

Creating an NIH Biosketch in the New Common Form Format Using 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.

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

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New NIH Common Form Biosketch Announcement

Notice: NIH implementation of *Common Forms* for the Biographical Sketch occurred *May 8, 2026 (marking the end of the leniency period during which NIH allowed use of the old biosketch forms)*

Per the NIH announcements (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-26-079.html>) Biographic Sketches are required to be in **Common Form format** starting May 8, 2026. The Common Form replaces the previous NIH Biosketch format. ***These new forms collect much of the same information.*** The goal of Common Forms is to standardize forms across federal agencies.

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

New NIH Common Form Biosketch Requirements *as of May 8, 2026*

Science Experts Network Curriculum Vitae (SciENCv) must be used to create your Biosketch.

SciENCv is the sole way to create a Biosketch in Common Form format.

SciENCv is accessible via your My NCBI account

Researchers must have an ORCID ID.

The ORCID ID must be linked to your My NCBI/SciENCv account in order to carry over to the Common Form.

[Linking ORCID ID to My NCBI](#)

Researchers must certify (via SciENCv) the accuracy, currency, and completeness of the information in The Biosketch Common Form and Supplement.

Certification is achieved by clicking the DOWNLOAD PDF button, reviewing the certification statement, and then clicking CERTIFY

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's Common Form format**, leveraging My NCBI's My Bibliography and ORCID.

Within the *Common Forms*, the NIH Biographical Sketch is now 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**) – including citations

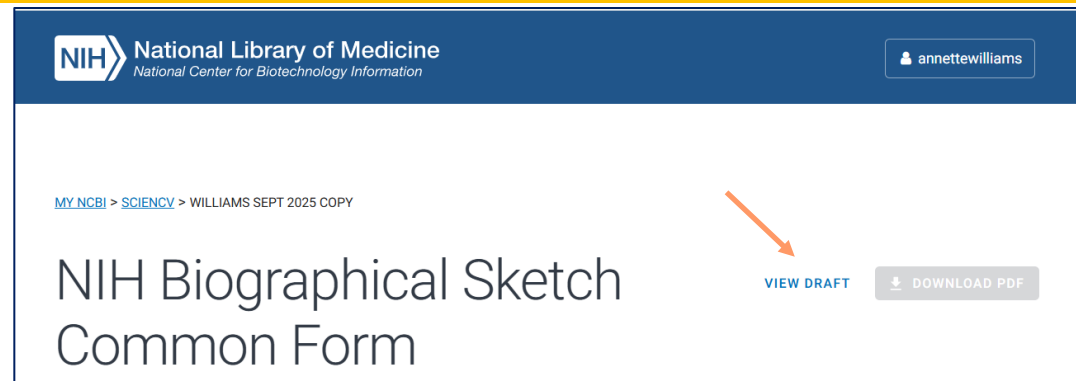
2. The NIH Biographical Sketch **Common Form *Supplement***, which includes:

- Personal Statement
- Honors
- Contributions to Science

*Once you begin a Common Form document in SciENCv, it is a seamless process to **complete both forms**. You will complete both forms within a single interface.*

Important Points to Know Before Starting Your NIH Common Forms

- There is **no page limit** for the combined Common Form and Supplement, although there are character limits for some sections:
 - Personal Statement is limited to 3,500 characters (including spaces)
 - Each Contribution to Science section is limited to 2,000 characters (including spaces)
- **Full bibliographic citations and *hyperlinked references* are not permitted** in the NIH Biographical Sketch Supplement. (Supplement consists of the Personal Statement, Honors, and Contributions to Science). Instead, researchers should make ***in-text*** citations to references contained in the **Products** section
- Content within Common Form's ***editing view*** is formatted differently from ***how the content will appear in the final pdf version***. Use the ***VIEW DRAFT*** button at the top the Common Form (at any stage of the editing process) to see how the content will appear in the final version.



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**. SciENcv **now** includes the choice to create a **biosketch in the new Common Form format**.

This tutorial has been updated to reflect compliance with the **new Common Forms**.

How will a SciENcv help me?

