Navigate Webinar: NSF Biosketch and SciENcv – July 20, 2020

Introduction

Good morning, everyone. In the interest of time, I'm going to get started today. So welcome to this webinar on the NSF Biosketch and SciENcv. My name is Joanna Thielen. My pronouns are she and her. I'm the Biomedical Engineering Librarian at the Art, Architecture and Engineering library, which is located in the Duderstadt Center on North Campus. My email address is here on the screen if you'd like to contact me with questions.

Today's webinar is hosted by the Navigate Team. You can reach them at navigate dash research at umich.edu. They are happy to answer any questions about today's webinar and its contents.

So a housekeeping item before we get started in today's content. All of the presentation materials will be made available to you at a later date. They will be announced via another RAPid newsletter. The newsletter will include a link to the handout I'm going to share of today's slides, as well as a recording of today's webinar. So feel free to look back at those materials or share them with any colleagues who might be interested. Also, all attendees will receive a separate email that contains a link to fill out a post webinar survey. So if you can complete that, we'd really appreciate that. We want to make sure we're providing content that is relevant and meaningful to you. And just as a final reminder, we're going to be using the chat function today as the way we are going to be answering questions. So feel free to pop out the chat, the chat box. My colleague Marci will be monitoring the chat for me. And she will also be putting in some links, like she's already added the Navigate Team email in there. So if you'd like to follow along that way, please do. So I'm also going to pause my video.

Today's Webinar

Okay, so here's what we're going to cover today. Two main sections. First is creating a biosketch for an NSF proposal. The second is using an online tool called SciENcv to create this biosketch. And I'll be doing a live demonstration of this tool. And then finally, we should have

time for a longer Q and A session at the end. After each of those sections, I will pause for questions, so please put your questions in the chat at anytime.

Creating a Biosketch for an NSF Grant Proposal

Okay, so first let's talk about creating a biosketch for an NSF proposal. A biosketch is a document that's included with a grant proposal that describes the training and expertise of each senior personnel. It kind of describes why this person is involved in the proposed project. Biosketches are required by many different funding agencies, especially for U.S. Federal funding agencies. The biosketch on the right is actually a sample NSF biosketch that was used, that was created using this online tool, SciENcv, which I will be demoing later. So this is just to give you an idea of what an NSF biosketch could look like.

NSF Biosketch

So the NSF biosketch has a two page limit. So it's a relatively short document. It's really important to note that the NSF biosketch has different requirements from the NIH biosketch. So a researcher simply cannot reuse an NIH biosketch for an NSF grant proposal. They need to create a new NSF biosketch.

The NSF biosketch has four major sections, which are listed here. In the next slides, I will be going over each of those sections in more detail. And if you'd like to get more information on the requirements for the biosketch and each section of the biosketch, there's a link down here. It takes you directly to the NSF's guidance online. And Marci has placed that link in the chat if you'd like to explore that.

Professional Preparation

So the first section of the NSF biosketch is Professional Preparation. This is where the researcher describes their education and training. And it's a fairly straightforward section. All of the screenshots on subsequent slides are from SciENcv, the online tool that I'll be live demoing in just a little bit so you can get a glimpse of what this online tool looks like. So essentially the researcher just puts in the Institution, Location, Area of Study, Degrees and Years. Fairly straightforward for this section.

Appointments

The second section is the Appointments section where the researcher lists their academic, professional, and institutional appointments. Again, fairly straightforward to do and something like the Professional Preparation section that isn't going to change significantly over time.

Products

The third section is where things get a little bit more complicated. This section is called the Products section, and this is where the researcher can list up to five products related to the proposed project and up to five products not related to the proposed project. So this section actually has two sub sections. So the NSF gives some pretty specific guidance on what is an acceptable product.

So what can be included in this section and what cannot be included in this section. So for products they accept articles including pre-prints, datasets, software, patents, and copyrights. Things they don't accept in the Products section are manuscripts or drafts that have not yet been submitted to a journal, invited lectures, as well as lists of other publications.

So here's what the Products section looks like in SciENcv. So you can see it has those two subsections. So first the products related to the proposed product, the project, I should say. And then the products that are other significant, whether or not they're related to the proposed project.

So the researcher can list up to five products at each subsection. You don't have to list five. Five is just the max. And a product can only be listed in one of these subsection. So it cannot be listed in both of those subsections.

