

# *Creating an NIH Biosketch in the New Common Forms Format Using SciENcv*

- *My NCBI Account*
- *Creating / Updating your My Bibliography in My NCBI*
- *Leveraging Information from Other Applications to Auto-Fill Your SciENcv Template*



## **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.

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**Notice: NIH implementation of *Common Forms* for the Biographical Sketch goes into effect *January 25, 2026*.**

Per the NIH announcements (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-163.html>; <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-26-018.html>) the Common Forms are replacing the previous NIH Biosketch format. ***These new forms will collect much of the same information.*** The goal of Common Forms is to standardize forms across federal agencies.

**Changes include:**

- “NIH ***will require the use of Science Experts Network Curriculum Vitae (SciENCv)*** to complete ***Common Forms*** (i.e., Biographical Sketch, Current and Pending (Other) Support) and the NIH Biographical Sketch Supplement to produce digitally certified PDF(s) for use in application submission.
- NIH ***will require all Senior/Key Personnel to enter their ORCID ID into SciENCv*** in the Persistent Identifier (PID) section of the Common Forms.
  - NIH will require all Senior/Key Personnel to link their ORCID ID to their eRA Commons Personal Profile. For information on linking an ORCID ID to the eRA Commons Personal Profile see the [ORCID ID topic in the eRA Commons](#) online help.”
- “***NIH will require certification from each individual*** (not their delegate) of their own form(s) in SciENCv acknowledging information is: 1) current, accurate, and complete and 2) at the time of submission, they are not a party to a malign foreign talent recruitment program.”

For more information please see: <https://grants.nih.gov/policy-and-compliance/implementation-of-new-initiatives-and-policies/common-forms-for-biosketch>

# New NIH Biosketch Requirements *starting January 25, 2026*

SciENcv must be used to create your Biosketch.

The Biosketch Common Form and Supplement must be *certified* (via SciENcv).

ORCID must be linked for all senior/key personnel.

New form sections & organization of information (see next slide).

The SciENcv system provides built-in guidance and allows you to quickly import content to align with the new requirements.

This tutorial will guide you through the process of creating your SciENcv biosketch in **NIH ready format**, leveraging My NCBI's My Bibliography and ORCID.

With the January 25, 2026 implementation of the Common Forms, the NIH Biographical Sketch is divided into two sections:

1. The NIH Biographical Sketch **Common Form**, which includes:

- Identifying Information, Organization, and Location
- Professional Preparation
- Appointments and Positions
- Products (**New**)

2. The NIH Biographical Sketch **Supplement**, which includes:

- Personal Statement
- Honors
- Contributions to Science

There is no page limit for the combined Common Form and Supplement, although there are character limits for some sections.

# What is SciENcv?



## 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.

<https://www.ncbi.nlm.nih.gov/sciencv/>

**SciENcv (Science Expert Network Curriculum Vitae)** is an application within My NCBI that can help you create an online profile that will be **formatted** to meet **NIH** and other government agencies' requirements for **grant submission** and **grant annual reports biosketches**. This tutorial has been updated to reflect compliance with the **new Common Forms**.

### How will a SciENcv help me?

Freely available, SciENcv facilitates creating and maintaining an NIH Biosketch by using data from other sources. SciENcv can **auto-populate** the Biosketch from your ***My Bibliography within your My NCBI account*** and from your ***ORCID account***. SciENcv offers these advantages:

- Eliminates the need to repeatedly enter biosketch information for different grant applications/annual reports
- Allows researchers to ***maintain*** an ***accurate, comprehensive record*** of their expertise, employment, education, professional accomplishments, publications, and grant awards
- Allows researchers to **describe their scientific contributions in their own language** (personal statement)

# Requirements for a Compliant NIH Biosketch



## General Biosketch Guidance

- After January 25, 2026, the Biosketch **must be prepared in SciENcv** using the NIH Biographical Sketch Common Form, which includes the required NIH Biographical Sketch Supplement.
- All senior/key personnel must link their **ORCID profile** to their Biosketch AND their eRA Commons Personal Profile.
- Must be submitted as a **certified PDF document** (this is done through the SciENcv platform).
- There is **no longer a hard page limit** for biosketches for NIH grants; instead, character limits for some fields are enforced in the SciENcv platform.

Biosketch Format Pages, Instructions, and Samples: <https://grants.nih.gov/grants/forms/biosketch.htm>

NIH Grants & Funding – page limits for grant applications:

<https://grants.nih.gov/grants-process/write-application/how-to-apply-application-guide/page-limits>

NIH FAQs about Common Forms: <https://grants.nih.gov/faqs#/common-forms-biographical-sketch-current-pending-support.htm?anchor=11952>

# The NIH Biographical Sketch Common Form

Includes *Identifying Information, Organization and Location* and the following parts:

## A. Professional Preparation

## B. Appointments and Positions

C. Products (i.e., publications, presentations, websites, patents, etc. both related to the project and supporting your overall contributions to science)

OMB No. 3145-0279 (Expiration Date 10/31/2026)

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**NIH Biographical Sketch Common Form**

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Name: Blasingame, Mallory N

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Persistent Identifier (PID) of the Senior/Key Person: <https://orcid.org/0000-0003-0356-9481>

---

Position Title: Senior Information Scientist and Assistant Director for Evidence Provision

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Organization and Location: Center for Knowledge Management, Vanderbilt University Medical Center, Nashville, Tennessee, United States

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**PROFESSIONAL PREPARATION**

INSTITUTION AND LOCATION	DEGREE	Start Date	Completion Date	FIELD OF STUDY
University of Tennessee Knoxville, Knoxville, TN, United States	MS	08/2018	12/2019	Information Sciences

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**Appointments and Positions**

2025 - present      Senior Information Scientist and Assistant Director for Evidence Provision, Center for Knowledge Management, Vanderbilt University Medical Center, Nashville, Tennessee, United States

2022 - 2025        Information Scientist and Assistant Director for Evidence Provision, Center for Knowledge Management, Vanderbilt University Medical Center, Nashville, Tennessee, United States

2016 - 2021        Information Scientist, Center for Knowledge Management, Vanderbilt University Medical Center, Nashville, TN, United States

2014 - 2016        Coordinator for Scholarly Communication & Training, Knowledge Management/Eskind Biomedical Library, Vanderbilt University Medical Center, Nashville, TN, United States

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**Products**

**Products Closely Related to the Proposed Project**

1. Mallory N. Blasingame, Taneya Y. Koonce, Annette M. Williams, Dario A. Giuse, Jing Su, Poppy A. Krump, Nunzia B. Giuse. Evaluating a large language model's ability to answer clinicians' requests for evidence summaries. Journal of the Medical Library Association. 2025 January. DOI: 10.5195/jmla.2025.1985



# Requirements for a Compliant NIH Biosketch – Common Form

## Biographical Sketch Supplement

### Section A. Personal Statement

#### A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with substance use disorders. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of substance use disorders. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to older people with substance use disorders, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2015-2016, my career was disrupted due to family obligations. However, upon returning to the field, I immediately resumed my research projects and collaborations and successfully competed for NIH support. In summary, I have the expertise, leadership, training, expertise, and motivation necessary to successfully carry out the proposed research project.

In 2022, the NIH removed Section D. ‘Research Support’ from the biosketch format. Applicants should provide details related to ongoing or recently completed projects within Section A.