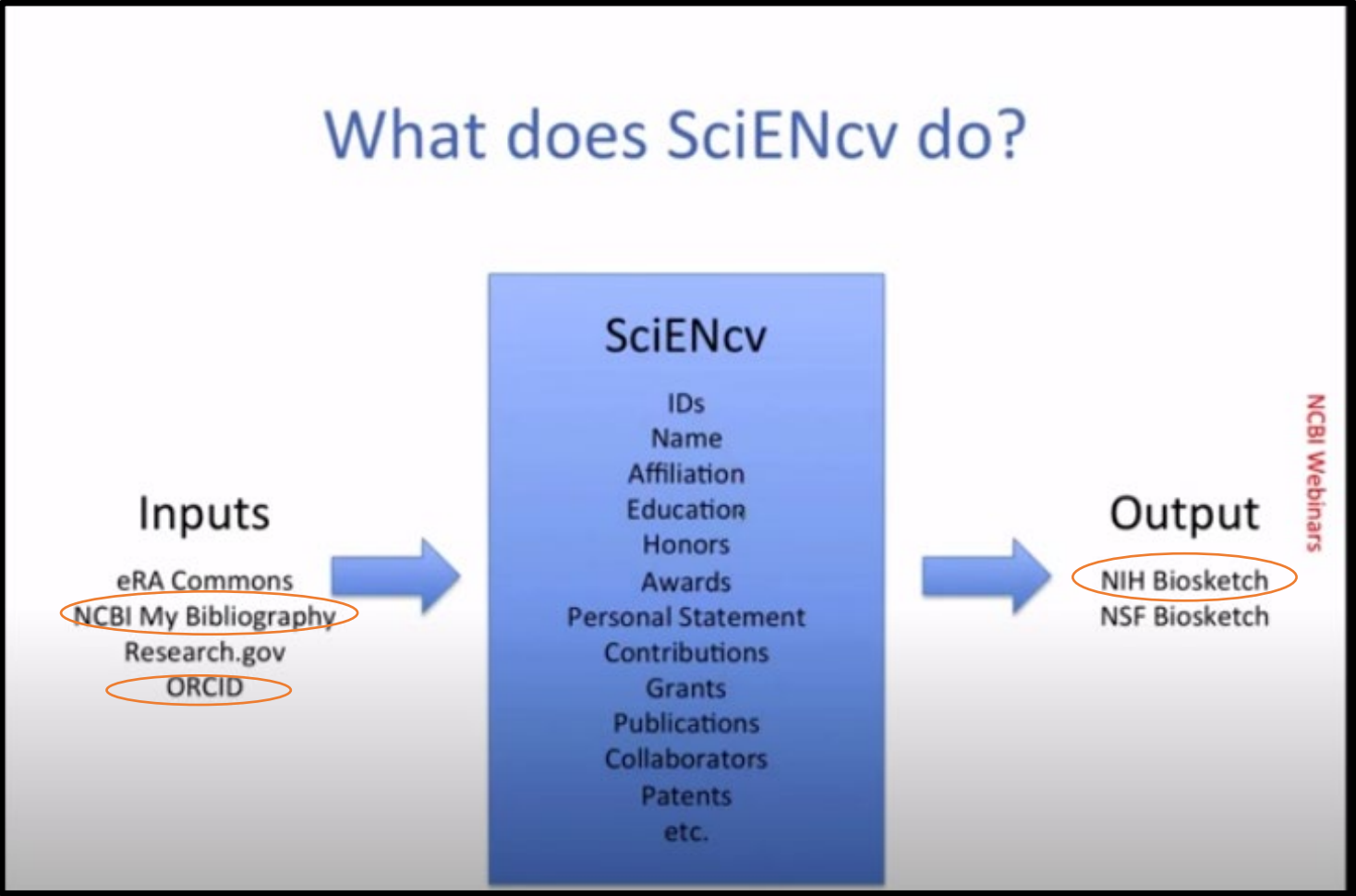
Freely available, SciENcv facilitates creating and maintaining an NIH Biosketch by using data from other sources. SciENcv can **auto-populate** the Biosketch from your **My Bibliography within your My NCBI account** and from your **ORCID account**. SciENcv offers these advantages:

- 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)

What does SciENCv do?

SciENCv pulls data from sources you have already populated and reuses that data to create the NIH Biosketch in the NIH approved format.

For example, you've maintained your list of publications in My NCBI's My Bibliography and now you can use that list of citations to populate the NIH Biosketch



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

The NIH Biographical Sketch Common Form Content

Identifying Information: name, ORCID ID, position title

&

Professional Preparation

(e.g., education and training)

- List in reverse chronological order. Notice that you need to supply the start date, including month.

Appointments and Positions

- List in reverse chronological order. List all positions held at your **current institution**. If you've held positions outside of your current institution, list only those you held up to three years from the date of application & biosketch submission

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

NIH Biographical Sketch Common Form

Name: Blasingame, Mallory N

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

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

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

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

The NIH Biographical Sketch Common Form Content (cont.)

Products (i.e., publications, presentations, websites, patents, etc.)

- Divided into 2 sections, each with up to five products:
 - Products closely *related to the proposed project*
 - Products *supporting your overall contributions to science*.
- For a full list of **product types**, see:
https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Biographical%20Sketch_FINAL.pdf

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NIH Common Form Biosketch instructions: <https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>

The NIH Biographical Sketch Common Form Content (cont.)

Products (i.e., publications, presentations, websites, patents, etc.)

- As mentioned earlier, the appearance of your content in the **editing view** of the Common Form is different from **the final pdf version**. Use the *VIEW DRAFT button at the top* the Common Form (at any stage of the editing process) to see how the content will appear in the final version.
- *** “... NIH will accept SciENcv-generated Biographical Sketch Common Forms that include hyperlinks generated through MyBibliography or ORCID.” ([NIH Common Form FAQs](#)) ***

Citations below came from My NCBI’s My Bibliography

Citations within the Common Form **editing interface**:

Products Closely Related to the Proposed Project *

Select up to 5 products

[EDIT PRODUCTS](#)

1. Blasingame MN, Koonce TY, Williams AM, Su J, Giuse DA, Krump PA, Giuse NB. [Comparing five generative AI chatbots' answers to LLM-generated clinical questions with medical information scientists' evidence summaries](#). J Med Libr Assoc. 2026 Apr 1; 114(2):94-104. doi: 10.5195/jmla.2026.2333. Epub 2026 Apr 13. PubMed PMID: 41982429; PubMed Central PMCID: PMC13075580.

2. Blasingame MN, Koonce TY, Williams AM, Giuse DA, Su J, Krump PA, Giuse NB. [Evaluating a large language model's ability to answer clinicians' requests for evidence summaries](#). J Med Libr Assoc. 2025 Jan 14; 113(1):65-77. doi: 10.5195/jmla.2025.1985. PubMed PMID: 39975503; PubMed Central PMCID: PMC11835037.

3. Koonce TY, Blasingame MN, Williams AM, Zhao J, Su J, Epelbaum MI, Clark JD, Naylor HM, Kusnoor SV, DesAutels SJ, Giuse NB. [Using SPI-Hub™ to Promote the Key Role of Prepublishing in Healthcare](#). Stud Health Technol Inform. 2022 Jun 6; 290:981-982. doi: 10.3233/SHTI220228. PubMed PMID: 35673166.

Article titles imported from PubMed appear hyperlinked

Citations as they appear in the **pdf version** (from View Draft or Download PDF versions):

Products

Products Closely Related to the Proposed Project

1. Blasingame MN, Koonce TY, Williams AM, Su J, Giuse DA, Krump PA, Giuse NB. Comparing five generative AI chatbots' answers to LLM-generated clinical questions with medical information scientists' evidence summaries. J Med Libr Assoc. 2026 Apr 1;114(2):94-104. PubMed Central PMCID: [PMC13075580](#).

