Mount Sinai

GRANTS AND CONTRACTS OFFICE

GCO's Frequently Asked Questions

New Biosketch and MyNCBI

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This document is intended to provide guidance and "how-to" advice on preparing the new NIH Biosketch and managing MyNCBI publications. The document may be revised when/if additional FAQs are necessary, based on common questions received by the Grants and Contracts Office (GCO) Grant Specialists. Check the revision (rev) date to ensure you are using the most recent version.

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1. What are the requirements for the New NIH Biosketch and where can I find instructions?

The new NIH Biosketch is limited to 5 pages. Follow the format and instructions below. You may build the biosketch in SciENcv or download a template from the NIH website.

A. Personal Statement

Briefly describe why you are well-suited for your role in the project described in this application. The 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 your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify **up to four** peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

B. Positions and Honors

List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. Contribution to Science

Briefly describe **up to five** of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference **up to four** peer-reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) that are relevant to the described contribution. The description of each contribution should be no longer than one half page including figures and citations. You also have the option to provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

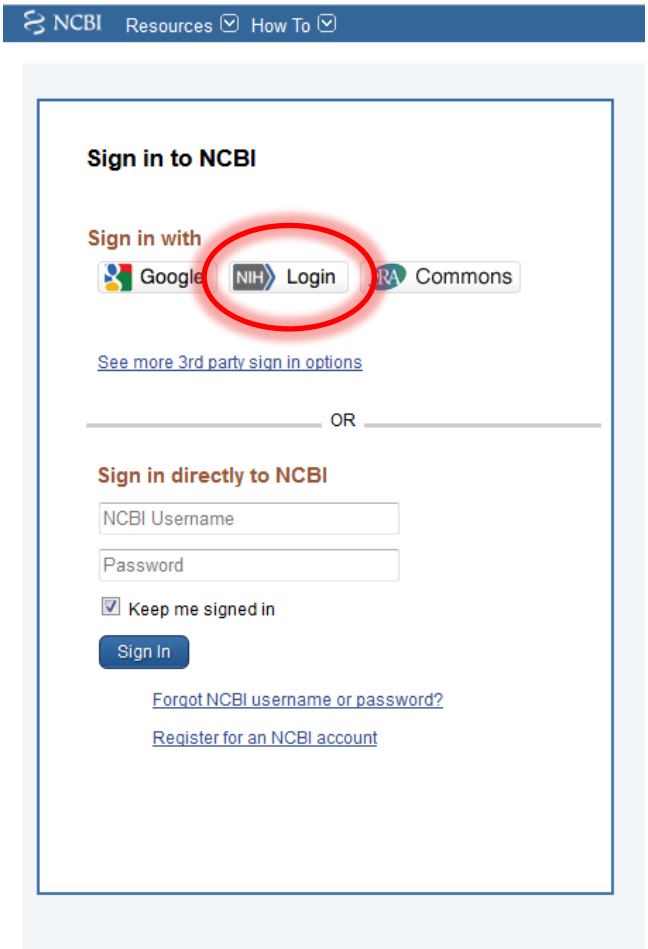
D. Research Support

List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). Begin with the projects that are most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

2. How do I locate My Bibliography and log-in to the MyNCBI website? Do I need a separate log-in for MyNCBI?

The My Bibliography can be accessed through the MyNCBI system. You do not need to create a separate registration in MyNCBI. You will use your eRA Commons username and password to access the system. If you do not have an eRA Commons username and password, contact the Grants and Contracts Office (GCO) at grants@mssm.edu to have one created.

To sign in with your eRA Commons username and password, select the NIH Login option, and enter your credentials on the following screen. You must use the same log-in method for MyNCBI each time you log-in.



3. I am logged in to MyNCBI, but My Bibliography is empty – what do I do?

If you have successfully logged in to MyNCBI and completed your My Bibliography before:

Remember, there are multiple ways to log-in to MyNCBI. Each log-in route is separate from the other, and you MUST log-in to the system the exact same way each time. If you are not seeing information you entered previously, you are likely not logged in under the correct route. Try to sign-out, and sign back in using a different route. If you continue to have issues, you may have multiple accounts.

If you suspect, or want to check to see if you have multiple MyNCBI accounts, write to the NCBI help desk at info@ncbi.nlm.nih.gov and include the following in your message: NCBI username, eRA Commons username (if any), and any email addresses that may be associated with your account(s). If multiple MyNCBI 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.

If this is the first time you are accessing MyNCBI:

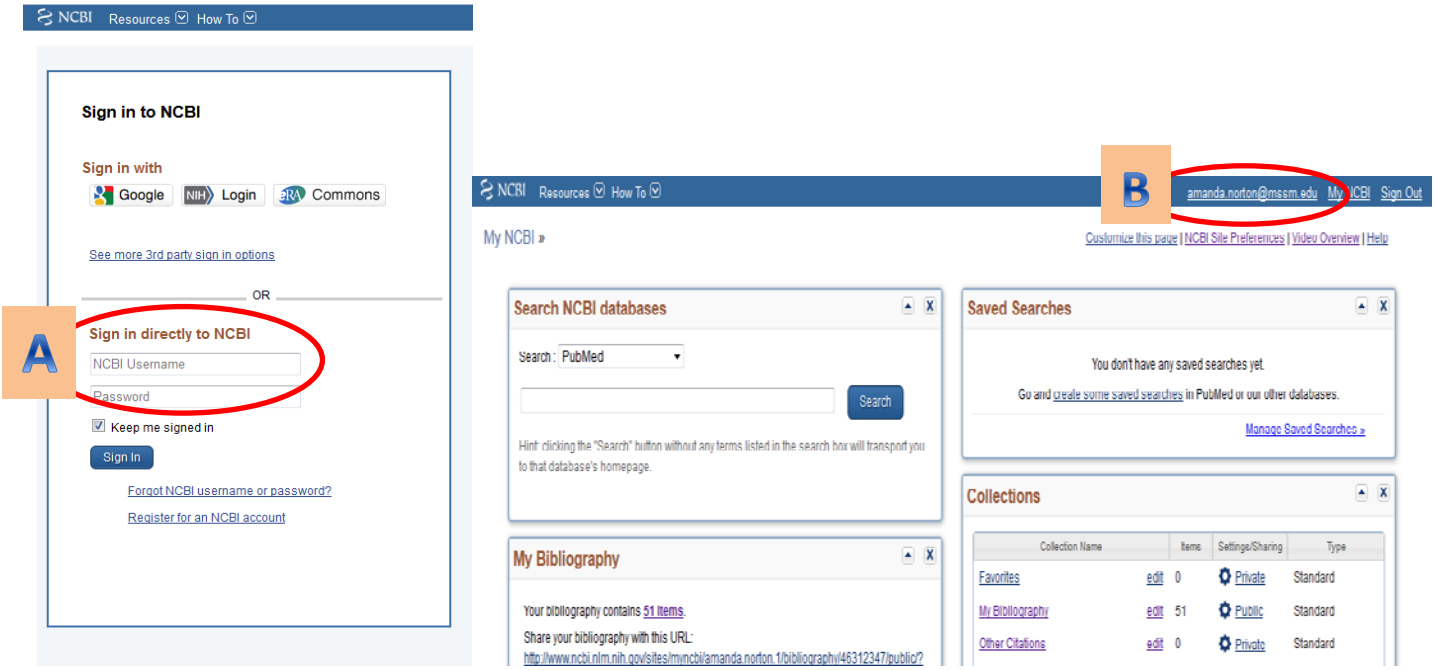
Do not create a new log-in profile by selecting "Register" on the homepage. If you have an eRA Commons username (with any role), you will sign-in using your eRA Commons credentials, as shown below. If you do not have an eRA Commons account and/or forgot your username/password, contact the Grants and Contracts Office at grants@mssm.edu for assistance.

