



SciENcv Biosketching

- What is Different?
- How to do it?
- Tips for Career Development Awards
- And the NIH Current and Pending Support



ACCORDS

ADULT AND CHILD CENTER FOR OUTCOMES
RESEARCH AND DELIVERY SCIENCE

UNIVERSITY OF COLORADO
CHILDREN'S HOSPITAL COLORADO

Prepared by ACCORDS Grant Team

Ty Ogemahgeshig

Additional commentary –

Hillary Lum, MD, PhD

Training, Education and Mentorship (TEaM) Core



What is different? (For 1/25/26)

- 1) Everyone has to use **SciENcv** and it has to be certified and downloaded by the researcher or their delegate
 - Do not create a duplicate account
- 2) Everyone needs an **ORCID ID**; it needs to be linked to eRA Commons
- 3) We will use a new NIH Biographical Sketch Common Form
 - This new form is somewhat different!
 - Includes two parts (Sketch and Supplement)
 - It cannot be edited after downloading



What will seem REALLY different?

➤ CONTENT

- Positions are only the past 3 years
- Max 10 citations allowed - 5 *Products Related to the Proposed Project* and 5 *Other Significant Products* (*must be in NCBI My Bibliography*)
- Contributions to science (up to 5) have to be linked to the 5 Other Significant Products

➤ Major FORMAT changes (no page limit, but character limits)

- Order of biosketch content is different
- Personal Statement is less easy, but possible, to format. 3500 character limit
- Certification statement is required
- No MyNCBI bibliography!!
 - **Tip – Update your ORCID ID, because this will have a hyperlink to publications**



Required Accounts

1) **ORCID ID:** <https://orcid.org/>

- Purpose: Your unique, persistent identified (PID) and needs to be linked to SciENcv

2) **SciENcv:** <https://www.ncbi.nlm.nih.gov/sciencv/>

- Purpose: Creates the biosketch

3) **My NCBI:** <https://www.ncbi.nlm.nih.gov/sites/myncbi/>

- Purpose: Citations that can be populated into SciENcv

4) **Optional – Web of Science Research Profile:**

<https://www.webofscience.com/>

- Purpose: One way of updating your ORCID ID citations, including published abstracts



Allow Enough Time!

- Deep breaths
- Manage your (and your mentor's) expectations
- Set aside multiple blocks of time (biosketch AND other support)
- **Do the CITI training**

Plan your wins:

- Log ins
- Set up profiles
- Update from existing documents
- Send info to mentors/collaborators
- Agree on timelines
- Customize ->certify



How to Access SciENcv

Logging On



There are several ways to access SciENcv

OPTION #1 [SciENcv]

- 1) Go Directly - <https://www.ncbi.nlm.nih.gov/sciencv/>
- 2) Click on eRA Commons box



- 3A) Click on Research Organization and search/select

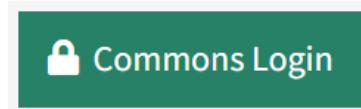
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- 4A) Enter your UCD credentials (Username and Password)



OPTION #2 [eRA Commons]

- 1) Go to eRA Commons - <https://www.era.nih.gov/>
- 2) Log into eRA Commons



or

Login with Login.gov [?](#)
 LOGIN.GOV

Login with eRA Credentials [?](#)

Username:

Password: 

(For External Users Only)
[Forgot Password/Unlock Account?](#)

- 3) Select Personal Profile



- 4) Scroll down and click on to PUBLICATIONS



- 5) Click on the My NCBI link use this link: [My NCBI](#) 

- 6) Look for the SciENcv tile and click on Manage SciENcv



Creating SciENcv Documents

Biosketches



1. *Click on*  **+ NEW DOCUMENT**
2. *Enter Document Name – make it identifiable to the particular project.*
3. *Select Document Type – Choose **NIH Biographical Sketch Common Form**.*



NEW DOCUMENTS (continued)

4. Select Data Source – either choose

- a. External Source – This connects to your eRA Commons Account or ORCID ID. This is good if your eRA Commons account AND My NCBI is up-to-date.*
- b. Existing SciENCV document – Choose this if you have an existing SciENcv biosketch you just want to update.*
- c. Blank document – Choose this if starting from scratch.*

5. Click CREATE



Screenshot example

https://www.ncbi.nlm.nih.gov/labs/sciencv/

Bookmarks Gmail - Inbox (31) - hda... MyApps Welcome to Strauss Hea... ScholarOne Manuscripts Video Conferencing, We... TeamCollaborations Geriatrics

ORCID ID: <https://orcid.org/0000-0001-5637-3912>

eRA Commons ID: hillary.lum

My Documents

Last Updated ↓	Title	Delete
12/16/25	Mentor Biosk...	
4/25/24	Primary Care...	
4/23/24	First version	

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

Data source *

Use an external source

Source *

Your eRA Commons and Orcid accounts are linked to SciENcv. For more options, [link additional external accounts](#). [Learn more](#).

