



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

Simplify Biosketches and Other Support with SciENCv

NIH Adoption of the Common Forms for Biosketch and Other Support

Agenda

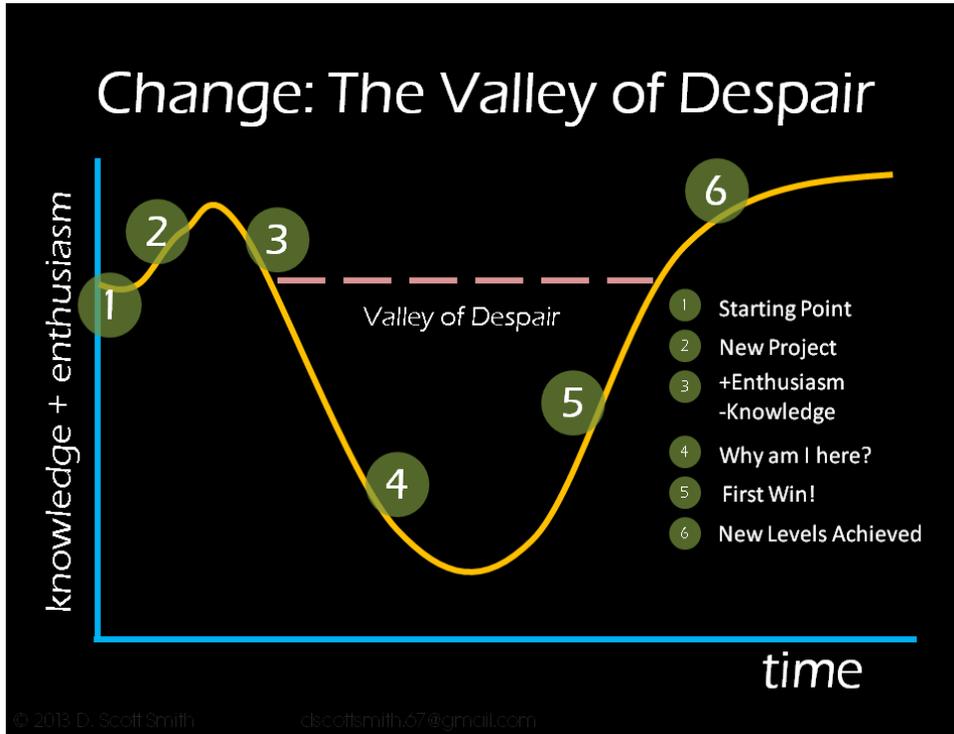
- Introduction
- Understanding the NIH Common Forms
- Changes to the NIH Biographical Sketch
- Changes to Current and Pending (Other) Support
- SciENCv: The New Mandatory System
- ORCID Integration and Institutional Readiness
- Implementation Timeline & Next Steps
- Resources