Biosketch Format Pages, Instructions, and Samples:

<https://grants.nih.gov/grants/forms/biosketch.htm>

NIH FAQs about biosketches:

<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54247>

Instructions for NIH Biographical Sketch Supplement: <https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>

#### Section A. Personal Statement

- Describe why you are **well-suited** for your **designated role on the project**. This could include your:
  - training, previous experimental work on the project topic or a related topic
  - technical expertise
  - collaborative work & scientific environment in which it occurred
  - research projects (ongoing and completed) from the **last three years** that you would like to highlight (previously included as “research support”)
  - past performance in this or related fields of research

**\*\*may include explanation of factors affecting past productivity (illness, family care, etc), or explain publications under a different name,**

**\*\*Do not** expand on contributions which will appear in Section C.

**“Contributions to Science”**

#### *Changes with January 2026 Common Form Updates*

- Citations **should no longer be listed in the NIH Biographical Sketch Supplement. They can now be linked in the “Products” section in the Common Form.**
- The Personal Statement is limited to 3,500 characters.

### Section B. Positions, Scientific Appointments, and Honors

#### Honors

2020	Award for Best in Interdisciplinary Ethnography, International Ethnographic Society
2019	Excellence in Teaching, Washington University, St. Louis, MO
2018	Outstanding Young Faculty Award, Washington University, St. Louis, MO

#### Section B. Honors

- **list in reverse chronological order**
- Include *relevant academic/professional achievements and honors*
- **Students, postdoctorates, and junior faculty** should include **scholarships, traineeships, fellowships, and development awards**
- Clinicians should include information on any **clinical licensures** and **specialty board certifications** achieved
- **Changes with January 2026 Common Form Updates:**
  - *This section is now limited to 15 entries.*
  - *Appointments and Positions are now included in the Common Form.*

## Biographical Sketch Supplement

### Section C. Contributions to Science

#### C. Contributions to Science

1. My early publications directly addressed the fact that substance use is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging concerns about a substance use disorder. These publications document this emerging concern and guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the behavior, and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for older adults with substance use disorders and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older people with substance use disorders and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of substance use disorders and the disruptive potential of networks in substance use treatment. This body of work also discusses the prevalence of alcohol and amphetamine use in older adults and how networking approaches can be used to mitigate the effects of these disorders.

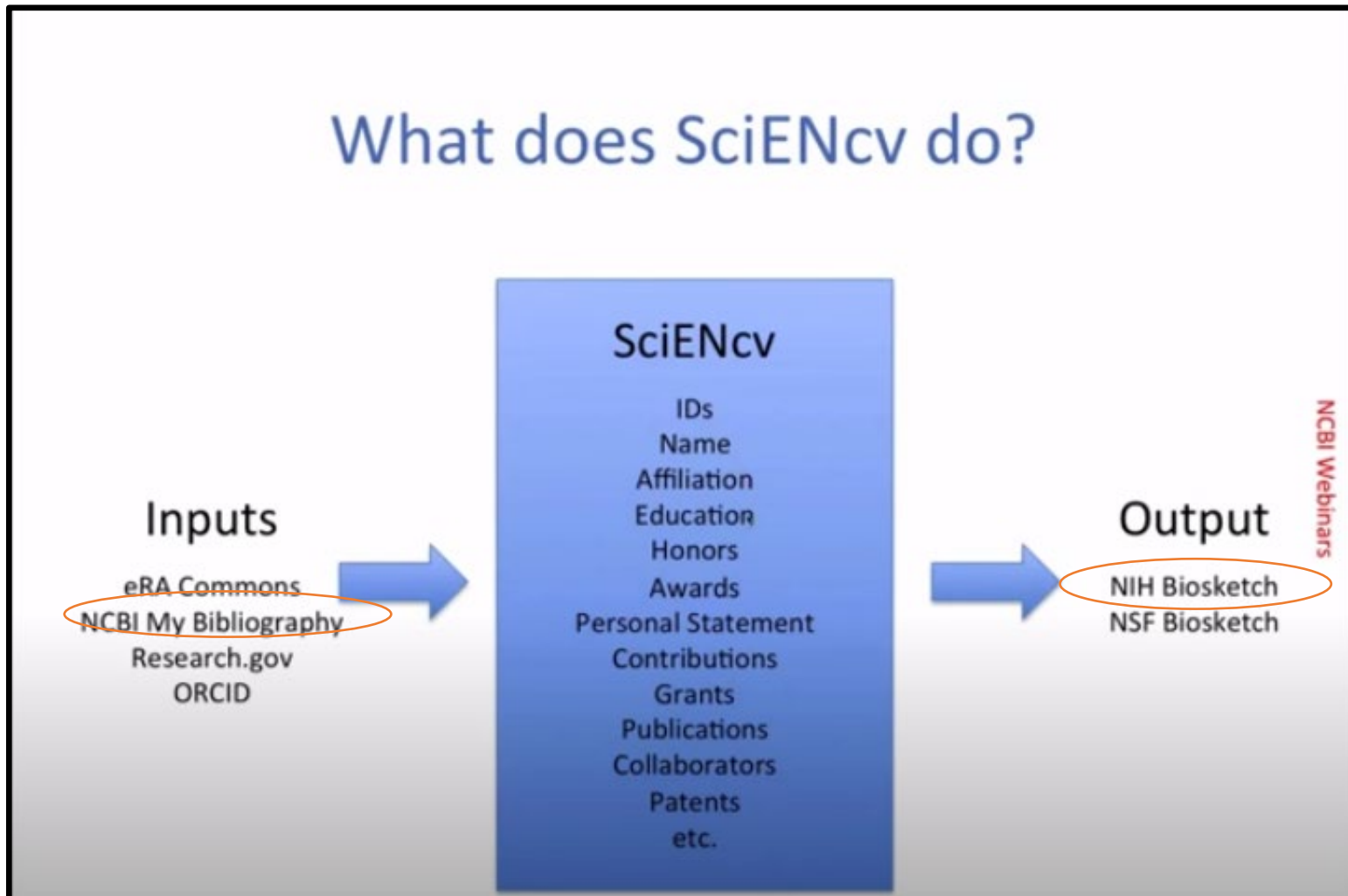
#### Section C. Contributions to Science

- **Up to 5 contributions** to science
  - Graduate students and postdoctorates may wish to include 2-3
- Requirements:
  - Each contribution should **briefly** describe:
    - ❖ a specific research theme/topic/problem
    - ❖ **historical background** that frames the scientific problem
    - ❖ central findings
    - ❖ influence of the **findings on the progress of science or application to health / technology**
    - ❖ **researcher's role(s)** in the work described
- You **may also mention manuscripts that have not yet been accepted for publication** as part of your contribution prose
- Description of each contribution should be no longer than 1/2 page; character limit is 2,000 characters for each contribution

#### ***Changes with January 2026 Common Form updates:***

- ***References can no longer be included in the Contributions to Science.***
- Instead, up to five products listed in the Other Significant Products section can be referenced in the text.
  - Recommended format: title, author's last name, publication, and/or publication year

# What Does SciENcv Do?



Standardized format

Schematic per NCBI Webinars:  
<https://www.youtube.com/watch?v=V3VquWmgcco>

# Creating or Updating Your My NCBI Account

# NCBI Login

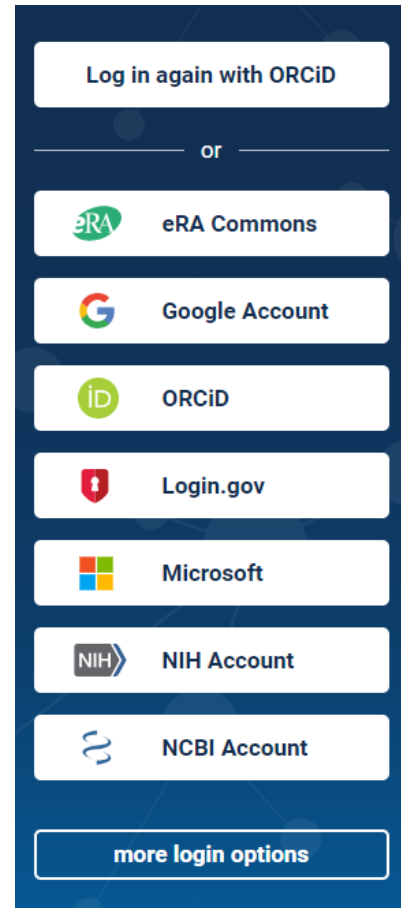
- Access to NCBI now requires logging in using your credentials from a ***federated account*** (e.g., Google, NIH, eRA Commons, ORCID, Login.gov or a university or institutional access point). In 2021, direct-access NCBI usernames and passwords were retired.
- If you have not linked your NCBI account to one of the federated accounts, follow the directions at: <https://ncbiinsights.ncbi.nlm.nih.gov/2021/01/05/important-changes-ncbi-accounts-2021/>

