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GRANTS AND CONTRACTS OFFICE

GCO's Frequently Asked Questions

New Biosketch and MyNCBI

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6/1/2015

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.

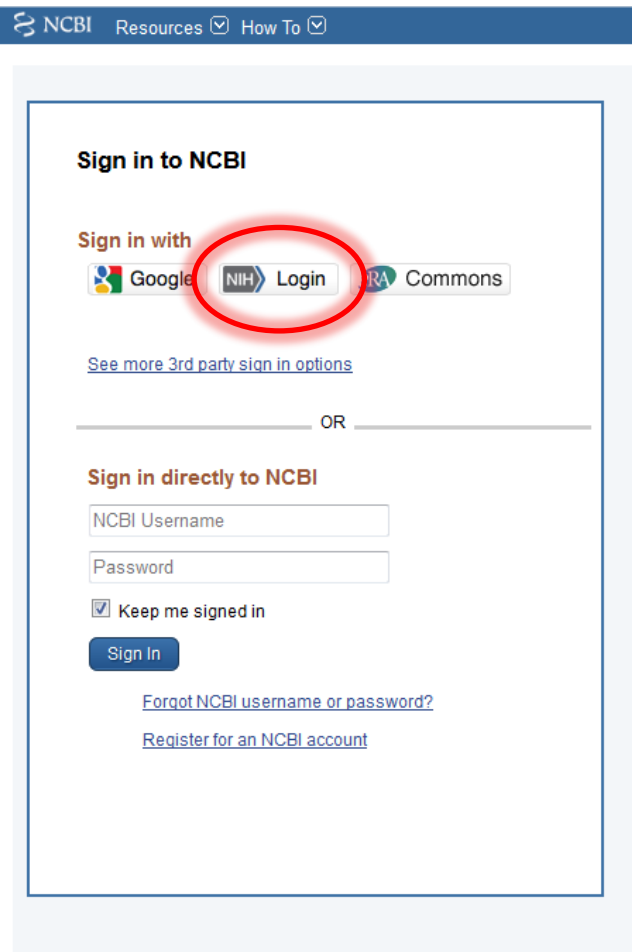
D. Research Support

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.



The screenshot shows the NCBI sign-in interface. At the top, there is a navigation bar with the NCBI logo, 'Resources', and 'How To'. The main content area is titled 'Sign in to NCBI'. Under the heading 'Sign in with', there are three buttons: 'Google', 'NIH Login', and 'eRA Commons'. The 'NIH Login' button is highlighted with a red circle. Below these buttons is a link: 'See more 3rd party sign in options'. A horizontal line with 'OR' in the center separates the sign-in options. Below this line, the section 'Sign in directly to NCBI' contains a 'NCBI Username' input field, a 'Password' input field, a checked checkbox for 'Keep me signed in', and a 'Sign In' button. At the bottom of this section are two links: 'Forgot NCBI username or password?' and 'Register for an NCBI account'.

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.

Sign in to NCBI

Sign in with

Google NIH Login eRA Commons

[See more 3rd party sign in options](#)

OR

~~Sign in directly to NCBI~~

NCBI Username

Password

Keep me signed in

Sign in

[Forgot NCBI username or password?](#)

[Register for an NCBI account](#)

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 left screenshot shows the 'Sign in to NCBI' page. A red circle highlights the 'Sign in directly to NCBI' section, which includes fields for 'NCBI Username' and 'Password', a 'Keep me signed in' checkbox, and a 'Sign in' button. Below these fields are links for 'Forgot NCBI username or password?' and 'Register for an NCBI account'. A blue letter 'A' is placed to the left of the red circle.

The right screenshot shows the 'My NCBI' dashboard. A red circle highlights the user's name 'amanda.norton@mssm.edu' and the 'My NCBI' link in the top navigation bar. A blue letter 'B' is placed to the left of the red circle.