Introduction

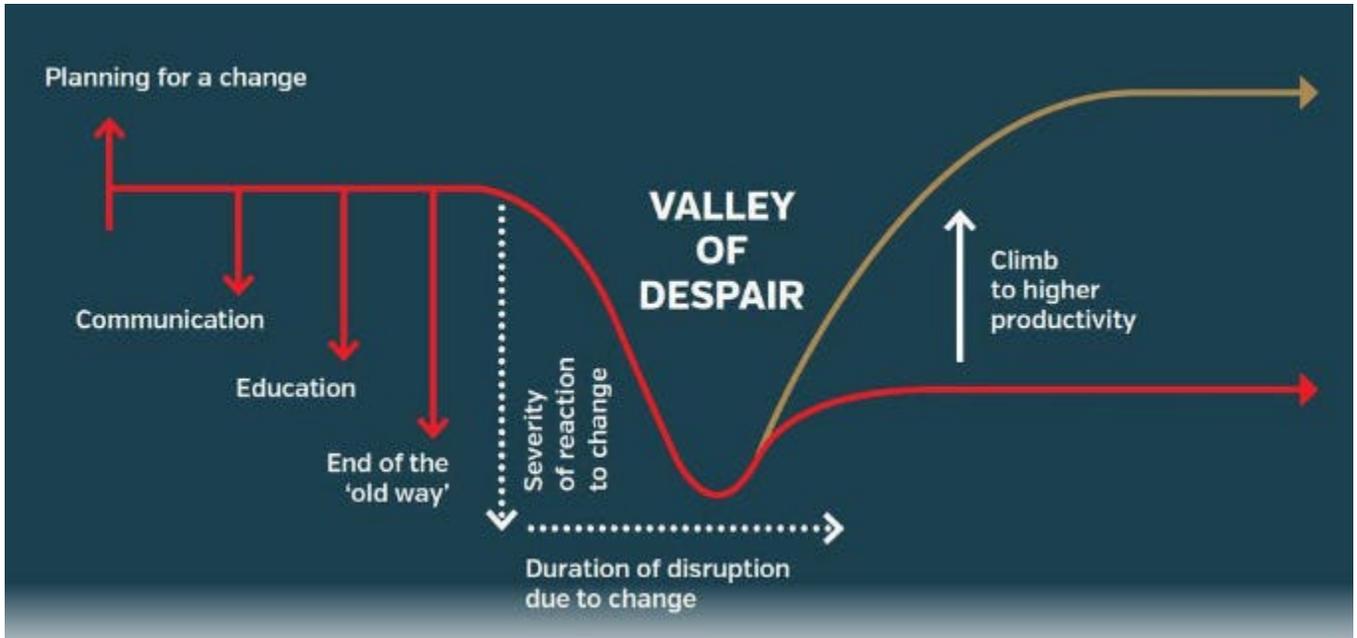
Learning Objectives

- Understand the changes in NIH proposal and reporting requirements
- Recognize the importance of SciENcv for compliance
- Distinguish between the current and new form requirements
- Prepare for mandatory ORCID integration
- Understand the transition timeline and implementation plan
- Apply knowledge to institutional readiness and compliance
- Access resources and support for a smooth transition

Change is Hard



Change is Hard



Progress isn't linear

Introduction

What changes is happening?

Why is this change happening?

How it impacts NIH-funded researchers and institutions

Why is NIH making these changes?

- Part of efforts to standardize disclosure forms across federal agencies
- Aligns with the National Security Presidential Memorandum-33 (NSPM-33)
- Ensures research security, transparency, and reduced administrative burden

Who is affected?

- Part of efforts to standardize disclosure forms across federal agencies
- Aligns with the National Security Presidential Memorandum-33 (NSPM-33)
- Ensures research security, transparency, and reduced administrative burden

National Security Presidential Memorandum (NSPM)-33

NSPM-33, issued on January 14, 2021, directs a national response intended to safeguard the security and integrity of federally-funded R&D in the United States.

This directive from the President required all federal research funding agencies to strengthen and standardize disclosure requirements for federally funded awards.

Understand the changes in NIH proposal and reporting requirements

- What is the NIH Common Forms?
 - Definition & Purpose
 - Standardized documents across multiple federal research agencies
 - Ensure consistency, transparency, and security in reporting
- NIH Forms Being Replaced
 - NIH Biographical Sketch → Now the Common Biosketch Form + NIH Biosketch Supplement
 - Current and Pending (Other) Support → Now the Common Support Form

Key takeaway: *Researchers will no longer create NIH-specific documents; they must use SciENCv to generate the new forms*

Understand the changes in NIH proposal and reporting requirements

- What is staying the same in the Biosketch?
 - Personal statement
 - Contributions to Science
 - Honors & Awards
- What's Changing?
 - Biographical sketch will follow the Common Form format
 - A separate NIH Biographical Sketch Supplement will capture missing NIH-specific details.
- Researchers must use SciENcv to generate and digitally certify forms

Changes to Current and Pending (Other) Support

- What is staying the same?
 - Researchers still must report all sources of research funding (active & pending).
- What's Changing?
 - Standardized format under the Common Form
 - Mandatory use of SciENCv to generate the document
 - Institutions and researchers must ensure full disclosure to align with federal research security policies

Recognize the importance of SciENCv for compliance

- Why is SciENCv critical for NIH Compliance?
 - Mandatory for NIH proposal submissions (effective May 25, 2025)
 - NIH requires all senior/key personnel to generate Biographical Sketches and Other Support documents using SciENCv
 - Failure to comply may result in application rejection
 - Ensures standardization and research security
 - Aligns with federal agency efforts to standardize research disclosure
 - Supports transparency and integrity in federally funded research
 - Digitally certified and validated forms
 - SciENCv auto-generates compliant PDFs with digital certification
 - Reduces Administrative Burden
 - Auto-populates key fields from ORCID, eRA Commons, and institutional databases
 - Eliminates manual entry, reducing errors, and inconsistencies
 - Simplifies updates and reuse
 - Researchers store and update their biosketch in one place
 - Reuse across multiple grant applications without starting from scratch