## NCBI Account Login Changes FAQs:

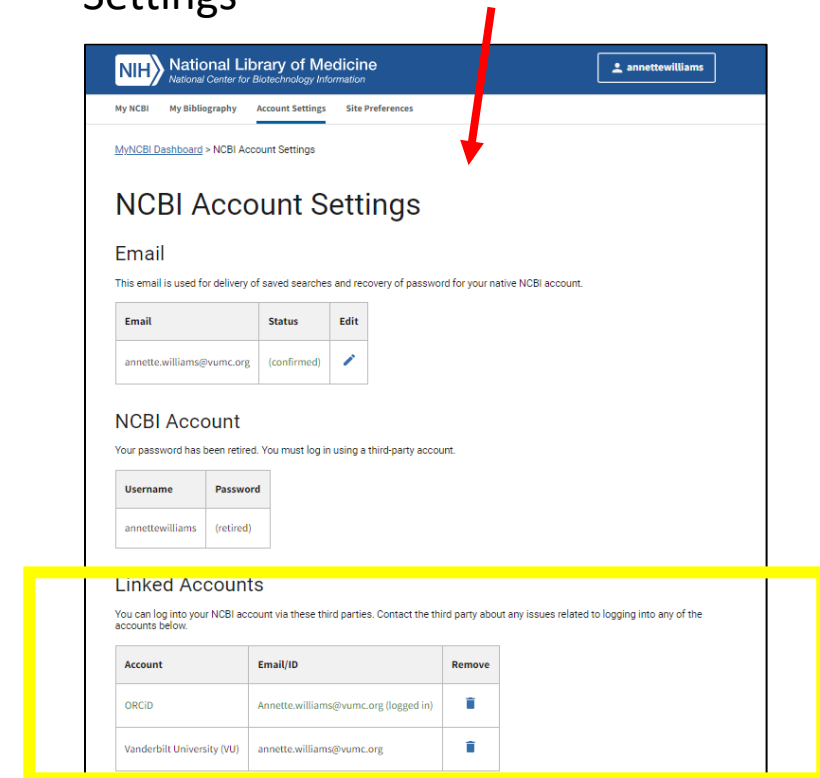
<https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs/>

## MyNCBI Password Retirement and Wizard Demo:

[https://www.youtube.com/watch?v=qMNvBsDVa\\_I&list=PL7dF9e2qSW0aetCIYdbadSFmhZKt-qGTV&index=3](https://www.youtube.com/watch?v=qMNvBsDVa_I&list=PL7dF9e2qSW0aetCIYdbadSFmhZKt-qGTV&index=3)



To check if you already have other accounts linked to your NCBI account, click your name in the upper right corner of NCBI. This will display your NCBI Account Settings

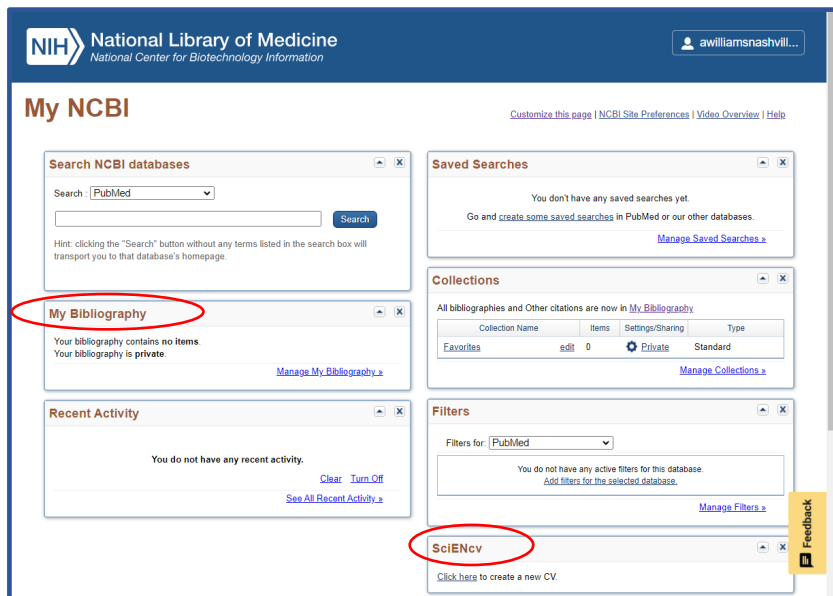
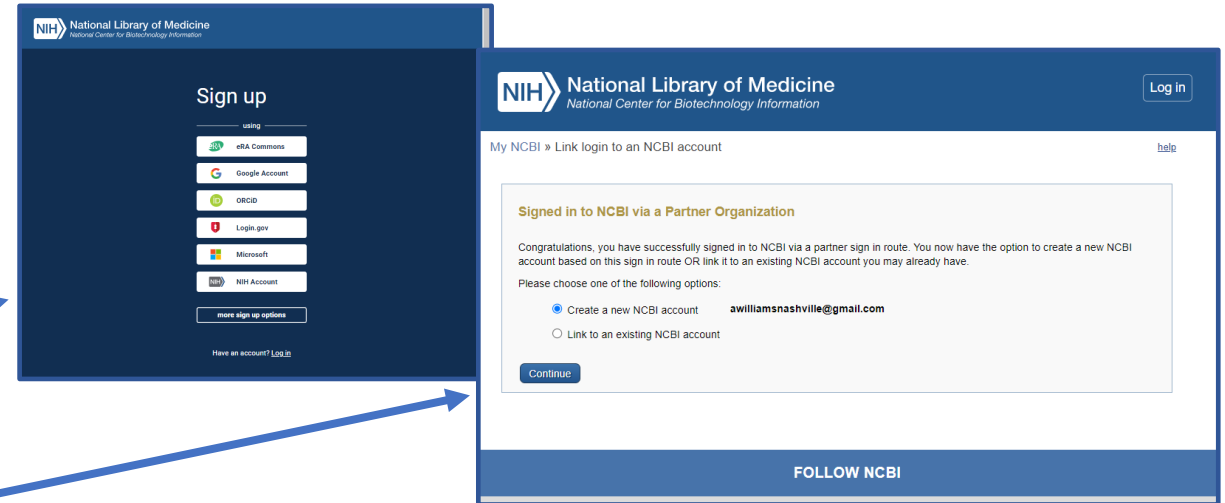


# Prepare Your My NCBI Dashboard

## Step 1: Register for a My NCBI Account

If you do **not** already have an NCBI Account

- Go to: <https://account.ncbi.nlm.nih.gov/signup/>
- Select an option from the list of federated sign on methods
- After signing in using a federated logon, you will be asked to create a new account or link to an existing one
- Finally, you will be taken to your My NCBI “Dashboard”