And to add products, essentially, what you do is click this Select citations button right here. And then you'll come to this page which allows you to select citations. If you have an ORCiD account, you can connect it to ORCiD by clicking this button here. ORCiD stands for Open Researcher and Contributor ID. It gives each researcher a unique numerical ID. Oh, yes. And Marci is saying, Can a few people confirm that you are seeing my slides? If you could just put that in the chat, that would be very helpful. Sorry, Joanna, I got a comment from someone

saying they weren't seeing your slides so I wanted to make sure that others were seeing them. But sounds like we're all good so. Great. Thank you, Marci.

So back to ORCiD. It's a way for each researcher to get a unique numerical ID. And it's a free online tool that anyone can use. And it basically is trying to solve the name ambiguity problem of people having similar names. So the library has a lot of online resources to help you set up your ORCiD account, as well as manage your account. And Marci will put some of those links into the chat right now if you're interested in exploring more of those. So that's ORCiD. So that's one way you can kind of populate the Products section of your NSF biosketch.

The other way is by using this tool called My Bibliography right here. Which is a way you can pull in products from PubMed, which is a medical and biomedical literature database. And you can also manually add products as well, which is important if you wanted to add products such as patents or copyrights. And when I do the live demo section, I will show you this in much, much more detail. So if you click the Go to My Bibliography button, you would come out to this My Bibliography tool. And then you use this Add citations button to get your citations from PubMed, from a file or add them manually as well. Again, I'll show that in much more detail during the live demo portion.

Synergistic Activities

And then finally, the last section is Synergistic Activities. This is where the researcher can describe up to five examples that show the broader impact of their professional and scholarly activities. And I added this long quote here directly from the NSF to show you the breadth of types of activities the NSF allows to be included in this section. So it's things from teaching and learning to research, such as developing research tools, methodologies, algorithms or databases, as well as service activities. So service to the scientific and engineering community, as well as broadening the participation of groups under-represented in STEM.

So this section, the last one, is a free text section. So this is where the researcher has the most leeway to include things. So basically you can just copy and paste in your activities into this section. Again, you can have up to five in here, but you're not required to have that many. Five is just the maximum. It's just important to make sure that they are distinct examples. There's not overlap between various examples.

So are there any activities, or pardon me, are there any questions at this point before I start talking about SciENcv, the online tool to create biosketches. So far the only questions that have come in have been about the availability of slides and resources after this webinar. And we will be making the slides and the recording available after the webinar and that will be done or will be announced later via one of the RAPid newsletters. Great. Thank you, Marci. If anyone else has any questions, of course, feel free to put them in the chat box at any time and I can pass them along to Joanna to answer.

What Is SciENcv?

Okay. I'm going to continue on to the second section. We're going to talk about using this online tool, SciENcv, to create a biosketch. So SciENcv stands for Science Experts Network Curriculum Vitae. It's quite a mouthful, I know. It's a researcher biosketch profile service that was created by NCBI, which is the National Center for Biotechnology Information, which is part of the NIH. You can access it via this link here or you can just Google SciENcv and it'll, it will come up.

So why would researchers want to use this tool? First of all, it's a free online tool. Anyone can sign up and create an account. So not just faculty but undergrads, graduate students, post-docs, research fellows. Anyone can use this tool for free. It allows researchers to create multiple biosketches, which is important, like I mentioned before, of having a biosketch for different funding agencies. So NSF versus NIH. And you can also have multiple biosketches for multiple research projects as well. It does the formatting for you, which is a huge time-saver. So you input all of this information and then once you're done, you can download a PDF of your biosketch and it will put it in the correct format, such as making sure the citations are in the correct format. So that will save you a lot of time. And when I demo how to use SciENcv you'll be able to see that more clearly. Also, researchers can designate a delegate on their account, which means another person can then access and modify their biosketch. And finally, you can set it up so that SciENcv is pulling information from external sources, such as ORCiD or My Bibliography for the Products section. So you don't have to manually type in everything.