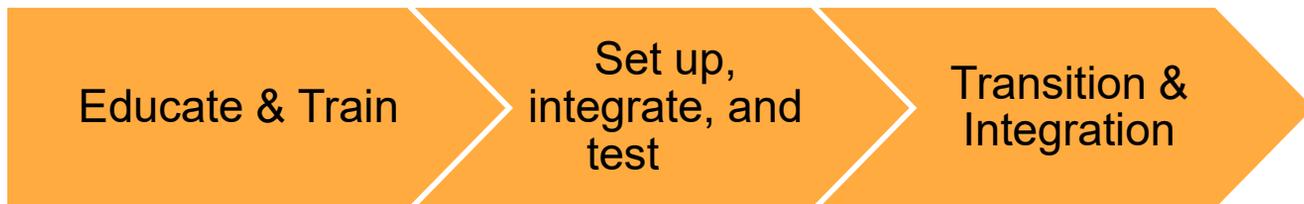
Distinguish between the current and new form requirements

Category	Current NIH Forms	New NIH Common Forms (Effective May 25, 2025)
Biographical Sketch	NIH-specific format	Uses the Common Biosketch Form + NIH Biosketch Supplement
Current & Pending (Other) Support	NIH-defined structure	Uses the Common Support Form
Personal Statement	Included in the main Biosketch	Now part of the NIH Biosketch Supplement
Contributions to Science	Integrated into the Biosketch	Moved to the NIH Biosketch Supplement
Honors & Awards	Included in the main Biosketch	Moved to the NIH Biosketch Supplement
Products (Publications & Research Outputs)	No strict limit	Limited to 10 total products (5 related to the project + 5 additional)
Submission Method	PDFs manually created & uploaded	SciENCv required for digital certification
Format Compliance	Institutions use NIH-specific templates	Standardized format across federal funding agencies
Certification	No explicit certification required	Certification of accuracy & completeness required

Prepare for mandatory ORCID integration

- Why ORCID is now required for NIH submissions
 - Ensures unique researcher identification
 - ORCID (Open Researcher and Contributor ID) provides a persistent digital identifier to distinguish researchers from others with similar names
 - Mandatory for NIH submissions (effective 05/25/2025)
 - All senior/key personnel must obtain and link an ORCID to eRA Commons, SciENcv
 - Streamlines data entry and reduces errors
 - ORCID auto-populates researcher profiles in SciENcv
 - Eliminates the need for manual data entry in NIH biosketches and Other Support Forms

Understand the transition timeline and implementation plan



- Inform faculty & researchers
- Provide SciENCv training session
- Obtain & link ORCID, SciENCv, and myNCBI
- Ensure all key personnel use SciENCv
- Conduct internal reviews
- Use SciENCv for submissions
- SciENCv required for all NIH submissions
- Monitor compliance and support

Apply knowledge to institutional readiness and compliance: Getting Ready



Apply knowledge to institutional readiness and compliance: Getting Ready

- Several system registrations and linkages are needed including:
 - Establishing an ORCID account
 - Linking ORCID & eRA Commons
 - Linking ORCID & MyNCBI accounts
 - Adding Delegates to ORCID and MyNCBI/SciENcv accounts
- Once all of the above is complete, you will be able to create Common Form Biosketches & Other Support in SciENcv
- SciENcv produces a **certified and un-editable** PDF document – so the only way to modify these documents is through SciENcv

Apply knowledge to institutional readiness and compliance: Getting Ready

- Curating a complete list of Key Personnel who will need Common Form Biosketches & Other Support
- Connecting business/administrative support teams with investigators to assure all system registrations and linkages are in place ahead of the May 25th implementation date
- Creating resources to support administrators and investigators
- Developing SOPs for new hires to ensure they complete the necessary registrations are part of the on-boarding process
- Recommend to work with Library Services to offer multiple Office Hours and 1:1 appointments available
- Presentations at department meetings/other forums to reach as many investigators as possible