If you are a delegate for another user:

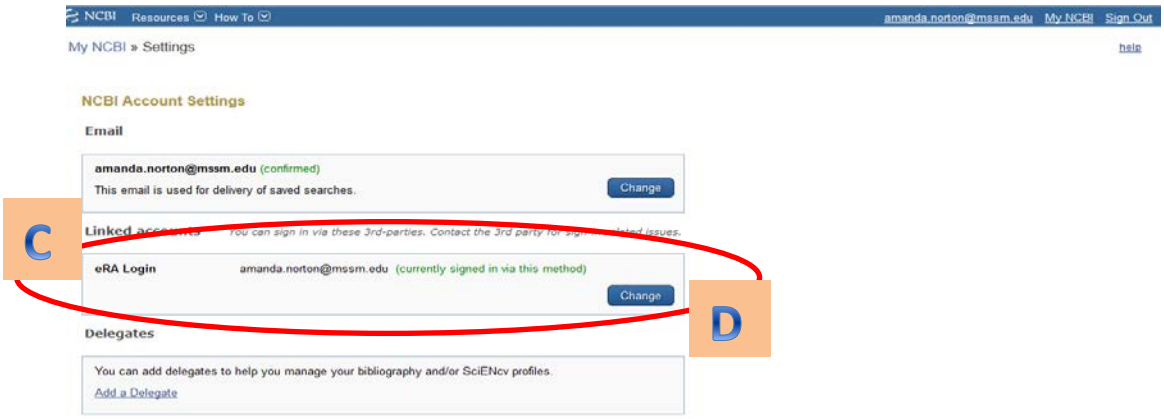
Make sure the user has made you a delegate in **both** the eRA Commons system and the MyNCBI system.

4. I registered for a MyNCBI account in the past and did not link it to my eRA Commons profile. How do I link an existing MyNCBI account with my eRA Commons profile?

To link your MyNCBI account to an eRA Commons or other account, sign in to your MyNCBI account **(A)** and click on your username that displays at the top right of the browser page **(B)**. This will take you to your account settings page.



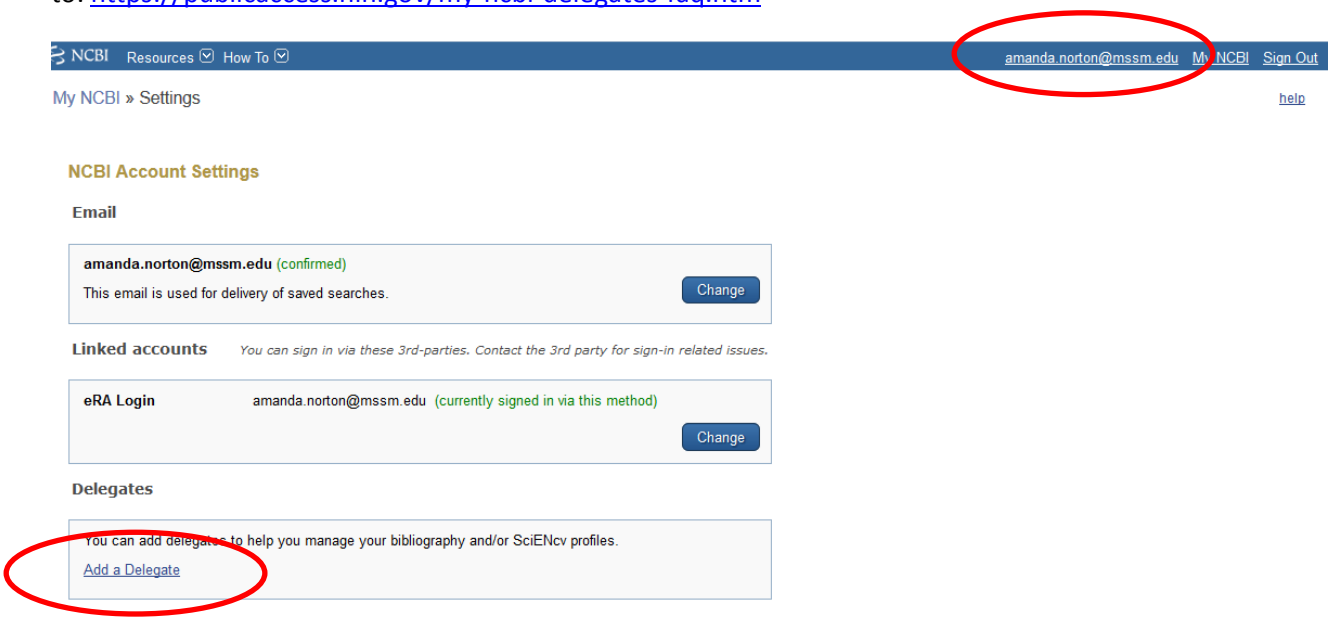
The "Linked Account" section **(C)** will display a list of accounts currently linked to your NCBI account. To add a new linked account, click on the "Change" button **(D)** in the Linked Account section. Choose the account type you wish to link from the "Login Account Options" table and enter your credentials on the sign in page for that resource. Verify that linking is complete by accessing your account setting page **(B)**



5. How do I allow another user access to My Bibliography to help me manage my publications and generate updated biosketches?

