



SciENcv

SciENcv is an application in My NCBI that helps you create online professional profiles that can be made public to share with others. In SciENcv you can document your education, employment, research activities, publications, honors, research grants, and other professional contributions. My NCBI users can create multiple SciENcv profiles in official biographical sketch formats, for the National Institutes of Health (NIH) and the National Science Foundation (NSF), which can be used for grant submissions. In addition, SciENcv profiles include, when registered with ORCID, your ORCID iD.

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, FastLane, or ORCID accounts. The information transferred to SciENcv can be changed, hidden, augmented or deleted. SciENcv users control the content displayed in their SciENcv profiles.

For details on the mission and guiding principles of the Science Experts Network Curriculum Vitae project, go to SciENcv project. Institutions interested in obtaining a copy of the current data schema can download it from about SciENcv.

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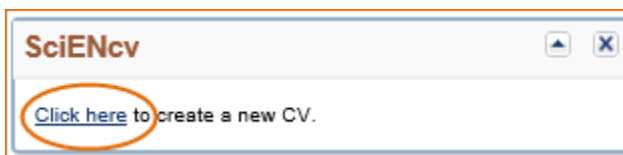
Accessing SciENcv

After signing in to NCBI, SciENcv can be accessed from the SciENcv portlet which is located in the My NCBI main page, or from about SciENcv.

The SciENcv portlet provides information at glance on all the existing SciENcv profiles for a My NCBI account as well as their current sharing status. If no profiles have been created, the SciENcv portlet provides a link to “Create a New Profile.”

Creating SciENcv Profiles

Sign in to NCBI. Go to the SciENCV portlet and click the hyperlink “Click here.”



There are three ways to create a professional profile in SciENcv:

- Through manually entering your information into a SciENcv template (A)
- Through an automated data feed from an external source (B), or
- Through making a duplicate of an existing profile (C)

 A screenshot of the "Create New Profile" form. At the top, it says "You have 3 options for creating a new profile in SciENcv:". Below this are three tabs labeled A, B, and C. Tab A is "From scratch", Tab B is "From an external source", and Tab C is "From an existing profile". Tab A is selected. The form fields include:

- Name:** A text box containing "Theo's New NIH biosketch CV" with a hint "Enter a name to help you to identify this profile".
- Type of profile:** A drop-down menu with options "NIH Biosketch", "New NIH Biosketch" (highlighted), and "NSF Biosketch".
- Sharing:** Radio buttons for "Public" and "Private" (selected). A hint says "You can change the shared settings for this profile at any time."
- Buttons for "Create" and "Cancel".

 On the right side, there is a section titled "From scratch:" with an icon of a notepad and the text "Start with a blank profile".

Through manually entering your information into a SciENcv template

- 1 Select the first tab "From scratch," and enter a name for your new profile (see A in above image).
- 2 Select a format for your profile from the 'Type of profile' drop-down menu. Note that NIH will require the new biosketch format starting May 25, 2015.
- 3 Choose to make your profile public or private, and click Create. You may change the sharing status for this profile at any time.
- 4 To start the process, enter your information in the personal information window. If you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.

Edit Personal Information

Required Information

* required field

First Name: *

Last Name: *

+ add another address line

City :

State : Country :

Postal/zip code :

Email :

Optional Information

ORCID : [Connect to your ORCID account](#)

[Save](#) [Cancel](#)

4. Under optional information, click “Connect to your ORCID account” to link to ORCID and add your ORCID iD to your SciENcv profile. At this point, your ORCID account will be linked to your NCBI account, and consequently, you will be able to use the biographical data in your ORCID record to populate SciENcv profiles. If you do not have an ORCID iD, you may register with ORCID and your new ORCID iD will be added to your SciENcv profile.

5. Click “Save.” Your SciENcv profile will display your name and ORCID iD.

NAME [\[Edit\]](#)

Smith, Theodore R.

ORCID

[0000-0002-7848-3239](#)

6. The personal information entered in your profile can be amended by clicking “Edit.”

7. To delete an ORCID iD from your profile, click “Edit” and click the red minus icon.

Edit Personal Information

Required Information

* required field

First Name: * Theodore R.