Use an existing document in SciENcv

Start with a blank document

[CANCEL](#) [CREATE](#)



Editing SciENcv Documents

*NIH Biographical Sketch Common
Form and Supplement*



Editing

- To update the Document Name and enter your Position Title, click on the edit ;

Identifying Information, Organization and Location * EDIT !

This is where you will enter your position title, which is required.

- To update Professional Preparation or add a professional preparation item, scroll to Section A and click on

+ ADD PROFESSIONAL PREPARATION

OR to edit an existing item, click on the pencil and/or the trashbin.

Organization	Location	Degree (if applicable)	Receipt Date	Field of Study	Edit	Delete
Dartmouth College		Bachelor of Arts	Jun 1999			



Editing (cont.)

- To update Appointment and Positions or add appointment/position item, scroll to Section B and click on + ADD APPOINTMENT/POSITION

OR to edit an existing item, click on the pencil and/or the trashbin.

Date	Current	Title	Organization/Department	Location	Edit	Delete
2019 - Present	No	Pre-Award Grant Manager	UNIVERSITY OF COLORADO DENVER		A blue pencil icon.	A blue trash bin icon.

If you choose use existing data source and choose eRA Commons, the A. professional preparation and B. appointments and positions will pull from your eRA commons profile. (AND, you can review and edit)



Editing (cont.)

- To select a related products item, scroll to Section C and click on and choose up to five by selecting the checkbox for that product.
- To select any other significant products (up to five more) products.

SELECT RELATED PRODUCTS

SELECT OTHER PRODUCTS

The selection of products can be chosen either from My Bibliography (My NCBI) or in one's ORCID account (anything listed/cited can be chosen). Only those cited/added into My Bibliography/ORCID can be selected from.



Screenshot

C. Products

Provide 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. The NIH Biographical Sketch Supplement will provide the opportunity to describe these contributions in more depth while referencing the other significant products cited in this section.

It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project. Acceptable products must be citable and accessible including but not limited to:

[What are acceptable products?](#) ▾

Each product must follow the [NIH Policy on Use of Hypertext in NIH Grant Applications](#) and include full citation information:

[What is included in a full product citation?](#) ▾

Senior/key persons who wish to include publications in the products section of the biographical sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

Products Closely Related to the Proposed Project *

Select up to 5 products

SELECT RELATED PRODUCTS

Other Significant Products Highlighting Contributions to Science *

Select up to 5 products

SELECT OTHER PRODUCTS



Editing – Biosketch Supplement

- To add a Personal Statement, click on

ADD PERSONAL STATEMENT

This can be typed in or cut and pasted from another document.

- To add an Honor, click on

ADD HONOR

You will need to include the name of the honor, Organization of the honor, and the year of the honor.

- To add a Contributions to Science, click on

ADD CONTRIBUTION TO SCIENCE

This can be typed in or cut and pasted from another document.



NIH BIOGRAPHICAL SKETCH COMMON FORM

Section by Section



Breakdown of Sections

A. PROFESSIONAL PREPARATION

Replaces the Education and Training section of the current NIH Biosketch.

- Will be listed in **reverse chronological order**;
- Will require organizational name, location (City and State), Degree (if applicable), Start Date of education/training, End Date of education/training, Field of Study
- This will be consistent once you enter the information



Breakdown of Sections

B. APPOINTMENTS AND POSITIONS

(Replaces the Positions, Scientific Appointments, and Honors section of the current NIH Biosketch.)

- Will be listed in reverse chronological order;
- Will include academic, professional, and institutional appointments **going back 3 years** from date of submission.
- Each entry to include Name of Appointment/Title, Organization/Department Name, City/State/Country, Start Year, End Year (blank if **present**)
- This will be consistent once you enter the information



Breakdown of Sections

C. PRODUCTS

- Group 1: Can list up to 5 products closely related to project
- Group 2: Can list up to an additional 5 products (*other significant products highlighting contributions to science*)
- Products must be citable and accessible
- Could be publication, presentation, website, technologies/techniques, inventions, data/sets, databases, software, models, educational aids, interventions