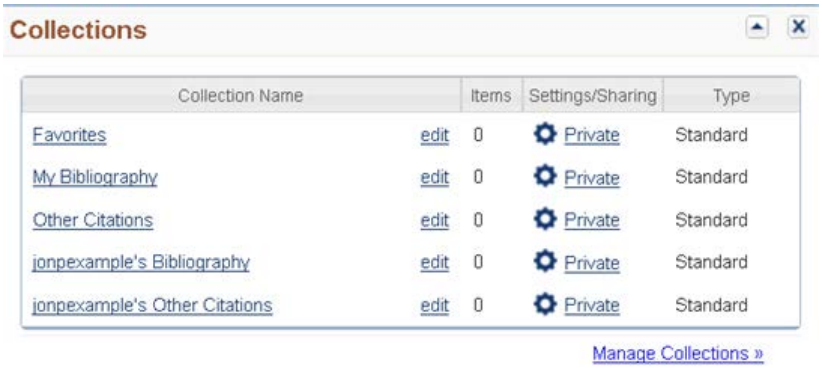
Login to your MyNCBI account. Click on your username in the top-right corner of the screen to access the Account Settings Page. Under "Delegates" click "Add a delegate". Enter your delegate's email address and click OK.

For additional information and FAQ's on adding/creating delegates, go to: https://publicaccess.nih.gov/my-ncbi-delegates-faq.htm

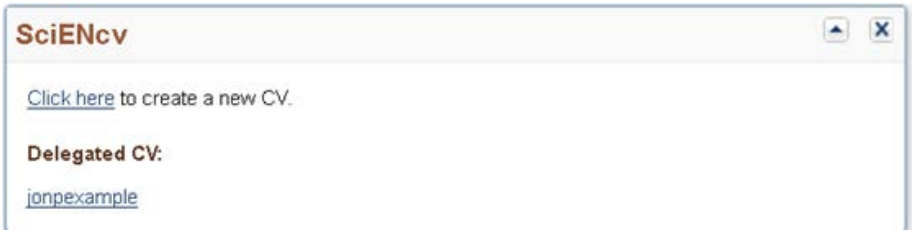


6. I am a delegate, how do I access my delegator's My Bibliography or SciENcv?

a. Login to your MYNCBI account.
b. If you have been granted access to your delegator's My Bibliography and Other Citations collections, you will see those collections listed in your collections list:



c. If you have been granted access to your delegator's SciENcv, you will be able to access it from your SciENcv portlet:

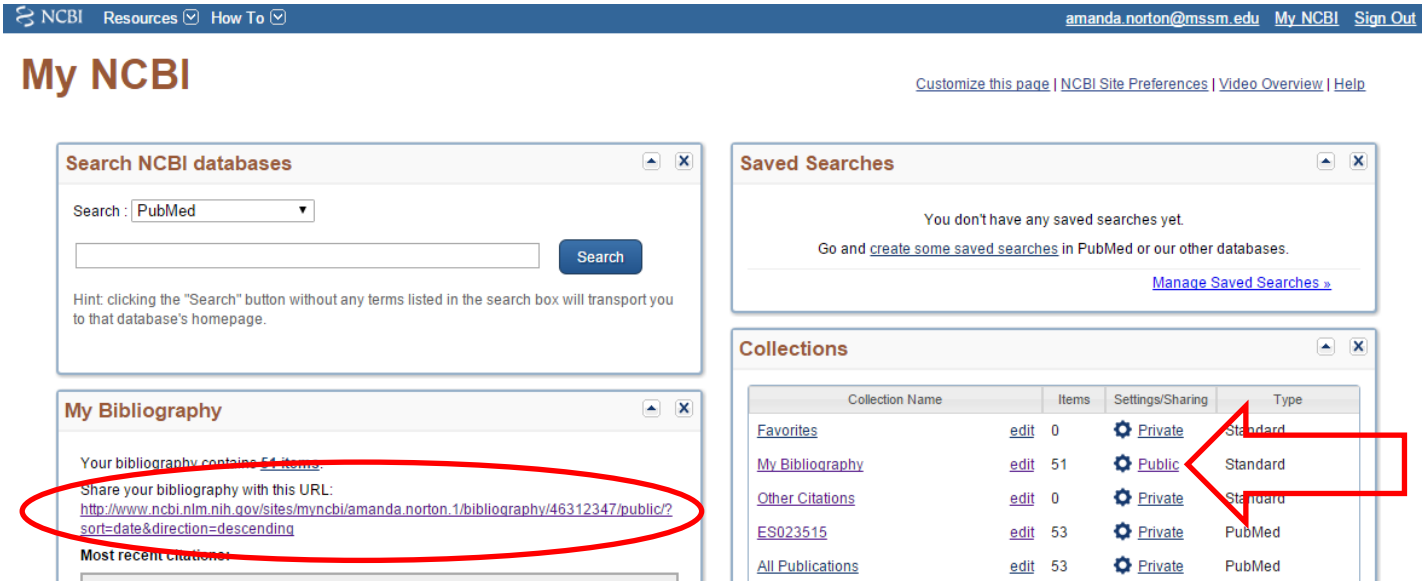


7. How do I create the My Bibliography URL link for the New NIH Biographical sketch?

The URL Link can be easily accessed in My Bibliography on the MyNCBI site. The My Bibliography is set as Private by default. **In order to share the My Bibliography list, the settings must be changed to Public. The link will not work if the Bibliography is Private.**

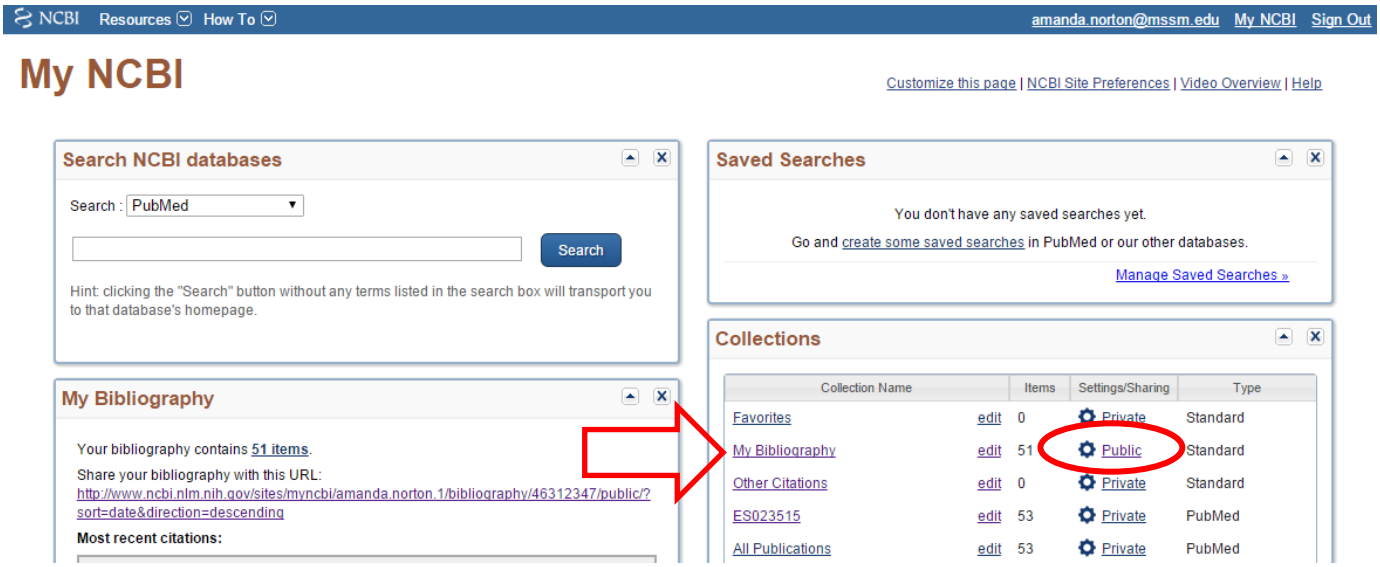
IMPORTANT: When including the link to My Bilbiography in your biosketch, spell the URL out in full, beginning with 'http://' (e.g., http://grants.nih.gov/grants/oer.htm). **Do not** include the link as hyperlinked text (e.g., NIH Grants Web page). Hyperlinks will result in application submission errors, and your application will not be accepted by eRA Commons.