Resources



Definition & Keywords

- **SciENcv:** stands for Science Experts Network Curriculum Vitae and is an electronic system that auto-generates NIH Biosketch and Other Support Forms, integrates with eRA Commons, ORCID, and federal agency databases, and provides digital certification for authenticity.
 - Reduces administrative burden
 - Ensures compliance with NIH reporting requirements
 - Automates data entry to minimize error
- **ORCID:** stands for Open Researcher and Contributor ID and is a name-independent person-identifier founded specifically to help solve the problem of name ambiguity in research and to enable transparent and trustworthy connections between researchers, their contributions, and their affiliations.
 - 16 numerical digits in the following format: #####-#####-#####-####
 - Anyone can get an ORCID ID for free.
 - Researchers fill in certain information in their ORCID records (profiles)
 - Researchers can add Trusted Person(s) to help maintain the information in their ORCID profiles.
- **My NCBI (National Center for Biotechnology Information):** a tool that retains user information and database preferences to provide customized services for many NCBI databases. It includes:
 - My Bibliography: to help researchers save citations and manage peer reviewed article compliance with the NIH Public Access Policy
 - SciENcv: to create online professional profiles and forms such as the Common Forms for Biosketch and Current & Pending (Other) Support
 - Researchers can assign Delegates in My NCBI to help maintain their My Bibliography, SciENcv, or both.
 - Researchers should link My NCBI to their ORCID record

Getting Ready for the Common Forms

1. Create an ORCID
 - a. Register for an ORCID profile (some of this information will flow to SciENcv to create the Biosketch)
 - b. Add your education, training, and positions
 - c. Recommended: Assign Trusted Person(s) (Note: Trusted Persons also need to have an ORCID ID)
2. Link ORCID to eRA Commons Account
 - a. Log into eRA Commons
 - b. Navigate to your Personal Profile
 - c. Click the “Create or Connect your ORCID ID” link
 - d. Log into ORCID, if not yet logged in already
 - e. Authorize NIH to access the ORCID profile's public information
3. Create NCBI account by logging into the system using your ORCID account
 - a. If you do NOT already have a NCBI account, use ORCID as a method to log into the system
 - b. If you already a NCBI account, link ORCID to your NCBI Account by going into the Account Settings area
 - c. Recommended: Add Delegate(s) to your My NCBI account (Note: Delegates also need to have an NCBI account; delegates can be granted permission to edit MyBibliography, SciENcv, or both)
4. From your MyNCBI Dashboard, navigate to your MyBibliography area
 - a. Add publications to your MyBibliography listings (Note: This is where your Delegates can assist you. Some of this information will flow to SciENcv to add to the Biosketch)
 - b. Make your MyBibliography listing public (within My NCBI)
5. From your MyNCBI Dashboard, navigate to SciENcv (within My NCBI)
 - a. Create a new document using the NIH Biosketch format and pulling in ORCID source data
 - b. Add Personal Statement, Honors, and Contributions to Science descriptions in SciENcv (within My NCBI) (This information doesn't exist elsewhere, such as your ORCID, to be pulled into the system, so it must be entered directly in SciENcv)
6. Create Common Form Biosketch and Other Support in SciENcv (through My NCBI)

ORCID is for...

- Researchers
- Universities & Research Institutes
- Publishers
- Vendors & Service Providers
- Government & Policy Makers
- Funders & Facilities

ORCID is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities. Learn how ORCID can help you spend more time conducting your research and less time managing it. [Learn more.](#)



Uniquely Yours

Distinguish yourself and claim credit for your work no matter how many people have your same (or similar) name. [Sign up here.](#)

Portable profile data

Easily share data between your record, funding, publications, data repositories, and other research workflows.

ORCID Connecting research and researchers

Garrett Steed English

Search the ORCID registry...

Printable version

Names

Name: Garrett Steed

Biography

Everyone

Activities

Employment (1)

University of Colorado Denver: Aurora, Colorad, US

2020-08-01 to present | Pre-award Manager (Office of Grants and Contracts) Employment

Source: Garrett Steed

Education and qualifications (0)

You are screen sharing Stop share



SciENCv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENCv is available in My NCBI.

About SciENCv

[Background Information](#)

[Help Documentation](#)

Developer Tools

[Data Documentation](#)

[Data Schemas](#)

Log in



eRA Commons



National Science
Foundation

[More Options](#)

[Forgot your username/password?](#)

Adding a Partner Organization as Sign in option to an Existing My NCBI account [Go to: ☺](#)

1. Start at the [NCBI login page](#). Enter your My NCBI username and password.
2. Click on your username on the NCBI header to access the [Account Settings](#) page.



