Frequently Asked Questions for SciENcv and NSF Grant Proposals

It is important to note that responses to these questions were compiled from various sources. For the most accurate and current information, it is essential to refer to and prioritize information directly provided by the National Science Foundation.

Last updated: October 27, 2023

Contents

Helpful Resources

- [SciENcv](#) Help Manual with NSF-specific sections: https://www.ncbi.nlm.nih.gov/books/NBK154494/
- NSF Proposal & Award Policies & Procedures Guide (PAPPG) [Chapter II.D.2.h(i)](#)
- Using SciENcv Frequently Asked Questions September 30, 2023: https://www.research.gov/common/attachment/Desktop/SciENcv-FAQs.pdf
- Frequently Asked questions Regarding Current and Pending (Other) Support February 2023: https://www.nsf.gov/bfa/dias/policy/cps_faqs/currentandpendingfaqs_feb2023.pdf
- NSF Pre-award and Post-award Disclosures January 30, 2023: https://www.nsf.gov/bfa/dias/policy/disclosures_table.jsp

Who do I contact if I have questions?

- For proposal submission and document-related questions, please contact your Northwestern University unit's Research Administrator.
- For NSF technical questions or immediate assistance, please contact the NSF Help Desk (7:00 AM – 9:00 PM Eastern Time, Monday through Friday except for federal holidays):
    - Email the NSF Help Desk: rgov@nsf.gov
    - Call the NSF Help Desk: 1-800-381-1532
- For NIH SciENcv technical questions or immediate assistance, please contact the NCBI Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays):

- o Email the NCBI Help Desk: info@ncbi.nlm.nih.gov
- o Create a ticket: https://support.nlm.nih.gov/support/create-case/
- Policy-related questions should be directed to policy@nsf.gov.

Topic: General

1. **When will researchers and research administrators be required to use SciENcv for NSF proposals?**

   The mandate to use SciENcv only for preparation of the biographical sketch went into effect for new proposals submitted or due on or after October 23, 2023.

   (source)

2. **Is it possible to have multiple SciENcv accounts or create a new one if the original account is misplaced or in the case of a change in institution?**

   It is not recommended to have multiple My NCBI *accounts* (not to be confused with having multiple biosketches within My NCBI's SciENcv tool, which is common). While there are several ways to authenticate into the system, we encourage users to sign in to SciENcv with their credentials (i.e. NSF ID and password). Those selecting the "NSF Log in" option will be directed to sign in via Research.gov. Users will be automatically redirected back to the My NCBI homepage after their NSF login is successful. Please ensure that your NSF profile is affiliated with your Northwestern e-mail address.

   If you suspect or want to check to see if you have multiple My NCBI accounts, email the NCBI help desk at info@ncbi.nlm.nih.gov and include the following in your message: NSF ID and any email addresses that may be associated with your account(s). If multiple accounts do exist, the help desk can assist in merging them into a single account. All existing linked accounts will transfer to the single account. The single account will contain all contents of the accounts including saved searches, collections, bibliography entries, etc.

   (source)

   If you have problems logging into SciENcv with your NSF ID and password, email the NSF Help Desk at rgov@nsf.gov or call at 1-800-381-1532 (7:00 AM- 9:00 PM ET; Monday-Friday except federal holidays).

   (source)

   Also note these resources:
   - To look up your NSF ID: https://identity.research.gov/sso/services/forgotNSFID
   - To Reset your NSF Password: https://identity.research.gov/sso/ui/NSFPWResetUserValidation?org=/research

3. **When and how likely is it that NIH or DOE will mandate the use of SciENcv after the initial requirement by NSF (i.e., post October 23)?**

   During the Federal Agency Updates at Federal Demonstration Partnership Meeting in September 2023, the NSF shared that the NSF is serving as "steward" of the Common Forms which are currently being cleared by OMB/OIRA. Common Forms will include the CHIPS and Science Malign Foreign Talent Recruitment Program Certification for senior personnel and the target for implementation by agencies is 2024.