To locate the My Bibliography URL link, log-in to MyNCBI. On the MyNCBI Dashboard, you can find the link under the "My Bibliography" portlet. You can determine if your Bibliography is Public or Private by looking at the Settings column under the "Collections" portlet. To add the My Bibliography link to the Biosketch, copy the link from the dashboard and paste it into your Biosketch.

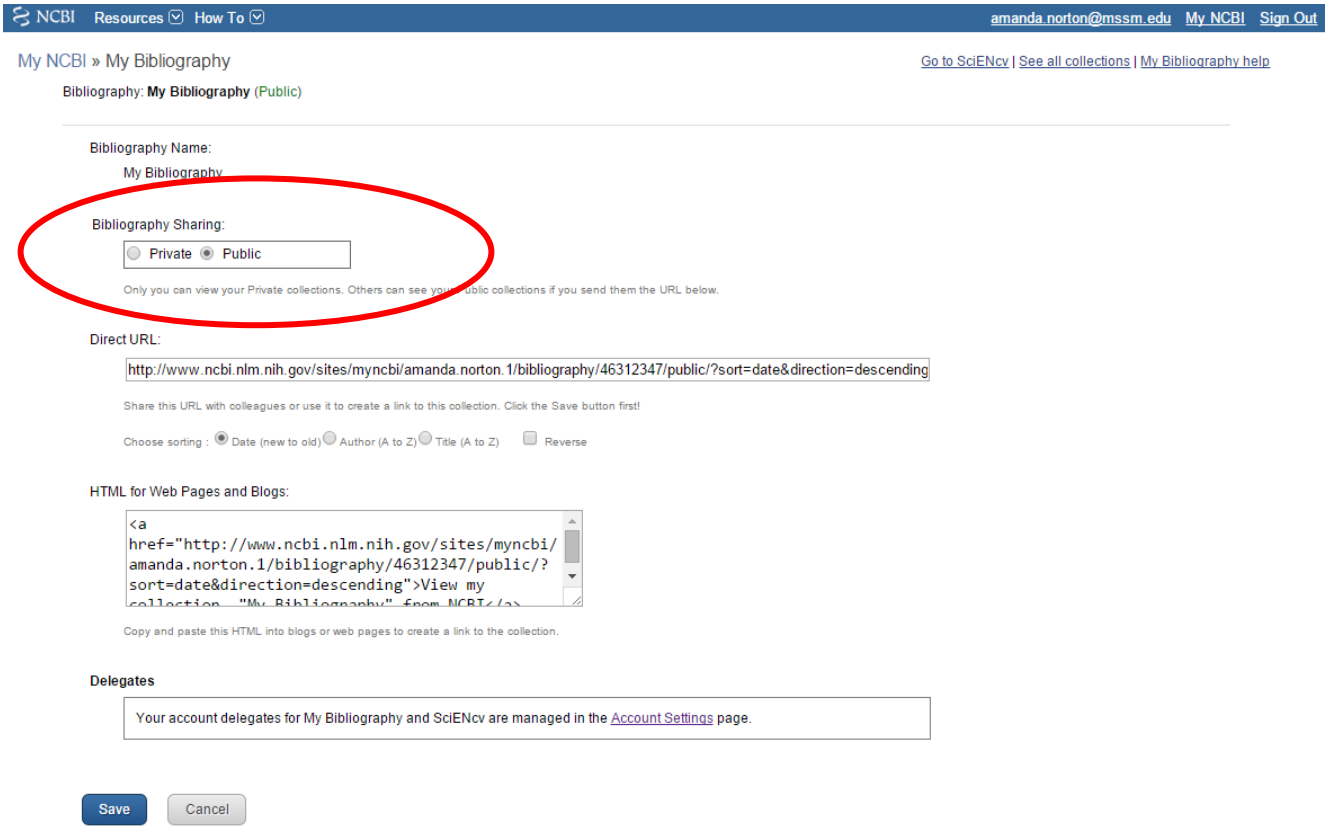


8. How do I change the settings for My Bibliography to make it Public?

Sign into MyNCBI. Click on the Settings/Sharing link beside "My Bibliography" in the Collections portlet.

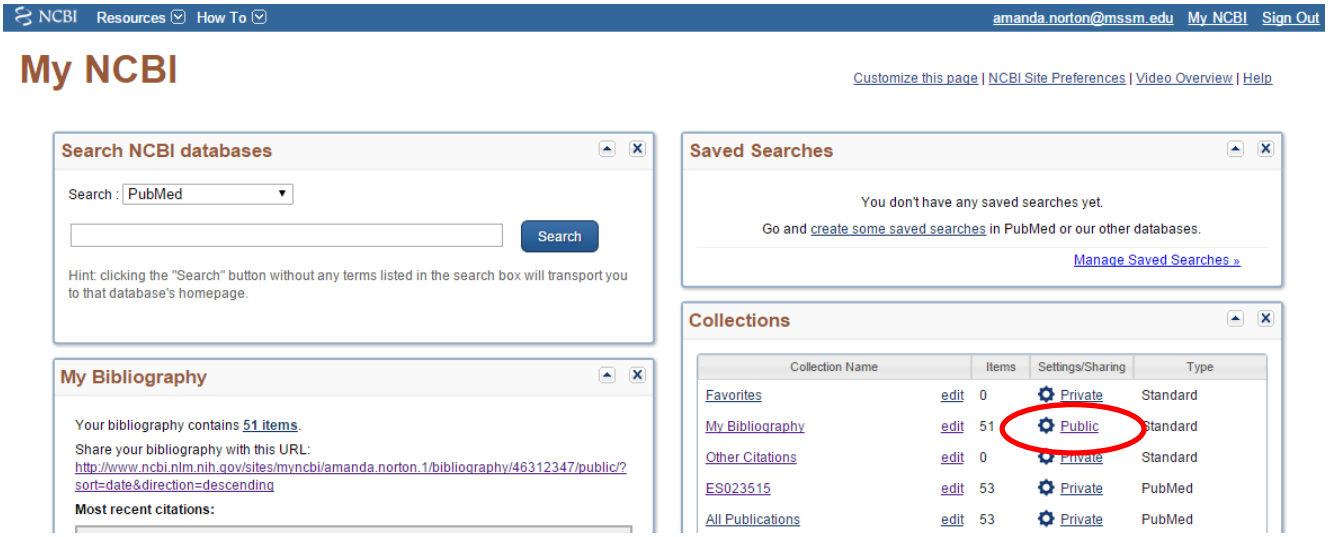


Once in the Settings section, you can change the Bibliography sharing by selecting the radio button for "Public", and clicking Save at the bottom of the page.