3. Click the Change button under "Linked Accounts."



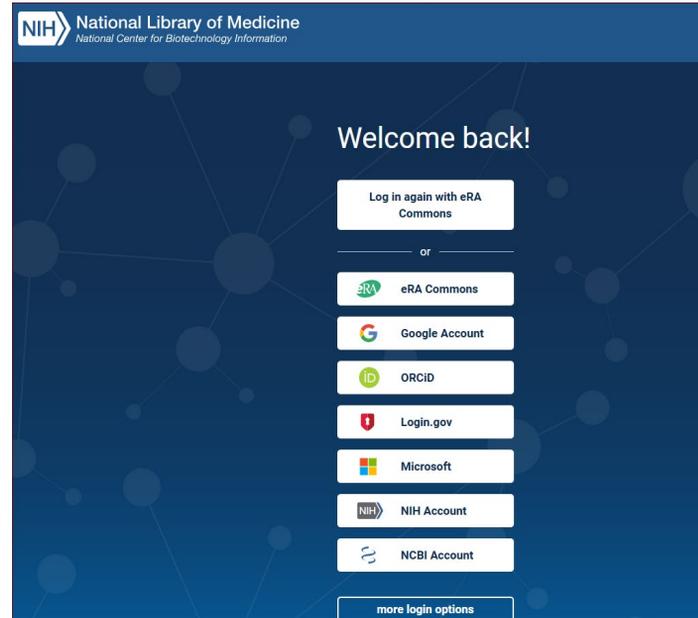
4. Under "All available partner accounts," search for the partner organization you wish to link to your NCBI account.
5. Click on the partner organization link presented to you. NCBI will link to the partner organization login page.
6. Enter the username and password registered with the partner organization. Accept the [NIH login request for permission](#).
7. You will be redirected to My NCBI where the added partner organization will appear under "Your Linked Accounts."

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account. Your NCBI account can be linked to multiple partner organizations (see example in image above). To remove a linked account, click the  next to the account that you wish to delete.

Note:

- If your institution is not included in the partner organization list, ask your identity system administrators contact [nihfederationrequest@mail.nih.gov](mailto:.nihfederationrequest@mail.nih.gov).
- If you have multiple NCBI accounts and you wish to merge all your data in to one account, write to info@ncbi.nlm.nih.gov and provide the following information: NCBI usernames, eRA Commons username, and the e-mail addresses associated with the accounts.

Linking eRA Commons accounts to My NCBI instructions



Signed in to NCBI via a Partner Organization

Congratulations, you have successfully signed in to NCBI via a partner sign in route. You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have.

Please choose one of the following options:

Create a new NCBI account

Username:

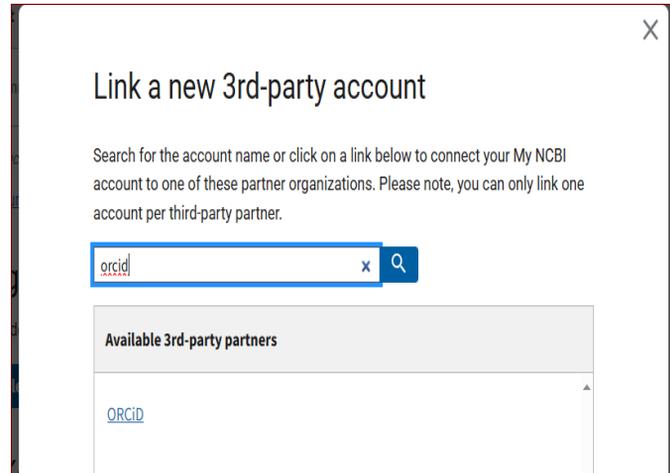
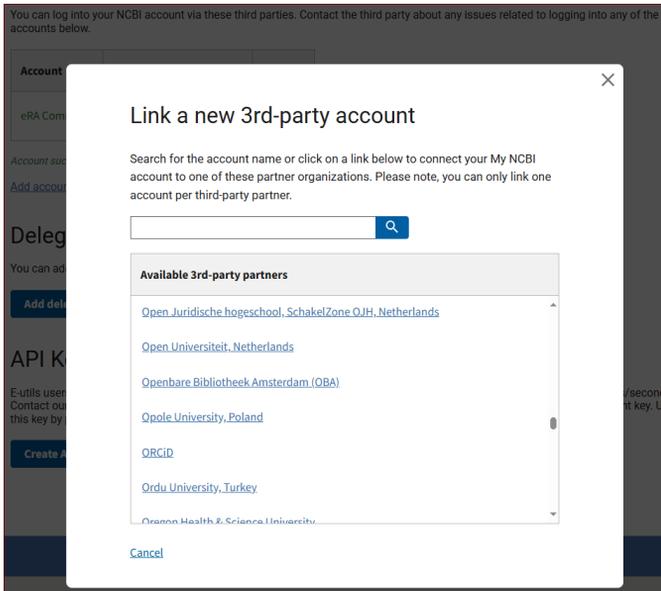
@orcid