So starting later this fall on October 5, all biosketches for NSF proposals must be created in SciENcv, or using the NSF's fillable pdf, which I'll show you right now. So if researchers don't want to use SciENcv for whatever reason or aren't comfortable using it, they can download this

two-page PDF and then just fill out all of these fields here. But I have found that SciENcv is a fairly simple and intuitive tool to use, but this is another option. And then finally, two resources I want to highlight before I go into a live demo of SciENcv. Previously the Navigate Team had a webinar on using the same tool to create NIH biosketches. So the URL here will bring you to their website, which includes a recording of that webinar, the slides from the webinar, as well as a detailed step-by-step guide on using SciENcv for NIH biosketches. And then finally, I've created a detailed step-by-step guide on using SciENcv for NSF biosketches, which will go into much, much more detail than I'm able to go into today. So you can follow the link there.

Demo of SciENcv

So now I'm going to be doing a demo of SciENcv. Here's the URL again. Feel free to Google it to get access to it. If you'd like to follow along, feel free to do that. Unfortunately, due to time constraints, we won't be able to troubleshoot access to your account. But if you're able to get into your account, feel free to follow along if you'd like. Okay. So I'm going to switch screen-sharing quickly. Okay. So now Marci, can you confirm that you're seeing the homepage of SciENcv? Yes, I am. Okay, great. So this is the homepage of SciENcv. Click here on the blue button to start. On this homepage they do give you a lot of help and background information, so they've lots of different videos on using that tool. So that's another way to get help if you need it. So click on the blue button. There's many different ways you can log into SciENcv. For example, if you have an eRA Commons or an NSF login, you can use either of those. There are also third party options, including the University of Michigan. You click that and type in University of Michigan and you could sign in that way.

I am going to use my NCBI login. Okay, so now I'm in my SciENcv account. You can see that I have previously created biosketches. So they actually show up and I can access those documents, which is another benefit of using SciENcv as my NIH and NSF biosketches are all in one location, if I want to refer back to them at a later point. You can see I've given them names here and then it tells me which type of biosketch it is, an NIH or an NSF biosketch. If you have just created your account, you obviously won't have anything in here.

Create a New Biosketch

To create a new biosketch just click create a new document here. Give it some sort of name. Probably try and be as specific as possible, maybe even adding the date or some other identifier to which grant, project or research project it is. Make sure to carefully select which format it is. NIH biosketch is the default. But if we're doing an NSF biosketch, just click that because that will determine which sections actually appear and that are the ones you have to fill out.

You can start with a blank document or you can start with existing documents. So I have other biosketches already in my SciENcv account. So if I wanted to create a new biosketch based on an old biosketch, I could use one of these if I wanted to. And then you would just click the Create button. For today, I'm going to show you one of the biosketches I've already populated. Ok, so here is what an NSF biosketch would look like in SciENcv. So if I scroll down, you can see the four sections that we've been talking about. And if you create a new document, these will obviously be blank.

Professional Preparation Demo

So for Professional Preparation, the first section, you just click the Add button. You select whether it's a degree or a training. And then you just fill out the required fields. And then you can click Save or Save and add another entry. You can also edit your entries by clicking this button here so you can edit them or delete them. So if you make a mistake, for example, you can go in and edit them and just click done. A nice part about SciENcv is it makes sure that it's in correct chronological order for you so you don't have to worry about that.

Appointments Demo

Next is Appointments. So it's pretty similar to Professional Preparation. Just click Add another entry. Fill out the fields that are required. You may need to add a level for the organization. If, for example, you work in an institute that's within a department at the University of Michigan. If you want to make sure all of that is captured, you can add levels and you can also take them away. And then again, Save or Save and add another entry. And again in this section it will make sure it will do the formatting correctly in terms of reverse chronological order. You can also edit your entries, edit or delete them over there as well. Okay, so that's Professional Preparation and Appointments which are pretty straightforward.

Products Demo

So now let's move on to Products, which is probably the most complicated section. So underneath the Products heading, they actually give you a reminder of what you can and cannot include as products within each of those sections. So to get products into either of these subsections, just click Select citations. So I have already added citations from the My Bibliography tool. If you haven't done that, nothing will appear here. There won't be any list. This is where a researcher can connect to their ORCiD account. So just click this button and connect to your ORCiD. If you have an ORCiD account, it should have a list of your publications. And by connecting your SciENcv account to your ORCiD account, you're basically sharing the publications that are in your ORCiD account with your SciENcv account. So they will then appear in this list here. You can also search for them in the My Bibliography tool as well. So I'm going to go to My Bibliography. So the library is creating much more detailed videos on My Bibliography, which should be available in the next month or two. So we'll let you know when those are available. So once you get to My Bibliography, you'll want to add citations. You can see that I have citations in here already. But if you're using it for the first time, nothing will appear.