Breakdown of Sections

C. PRODUCTS (add'tl)

- Must be selected from My Bibliography or ORCID
- **Keep your My NCBI updated to ensure most accurate list!**
- **Or, can populate ORCID (perhaps updated through Web of Science)**
- When citing non-publications in My NCBI, choose MANUALLY, then select the product type, and enter the corresponding information (at a minimum you need to enter a Title, Author, and Publication Date for each)



Products: Tailoring to a career development award - MENTEE

- Use Group 1: Products Closely Related to the Proposed Project
 - Highlight publications in main research you care about
 - Hopefully includes co-authorship with mentors
 - Remember you can include scientific abstracts (may need to share this info with mentors)
- Use Group 2: Other Significant Products Highlighting Contributions to Science - to highlight:
 - Related research to show what you've done
 - Research methods to show what you know how to do
 - Collaborations with mentors



Products: Tailoring to a career development award - MENTOR

- Use Group 1: Products Closely Related to the Proposed Project
 - Include products with the mentee!
 - Include publications related to the content area, methods expertise, and/or other mentorship
 - **PLEASE tailor this to the mentee**
- Use Group 2: Other Significant Products Highlighting Contributions to Science. Highlight:
 - Related research / key relevant funding (R-level projects)
 - Research methods
 - Collaborations with others on the mentorship team
 - **Hopefully, this can be fairly consistent for different versions!**



Supplement: Personal Statement

SUPPLEMENT

A. PERSONAL STATEMENT – 3,500 character max

Briefly describe why you are well-suited for your role(s) in this project (*similar to the Personal Statement of the current NIH Biosketch*).

- Instructions: Briefly describe why you are well-suited for your **role(s)** in this project.
- Relevant factors may include: aspects of your **training**; your previous experimental **work** on this specific topic or related topics; your **technical expertise**; your **collaborators** or scientific environment; and/or your **past performance** in this or related fields,
- Including ongoing and completed research projects (i.e. funded awards) from the past three years that you want to highlight.



Tailoring to a career development award - MENTEE

- Your personal professional goal and connection to the work
- Your brand -> leader in a specific area
 - (supported by Group 1 products in main research you care about)
- Brief highlights from your training and why they matter
- Brief examples of your prior research
 - Include number of publication
 - Use Group 2 to highlight related research
- Brief description of “known” methods AND proposed training objectives
 - Can use Group 2 to highlight research methods
- List recent, relevant funded grants



Tailoring to a career development award - MENTOR

- Your specific role (i.e., primary mentor; mentor in implementation science; biostatistician) and relationship with the mentee
- Your research expertise, including R-level funding
- Your methods expertise, including how you will specifically be involved in the mentee's proposed research and training
- Your broader mentorship and/or relevant academic leadership roles that you will use to support the mentee
 - Ideal to list number of CDA or K-level mentees
- List recent, relevant funded grants



Formatting that can be used

 to move to a new line

 to add a blank line (new paragraph)

 to start bold

 to end bold

<i> to start italics

</i> to end italics



Supplement: Honors

SUPPLEMENT

B. HONORS - **no more than 15**

- Junior Faculty should include scholarships, traineeships, fellowships, **career development awards (i.e., CCTSI KL2; AHA...)**
- Clinicians should include clinical licensures and board certifications



Breakdown of Sections

SUPPLEMENT (add'tl)

C. CONTRIBUTIONS TO SCIENCE – Up to 5 possible contributions

- Can only link to Other Significant Products (Group 2)
- Can be designated as N/A if no contributions.

Each contribution should indicate historical background framing scientific problem, central findings, influence of findings on the progress of science or the application of findings to health, include **specific role in contribution**, no graphics allowed, no citations but can refer to it.

Each contribution has a max of **2,000 characters**.



CERTIFICATION PROCESS

NIH BIOGRAPHICAL SKETCH COMMON FORM



CERTIFICATION PROCESS

Certification is REQUIRED and must be completed by the PD/PI and/or the Senior/Key Person ONLY

STEPS

1. ***COMPLETE all sections including Supplement sections.***
2. ***Scroll down to Certification section, click on VIEW DRAFT to confirm your biosketch (optional)***
3. ***Once CONFIRMED, click on DOWNLOADABLE PDF button***
4. ***This will produce a POP-UP with certification statements will appear, click on CERTIFY.***



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](#).

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.

CANCEL

CERTIFY

5. *After you click CERTIFY, a time-stamped certified PDF will be created, which can be used for submission.*

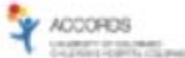
- *It should be noted that ALL biosketches must be certified for submissions on or after 1/25/26.*
- *The PDF's can be emailed after the certification, but any needed change requires a re-certification.*



Submit your abstract today!!