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Citations imported from PubMed display with **unique identifier numbers** hyperlinked

NIH Common Form Biosketch instructions:

<https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>

The NIH Biographical Sketch Common Form *Supplement* Content

Personal Statement

- Limited to 3,5000 characters (including spaces)
- 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
 - past performance in this or related fields of research
- Do not include full bibliographic citations or hyperlinked references
- You may include in-text parenthetical references **for any of the 10 products you listed in the Products section**; NIH recommends formatting these in-text references as: first author + year (Collins et al., 2026) or PMCID or PMID (e.g., (PMCID0123456)).

OMB No. 0925-0001 (Expiration Date 12/31/2027) and No. 0925-0002 (Expiration Date 11/30/2027)

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Personal Statement

As a Senior Information Scientist at the Center for Knowledge Management (CKM) at Vanderbilt Health, I have contributed to a variety of CKM- and Vanderbilt Health-originated research efforts, including: 1) investigating the use of artificial intelligence (AI) in the context of information science and knowledge acquisition (Blasingame et al., 2025; Koonce et al., 2024); 2) applying health literacy and learning styles to inform patients about cancer genetics (Giuse et al., 2016); and 3) leveraging expertise in searching and synthesizing biomedical literature to support horizon scanning/monitoring, inform research design, and collaborate on systematic and "systematic-like" reviews (Fox et al., 2019). In 2024, I was accepted into the competitive Medical Library Association Research Training Institute Fellowship program. I have several years of experience as a member of the VUMC Institutional Review Board (IRB) and am currently serving as a Vice Chair of an IRB Health Sciences Committee. My current research efforts are focused on CKM's evaluations of generative AI tools' performance in answering clinical evidence queries. Our team published one of the first formal investigations comparing generative AI tools' answers directly with medical librarians' gold-standard evidence syntheses earlier this year (Blasingame et al., 2025). I am now leading another study in the CKM team's series of investigations to evaluate the comparative performance of publicly available generative AI tools. The results of these studies will guide information scientists and the public at large in understanding best practices and potential pitfalls in using large language models to aid in evidence synthesis.

Honors

2025 Research Training Institute Fellow, Medical Library Association

Contributions to Science

1. Knowledge Management: The identification, curation, organization, and transformation of knowledge to enhance its use and reuse is a through line throughout the Center for Knowledge Management's (CKM) projects. In CKM's Scholarly Publishing Information Hub (SPI-Hub), the team curates and maintains metadata on scholarly journals to aid authors in identifying journals that publish in their research area that align with their needs and best publishing practices (Koonce et al., 2022; Koonce et al., 2020). The SPI-Hub portal is freely available and has been accessed by users across the globe; this is just one example of the team's ability to represent key information in such a way that it can be accessed and used by a broad audience. CKM information scientists also apply a knowledge management approach to synthesis of the literature, conducting exhaustive literature searches and surfacing the key insights, including identifying and verifying knowledge gaps and opportunities for further research (e.g., Kusnoor et al., 2020).

NIH Common Form Supplement instructions: <https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>

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The NIH Biographical Sketch Common Form *Supplement* Content (cont.)

Honors

- Limited to 15 honors
- List any relevant academic or professional achievements
- Clinicians should include clinical licensures and specialty board certifications
- System organizes entries in chronological order
- Year(s) is required. Each honor can be listed with a single year or a date range. If you use both of these date types within your Honors list, single year entries will appear at the top of the list (rather than interfiled chronologically). You can overcome this by inserting the same year as start and end dates.

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The NIH Biographical Sketch Common Form *Supplement Content (cont.)*

Contributions to Science

- Up to 5 Contributions to Science can be included
- The description of each contribution should be no longer than one half page. Each contribution is limited to 2,000 characters (including spaces)
- “For each contribution, indicate the following:
 - the historical background that frames the scientific problem;
 - the central finding(s);
 - the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology;
 - and your specific role in the described work
 - Figures, tables, or graphics are not allowed. ”
- Do not include full bibliographic citations or hyperlinked references
- You may include in-text parenthetical references **for any of the 10 products you listed in the Products section**; NIH recommends formatting these in-text references as: first author + year (Collins et al., 2026) or PMCID or PMID (e.g., (PMCID0123456)).

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NIH Common Form Supplement instructions: <https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>

NIH PDF Instructions for Biographical Sketch Supplement: https://grants.nih.gov/sites/default/files/NIH%20Biographical%20Sketch%20Supplement_FINAL.pdf

Reminders for Creating an NIH Common Form Compliant Biosketch



- After May 8, 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.
- The Biosketch 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 Common Form description and instructions: <https://grants.nih.gov/grants/forms/biosketch.htm>

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

Creating or Updating Your My NCBI Account

NCBI Login

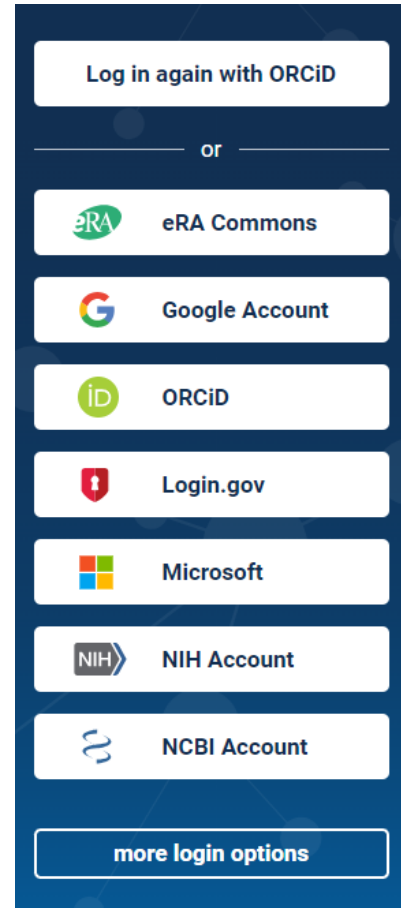
- Access to NCBI now requires logging in using your credentials from a ***federated account*** (e.g., Google, NIH, eRA Commons, ORCID, Login.gov or a university or institutional access point). (Direct-access NCBI usernames and passwords were retired in 2021)
- If you have not linked your NCBI account 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:

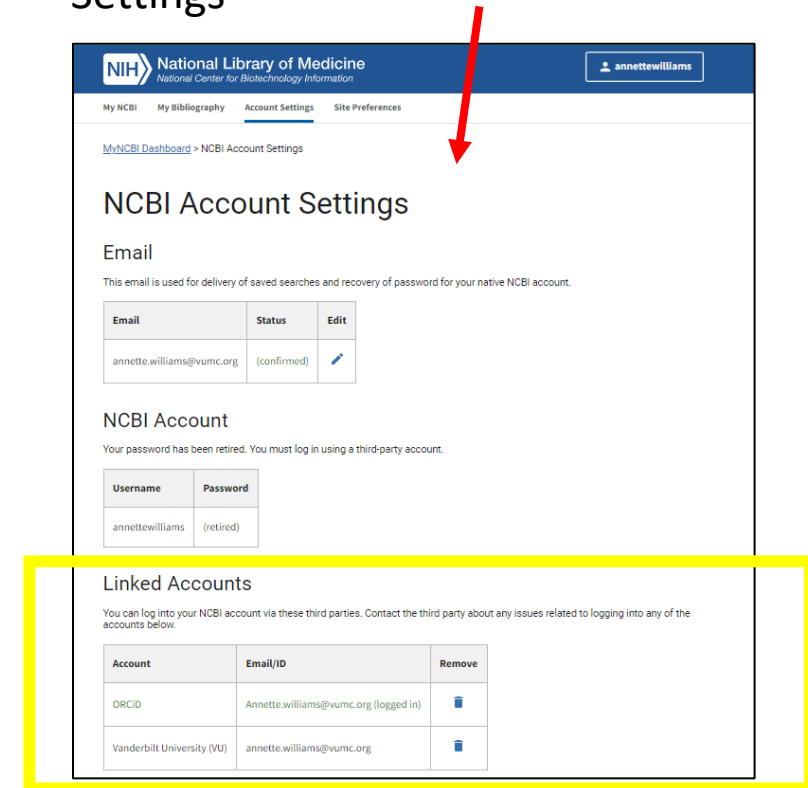
<https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs/>

MyNCBI Password Retirement and Wizard Demo:

https://www.youtube.com/watch?v=qMNvBsDVa_I&list=PL7dF9e2qSW0aetCIYdbadSFmhZKt-qGTV&index=3



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

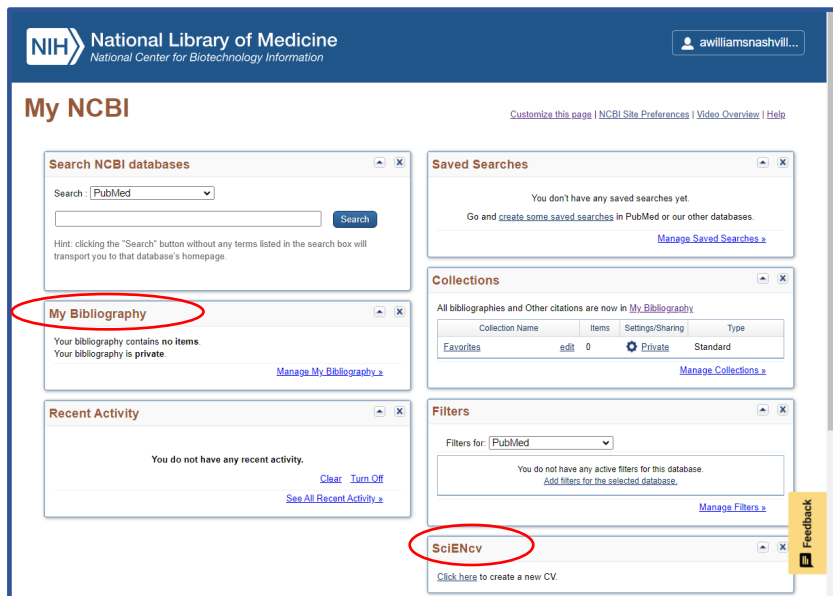
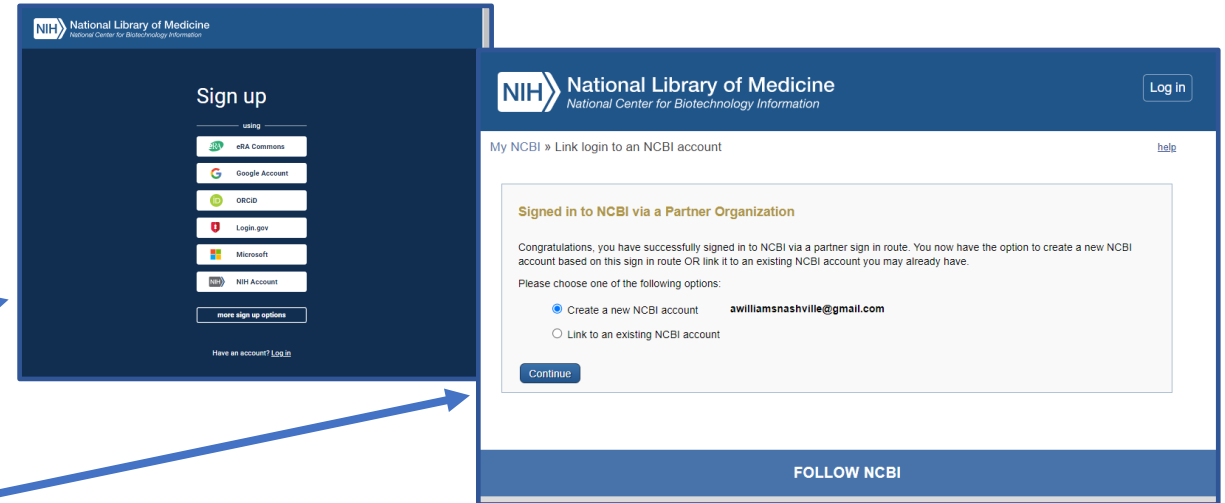