Citations Demo

So under add citations there's three options. So you can add them from PubMed, which is a biomedical and medical literature database. You can add them from a file. For example, if you have a file from a citation management software, or you can also add them manually. I'm going to demonstrate this one first. So this is where you can add things like journal articles that don't appear in PubMed. There's other types as well, including patents and datasets and software. Remember, those are also acceptable types of products you can list in the Product section of the NSF biosketch. For example, if you had a patent that you wanted to list as a product, choose that type and then fill out this information. Click Add citation, and then it would appear in your My Bibliography. Once you go back to your biosketch in SciENcvthen you'll be able to select that patent as one of the products in either of those subsections. And that's how you do it manually. File is just uploading a file.

And then from PubMed, you actually get this little search box that appears here. I'm going to search for a researcher in the Biomedical Engineering Department, James Ashton-Miller. You

can search by name. You can search by the title of an article. Key words. I could do James Ashton-Miller 2019 just to see his publications from that specific year. There's lots of different ways you can search PubMed for these articles. So now I have ten results. So these are all of Dr. Ashton-Miller's articles that he published last year. If I want to include those in the My Bibliography, I have to check these individually. Unfortunately, there's no way you can just select all. Which I think is kind of a flaw of this this tool. Just click the ones that you'd like to appear in your My Bibliography, then add them. And now it says they have been added to My Bibliography. So now they will appear in this long list here.

Once you are done adding citations to My Bibliography, then you can go back to SciENcv. So go back to My NCBI. In the SciENcv section. You can go to the SciENcv homepage by clicking Manage SciENcv, or you can click on the biosketch that you were using. So I will go back to my sample biosketch. So now in the Product section, those ten publications from Dr. Ashton-Miller 2019 will appear in this long list. I believe they will appear at the bottom. Yes. Here are some of his articles from 2019. So to select which products you'd like to appear, simply check the box next to the name of the article. You can also uncheck the box. If you tried to select more than five products, a warning box will pop up that says you can only select five. Also, if I scroll up to the top of this list, you'll notice that some of these have been grayed out. They are gray because they're telling me that I have already selected those as products in my other section. This other significant product section. And I can only list a product in one of the subsections, not in both. So that's why it's highlighted in gray. And then once you're happy with your products, just click Save citations. And now those appear here. And remember the researcher can pick up to five. It doesn't have to be five. Five is just the limit.

And then to select citations in the other sub-section, it's the same process. Once you add those articles to My Bibliography, they will be there whenever you are creating a biosketch in SciENcv. So you don't have to go back into My Bibliography again unless you want to add additional citations.

Synergistic Activities Demo

Ok, and finally the Synergistic Activities section. This is essentially just a free text section. So to add an example, just click the Add button down here. This, there we go, this window will pop up. I would suggest copying and pasting from a word processor. This doesn't have any sort of

spelling or grammar check. So I would suggest doing all of your drafting and editing in, in a different software rather than here. Once you do this click save, there isn't a word limit on the, for each of these examples. So you can be as verbose as you want. However, just remember that your NSF biosketch has to be limited to two pages. And if you are, if you have very long examples in this section, when you go to download the PDF of your biosketch, a warning box will pop up that says your biosketch is longer than two pages. It's your responsibility to make sure that it meets the two page limit. And it will still download the document for you and you'll be able to see that it is longer than two pages, so you will have to go back and edit it. So the software will give you a biosketch that is longer than two pages. You have to make sure you're meeting that requirement.

Once you add in your various examples, if you hover over it, you can see that you can move the examples up and down and you can edit and delete them. So if you wanted to switch the order in which your examples appear, you can do that as well. So once you are happy with what you've put in all four sections, just go back up to the top and you can download the PDF version. So just up here in the upper right, download PDF. Okay, so here is actually what my downloaded NSF biosketch looks like. Let's zoom out a little bit. And you can see that going between SciENcv right here and the biosketch as it was downloaded as a PDF, the formatting is very different, but it has done all of that formatting for me. It has put things in the correct order. It has put the citations in the correct citation format. And those examples. So just make sure when you download the PDF that it is two pages or less. In this case it's about a page and a half, so we're just fine. Like I mentioned before, it will download if it's longer than two pages, but you will get a warning box.