Last Name: * Smith

[add another address line](#)

City: Washington DC

State: DC Country: USA

Postal/zip code: 20500

Email: theodors@gmail.com

Optional Information

ORCID: 0000-0002-7848-3239

Save Cancel

Through an automated data feed from an external source

- 1 Select the second tab "From an external source," and assign a name to your new profile.
- 2 Select a format for your profile from the 'Type of profile' drop-down menu. Note that NIH will require the new biosketch format starting May 25, 2015.
- 3 Under External source, select a data provider from the drop-down menu. Note that your SciENcv account has to be linked to the external data source account.
- 4 Choose to make your profile public or private, and click Create. You may change the sharing status for this profile at any time.
- 5 SciENcv will automatically populate the new profile with the information stored in your selected external data source.

Create New Profile

You have 3 options for creating a new profile in SciENcv:

From scratch From an external source From an existing profile

Name: Theo's new NIH biosketch CV
Enter a name to help you to identify this profile

Type of profile: New NIH Biosketch

External source: eRA Commons ORCID National Science Foundation

Sharing: ☐ Public ☒ Private
You can change the shared settings for this profile at any time.

Create Cancel

From an external source:

Some portions are auto-populated with data from an external profile

Through making a duplicate of an existing profile

- 1 Select the third tab "From an existing profile," and enter a name for your new profile.
- 2 Select a format for your profile from the 'Type of profile' drop-down menu.
- 3 Select a previously created profile from the "Profile to be copied" drop-down menu.
- 4 Choose to make your profile public or private, and click Create. You may change the sharing status for this profile at any time.
- 5 SciENcv will generate a duplicate of the selected existing profile.

Create New Profile

You have 3 options for creating a new profile in SciENcv:

From scratch | From an external source | From an existing profile

Name: Theo's new NIH biosketch CV
Enter a name to help you to identify this profile

Type of profile: New NIH Biosketch

Profile to be copied: Profile1, Profile2, Profile3, TheoCV ORCID, Theo eRA CV2, Theo CV3

Sharing: shared settings for this profile at any time.

Create Cancel

From an existing profile:
Duplicates an existing profile for you to use as a starting point

Using the NIH Biographical Sketch

SciENcv currently supports two biographical sketch formats for NIH. The current NIH biographical sketch format and the new NIH biographical sketch format. NIH encourages researchers to use the new format with their grant submissions. Researchers will be required to employ the new NIH biographical sketch starting May 25, 2015. The NIH official announcement can be found [here](#).

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in [Using a Partner Organization username and password](#).

The NIH biographical sketch consists of the following sections:

- [Education and Training](#)
- [Personal Statement](#)
- [Work Experience, Professional Memberships, and Honors](#)
- [Contribution to Science](#)
- [Publications](#)
- [Research Support](#)

Education and Training

Under the section titled Education/Training, click the link “add one.” Add your academic degree(s) and training, from oldest to most recently acquired.

- 1 Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”

3. To edit or delete an entry, hover over the selected degree or training entry and click either “delete” or “edit” (A).

EDUCATION/TRAINING [Show/hide entries] **B**

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YY	FIELD OF STUDY	
University of California, Berkeley, CA, USA	BACHELOR OF SCIENCE	06 / 93	Physiology	Delete edit A
University of California, Davis, CA, USA	DOCTOR OF VETERINARY MEDICINE	06 / 97	Veterinary Medicine - Large animals	

4. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, click “Show/hide entries” (B, see above). Uncheck the checkbox next to the entry you would like to hide, and click “Done.”

EDUCATION/TRAINING [Done] **C**

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

Show in this profile	INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YY	FIELD OF STUDY
☐	University of California, Berkeley, CA, USA	BACHELOR OF SCIENCE	06 / 93	Physiology
☒	University of California, Davis, CA, USA	DOCTOR OF VETERINARY MEDICINE	06 / 97	Veterinary Medicine - Large animals
☒	University of California, Davis, CA, USA	Resident	12 / 00	Equine surgery emphasis

Personal Statement

In the Personal Statement section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the icon.

Citations stored in My Bibliography can be uploaded initially by clicking the link “add one.” Select up to four citations to be displayed in this section. Afterward, to upload other citations, replace the current ones, or hide citations, click “Show/hide citations.”

Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv profiles will have the biography information available in those accounts.

Work Experience, Professional Memberships and Honors

The section titled Positions and Honors consists of three parts: employment, other experience and professional memberships, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

- 1 Under the subtitle Positions and Employment, click “add one.” Enter your past and present employment. For multiple entries, click “Save & add another entry.”