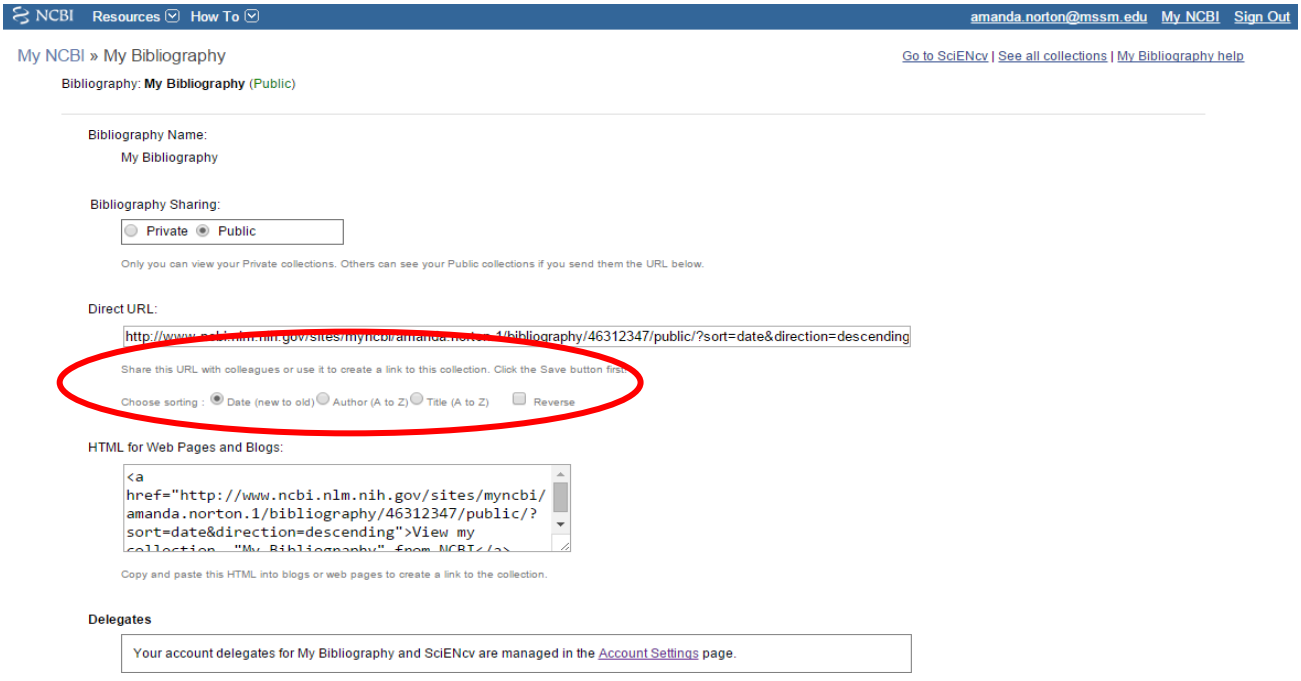
9. How do I sort the publications listed in the shared link to My Bibliography?

Sign into MyNCBI. Click on the Settings/Sharing link beside "My Bibliography" in the Collections portlet.



Under the "Direct URL" section, you can select the order you would like the publications displayed by selecting one of the radio buttons. The default is "Date (new to old)".

If you would like the publications displayed in the opposite direction (descending order), select the sorting you would like (Date, Author, Title) and click the "Reverse" button. Select Save at the bottom of the page.



10. Is including a link to My Bibliography required for the new NIH Biosketch?

No. The link to a full list of published work is allowed, but not required.

If users want to create this list and link quickly, we advise them to do so through My Bibliography. Users can add papers to My Bibliography through PubMed very quickly by using the send function.
Visit the Public Access Policy website and its associated links for more information.

11. Are other links allowed in the new Biosketch?

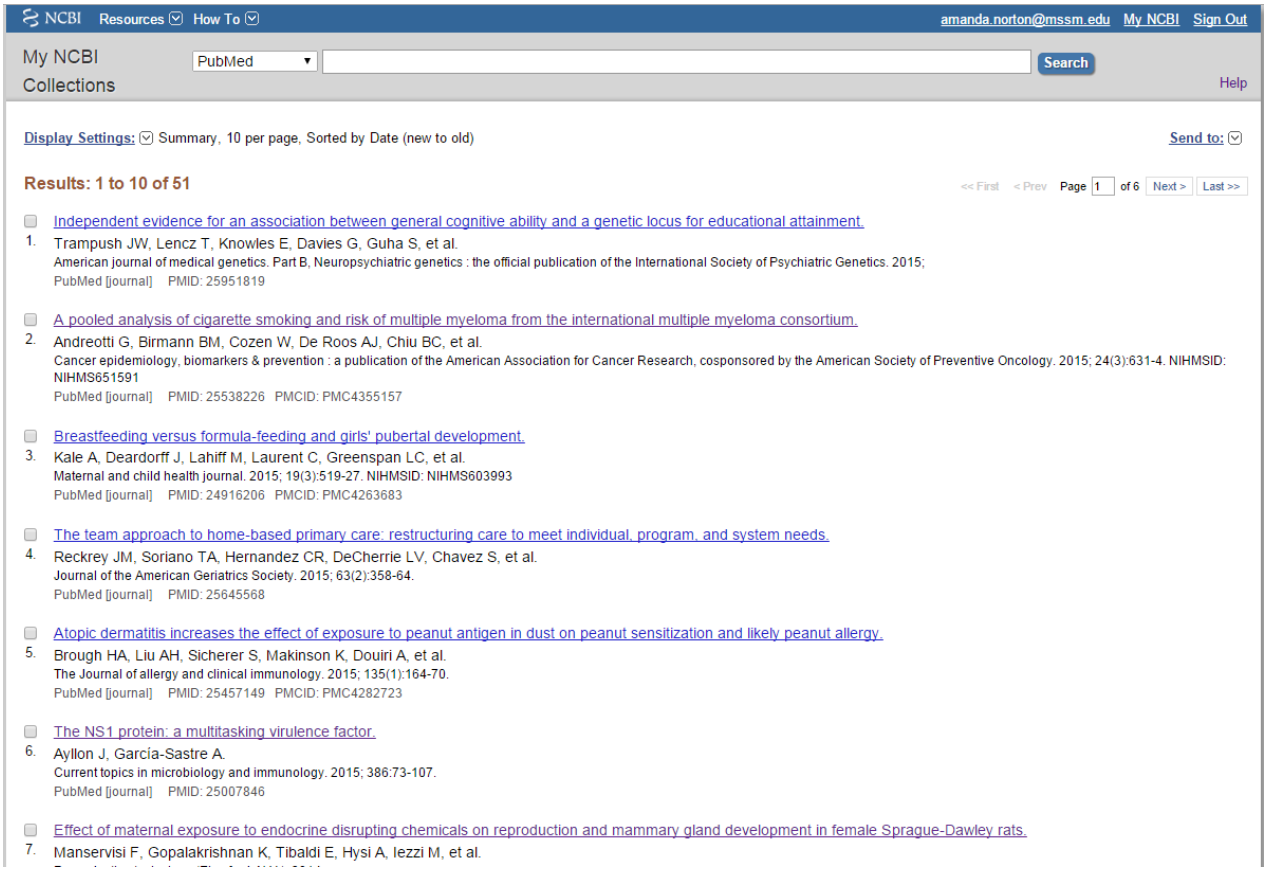
The new biosketch format in place for applications to due dates May 25, 2015 and beyond (NOT-OD-15-032) allows applicants to include a link to a full list of their published work (both peer-reviewed, non-peer reviewed and accepted for publication) as found in a publicly available digital database such as My Bibliography. **No other links are allowed within the biosketch.**

