Burlington High School Science in Society Program

[+ add another 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 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.

**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!

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 "Delegates" 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 Change

**Delegates**

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

[Add a Delegate](#) ←

**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.