My NCBI’s “Dashboard” consists of 7 segments

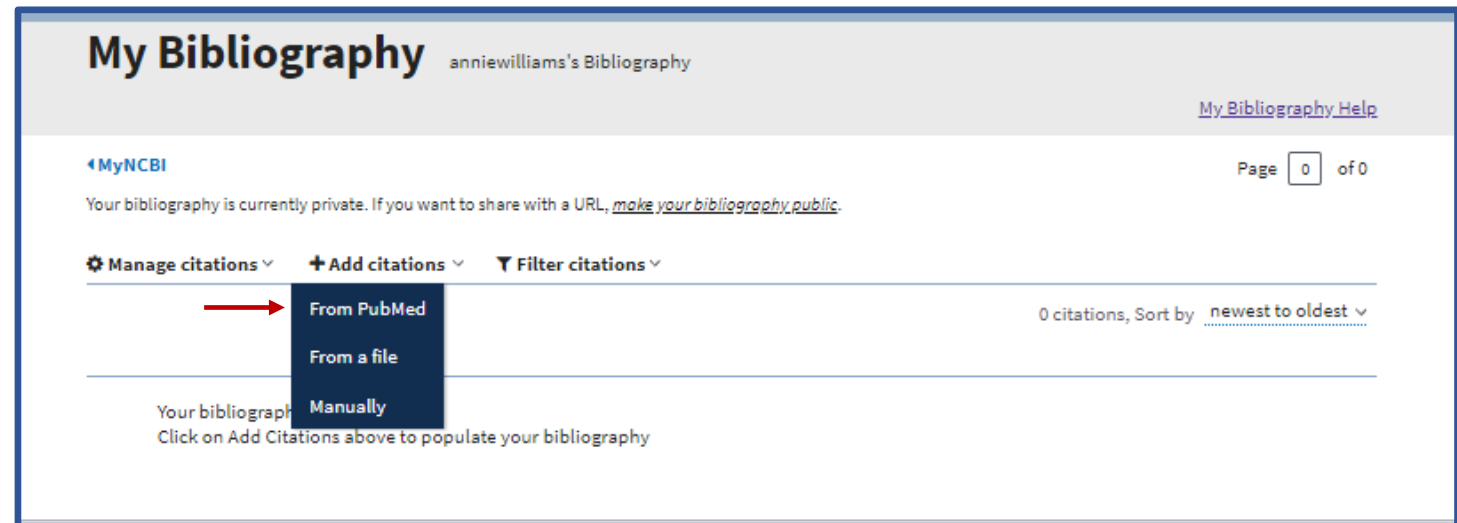
- For this tutorial you will only need to use the two sections that are circled in **red**
- For information about the other NCBI Dashboard sections, see NCBI’s tutorials and help at: <https://www.youtube.com/watch?v=ks46w3mNAQE> or <https://www.ncbi.nlm.nih.gov/books/NBK3843/>



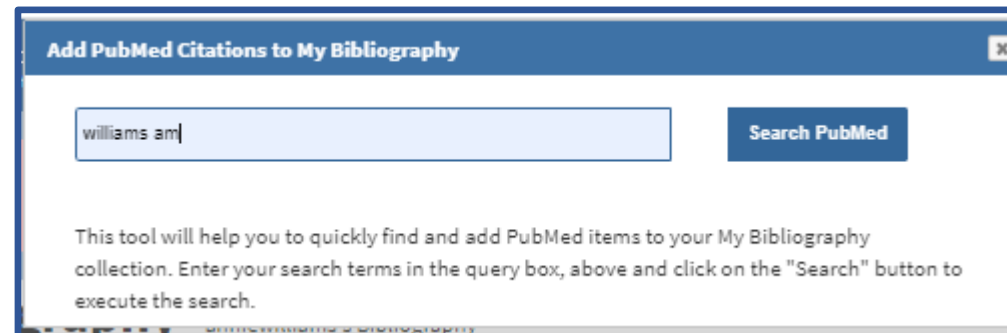
## Step 2: Use the My Bibliography Function within Your My NCBI Record to Create a List of Your Citations or to Update Your List

On the **My NCBI** “Dashboard” page, scroll to the **My Bibliography** section and select “Manage My Bibliography”

- Use the pulldown menu “Add Citations” and select “From PubMed”



- The system will respond with a small window allowing you to run a search on your name to locate your citations that are indexed in PubMed

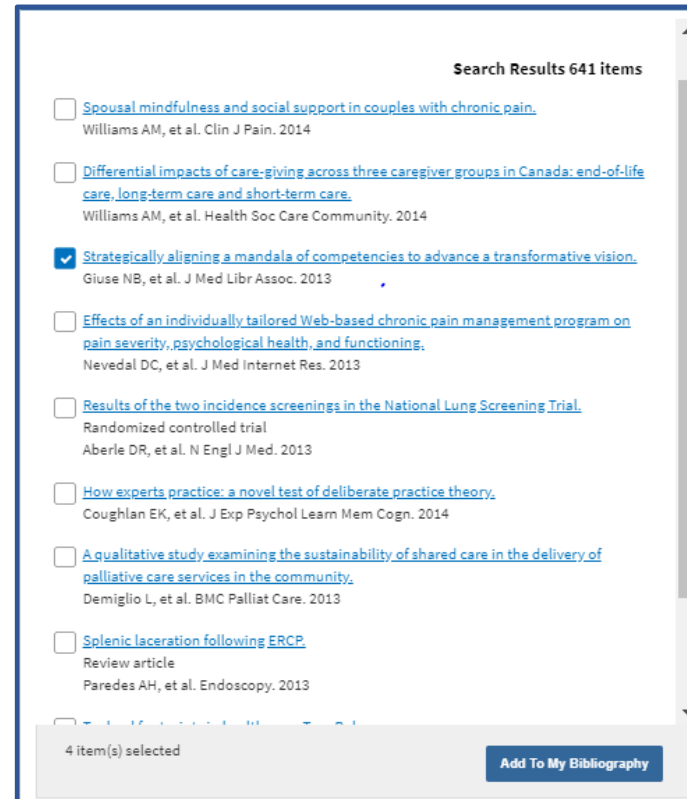


**Note:** if you have published under different names or different permutations of your name, you may need to execute several searches to locate all your citations.



## Step 2: Use My Bibliography Function to Create a List of Your Citations or to Update Your List (cont.)

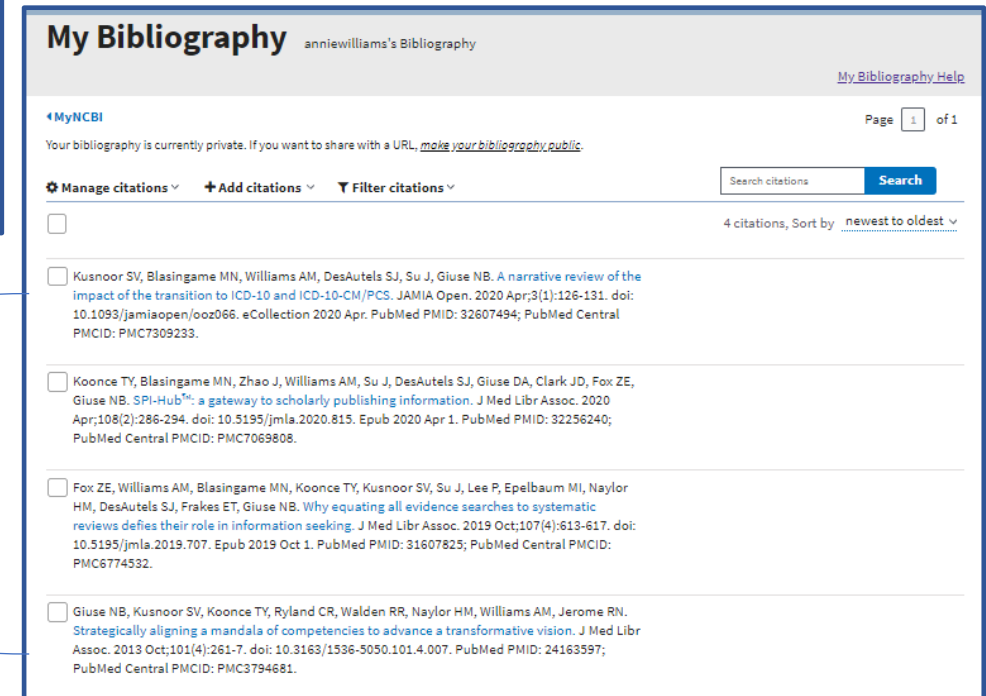
- Searches will likely retrieve many citations which are not yours. Review them and **check the ones on which you are an author.** Then click the “Add to My Bibliography” button
- Note: You do not need to be first author for your paper to be retrieved
- The system will respond with a confirmation:



Citation(s) successfully added to your My Bibliography.