Add employment ✕

* required field

Organization: *

City: State:

Country:

[add a sub-section](#)

Position title: *

From: To: (leave blank for present positions)

2. Under the subtitle Other Experience and Professional Memberships, click “add one.” Enter other work experience and professional memberships.

Add other experience and professional membership ✕

* required field

Organization : *

Position title:

From: To: (leave blank for present positions)

3. Under the subtitle Honors, click “add one.” Enter honor society memberships, honorary titles and other honorary awards.

Add honors ✕

* required field

Honor: *

By Organization :

Year:

4. To edit or delete an entry, hover over the selected work experience, professional membership or honor and click either “delete” or “edit” (A).

B. POSITIONS AND HONORS

Positions and Employment [\[Show/hide entries \]](#) B

2001 - 2006	Veterinarian , University of California Davis , Large Animal Clinic, Davis, CA, USA	A Delete edit
2007	Veterinarian and Equine surgery specialist, University of California Davis, Large animal clinic, Davis, CA, USA	
2007	Associate Professor , University of California, Davis, School of Veterinary Medicine, Davis, CA, USA	

[add another entry](#)

5. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, click “Show/hide entries” (**B**, see above). Uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Contribution to Science

The Contribution to Science section in the new NIH Biographical sketch replaces the former section Selected Peer-Reviewed Publications, and it aims to give researchers a place where they can describe five of their most significant contributions to science. Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click “edit” (**A**). According to NIH guidelines, each description should include: the historical background that frames the scientific problem; the central findings; the influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

To add relevant citations from My Bibliography for each contribution, click “Select citations” (**B**). Select up to four citations to be displayed.



You can create up to five tabs by clicking “Add another contribution” (**C**), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking “Delete this contribution.” To save edits, click “Done.”

There is also an option to include a URL to your My Bibliography collection of published research (**D**). Selecting this option would make your My Bibliography collection public.

C. Contribution to Science [[Done](#)] 

[Add another contribution](#) **C**

1	2	3	4	5
---	---	---	---	---

[Delete this contribution](#)

Description [edit](#)

You have not yet provided a description for this contribution. Please create one [edit](#)

Citations [\[Select citations\]](#)

- a. Stroh M, Zimmer JP, Duda DG, Levchenko TS, Cohen KS, et al. Quantum dots spectrally distinguish multiple species within the tumor milieu in vivo. Nat Med. 2005 Jun;11(6):678-82. PubMed PMID: 15880117; PubMed Central PMCID: PMC2686110.
- b. Hagendoorn J, Padera TP, Yock TI, Nielsen GP, di Tomaso E, et al. Platelet-derived growth factor receptor-beta in Gorham's disease. Nat Clin Pract Oncol. 2006 Dec;3(12):693-7. PubMed PMID: 17139320; PubMed Central PMCID: PMC2693369.

D ☐ Include link to complete list of published work in [My Bibliography](#).
(Selecting this option will make the list public.)

Publications

The Selected Peer-Reviewed Publications section of the NIH biographical sketch has been replaced by the section "[Contribution to Science](#)" in the new NIH biographical sketch.

Selected Peer-Reviewed Publications displays a selected collection of your published work. This section uses My Bibliography to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.

If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.

C. SELECTED PEER-REVIEWED PUBLICATIONS [[Done](#)]

[My Bibliography](#) [ORCID](#)

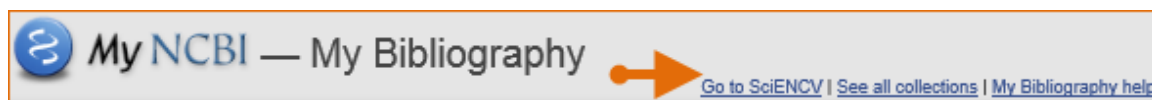
Select: [All](#) [None](#) 0 item(s) selected [Add citations](#) unchecked entries are hidden from display

- ☐ Differential effect of collagen type I rigidity on the invasion of metastatic breast carcinoma cells. Cancer research..
- ☐ A prospective, randomized controlled trial on the efficacy of fractional photothermolysis on scar remodeling. Laser Surg Med.