E-mail:

Link to an existing NCBI account

Continue

Make the Connection



- ▶ Link up your ORCID-ID to your SciENCv account

Make the Connection

Link ORCID to My NCBI and eRA Commons to allow SciENcv to auto-fill the maximum amount of information to build the Biosketch & Other Support

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
eRA Commons	xenia@ucdenver.edu (logged in)	
ORCID	0000-0003-2608-3791	

[Add account](#)

Remove linked account

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
eRA Commons	xenia@ucdenver.edu (logged in)	
ORCID	0000-0003-2608-3791	
NSF (National Science Foundation) Researcher Login, USA	garrett.steed@cuanschutz.edu	

If you have a shared inbox that's going to show up based on your commons ID

My NCBI

SciENcv

Helpful Links

[About SciENcv](#)

[How to Use SciENcv](#)



Delegated Account

You are currently working as a deleg

[What's this?](#)

Edit My Profile

First Name *

LARRY

Last Name *

KWAK

Name Displayed As

LARRY KWAK

Add credentials, if desired, e.g., Jean Doe, PhD

Title / Department

Cancer Center Associate Director for Translational Research
and Developmental Therapeutics

Organization / Institution

City of Hope

ORCID ID: [Select here to link your ORCID iD](#)

NSF ID: [Select here to link your NSF iD](#)

CANCEL

SAVE

[RETURN TO MY ACCOUNT](#)

LARRY KWAK's Profile

Name: LARRY KWAK

Title/Department: Cancer Center Associate
City of Hope

eRA Commons ID: 1940168

LARRY KWAK's Documents

[+ NEW DOCUMENT](#)

Last Updated ↓

Title

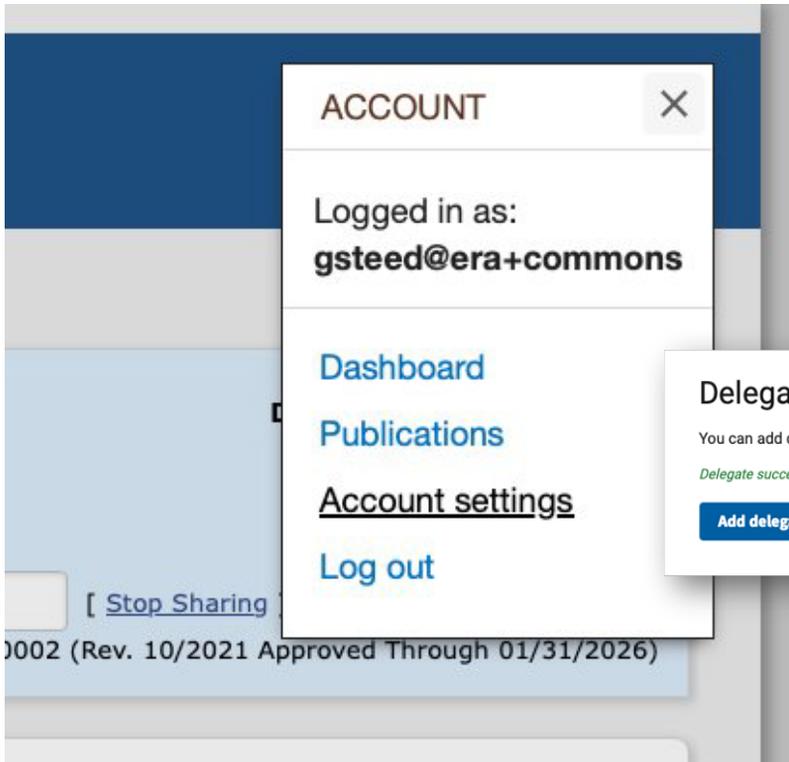
2/13/25

NIH Biosket

Delete



Adding a Delegate



ACCOUNT ✕

Logged in as:
gsteed@era+commons

[Dashboard](#)

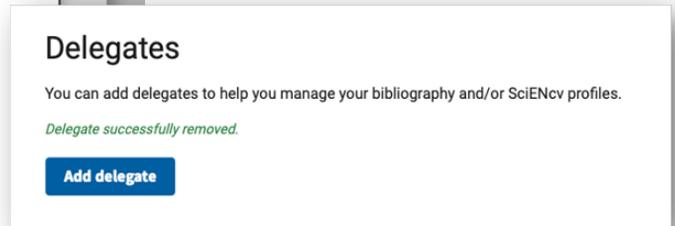
[Publications](#)

[Account settings](#)

[Log out](#)

[[Stop Sharing](#)]

002 (Rev. 10/2021 Approved Through 01/31/2026)



Delegates

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

Delegate successfully removed.