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)**

The screenshot shows the 'NCBI Account Settings' page. A red circle highlights the 'Linked accounts' section, which contains a table with the following information:

Account Type	Account Name	Status	Action
eRA Login	amanda.norton@mssm.edu	currently signed in via this method	Change

A blue letter 'C' is placed to the left of the red circle, and a blue letter 'D' is placed next to the 'Change' button.

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

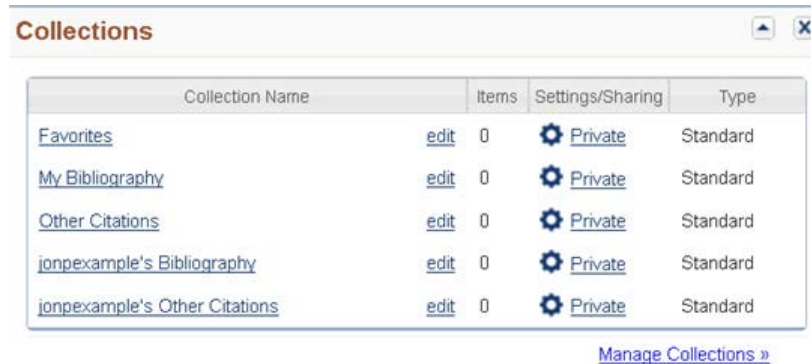
Login to your [MyNCBI](#) account. Click on your username in the top-right corner of the screen to access the Account Settings Page. Under “Delegates” click “Add a delegate”. Enter your delegate’s email address and click OK.

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

The screenshot shows the MyNCBI Account Settings page. At the top, there is a navigation bar with "NCBI Resources How To" and a user profile section showing "amanda.norton@mssm.edu My NCBI Sign Out". Below this, the page title is "My NCBI » Settings" and there is a "help" link. The main content area is titled "NCBI Account Settings" and is divided into three sections: "Email", "Linked accounts", and "Delegates". The "Email" section shows the email "amanda.norton@mssm.edu (confirmed)" with a "Change" button. The "Linked accounts" section shows "eRA Login" for "amanda.norton@mssm.edu (currently signed in via this method)" with a "Change" button. The "Delegates" section has a heading "Delegates" and a sub-heading "You can add delegates to help you manage your bibliography and/or SciEncv profiles." Below this, there is a link "Add a Delegate" which is circled in red.

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:

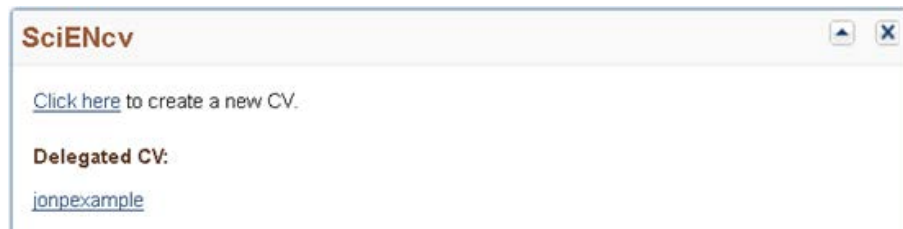


The screenshot shows a window titled "Collections" with a table listing various collections. The table has four columns: "Collection Name", "Items", "Settings/Sharing", and "Type".

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard
My Bibliography	edit 0	Private	Standard
Other Citations	edit 0	Private	Standard
ionpexample's Bibliography	edit 0	Private	Standard
ionpexample's Other Citations	edit 0	Private	Standard

[Manage Collections »](#)

- 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 Bibliography 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.

The screenshot shows the MyNCBI dashboard interface. At the top, there is a navigation bar with "NCBI Resources How To" and a user profile for "amanda.norton@mssm.edu". Below the navigation bar, the "My NCBI" title is displayed on the left, and a link to "Customize this page" is on the right. The main content area is divided into several portlets:

- Search NCBI databases:** A search box with "PubMed" selected and a "Search" button. A hint below states: "Hint: clicking the 'Search' button without any terms listed in the search box will transport you to that database's homepage."
- Saved Searches:** A message stating "You don't have any saved searches yet. Go and [create some saved searches](#) in PubMed or our other databases." with a "Manage Saved Searches" link.
- My Bibliography:** A portlet showing "Your bibliography contains 51 items." and a URL link: <http://www.ncbi.nlm.nih.gov/sites/myncbi/amanda.norton.1/bibliography/46312347/public/?sort=date&direction=descending>. This URL is circled in red.
- Collections:** A table listing various collections with their settings and types. The "My Bibliography" row is highlighted with a red box, and a red arrow points to the "Public" setting in the "Settings/Sharing" column.