Prepare Your My NCBI Dashboard

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”



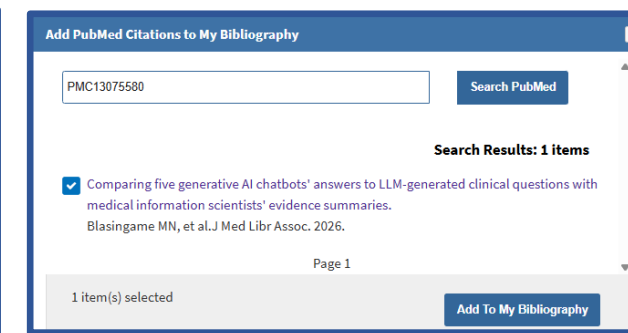
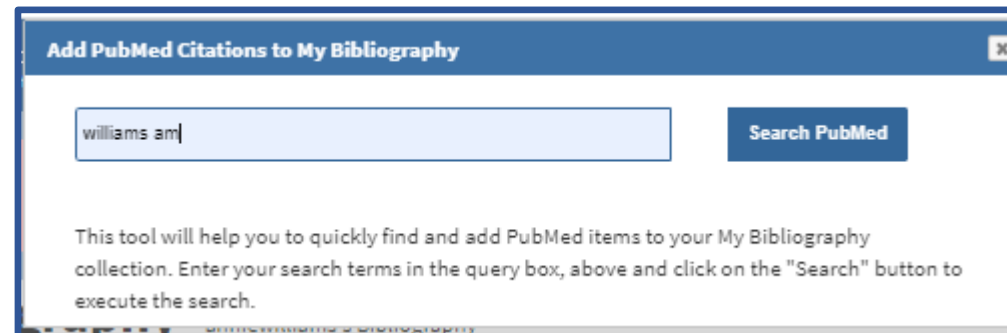
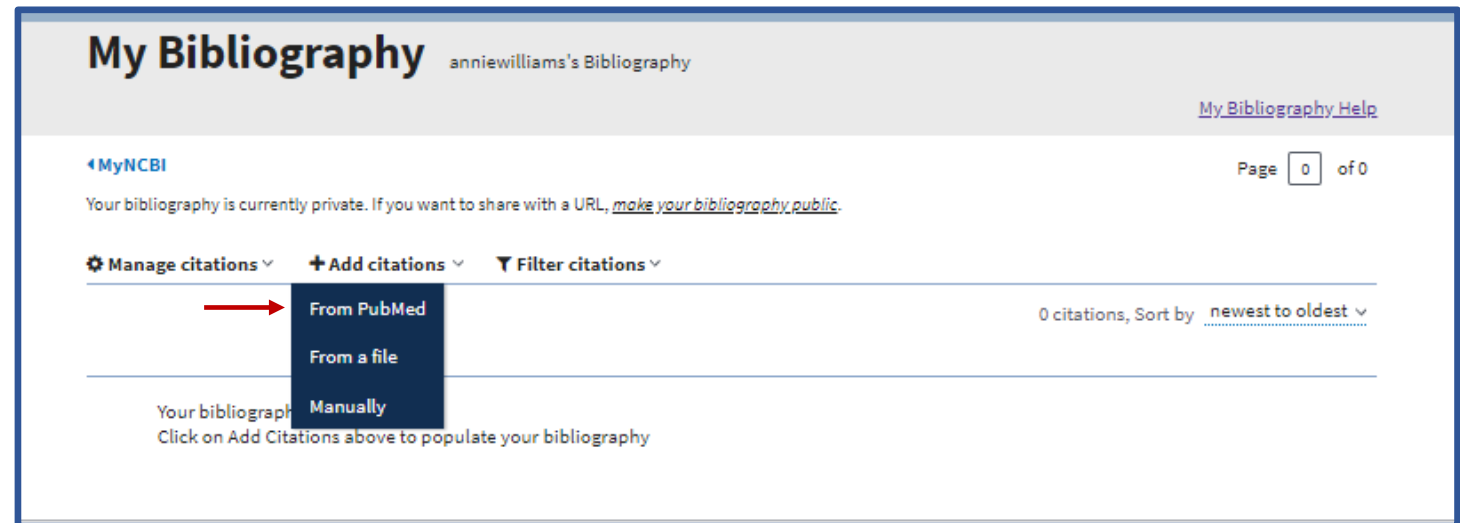
My NCBI’s “Dashboard” consists of 7 segments

- 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.ncbi.nlm.nih.gov/books/NBK98872/> 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”