[Add delegate](#)

[External] This email came from an external source.

Do not open attachments or click on links from unknown senders or unexpected emails.

Dear gfransisca@coh.org,

My NCBI is a free user account system that can be used to store data (such as PubMed citations), searches, and web site preferences for the NCBI web site.

The My NCBI user: Ighoda has granted you permission to view and manage his/her bibliography. You will be able to add and remove citations to the bibliography and perform other functions as if you were Ighoda. To accept this responsibility, click the link below to log in to or register for My NCBI.

<https://www.ncbi.nlm.nih.gov/account/delegation/?token=LptzTN6Re8031435&delegateOf=Ighoda>

If you believe you have received this message in error, you may simply ignore it or contact the requestor Ighoda@coh.org for clarification.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. You may send questions, problems, and comments to info@ncbi.nlm.nih.gov.

Thank you,
The My NCBI Team

[MyNCBI Dashboard](#) > [NCBI Account Settings](#) > Delegate Confirmation

Confirm your delegation

My NCBI user Ighoda has added you as a delegate. Please confirm whether or not you would like to accept this delegation.

Depending on the access you've been given, confirming delegation means you will be able to perform actions as if you were Ighoda in their MyBibliography and/or SciENcv profiles.

[Confirm Delegation](#)

[Decline Delegation](#)

[MyNCBI Dashboard](#) > [NCBI Account Settings](#) > Delegate Confirmation

Delegation Confirmed

You are now a delegate of My NCBI user Ighoda.

Depending on the access you've been given, you will now be able to manage their bibliography settings and publications, and/or manage their SciENcv profile and documents.

You will see links to Ighoda's MyBibliography or SciENcv profiles on your My NCBI Dashboard.

[Go to your MyNCBI Dashboard](#)



[MY NCBI](#) > SCIENCEV

SciENCv

My Profile [Edit](#)

Name: Grace Fransisca

eRA Commons ID: 78558508

Helpful Links

[About SciENCv](#)

[How to Use SciENCv](#)

My Documents

[+ NEW DOCUMENT](#)

You have not created a CV yet.

Delegated SciENCv Accounts

[LARRY KWAK \(lkwak@coh.org\)](#)

[Stephen J. Forman \(sforman@coh.org\)](#)

[Marcel van den Brink \(vandenbrink@era commons\)](#)

[Robert Jenq \(robjenq\)](#)

[jenshepphird@gmail.com \(jenshepphird@gmail.com\)](#)

[LUCY GHODA \(lghoda\)](#)

[MY NCBI](#) > SCIENCV

SciENCv

My Profile [Edit](#)

Name: Grace Fransisca
eRA Commons ID: 78558508

My Documents

You have not created a CV yet.

Delegated SciENCv Accounts

[LARRY KWAK \(lkwak@coh.org\)](#)
[Stephen J. Forman \(sforman@coh.org\)](#)
[Marcel van den Brink \(vandenbrink@era commons\)](#)
[Robert Jenq \(robjenq\)](#)
[jenshepphird@gmail.com \(jenshepphird@gmail.com\)](#)
[LUCY GHODA \(lghoda\)](#)

Helpful Links

[About SciENCv](#)
[How to Use SciENCv](#)

Create a New Document

Asterisks () indicate required fields.*

Document Name *

Document type *

Data source *

- Use an external source
- Use an existing document
- Start with a blank document

CANCEL

CREATE

+ NEW DOCUMENT

SciENCy

Helpful Links

- [About SciENCy](#)
- [How to Use SciENCy](#)



Delegated Account

You are currently working as a delegate for LARRY KWAK.