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard
My Bibliography	edit 51	Public	Standard
Other Citations	edit 0	Private	Standard
ES023515	edit 53	Private	PubMed
All Publications	edit 53	Private	PubMed

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.

The screenshot shows the MyNCBI interface. At the top, there is a navigation bar with 'NCBI Resources How To' and a user profile 'amanda.norton@mssm.edu My NCBI Sign Out'. Below this, the 'My NCBI' header is visible. The main content area contains several portlets: 'Search NCBI databases', 'Saved Searches', and 'My Bibliography'. The 'Collections' portlet is expanded, showing a table of collections. The 'My Bibliography' entry is highlighted with a red circle, and a red arrow points to its 'Settings/Sharing' gear icon.

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard
My Bibliography	edit 51	Public	Standard
Other Citations	edit 0	Private	Standard
ES023515	edit 53	Private	PubMed
All Publications	edit 53	Private	PubMed

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.

The screenshot shows the 'My Bibliography' settings page. The 'Bibliography Name' is 'My Bibliography'. The 'Bibliography Sharing' section is highlighted with a red circle, showing two radio buttons: 'Private' (unselected) and 'Public' (selected). Below this, there is a 'Direct URL' field containing the URL: <http://www.ncbi.nlm.nih.gov/sites/myncbi/amanda.norton.1/bibliography/46312347/public/?sort=date&direction=descending>. There are also options for 'Choose sorting' (Date, Author, Title, Reverse) and a section for 'HTML for Web Pages and Blogs' with a text area containing HTML code. At the bottom, there are 'Save' and 'Cancel' buttons.

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.

The screenshot shows the MyNCBI interface. At the top, there is a navigation bar with 'NCBI Resources How To' and user information 'amanda.norton@mssm.edu My NCBI Sign Out'. Below this, the 'My NCBI' header is visible. The main content area is divided into several portlets: 'Search NCBI databases', 'Saved Searches', 'My Bibliography', and 'Collections'. The 'Collections' portlet contains a table with the following data:

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard
My Bibliography	edit 51	Public	Standard
Other Citations	edit 0	Private	Standard
ES023515	edit 53	Private	PubMed
All Publications	edit 53	Private	PubMed

In the 'My Bibliography' portlet, the text indicates 'Your bibliography contains 51 items' and provides a URL: <http://www.ncbi.nlm.nih.gov/sites/myncbi/amanda.norton.1/bibliography/46312347/public/?sort=date&direction=descending>. The 'Most recent citations:' section is also visible.

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.

The screenshot shows the 'My Bibliography' settings page. The 'Bibliography Name' is 'My Bibliography'. Under 'Bibliography Sharing', the 'Public' radio button is selected. The 'Direct URL' section shows the URL: <http://www.ncbi.nlm.nih.gov/sites/myncbi/amanda.norton.1/bibliography/46312347/public/?sort=date&direction=descending>. Below the URL, there are radio buttons for sorting: 'Date (new to old)' (selected), 'Author (A to Z)', and 'Title (A to Z)', along with a 'Reverse' checkbox. The 'HTML for Web Pages and Blogs' section contains a code block for embedding the bibliography. The 'Delegates' section at the bottom states: 'Your account delegates for My Bibliography and SciENcv are managed in the [Account Settings](#) 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?