Add To My Bibliography

My Bibliography will now show the citations you pulled from PubMed



## Step 2: Use My Bibliography Function to Create a List of Your Citations or to Update Your List (cont.)

If you have citations that are **not** indexed in PubMed, you can add them manually with an easily fillable form

The screenshot shows the 'My Bibliography' page for 'anniewilliams's Bibliography'. The 'Add citations' dropdown menu is open, showing options: 'From PubMed', 'From a file', and 'Manually'. The 'Manually' option is highlighted with a red arrow pointing to the 'Add citation manually' form.

**My Bibliography** anniewilliams's Bibliography  
My Bibliography Help

MyNCBI  
Your bibliography is currently private. If you want to share with a URL, [make your bibliography public](#).

Manage citations ▾ + Add citations ▾ Filter citations ▾

Search citations Search

4 citations, Sort by newest to oldest ▾

☐ Kusnoor SV, Blasingame MN, Williams AM, DesAutels SJ, Su J, Giuse NB. A narrative review of the impact of the transition to ICD-10 and ICD-10-CM/PCS. JAMIA Open. 2020 Apr;3(1):126-131. doi: 10.1093/jamiaopen/ooz066. eCollection 2020 Apr. PubMed PMID: 32607494; PubMed Central PMCID: PMC7309233.

☐ Koonce TY, Blasingame MN, Zhao J, Williams AM, Su J, DesAutels SJ, Giuse DA, Clark JD, Fox ZE, Giuse NB. SPI-Hub™: a gateway to scholarly publishing information. J Med Libr Assoc. 2020 Apr;108(2):286-294. doi: 10.5195/jmla.2020.815. Epub 2020 Apr 1. PubMed PMID: 32256240; PubMed Central PMCID: PMC7069808.

☐ Fox ZE, Williams AM, Blasingame MN, Koonce TY, Kusnoor SV, Su J, Lee P, Epelbaum MI, Naylor HM, DesAutels SJ, Frakes ET, Giuse NB. Why equating all evidence searches to systematic reviews defies their role in information seeking. J Med Libr Assoc. 2019 Oct;107(4):613-617. doi: 10.5195/jmla.2019.707. Epub 2019 Oct 1. PubMed PMID: 31607825; PubMed Central PMCID: PMC6774532.

☐ Giuse NB, Kusnoor SV, Koonce TY, Ryland CR, Walden RR, Naylor HM, Williams AM, Jerome RN. Strategically aligning a mandala of competencies to advance a transformative vision. J Med Libr Assoc. 2013 Oct;101(4):261-7. doi: 10.3163/1536-5050.101.4.007. PubMed PMID: 24163597; PubMed Central PMCID: PMC3794681.

Once you have added your citations, My Bibliography will be ready to serve as a *linked source* for adding citations to your SciENCv profile.

The 'Add citation manually' form is shown. It has a dropdown menu set to 'Journal article that does not appear in PubMed'. The form includes fields for Title, Author (First Name, MI, Last Name), Journal, Publication Date (radio buttons for current date or forthcoming), Volume, Issue, Page, URL, and Unique ID (with a dropdown for Type set to PMID). There are 'Add Citation' and 'Cancel' buttons at the bottom.

**Add citation manually**

Choose the type of citation to create:

Journal article that does not appear in PubMed

\* Required field

Title Article title

Author First Name MI Last Name

[Add Another Author](#)

Journal

Publication Date ☒ ☐ DD YYYY

☐ Forthcoming

Volume Issue Page

URL

Unique ID Type PMID

Add Citation Cancel

The screenshot shows the 'My Bibliography' page after adding a citation manually. The 'Add citation manually' form is now integrated into the main list of citations. The citation added is: 'DesAutels SJ, Zitter MM, Williams AM, Giuse DA, Fox ZE, Youngblood M, Stead WW, Giuse NB. Integrating Evidence to Inform Lab Test Selection into a Knowledge Management Framework. AMIA Clinical Informatics Conference. 2018 May;'. The citation is marked as 'Manually-entered'.

**My Bibliography** anniewilliams's Bibliography  
My Bibliography Help

MyNCBI  
Your bibliography is currently private. If you want to share with a URL, [make your bibliography public](#).

Manage citations ▾ + Add citations ▾ Filter citations ▾

Search citations Search

Citation(s) successfully added to your My Bibliography. [Hide all warnings](#)

5 citations, Sort by newest to oldest ▾

☐ Kusnoor SV, Blasingame MN, Williams AM, DesAutels SJ, Su J, Giuse NB. A narrative review of the impact of the transition to ICD-10 and ICD-10-CM/PCS. JAMIA Open. 2020 Apr;3(1):126-131. doi: 10.1093/jamiaopen/ooz066. eCollection 2020 Apr. PubMed PMID: 32607494; PubMed Central PMCID: PMC7309233.

☐ Koonce TY, Blasingame MN, Zhao J, Williams AM, Su J, DesAutels SJ, Giuse DA, Clark JD, Fox ZE, Giuse NB. SPI-Hub™: a gateway to scholarly publishing information. J Med Libr Assoc. 2020 Apr;108(2):286-294. doi: 10.5195/jmla.2020.815. Epub 2020 Apr 1. PubMed PMID: 32256240; PubMed Central PMCID: PMC7069808.

☐ Fox ZE, Williams AM, Blasingame MN, Koonce TY, Kusnoor SV, Su J, Lee P, Epelbaum MI, Naylor HM, DesAutels SJ, Frakes ET, Giuse NB. Why equating all evidence searches to systematic reviews defies their role in information seeking. J Med Libr Assoc. 2019 Oct;107(4):613-617. doi: 10.5195/jmla.2019.707. Epub 2019 Oct 1. PubMed PMID: 31607825; PubMed Central PMCID: PMC6774532.