[What's this?](#)

[RETURN TO MY ACCOUNT](#)

LARRY KWAK's Profile [Edit](#)

Name: LARRY KWAK
Title/Department: Cancer Center Associate Director for Translational Research and Developmental Therapeutics
City of Hope
eRA Commons ID: 1940168

LARRY KWAK's Documents

[+ NEW DOCUMENT](#)

Last Updated ↓	Title	Format	Delete
2/13/25	NIH Biosketch	NIH Biosketch	
2/12/25	Other Support	NSF Current and Pending (Other) Support	
7/22/15	Kwak NIH biosketch	Old NIH Biosketch	

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

Data source *

Use an external source

Source *

eRA Commons

ORCID

Start with a blank document

CANCEL

CREATE

WARNING: If you use a web browser autocomplete to fill in fields, data might be changed in multiple sections of Personal Profile; **review all data by expanding all sections before saving** .
IMPORTANT: Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.
PLEASE NOTE: After creating or connecting your **ORCID ID** please close all tabs and windows of the browser to ensure a full logout from the system.

Profile to Edit Fransisca, Grace Select Profile

Personal Profile

Grace Fransisca

Roles:
AO - Administrative Official
ASST - PI Assistant
BO - Business Official

Person ID:
78558508

ORCID ID: 
orcid.org/0000-0001-8404-1886  

- Personal Profile Summary ✓
- Name and ID ✓
- Demographics ✓
- Employment ✓
- Education ✓
- xTRACT Information ✓

Information

Profile updated:
03/12/2025

Change your password  **by:**
11/07/2024

Personal Profile Summary

WARNING: If you use a web browser autocomplete to fill in fields, data might be changed in multiple sections of Personal Profile; **review all data by expanding all sections before saving** .
IMPORTANT: Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.
PLEASE NOTE: After creating or connecting your **ORCID ID** please close all tabs and windows of the browser to ensure a full logout from the system.

Expand All Edit

- >  Name and ID ?
- >  Demographics ?
- >  Employment ?
- >  Education ?
- >  xTRACT Information ?



Grace Fransisca

 <https://orcid.org/0000-0001-8404-1886>  

[> Show record summary](#)

Personal information

No personal information available

Activities

[Collapse all](#)

▼ Employment (1)  Sort	
Beckman Research Institute of the City of Hope: Duarte, US	
Employment	Show more detail
Source:  Grace Fransisca	



Please note: As of March 12, 2025 (the time this document was last updated), it is possible to create an NIH Biosketch in SciENcv in the current form, but not the Common Form (which is required as of May 25, 2025). Additionally, SciENcv does not currently generate NIH Other Support or the NIH Biographical Sketch Supplement.

The new NIH biosketch template is expected to be released on March 25, 2025.

SciENcv has the certification embedded in the PDF when it is generated. Therefore, it is important not to alter the generated PDF except for altering only the file name for easy location.

Regarding linking ORCID in My Profile, My NCBI team is working on updating the functionality to automatically include linking within SciENcv

Other Resources

- **Where to Find More Information?**
 - NIH Notice: [NOT-OD-24-163](#)
 - SciENCv Help Guide: [SciENCv Overview](#)
 - ORCID Registration: [ORCID Sign In](#)
 - eRA Commons Help Center: [eRA Help](#)
- **Guidebook for SciENCv Transition and Preparedness: [Guidebook](#)**
(Work in Progress)

Step 1: Awareness & Education (Now - Early 2025)

- ✓ Inform faculty & administrators about NIH changes
- ✓ Distribute NIH Notice NOT-OD-24-163
- ✓ Offer SciENcv & ORCID training sessions
- ✓ Identify compliance personnel

Step 2: ORCID Registration & Integration (Before May 2025)

- ✓ Ensure all senior/key personnel have an ORCID ID
- ✓ Guide researchers to register at ORCID.org
- ✓ Link ORCID ID to eRA Commons & SciENcv
- ✓ Verify ORCID auto-updates SciENcv profiles

Step 3: SciENcv Profile Setup & Testing (Q1 - Q2 2025)

- ✓ Ensure researchers create SciENcv profiles
- ✓ Assist with data import from ORCID & eRA Commons
- ✓ Conduct internal reviews with SciENcv forms
- ✓ Encourage test submissions using SciENcv

Step 4: Institutional Policy & Compliance Updates (Before May 2025)

- ✓ Update institutional grant submission policies
- ✓ Train administrators to support faculty with SciENcv
- ✓ Develop internal tracking system for compliance
- ✓ Set up SciENcv help desk/support team

Step 5: Full Implementation & Monitoring (May 25, 2025 & Beyond)

- ✓ MANDATORY use of SciENcv-generated forms
- ✓ No manually uploaded PDFs—only SciENcv forms
- ✓ Monitor researcher compliance
- ✓ Continue training & updates

Checklist for Transition Readiness

Q&A