Web links should not be included in other areas of the application such as the specific aims and research strategy attachments.

12. If there are non-compliant publications in My Bibliography, will reviewers be able to see this when they click on the URL to view My Bibliography?

No. Reviewers will not be able to tell if the publication is compliant with, non-compliant with or not subject to the NIH Public Access Policy when viewing your My Bibliography URL Link. The view to the Public My Bibliography will appear as shown below.

My Bibliography Shared Link view:



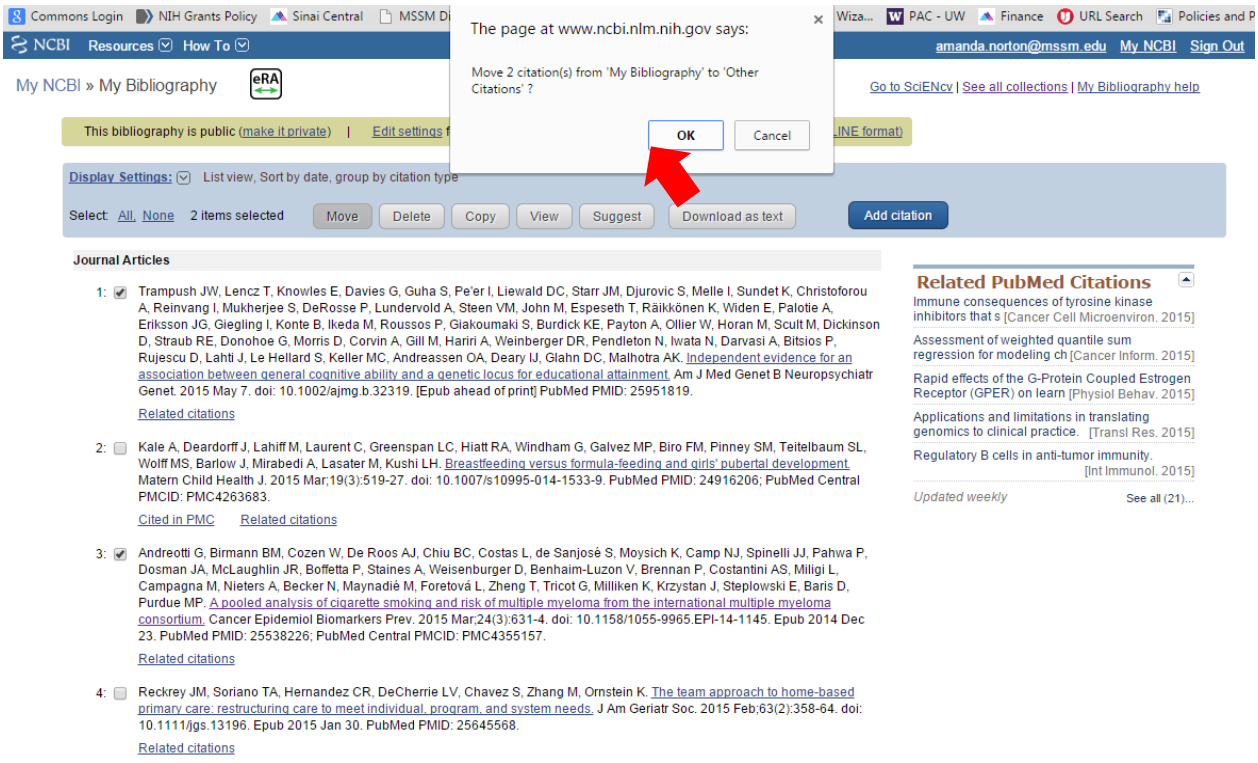
Please note: it is still a requirement to be in compliance with the Public Access Policy. Please contact Amanda Norton, Senior Grants Specialist, in the Grants and Contracts Office (GCO) at amanda.norton@mssm.edu if you need hands-on assistance with complying with the Policy.

13. I am a Principal Investigator (PI) on NIH program projects and training grants. How can I adjust My Bibliography so that only my authored publications are included in the URL link in the New NIH Biographical Sketch?

The publications listed in the shared URL link to My Bibliography should include only those publications authored by the individual. If your My Bibliography includes publications in which you are not an author, you will need to **move** these publications from My Bibliography to Other Citations.

There are two ways to move your publications. The **First Way** may be easier for PIs that do not have many publications and/or manage their publications proactively. The **Second Way** is best for PIs that have a large number of publications and need to update the Bibliography quickly.