So a few other things I wanted to mention is within the NSF biosketch, the two sections, the first two sections, Professional Preparation and Appointments. Those are the sections that are probably going to change the least between different research projects. So I would suggest just setting up something like a basic biosketch that only includes those two sections. So here's an example of that where I only filled out the first two sections. You can see I've nothing in Products or Synergistic Activities. So then when I go to create a new NSF biosketch, I can create it based on this document. So I don't have to worry about filling out the Professional Preparation or Appointments sections unless something has changed since the last time I made a biosketch.

Add a Delegate Demo

Then finally, I just want to show you how to designate a delegate. So in the upper right corner, click on your username. And then just scroll down a little bit to the delegates section right here. Just click the Add a delegate link right here. You essentially just add in their email address and then they'll get an email that allows them to access your, your SciENcv account and your biosketches. If you had any linked accounts, for example, if you have linked your SciENcv account to your ORCiD account, it would appear here as well. And you can also add and remove linked accounts in this section as well.

Questions and Answers

So I will go back to SciENcv again. So that is all the content I had. I'm happy to answer any sort of questions that might have come in through the chat.

So there is a question that came in, having to do with ORCiD and the linking with My Bibliography. So the question is, for ORCiD, do you need to re-pull periodically to pull in new publications or once linked to ORCiD, will any new publications associated with your ORCiD automatically be added to my bibliography? I believe it is the latter. So once you link your ORCiD account to your SciENcv account, if you have a new publication that appears in your ORCiD account, it will be available in your SciENcv account. That's the beauty of linking those accounts is that they can share information in that way. But great question. So just to clarify and that I think that is true, that's going to be linked to the SciENcv. I don't think ORCiD the ORCiD publications will show up automatically in My Bibliography. Is that correct, Joanna? I think so. Let me go back to my sample NSF biosketch here. In the Products section if I had linked to my ORCiD account right here, I would actually have another tab. Instead of the My Bibliography tab, I'd have an ORCiD tab right here that I could click. And that would show all of my publications in from my ORCiD account. So yes, that's good to clarify that the publications from your ORCiD account and the My Bibliography tool would be are separate. They wouldn't be merged into a single list. They would just appear as two tabs under the Products section. But again, you can select products from either of those for both subsections in the Products section.

Looks like we did get another question. So the question is, can you make changes to the biosketch header or footer? Do you mean in SciENcv or once you have downloaded the PDF?

Because if I change, flip over to this, the downloaded PDF, this is just a sample account that we use for when we are demonstrating this tool. So this will obviously show your name, not just this made up name. And I believe this professional title and institution that is actually pulled out of your Appointments section. So the appointment that is listed as present, will be is what will be populated here. I don't believe you can make any other sort of changes, even if you're using the NSF's fillable pdf instead of the SciENcv tool. There's only a few sections that you can edit. Like your name, your position, title, and things like that. So please let me know if that does not answer your question. I would also reiterate that that's one of the sort of beautiful things about using SciENcv is that it's already formatted with the header and the footer of the way that I believe NSF wants it.

So there's another question here. NSF Synergistic Activities was reduced to using brief statements. With the new format is this reverting back to the free-form, lengthy activities? I would say the answer is yes and no. So in this new format, it, it is a free text and there aren't word limits on your examples that you put in the Synergistic Activities section. However, to, you have to be careful with the length of the examples you put in to make sure that you're meeting that two-page word limit or I'm sorry, the two page biosketch limit. So for example, if you had maybe just one or two products, then you could be more lengthy in your Synergistic Activities. But if you have five products in each subsection then you're going to need to be shorter in your synergistic activities just to meet that two page length. So it allows for some sort of tailoring in that way. But yeah, I guess the answer is yes and no.

Conclusion

So I am not seeing any additional questions. Just a reminder, if you have any questions on content after the webinar, feel free to reach out to the Navigate Team. Their email is navigate dash research at umich.edu. They are happy to answer any questions you might have. And Marci just put their email in the chat as well. So thank you all very much for attending. Some really great questions. And we hope that you guys find this tool as easy and intuitive to use as we do. So thanks.