☐ DesAutels SJ, Zitter MM, Williams AM, Giuse DA, Fox ZE, Youngblood M, Stead WW, Giuse NB. Integrating Evidence to Inform Lab Test Selection into a Knowledge Management Framework. AMIA Clinical Informatics Conference. 2018 May; [Edit citation](#) **Manually-entered**

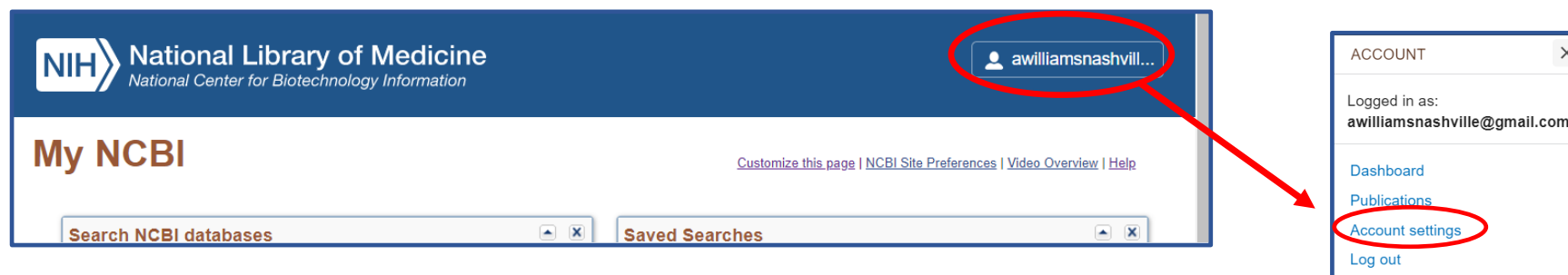
☐ Giuse NB, Kusnoor SV, Koonce TY, Ryland CR, Walden RR, Naylor HM, Williams AM, Jerome RN. Strategically aligning a mandala of competencies to advance a transformative vision. J Med Libr Assoc. 2013 Oct;101(4):261-7. doi: 10.3163/1536-5050.101.4.007. PubMed PMID: 24163597; PubMed Central PMCID: PMC3794681.

**\*\*Note:** You will need to maintain the currency of your My Bibliography in an ongoing basis; new citations will not be automatically added from PubMed

Additionally, you can add citations from a .RIS/MEDLINE file. For instructions, see:  
[https://www.nlm.nih.gov/ncbi/workshops/2023-02\\_SciENCv/My\\_Bibliography.html](https://www.nlm.nih.gov/ncbi/workshops/2023-02_SciENCv/My_Bibliography.html)

### Step 3: Create Linkages with Other Accounts

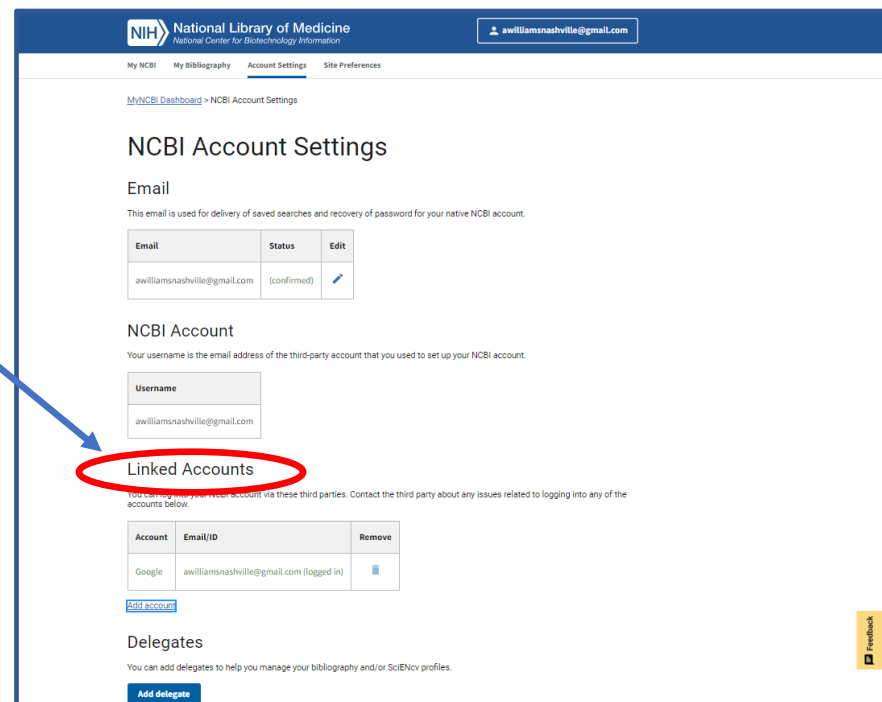
To **import data** from outside sources, you need to **link** the accounts to your My NCBI Account. Within your My NCBI Account, click your **username** in upper right and from the pop up box select **Account Settings**.



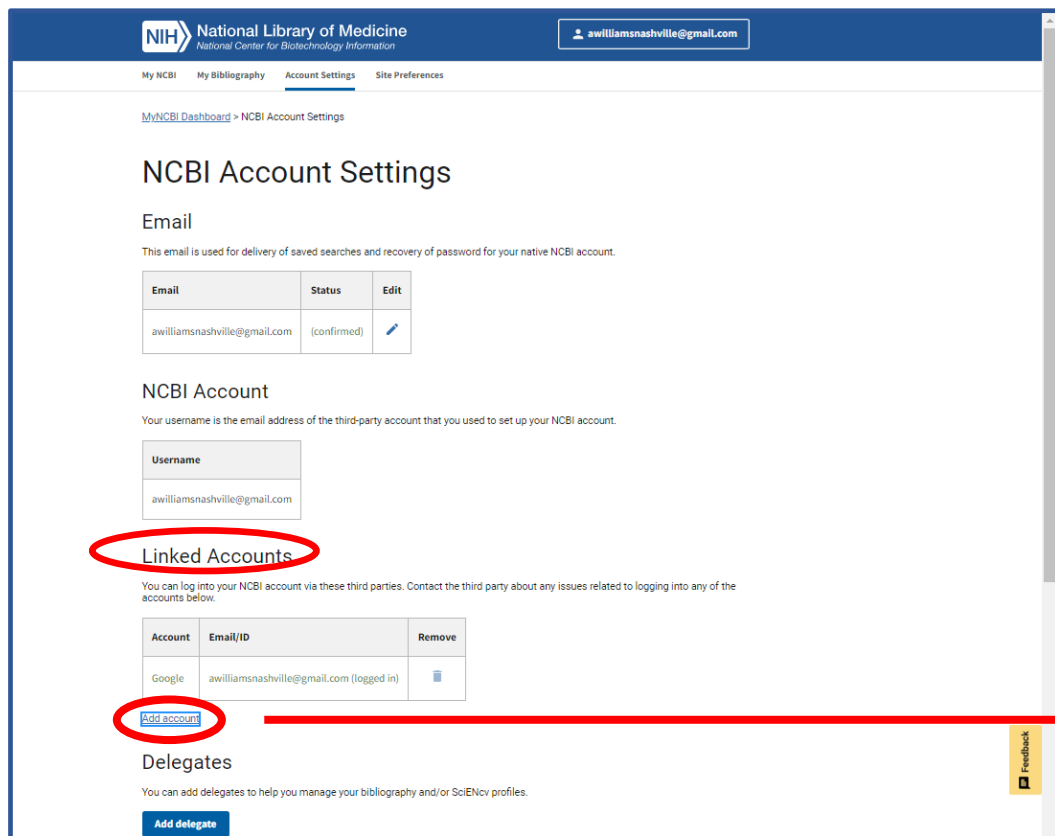
Within the **NCBI Account Setting page** there is an option called “Linked Accounts” which allows you to take advantage of biographical and bibliographical information residing within other organizations (“partner organizations”).

This function will enable you to import:

- Biographical blurb (i.e., Personal Statement)
- Employment history
- Education & Qualifications
- Funding
- Works/Products



### Step 3: Create Linkages with Other Accounts (cont.)



NIH National Library of Medicine  
National Center for Biotechnology Information

My NCBI My Bibliography Account Settings Site Preferences

MyNCBI Dashboard > NCBI Account Settings

## NCBI Account Settings

Email

This email is used for delivery of saved searches and recovery of password for your native NCBI account.

Email	Status	Edit
awilliamsnashville@gmail.com	(confirmed)	<a href="#">✎</a>

## NCBI Account

Your username is the email address of the third-party account that you used to set up your NCBI account.