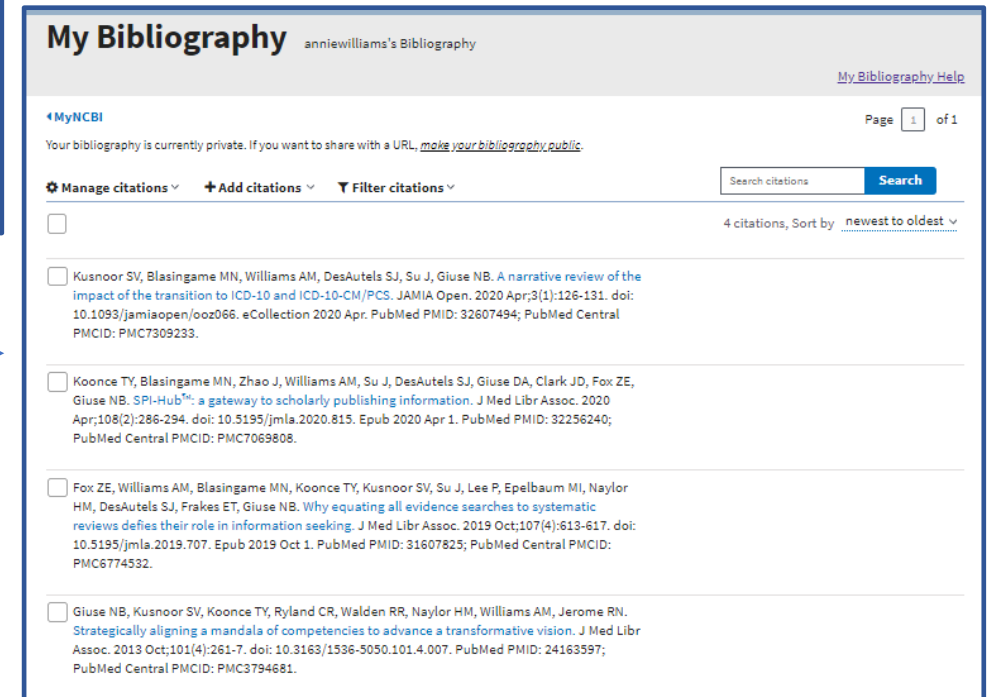
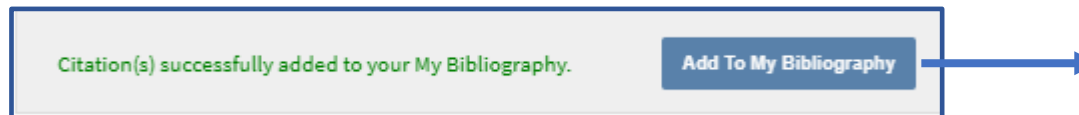
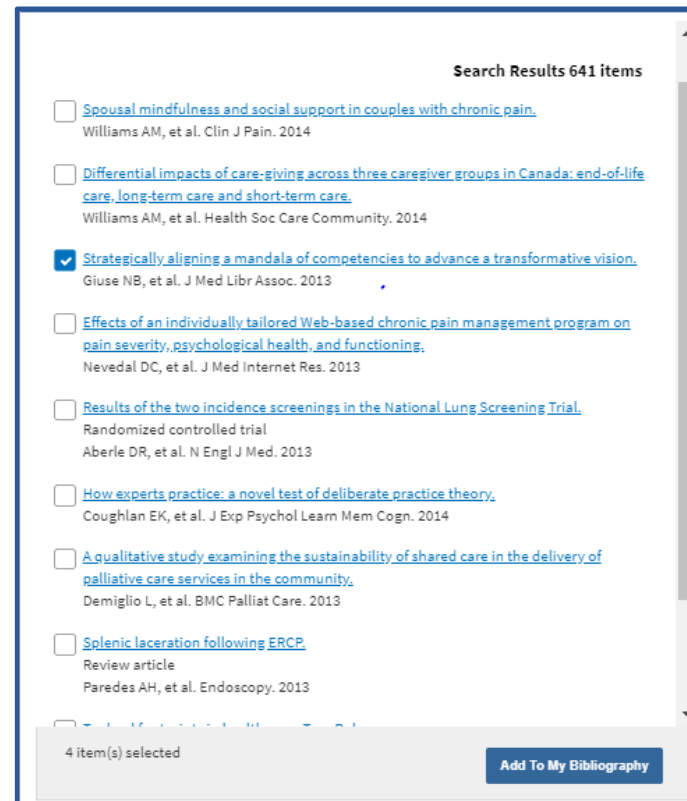
- Use the pulldown menu “Add Citations” and select “From PubMed”
- Locate your citations in PubMed by using the small popup window to run a search using your name or your publication PMIDs or PMCID



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 may retrieve citations which are not yours. Carefully review the results of your PubMed search and **place a check mark next to citations for 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 in PubMed
- The system will respond with a confirmation:
- Citations you have selected will now display in My Bibliography



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

My Bibliography anniewilliams's Bibliography [My Bibliography Help](#)

MyNCBI Page 1 of 1

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

☐ From PubMed

☐ From a file

☒ Manually

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.

Add citation manually

Choose the type of citation to create:

Journal article that does not appear in PubMed

* Required field

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

My Bibliography anniewilliams's Bibliography [My Bibliography Help](#)

MyNCBI Page 1 of 1

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, Steed 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**

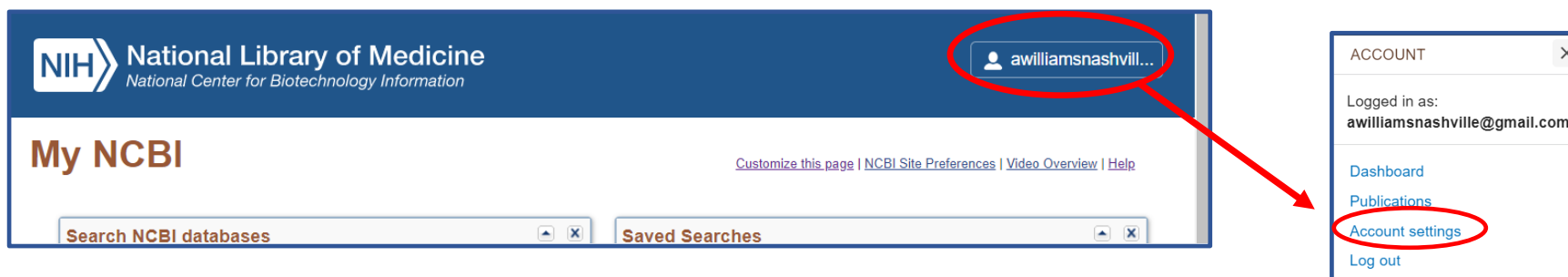
☐ Giuse NB, Kusnoor SV, Koonce TY, Ryland CR, Walden RR, Naylor HM, Williams AM, Jerome RN. Strategically aligning a mandala of competencies to advance a transformative vision. J Med Libr Assoc. 2013 Oct;101(4):261-7. doi: 10.3163/1536-5050.101.4.007. PubMed PMID: 24163597; PubMed Central PMCID: PMC3794681.