In addition, you have the option to add citations manually:

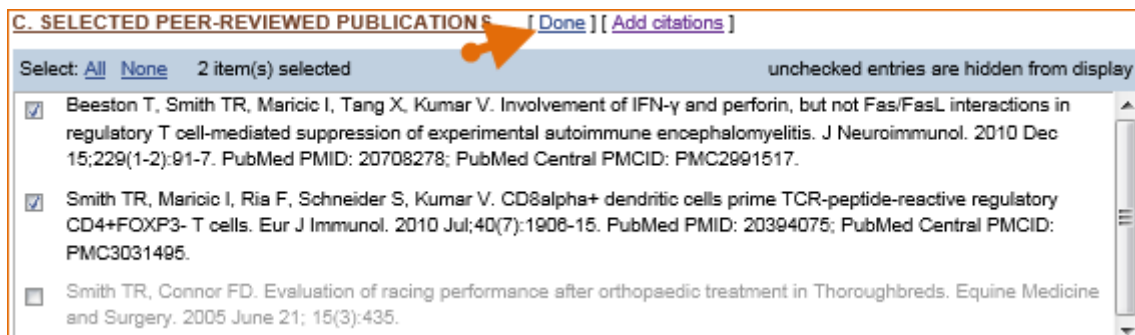
- 1 Click "Add citations."
- 2 The link will lead to My Bibliography where you can add citations directly from PubMed or manually using My Bibliography templates. For an explanation, see [Creating a Bibliography](#).

- Once you are finished adding citations to My Bibliography, click “Go to SciENcv” to see your newly added citations in your SciENcv profile.



If you find that the citations under the My Bibliography are too extensive for your SciENcv profile, you can selectively hide citations in SciENcv. To hide citations:

- Click “Show/hide entries.”
- Uncheck the citations you want to hide, and click “Done.”



3. The citation shown in gray above is hidden and consequently it will not be displayed when a SciENcv profile is shared or printed.

Note:

- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Research Support

The Research Support section displays a list of your ongoing and completed research awards. NIH and HRA grantees who have linked their eRA/HRA accounts to My NCBI will have their SciENcv profile automatically populated with their research awards.

If you linked your ORCID account to My NCBI, your SciENcv profiles will have the research awards included in your ORCID record.

In addition, you have the option to add awards manually if your research awards were issued by other agencies or institutions:

- Click “Add one.”
- Enter your ongoing and completed research awards. Be sure to select the appropriate category in the “Your Role” drop-down menu.

Add award [X]

* required information

Funding source: *

Grant ID: *

From: * To: *

Project title: *

Project description:

Your role: *

PI name: *

[Cancel](#)

3. For multiple entries, click “Save & add another entry.” The research awards entered manually in SciENcv will be placed in the User tab.

In SciENcv, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide citations:

- 1 Click “Edit Awards.” Research awards are organized in four tabs: eRA, HRA, ORCID and User. The first three tabs appear only when award data is transferred from eRA, HRA, or ORCID. The User tab stores manually added research awards.
- 2 Locate the awards you want to hide
- 3 Uncheck the awards you want to hide, and click “Done.”

D. RESEARCH SUPPORT [[Done](#)] 

eRA

User

Select: [All](#) [None](#) 1 item(s) selected unchecked entries are hidden from display

☒	UCDVET126789, UC Davis School of Veterinary Medicine Smith, Theodore R. (PI) Equine Veterinary Research database The goal of this project is to create an integrated database of Equine Veterinary research across the state. Role: PI Edit Delete	2010-09-01 to 2015-08-31
☐	AVMA3453987, American Veterinary Medical Association Smith, Theodore R. (PI) Practitioner Research Award Role: PDC Edit Delete	2007-01-01 to 2007-12-31

 [add another award](#)

4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCv profile is shared through a URL or printed.

Note:

- Only research awards in the User tab can be modified or deleted in SciENCv
- Go to My Bibliography to review the NIH or HRA awards associated to your publications. For an explanation, see Associating Funding to your Publications
- Awards under the 'ORCID' tab can only be edited/deleted in your ORCID record

Using the NSF Biographical Sketch

The National Science Foundation (NSF) biographical sketch format is the official format used for grant submissions to the NSF. NSF FastLane, NIH eRA Commons, and ORCID account holders who have linked their accounts to My NCBI can populate their SciENCv profiles with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization Username and Password.

The NSF biographical sketch consists of five sections:

- [Professional Preparation](#)
- [Appointments](#)
- [Products](#)
- [Synergistic Activities](#)
- [Collaborators and Other Affiliations](#)

Professional Preparation

Under Professional Preparation enter your academic degrees and training in chronological order.