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Questions?



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RESEARCH AND DELIVERY SCIENCE

UNIVERSITY OF COLORADO
CHILDREN'S HOSPITAL COLORADO

ACCORDS PreAward Grant Team

Amy Nickerson – amy.nickerson@cuanschutz.edu

Tyonek Ogemahgeshig – tyonek.ogemahgeshig@cuanschutz.edu

Haley Lopez – haley.lopez@cuanschutz.edu

Andrew Lawler – andrew.lawler@cuanschutz.edu



Creating SciENcv Documents

*Other Support – new name:
NIH Current and Pending (Other) Support
Common Form*



NEW DOCUMENTS

+ NEW DOCUMENT

1. *Click on*
2. *Enter Document Name – make it identifiable to the particular project.*
3. *Select Document Type – Choose **NIH Current and Pending (Other) Support Common Form** (if submitting on or after 1/25/26).*



NEW DOCUMENTS (continued)

- 4. Select Data Source – either choose**
 - a. Existing SciENcv document – Choose this if you have an existing SciENcv other support you just want to update.**
 - b. Upload an XML file – this is useful if you have an existing OS pdf, but it has strict formatting requirements.**
 - c. Blank document – Choose this if starting from scratch.**
- 5. Click CREATE**



NEW DOCUMENTS (continued)

UPLOADING AN XML FILE

- Upload an XML file

VERY USEFUL IF YOU HAVE AN EXISTING OS PDF

- a. You can either put your grant support and pending grant support into an XML template; OR*
- a. Extract grant data from an existing OS pdf.*



NEW DOCUMENTS (continued)

USING AN XML TEMPLATE

1. XML templates look like this

2. Entered into Microsoft Word and saved as a .xml file.

*.... and a few more steps
To import*

```
<profile>
  <identification/>
  <employment/>
  <funding>
    <support>
      <projecttitle/>
      <awardnumber/>
      <supportsource/>
      <location/>
      <contributiontype>award</contributiontype>
      <awardamount/>
      <inkinddescription/>
      <overallobjectives/>
      <potentialoverlap/>
      <startdate/>
      <enddate/>
      <supporttype/>
      <commitment/>
    </support>
  </funding>
</profile>
```



Editing SciENcv Documents

*NIH Current and Pending (Other)
Support Form*



Editing

- **To update the Document Name and enter your Position Title, click on the edit ;**

Identifying Information, Organization and Location * EDIT !

This is where you will enter your position title, which is required.

- **To update Proposals and Active Projects, scroll to and click on**

ADD PROPOSALS AND ACTIVE PROJECTS

OR to edit an existing item, click on the pencil and/or the trashbin.

Proposals and Active Projects Title	Source of Support	Status of Support	Total Award Amount	Support Start Date	Edit	Delete
AI-Informed Next Day Clinic to Reduce Avoidable Hospitalizations	UCLA/ARPA-H	Current	\$14,000,000	Sep 2025		
WorkWell: Building Evidence-based Work Design to Optimize Clinician Well-Being and Safety	UCSF/AHRQ	Pending	\$3,887,640	Jul 2025		



Editing (cont.)

- To update In-Kind Contributions scroll to and click on

+ ADD IN-KIND CONTRIBUTION

OR to edit an existing item, click on the pencil and/or the trashbin.

Summary	Source of Support	Dollar Value	Edit	Delete
Mentor on K23AG123456	AHRQ	\$5,000		



CERTIFICATION PROCESS

NIH Current and Pending (Other) Support Common Form (required on or after 1/25/26)

Below is an example:

2028	2.4
2029	2.4

***Overall Objectives:** We will conduct simulation studies to assess the impact of different work design interventions and through qualitative methods understand organizational decision-making around work design. Our objective is to equip organizational leaders, who are often the organizational levers needed for change, with the necessary tools for a more holistic assessment of optimal work design to assist in weighing the intricate trade-offs inherent in decision-making concerning HCP work design.

***Statement of Potential Overlap:** None.

Certification:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

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

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.

Certified by Burden, Marisha in SciENcv on 2025-05-27 11:10:44



If you have any questions,
please contact the ACCORDS
PreAward Grant Team.



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Tyonek Ogemahgeshig – tyonek.ogemahgeshig@cuanschutz.edu

Haley Lopez – haley.lopez@cuanschutz.edu

Andrew Lawler – andrew.lawler@cuanschutz.edu

Amy Nickerson – amy.nickerson@cuanschutz.edu