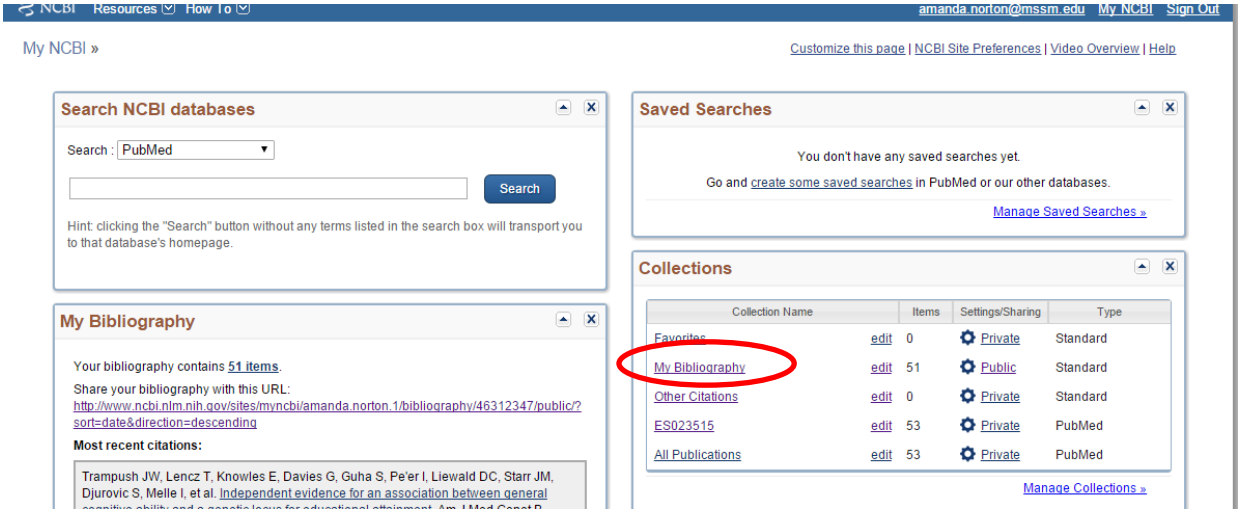
First Way: In My Bibliography, you can go through your list of publications and select the citations in which you are not an author. Once all items are selected, you can click "Move" at the top of the screen to move all selected items to Other Citations. In the example below, I chose to move articles 1 and 3, but left articles 2 and 4 in My Bibliography.



Second Way: The guidance below shows how to accomplish the goal of moving publications in a bulk, time efficient manner if this is your first time rearranging publications and you need to meet an impending application deadline.

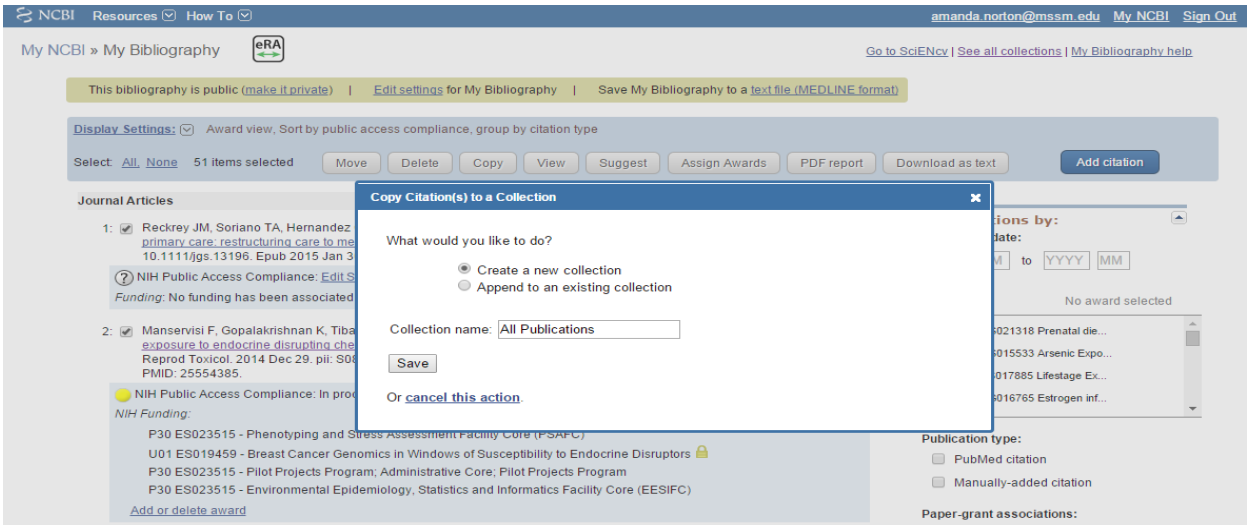
Step 1 – Log-in to MyNCBI

Step 2 – under "Collections" portlet, select the link to "My Biobliography".

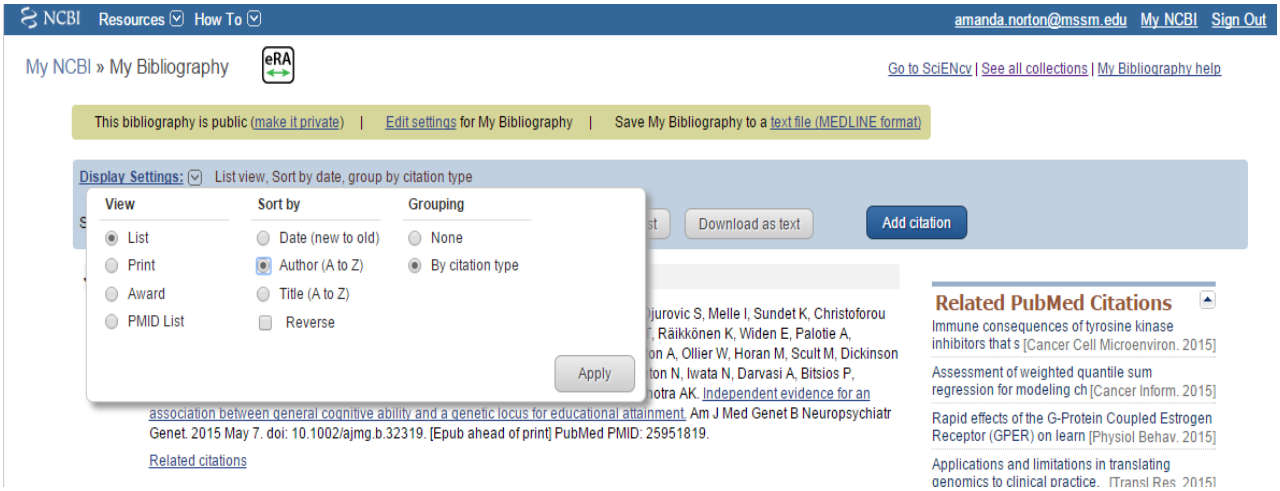


Step 3 – click on "Select All" at the top left corner so that all items in My Bibliography are checked. Then select "Copy".

Step 4 – After clicking "Copy", you have the option to either "Create a new collection" or "Append to an existing collection". Select "Create a new collection" and choose a title for your collection (example: All Publications). Click "Save".



Step 5 – Once you have selected "Save", all publications previously in the My Bibliography are now copied exactly into another collection. Next, go back to My Bibliography and <u>delete the publications for which you are not an author.</u> Under Display Settings, sort the list by "Author Name" to make it easier to locate the correct publications.