Username
awilliamsnashville@gmail.com

## 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	awilliamsnashville@gmail.com (logged in)	<a href="#">✕</a>

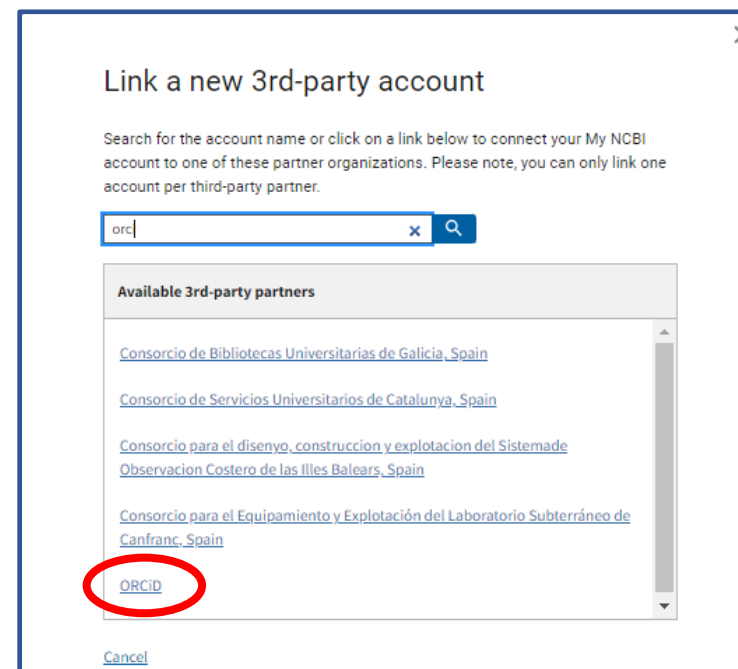
[Add account](#)

## Delegates

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

[Add delegate](#)

Within “Linked Accounts” click the “Add account” link to search for other accounts in which your biographical / bibliographic information resides



### Link a new 3rd-party account

Search for the account name or click on a link below to connect your My NCBI account to one of these partner organizations. Please note, you can only link one account per third-party partner.

[Available 3rd-party partners](#)

- [Consorcio de Bibliotecas Universitarias de Galicia, Spain](#)
- [Consorcio de Servicios Universitarios de Catalunya, Spain](#)
- [Consorcio para el diseno, construccion y explotacion del Sistemade Observacion Costero de las Illes Balears, Spain](#)
- [Consorcio para el Equipamiento y Explotación del Laboratorio Subterráneo de Canfranc, Spain](#)
- [ORCID](#)

[Cancel](#)

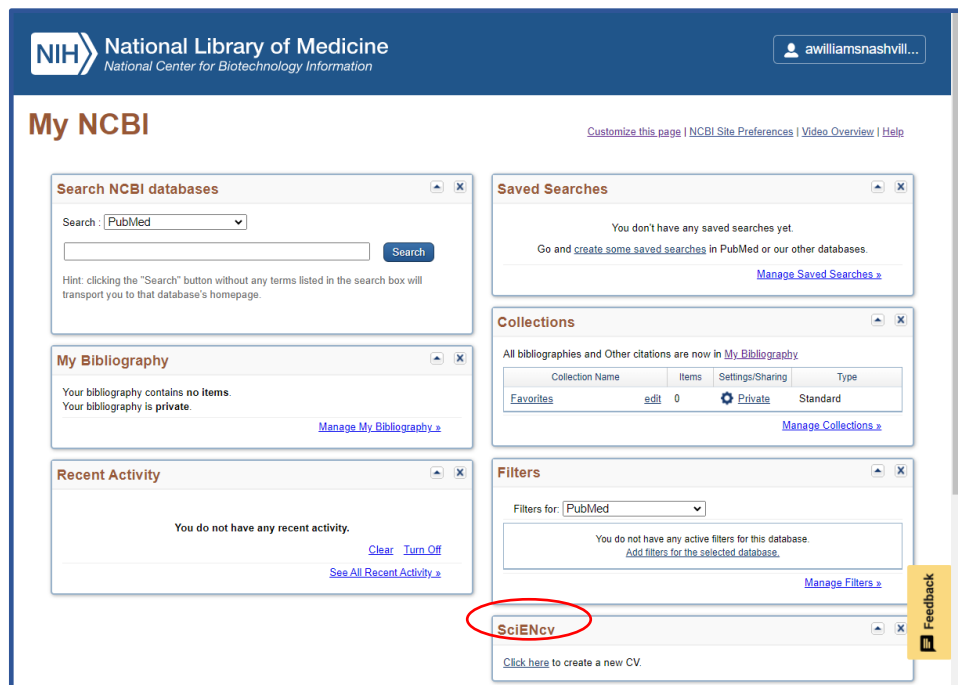
Here a search for ORCID retrieves a hyperlink to ORCID in which I have an account

For information on establishing an ORCID account, please see the Center for Knowledge Management’s tutorial:  
<https://spi-hub.app.vumc.org/orcid-video-guides>

***Note: This step will facilitate linking your ORCID profile in your Biosketch, which is required as of January 2026.***

# Creating Your SciENcv

## Step 4: Start Using SciENcv within My NCBI to Build Your Biosketch



- Return back to your My NCBI Dashboard and scroll to the **SciENcv** section in the lower right corner and click the “Manage SciENcv” link to start a new CV.
- Then click the **+ NEW DOCUMENT** button.

- For this example we are choosing **NIH Biographical Sketch Common Form**, selecting “Use an external source” and choosing ORCiD
  - Linking your ORCiD is REQUIRED as of January 2026**
- If you wish to import your existing SciENcv content into the new Common Form, select “Use an existing document in SciENcv”*

External source dropdown menu offers:

- eRA Commons
- ORCID
- National Science Foundation

- The resulting pop-up box will prompt you to:
  - assign a file name
  - select the type of Biosketch you wish to create
  - select an external source

The image shows the 'Create a New Document' pop-up box. It has fields for 'Document Name' and 'Document type'. Below these are radio buttons for 'Data source': 'Use an external source', 'Use an existing document', and 'Start with a blank document'. A red arrow points from the 'Document type' dropdown to the 'Data source' radio buttons, and another red arrow points from the 'Use an external source' radio button to a separate box showing the 'eRA Commons' and 'ORCiD' options.The image shows the 'Create a New Document' form. It has fields for 'Document Name' and 'Document type'. Below these are radio buttons for 'Data source': 'Use an external source', 'Use an existing document in SciENcv', and 'Start with a blank document'. The 'Use an external source' radio button is selected, and the 'Source' dropdown is set to 'ORCiD'. There are 'CANCEL' and 'CREATE' buttons at the bottom.

# Step 5: Adding Data from your ORCiD Account (biography, employment, education and funding)

Identifying Information, Organization and Location ★ [EDIT](#)

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

Document Name: Common Form Example

Persistent Identifier (PID): <https://orcid.org/0000-0003-0356-9481>

Name: Mallory N Blasingame

Last updated: December 30, 2025

Position Title: Senior Information Scientist & Assistant Director for Evidence Provision

Vanderbilt University Medical Center  
Nashville, Tennessee, United States

A. Professional Preparation ★

A list of the senior/key 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.

[+ ADD PROFESSIONAL PREPARATION](#)

Organization	Location	Degree (if applicable)	Receipt Date	Field of Study	Edit	Delete
University of Tennessee Knoxville	Knoxville, TN	Master of Science		Information Sciences		

The system responds by auto-populating your SciENCv template with information from your ORCiD record.

Data from ORCID record Maps to fields in SciENCv

ORCID	SciENCv
Biography (prose)	Personal Statement
Employment	Positions, Scientific Appointments, and Honors
Education & Qualifications	Education and Training; Scholastic Performance

B. Appointments and Positions ★

A list, in reverse chronological order by start date, of all the senior/key 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).

Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period up to three years from the date the applicant submits the proposal to the agency for funding consideration.