- 1 Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”
3. To edit or delete an entry, hover your mouse over the selected degree or training and select either “delete” or “edit” (A).

A. PROFESSIONAL PREPARATION [Show/hide entries] **B**

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR	
University of California	Berkeley, CA, USA	Physiology	BACHELOR OF SCIENCE	1993	A Delete edit
University of California	Davis, CA, USA	Veterinary Medicine - Large animals	DOCTOR OF VETERINARY MEDICINE	1997	
University of California	Davis, CA, USA	Equine surgery emphasis	Resident	2000	

4. If you want to download or share your profile, but only want selective content to be displayed, click “Show/hide entries” (B). Next, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

A. PROFESSIONAL PREPARATION [Done]

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

Show in this profile	INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR
☐	University of California	Berkeley, CA, USA	Physiology	BACHELOR OF SCIENCE	1993
☒	University of California	Davis, CA, USA	Veterinary Medicine - Large animals	DOCTOR OF VETERINARY MEDICINE	1997
☒	University of California	Davis, CA, USA	Equine surgery emphasis	Resident	2000

Appointments

In the Appointments section, list your academic and professional appointments in *reverse* chronological order.

- 1 Enter your present and past employment. For multiple entries, click “Save & add another entry.” To indicate your principal professional appointment for the NSF biographical sketch, be sure to check the box next to “Use this entry as the position title in Biosketch.”

2. To edit or delete an entry, hover your mouse over the selected entry and click either “delete” or “edit” (A). If you want to download or share your profile, but only want selective content to be displayed, click “Show/hide entries” (B).

3. Uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Products

The Products section of the NSF biographical sketch displays citable and accessible publications, data sets, software, patents and copyrights. This section uses My Bibliography to manage products information, and it consists of two parts:

- 1 Products most closely related to the proposed project (A), where you may add up five products that are most closely related to the proposed project.
- 2 Other significant products (B), where you may add up five products that are significant, whether or not related to the proposed project.

Click “edit this section” to add products from your My Bibliography collection, or if not found there, to add citations for your products (see Creating a bibliography).

C. PRODUCTS

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and citable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book name, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [[Show/hide entries](#)]

You have not included any product in this section. Please [edit this section](#).

OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT [[Show/hide entries](#)]

You have not included any product in this section. Please [edit this section](#).

3. If you want to print or share your profile, but only want selective content to be displayed, click “Show/hide entries” (C, see above). Uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Synergistic Activities

In the Synergistic Activities section of the NSF biographical sketch list up to five examples that illustrate the impact of your professional or scholarly activities and their focus on the integration and transfer of knowledge.

- 1 Enter each activity in the “Add/Edit Synergistic activity” window.

Add/Edit synergistic activity

I have a background in veterinary medicine with clinical training and expertise in equine surgery and equine sports medicine. I have advised many veterinary students who chose to focus on equine physiology and surgery, developed research projects with them as well as co-authored many publications.

Save Cancel

2. To reorganize the order of your listed synergistic activities, or to delete or edit an entry, hover your mouse next to the selected entry and click 'Move up,' 'Move down,' 'Delete,' or 'Edit.'

D. SYNERGISTIC ACTIVITIES

List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

1. I have a background in veterinary medicine with clinical training and expertise in equine surgery and equine sports medicine. I have advised many veterinary students who chose to focus on equine physiology and surgery, developed research projects with them as well as co-authored many publications.
2. I have collaborated with veterinary surgeons across the country in developing best practices for handling native breed equine populations with the aim of preserving the biodiversity of non-domestic animals.

➡ Move up / [down](#) | [delete](#) | [edit](#)

[add another entry](#)

Collaborators and Other Affiliations

The Collaborators & Other Affiliations section of the NSF biographical sketch consists of three parts:

1. Collaborators and Co-Editors, displays a list of persons, with their institutional affiliations, who have collaborated or co-authored on projects or publications with you during the 48 months preceding the submission of a proposal. Include also other persons who have co-edited a journal, a compendium or conference proceedings with you during the 24 months preceding the submission of a proposal. Select a radio button for either Collaborator, Co-editor or Co-author; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

2. Graduate Advisors and Postdoctoral Sponsors, where you list your graduate advisors as well as principal postdoctoral sponsors, and their current institutional affiliations. Select a radio button for either Graduate Advisor or Postdoctoral Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

3. Thesis Advisors and Postgraduate-Scholar Sponsors displays a list of persons, with their institutional affiliations, to whom you have been a thesis advisor, or a postgraduate-scholar sponsor within the last five years. Select a radio button for either Thesis Advisor or Postgraduate-Scholar Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

To edit or delete an entry in either of the three parts, hover your mouse over an entry and select either “delete” or “edit.” To hide an entry, uncheck the checkbox next to the selected entry, and click “Done.”