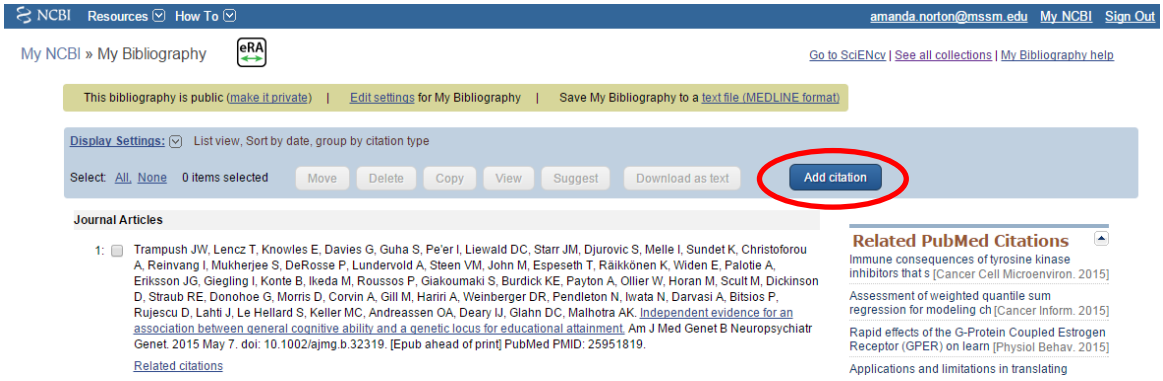


14. One of my articles was just accepted for publication, and I cannot locate the abstract in PubMed. How can I include the citation in My Bibliography?

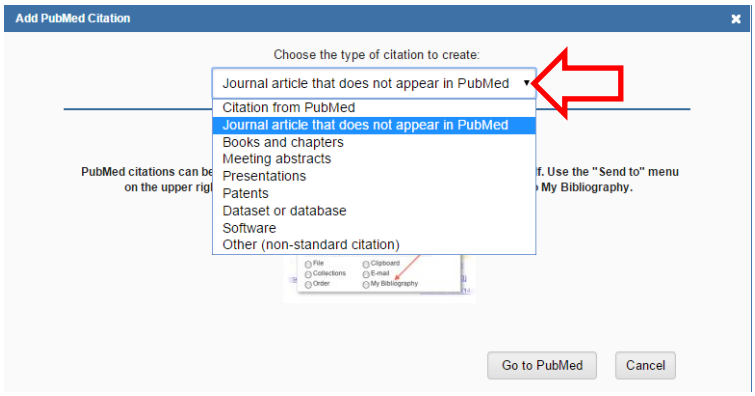
For publications that cannot be found in PubMed, you will need to manually add the citation to My Bibliography.

To manually add a citation:

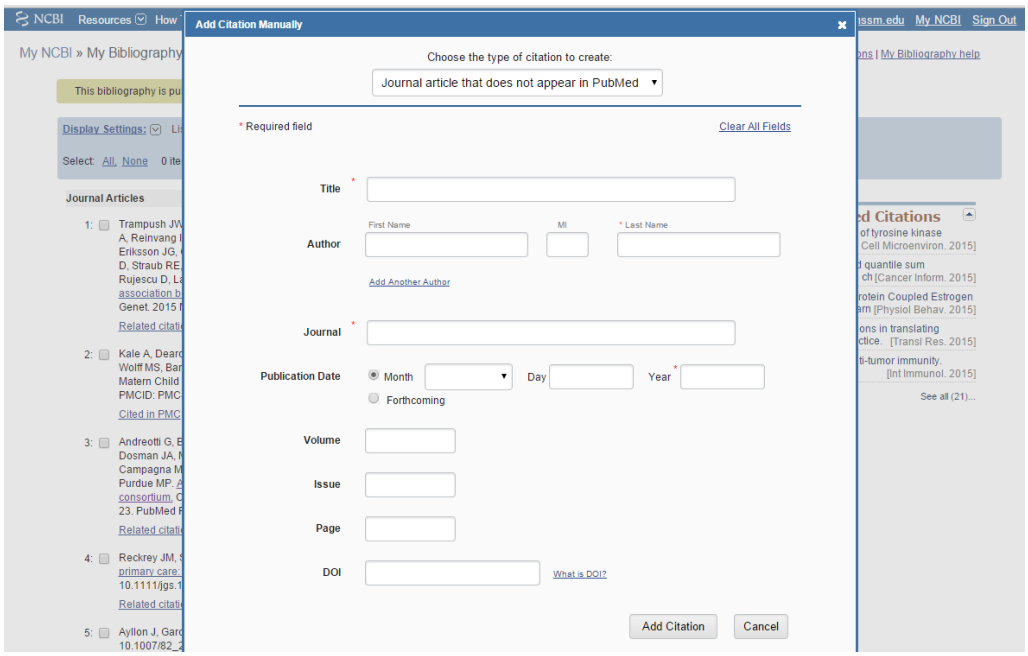
1. Sign in to MyNCBI and go to My Bibliography.
2. Select "Add Citation" at the top of the page.



3. Click the down arrow to display all of the options under "Choose the type of citation to create" and select "Journal article that does not appear in PubMed".



4. Fill out all required fields - for articles not yet published, select **"Forthcoming"** for the Publication Date. Select "Add Citation" at the bottom of the page. The article will now appear in My Bibliography.


Add Citation Manually
Choose the type of citation to create:
Journal article that does not appear in PubMed
* Required field
Clear All Fields
Title
Author
First Name
MI
* Last Name
Add Another Author
Journal
Publication Date
Month
Day
Year
Forthcoming
Volume
Issue
Page
DOI
What is DOI?
Add Citation
Cancel

15. My question wasn't answered - how can I get more information?

There are several online resources to obtain more information, including live demonstrations of many of the NCBI systems. If you need immediate assistance, you may contact Amanda Norton, Senior Grants Specialist at amanda.norton@mssm.edu.

1. NIH SF424 Application Guides – provide detailed information on what is required for the biosketch and all other NIH application components
2. NIH Biosketch FAQs.
3. MyNCBI FAQs
4. MyNCBI Delegates FAQ – how to create and manage delegate access
5. NIH Public Access Policy – general information about publications and reporting to the NIH
6. SciENcv – a tool to assist investigators create the new NIH biosketch format
7. SciENcv video demonstration in YouTube
8. MyNCBI video Tutorials on YouTube
9. MyBibliography video Tutorial on YouTube
10. Podcast - Learn all about the new Biosketch format (mp3 – 5 minutes)
11. Podcast - Biosketch: Using SciENcv - Learn about this new Biosketch tool (mp3 – 10 minutes)
12. The Gustave L. and Janet W. Levy Library – NIH Public Access Policy: Steps to Compliance