[+ ADD APPOINTMENT/POSITION](#)

Date	Current	Title	Organization/Department	Location	Edit	Delete
2025 - Present	Yes	Senior Information Scientist and Assistant Director for Evidence Provision	Vanderbilt University Medical Center, Center for Knowledge Management	Nashville, Tennessee		

Note: Linking to eRA Commons also allows you to bring in biographical information and work experience from that profile.

Click the "Edit" icon next to each section to edit the auto-populated information and complete Identifying Information, Professional Preparation, and Appointments and Positions.

## Step 6: NEW with Common Form Updates: Populate Your Products

In the Products section, you can include “a list of:

- (i) up to **five products closely related to the proposed project**; and
- (ii) up to **five other significant products** that highlight the senior/key person’s Contributions to Science.”

[https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Biographical%20Sketch\\_FINAL.pdf](https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Biographical%20Sketch_FINAL.pdf)

- Examples of products include publications (journal articles, conference papers), websites, inventions/patents, technologies, and datasets. See the [Common Form instructions](#) for a full list and for more information.
- Cited products can be referenced and described in more detail in the Biographical Sketch Supplement (e.g., in the Personal Statement and Contributions to Science sections).

References related to your Products can be imported from your ORCID or My Bibliography accounts.

Other Significant Products Highlighting Contributions to Science \*

Select up to 5 products

My Bibliography **ORCID**

21 citations Search citations Sort by: Publication Date REFRESH FROM ORCID

☒ Koonce TY, Giuse DA, Williams AM, Blasingame MN, Krump PA, Su J, Giuse NB. [Using a Natural Language Processing Approach to Support Rapid Knowledge Acquisition](#). JMIR Med Inform. 2024 Jan 30; 12:e53516. doi: 10.2196/53516. PubMed PMID: 38289670; PubMed Central PMCID: PMC10865202. EDIT AUTHORS

☒ Koonce TY, Blasingame MN, Zhao J, Williams AM, Su J, DesAutels SJ, Giuse DA, Clark JD, Fox ZE, Giuse NB. [SPL-Hub™: a gateway to scholarly publishing information](#). J Med Libr Assoc. 2020 Apr; 108(2):286-294. doi: 10.5195/jmla.2020.815. Epub 2020 Apr 1. PubMed PMID: 32256240; PubMed Central PMCID: PMC7069808. EDIT AUTHORS



## Step 7: Addressing the “Contributions to Science” portion of SciENCv

### C. Contributions to Science \*

All senior/key persons should complete the "Contributions to Science" section. Please enter N/A in the text field if no Contributions to Science will be provided.

Briefly describe up to five of your most significant contributions to science. While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant.

For each contribution, indicate the following: ✓

You may reference up to five products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section. There is no specific format for referencing the products in this section, however, it is recommended to refer to the title, use the author's last name, publication, and/or year of publication for ease of reference. Do not provide citations on the NIH Biographical Sketch Supplement.

Descriptions of contributions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application.

Each Contribution to Science is limited to 2,000 characters.

+ ADD ANOTHER CONTRIBUTION TO SCIENCE

Contribution to Science 1



EDIT



DELETE



UP



DOWN

Description

Add your Contributions to Science. Notice that you can have up **to 5 separate Contribution topics**.

Start each by writing a **Description** of your area of expertise. *Per NIH, this should include historical background framing the problem, central findings, the influence of the findings on the progress or science or application of those finding.*

Although citations can no longer be linked in the Contributions to Science, you can refer to the citations from the “Other Significant Products” section in the narrative text.

## Step 8: Downloading your completed NIH Biosketch

MY NCB! > SCIENCv > SAMPLE FOR TUTORIAL

### NIH Biographical Sketch Common Form

VIEW DRAFT

DOWNLOAD PDF

At the top and bottom of your SciENCv, you can download a **draft** PDF version of your Biosketch.

Below is an excerpt from a PDF version of a draft NIH Biosketch.

#### Important Notes:

- You may maintain as many versions of your SciENCv as you wish
- You can edit them at any time
- You can duplicate them and perform edits to create a completely new Biosketch.

OMB No. 3145-0279 (Expiration Date 10/31/2026)

#### NIH Biographical Sketch Common Form

Name: Blasingame, Mallory

Persistent Identifier (PID) of the Senior/Key Person: <https://orcid.org/0000-0003-0356-9481>

Position Title: Senior Information Scientist and Assistant Director for Evidence Provision

Organization and Location: Vanderbilt University Medical Center, Center for Knowledge Management, Nashville, TN

#### PROFESSIONAL PREPARATION

INSTITUTION AND LOCATION	DEGREE	Start Date	Completion Date	FIELD OF STUDY
Medical Library Association, Chicago, IL, United States	Other training	04/2024	05/2025	Research Training Institute
University of Tennessee, Knoxville, TN, US	MS	2018	2019	Information Sciences

## Step 8: Downloading your completed NIH Biosketch (cont.)

### ***New with the January 2026 Common Form updates:***

Once you have completed all the required fields in the SciENCv form, you will be able to click the “Download PDF” button, at which point you will be prompted to **certify** the following:

For more information on what constitutes a “malign foreign talent recruitment program,” please refer to the definition at the following link:  
<https://www.nsf.gov/policies/nspm-33/definitions>

**Certification**

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).

I also certify that, as [senior/key personnel](#) listed within this application, I have taken the required research security training consistent and in compliance with Section 10634 of the CHIPS and Science Act of 2022.

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.

To be acceptable to the Federal research funding agency, the date of the signature must be within the past 12 months from when the document is submitted to the Federal research funding agency.

CANCELCERTIFY

VIEW DRAFTDOWNLOAD PDF

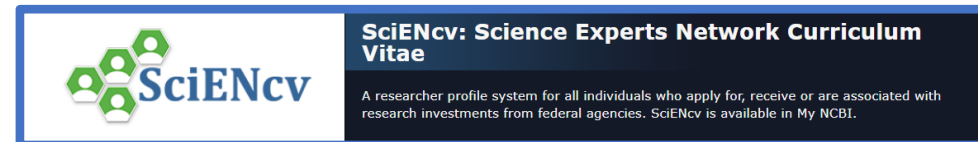
***Completing this certification is REQUIRED to download and submit the final PDF of your Biosketch.***

*This step cannot be done by a designee; it must be completed by the senior/key person.*

## Step 9 (optional): Use MyNCBI's NCBI Account Setting to Assign a Delegate/Delegates to Curate Your Biosketch On Your Behalf

THE NCBI ACCOUNT SETTINGS, also allow you to assign a **Delegate** to curate your Biosketch

- Within your My NCBI record, click your username in the upper right and select “Account Settings”.
- Scroll down to the section labeled “**Delegates**” and click “Add a Delegate”. The system will respond with this screen:



×

### Add a Delegate

Enter the delegate's email address

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.

[Cancel](#)

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.

*Center for Knowledge Management*

# ***SciENcv NIH-Compliant Biosketch Tutorial Completion***

You have now completed a tutorial on basic My NCBI Account setup and used its features and those of outside sources to create a SciENcv NIH-compliant Biosketch.

## **Additional Resources**

- Biographical Sketch Common Form Instructions: <https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>
- NIH Biographical Sketch Supplement Instructions: <https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>
- National Institutes of Health Grants & Funding: Biosketch Format Pages, Instructions and Samples: <https://grants.nih.gov/grants/forms/biosketch.htm>
- The National Center for Biotechnology Information's (NCBI) My NCBI quick tour video: <https://www.youtube.com/watch?v=fTIGVPXLXeE>
- National Library of Medicine's Inside Guide to the New My Bibliography webinar video: <https://www.youtube.com/watch?v=DDHkAVQ5dDQ>