E. COLLABORATORS & OTHER AFFILIATIONS

COLLABORATORS AND CO-EDITORS [\[Done \]](#) 

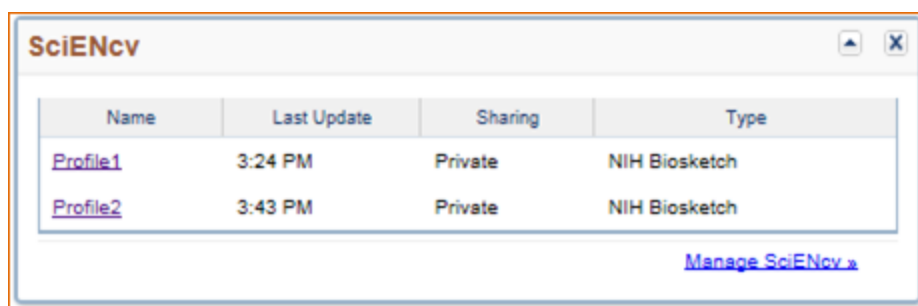
List all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with you on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.

Select: [All](#) [None](#) 4 item(s) selected unchecked entries are hidden from display

☒	Walter Burns, University of California, Davis	
☒	Anders Jonsson, University of Washington	Delete edit
☐	Charles Jordan, University of California, Davis	
☒	Fleur Miles, University of California, Davis	
☐	Peter Skinner, University of Washington	
☒	Elizabeth Witt, University of California, Davis	

Editing and Deleting SciENcv Profiles

Once you have created a few profiles in SciENcv, the SciENcv portlet will display all the existing profiles in your My NCBI account. To return to any of those profiles to edit their content, select the profile name that you wish to amend directly in the SciENcv portlet.



Name	Last Update	Sharing	Type
Profile1	3:24 PM	Private	NIH Biosketch
Profile2	3:43 PM	Private	NIH Biosketch

[Manage SciENcv »](#)

To delete a SciENcv profile, click “Manage SciENcv” in the SciENcv portlet. The resulting page is the SciENcv main page. Hover your mouse over the profile name that you wish to delete and select “Delete.”

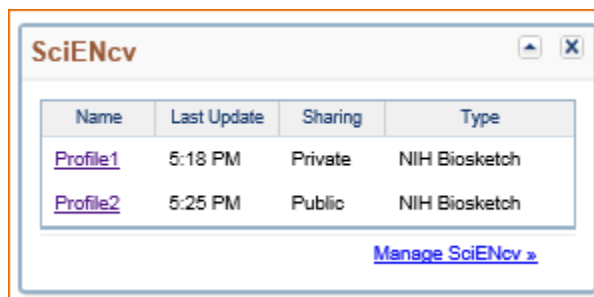
SciENcv Profiles

Last Update	Name	Type	Sharing	
4:41 PM	Profile1	BioSketch	Public	
4:41 PM	Profile2	BioSketch	Private	Delete Edit
4:41 PM	Profile3	BioSketch	Private	

[+ Create New Profile](#)

Sharing SciENcv

SciENcv profiles are set as private by default. However, a profile can be shared with others through a public URL. Each profile can be independently set up as private or public, and their current status can be viewed immediately on the SciENcv portlet.

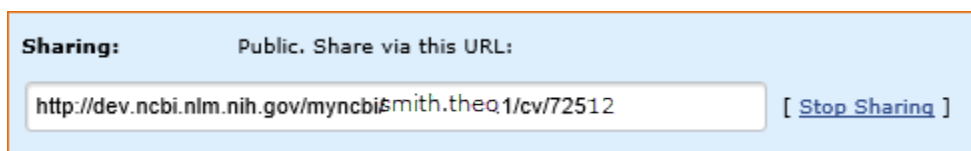


Name	Last Update	Sharing	Type
Profile1	5:18 PM	Private	NIH Biosketch
Profile2	5:25 PM	Public	NIH Biosketch

[Manage SciENcv »](#)

To change a SciENcv profile from private to public:

- 1 Sign in to My NCBI. Go to the SciENcv portlet and click “Manage SciENcv.”
- 2 Under SciENcv Profiles, select a profile name that you wish to change to public.
- 3 Next to ‘Sharing,’ click Change. A URL will be provided, which you can use to share your SciENcv profile with others.