****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/2023-10_SciENCv/My_Bibliography.html

Step 3: Create Linkages with Other Accounts

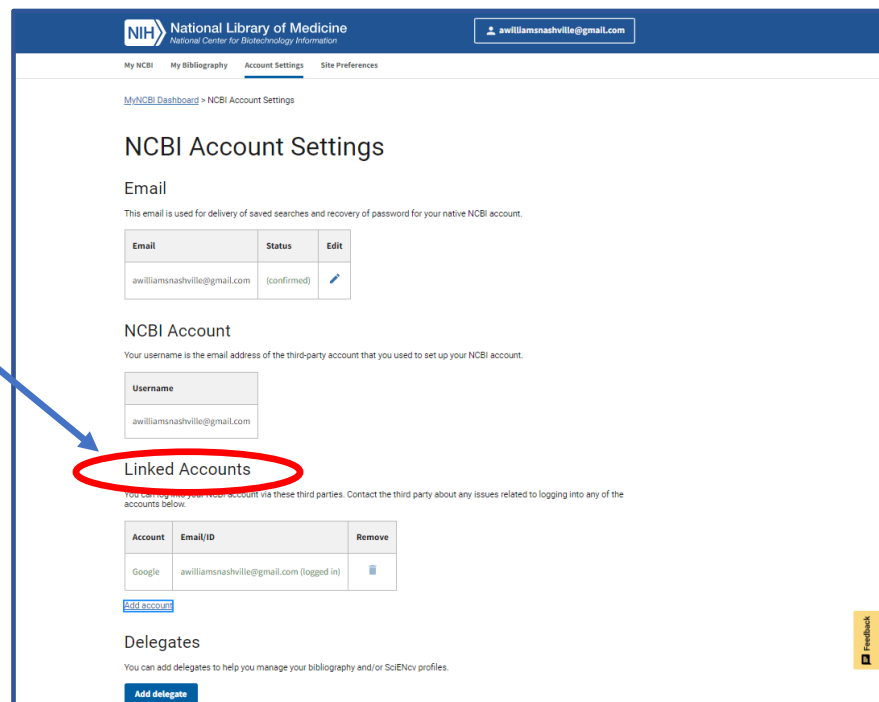
To **import data** from outside sources, you need to **link** the accounts to your My NCBI Account. Within your My NCBI Account, click your **username** in upper right and from the pop up box select **Account Settings**.



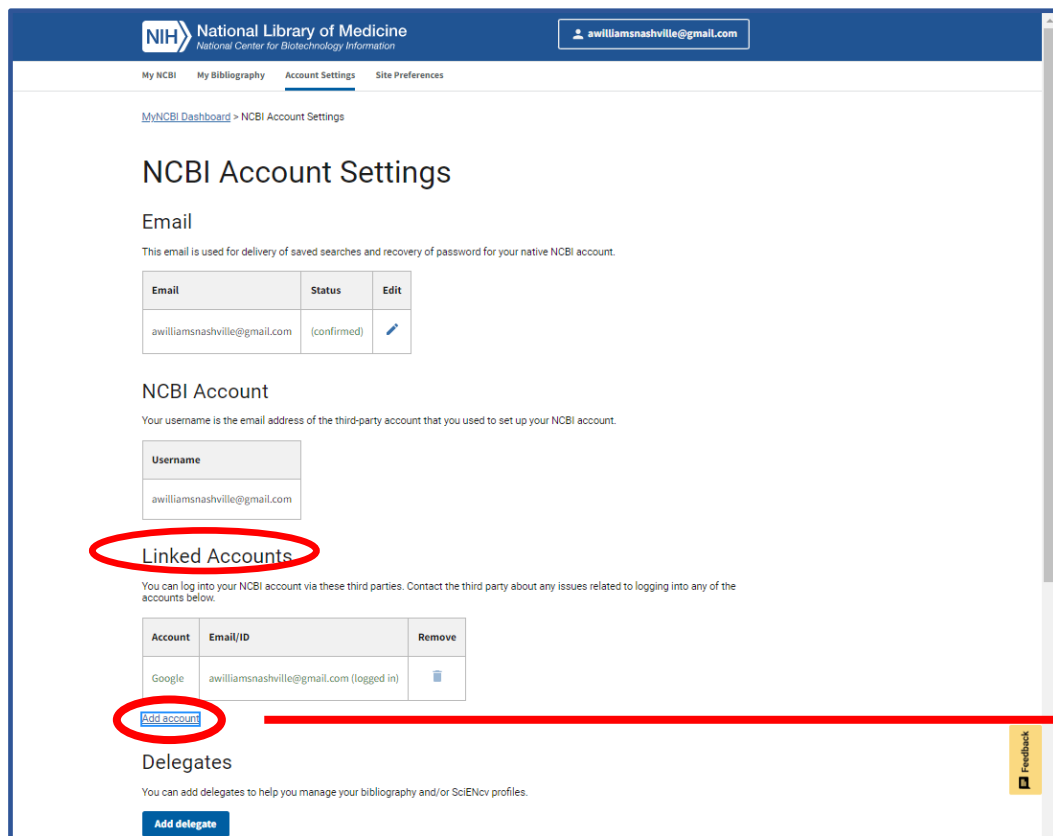
Within the **NCBI Account Setting page** there is an option called “Linked Accounts” which allows you to take advantage of biographical and bibliographical information residing within other organizations (“partner organizations”).