   Source: https://thefdp.org/wp-content/uploads/Federal-Agency-Updates-9.19.23.pdf

Topic: Biosketch Certification

1. **Is it possible for a delegate to certify an NSF biosketch on behalf of a researcher?**

   No, as a delegate, you are not authorized to certify a biosketch document. The PI must be the final person to approve any changes in the biosketch, and the PI is the only person who can certify their own biosketch document. The certification requirement is an essential step to ensure that the information being provided is compliant, current, accurate, and complete.

2. **If a modification is required on the NSF biosketch after certification, what is the process for making edits prior to submission to NSF? Or, how should edits be handled post-certification but before NSF submission?**

   Modifying the exported .pdf (if even possible) after certification could result in a compliance error that will prevent document upload in Research.gov and Grants.gov. To make corrections prior to NSF submission, edit the information in ScieENcv and re-certify the document.

   (source Current and Pending (Other) Support Questions Q5)

3. **What is the maximum number of individuals who can serve as delegates for NSF biosketch and Current and Pending (other) Support?**

   Multiple people can serve as delegates. Delegates are persons who are granted access by NCBI account owners to view and manage their My Bibliography collection and/or their SciENcv profile. Delegate invitations are initiated by NCBI account owners.

   (source)

4. **As a delegate, I found that I cannot print out final versions of biosketches and C&P documents. Why is that?**

The PI has likely not yet certified (as a delegate, we have the ability to download drafts but not the certified pdf). Once your PI has certified the pdf, you as a delegate should be able to go in and download it.

Topic: Workflow

1. **When using SciENcv, should researchers or RAs create a master version or is there a recommended method for naming and managing multiple document versions? How should documents be labeled for clear distinction between proposals?**

   When utilizing SciENcv, it's advisable for researchers or RAs to consider using a distinctive identifier in the document's name to differentiate it from other proposals or versions. This can help in maintaining clarity and organization.

   A master version can also be used to make routine updates outside of proposal submission tasks, e.g., when funding decisions are made on grants.

2. **Does SciENcv provide a notification when a researcher certifies their NSF biosketch?**

   As of now, SciENcv does not offer a notification system for when a researcher certifies their NSF biosketch.

3. **In the context of proposal submissions, should researchers or delegate RAs be responsible for creating new NSF Biosketch and Current and Pending (Other) Support forms for each proposal?**

   The procedure may vary depending on the specific school or department. We recommend reaching out to your Research Administrator for detailed guidance tailored to your academic unit.

4. **Can a delegate access and import information from ORCID on behalf of the researcher?**

   Only NSF and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their NSF and ORCID accounts.

   See SciENcv: Integrating with ORCiD: https://www.youtube.com/watch?v=G_cKSRr7TJ4

   (source)

5. **What do I do after certifying and generating a PDF document in SciENcv?**

   After a PDF file is generated in SciENcv, users can *rename* the generated file by right clicking the file name and renaming it. However, do not use the *save as* feature or *export* it or open the file

in another application to resave it because doing so will corrupt the file. Follow these steps to rename the file:
- • Save and close the PDF file
- • Right click on the file to rename it
- • Upload the PDF via Research.gov or Grants.gov.

([source](#) Q10)

Topic: Current and Pending (Other) Form Requirements

1. **In the NSF Current and Pending (Other) Support form, do the grants need to be in any particular order?**

   There is no specific guidance provided regarding the order in which grants should be listed in the NSF Current and Pending (Other) Support form.

   Note that there is no page limitation for this section of the proposal, though some fields have character limitations for consistency and equity.
   ([source](#))

2. **Are there samples of what the form will look like by the NSF or by Northwestern?**

   Please contact your Northwestern Research Administrator or consult with experienced faculty members for access to sample documents such as the NSF Biographical Sketch or the Current and Pending (Other) Support form. These individuals often have valuable insights and resources that can provide you with concrete examples and help you better understand the expectations and best practices for these important documents.