Sharing: Public. Share via this URL:

[[Stop Sharing](#)]

4. To change your SciENcv profile back to private, click “Stop Sharing.”

Note:

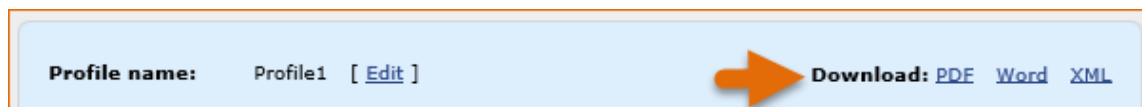
- Any time someone uses a public SciENcv URL to see your profiles; the retrieval will include all the items currently displayed in your SciENcv profiles. Hidden items will not be displayed.
- Adding, hiding or deleting items in a SciENcv profile does not require an update to your public URL.
- If a SciENcv profile is changed back to private, the public URL will no longer function.

Downloading SciENcv

SciENcv profiles can be downloaded in three formats: PDF, MS Word, and XML.

To download a SciENcv profile:

- 1 Sign in to My NCBI. Go to the SciENcv portlet and click “Manage SciENcv.”
- 2 Under SciENcv Profiles, select a profile name.
- 3 Click the hyperlink of the format you wish to download.



Profile name: Profile1 [[Edit](#)]

 **Download:** [PDF](#) [Word](#) [XML](#)

Adding Delegates to SciENcv

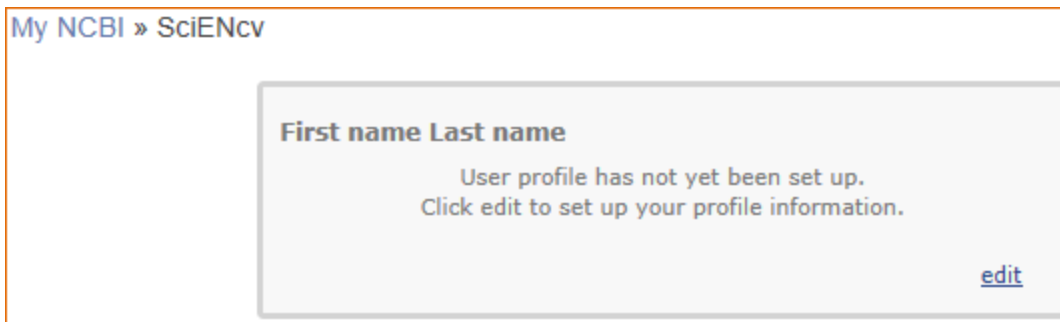
My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv profiles. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

The option to Add a delegate is available through the Accounts Settings page. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv, or both. In the Delegates section you may add or remove delegates as well as modify the access granted, see ‘Adding and Removing Delegates.’

Adding a Mini Profile to Link to PubMed Commons

To add a brief profile that will link to your PubMed Commons author page:

- 1 Sign in to NCBI, go to the SciENcv portlet and click “Manage SciENcv.”
- 2 The resulting page is the SciENcv main page, where all the profiles you created are listed. Go to the top of the page, and click “edit.”



My NCBI » SciENcv

First name Last name

User profile has not yet been set up.
Click edit to set up your profile information.

[edit](#)

3. Enter the information that will be used to link to your PubMed Commons in the Mini Profile window, and click “Save.”

×

Edit Mini Profile

This profile is a quick way to tell people who you are. It will be treated as public information and may also appear in other places, such as your PubMed Commons author page.

Required Information

* required field

First Name: *

Theodore R.

Last Name: *

Smith

Name displayed as:

Theodore R. Smith

Add credentials, if desired. E.g., Jack Doe, PhD

Title / Department:

Veterinary school

Institution / Company:

University of California, Davis

×

Optional Information

ORCID iD: [Connect to your ORCID account](#)

Save

Cancel

SciENCv