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)	✎

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)	✕

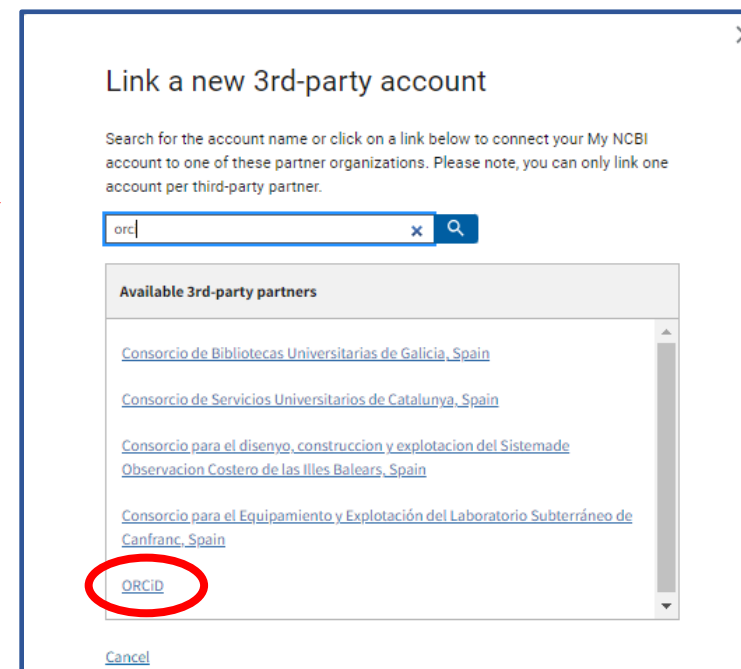
[Add account](#)

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

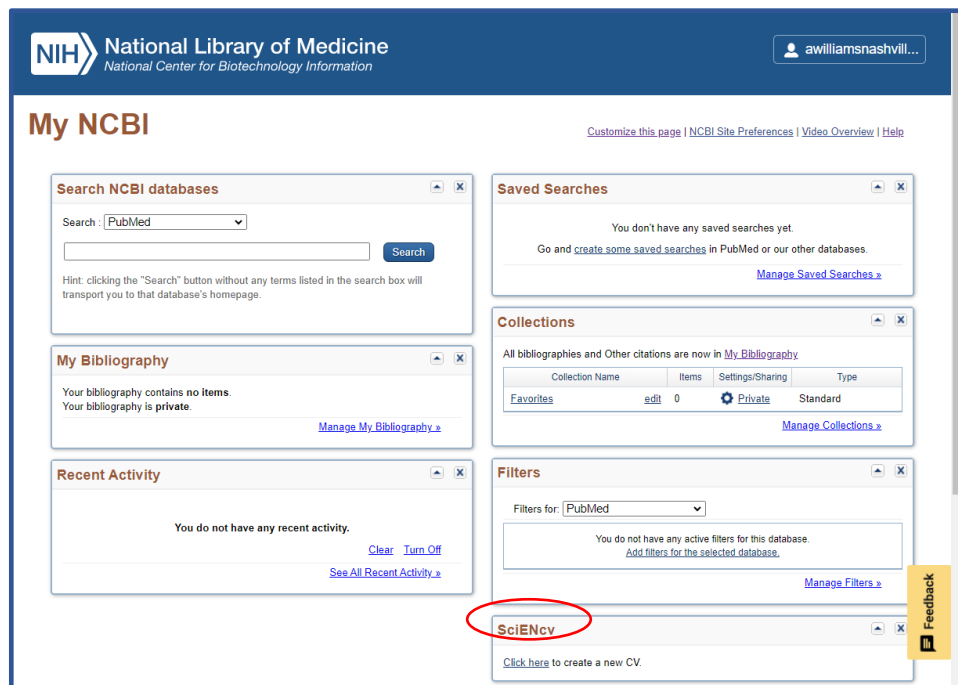
For information on establishing an ORCID account, please see the Center for Knowledge Management’s tutorial:
<https://spi-hub.app.vumc.org/orcid-video-guides>

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

Creating Your SciENcv

~ Including screenshots from the system ~

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 May 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 screenshot shows the 'Create a New Document' form. Red arrows indicate the selection process: from 'Document type' to 'NIH Biographical Sketch Common Form', from 'Data source' to 'Use an external source', and from the 'Source' dropdown to 'eRA Commons' and then 'ORCiD'. The 'CREATE' button is highlighted in blue.This is a detailed view of the 'Create a New Document' form. The 'Document Name' is 'Sample for tutorial', 'Document type' is 'NIH Biographical Sketch Common Form', and 'Data source' is 'Use an external source'. The 'Source' dropdown is open, showing 'ORCiD' as the selected option. The 'CREATE' button is highlighted in blue.

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.

Mapping of data from ORCiD 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

- 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 full citations can no longer be included in the Contributions to Science, you can include in-text citations for entries in your “Products” section.

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 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://grants.nih.gov/grants/guide/notice-files/NOT-OD-26-018.html>

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.

[CANCEL](#) [CERTIFY](#)

[VIEW DRAFT](#) [DOWNLOAD PDF](#)

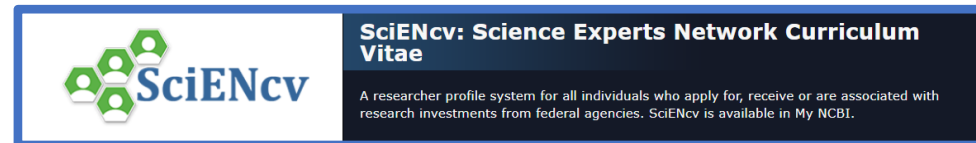
Completing this certification is REQUIRED to download and submit the final PDF of your Biosketch.

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.

Save[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

- NIH Frequently Asked Questions (FAQs) about the Common Forms for Biographical Sketch: <https://grants.nih.gov/faqs#/common-forms-biographical-sketch-current-pending-support.htm?anchor=57887>
- 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: <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>