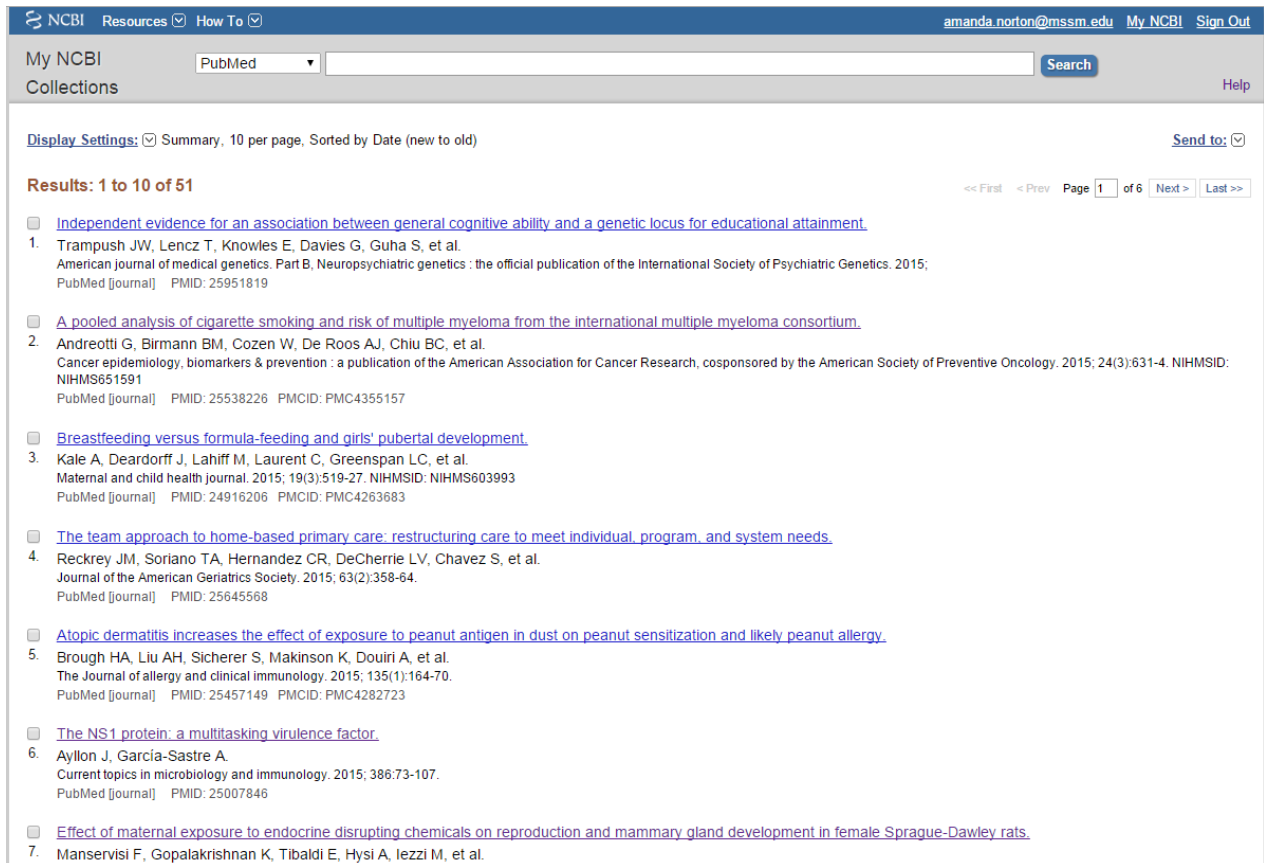
The new biosketch format in place for applications to due dates May 25, 2015 and beyond ([NOT-OD-15-032](#)) allows applicants to include a link to a full list of their published work (both peer-reviewed, non-peer reviewed and accepted for publication) as found in a publicly available digital database 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:



The screenshot shows the My NCBI Collections interface. At the top, there are navigation links for NCBI, Resources, and How To. The user's email address, amanda.norton@mssm.edu, and links for My NCBI and Sign Out are visible. The page title is "My NCBI Collections" and the search criteria is "PubMed". The display settings are set to "Summary, 10 per page, Sorted by Date (new to old)". The results are numbered 1 to 10 of 51. The first seven results are listed below:

- [Independent evidence for an association between general cognitive ability and a genetic locus for educational attainment.](#)
1. Trampush JW, Lencz T, Knowles E, Davies G, Guha S, et al. American journal of medical genetics. Part B, Neuropsychiatric genetics : the official publication of the International Society of Psychiatric Genetics. 2015; PubMed [journal] PMID: 25951819
- [A pooled analysis of cigarette smoking and risk of multiple myeloma from the international multiple myeloma consortium.](#)
2. Andreotti G, Birmann BM, Cozen W, De Roos AJ, Chiu BC, et al. Cancer epidemiology, biomarkers & prevention : a publication of the American Association for Cancer Research, cosponsored by the American Society of Preventive Oncology. 2015; 24(3):631-4. NIHMSID: NIHMS651591 PubMed [journal] PMID: 25538226 PMCID: PMC4355157
- [Breastfeeding versus formula-feeding and girls' pubertal development.](#)
3. Kale A, Deardorff J, Lahiff M, Laurent C, Greenspan LC, et al. Maternal and child health journal. 2015; 19(3):519-27. NIHMSID: NIHMS603993 PubMed [journal] PMID: 24916206 PMCID: PMC4263683
- [The team approach to home-based primary care: restructuring care to meet individual, program, and system needs.](#)
4. Reckrey JM, Soriano TA, Hernandez CR, DeCherrie LV, Chavez S, et al. Journal of the American Geriatrics Society. 2015; 63(2):358-64. PubMed [journal] PMID: 25645568
- [Atopic dermatitis increases the effect of exposure to peanut antigen in dust on peanut sensitization and likely peanut allergy.](#)
5. Brough HA, Liu AH, Sicherer S, Makinson K, Douiri A, et al. The Journal of allergy and clinical immunology. 2015; 135(1):164-70. PubMed [journal] PMID: 25457149 PMCID: PMC4282723
- [The NS1 protein: a multitasking virulence factor.](#)
6. Ayllon J, Garcia-Sastre A. Current topics in microbiology and immunology. 2015; 386:73-107. PubMed [journal] PMID: 25007846
- [Effect of maternal exposure to endocrine disrupting chemicals on reproduction and mammary gland development in female Sprague-Dawley rats.](#)
7. Manservigi F, Gopalakrishnan K, Tibaldi E, Hysi A, Iezzi M, et al.

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.

The screenshot shows the MyNCBI interface. At the top, there are navigation links like 'NCBI Resources' and 'How To'. Below that, the user's profile 'amanda.norton@mssm.edu' is visible. The main content area is titled 'My NCBI » My Bibliography'. A status bar indicates 'This bibliography is public (make it private) | Edit settings'. Below this, there are controls for 'Display Settings' (List view, Sort by date, group by citation type) and a toolbar with buttons for 'Select', 'All', 'None', '2 items selected', 'Move', 'Delete', 'Copy', 'View', 'Suggest', 'Download as text', and 'Add citation'. A list of 'Journal Articles' is displayed with checkboxes next to each entry. A red arrow points to the 'Move' button. A dialog box is open, displaying the message: 'The page at www.ncbi.nlm.nih.gov says: Move 2 citation(s) from 'My Bibliography' to 'Other Citations'?'. The dialog has 'OK' and 'Cancel' buttons.

Journal Articles

- Trampush JW, Lencz T, Knowles E, Davies G, Guha S, Pe'er I, Liewald DC, Starr JM, Djurovic S, Melle I, Sundet K, Christoforou A, Reinvang I, Mukherjee S, DeRosse P, Lundervold A, Steen VM, John M, Espeseth T, Raikönen K, Widen E, Palotie A, Eriksson JG, Giegling I, Konte B, Ikeda M, Roussos P, Giakoumaki S, Burdick KE, Payton A, Ollier W, Horan M, Scult M, Dickinson D, Straub RE, Donohoe G, Morris D, Corvin A, Gill M, Hariri A, Weinberger DR, Pendleton N, Iwata N, Darvasi A, Bitsios P, Rujescu D, Lahti J, Le Hellard S, Keller MC, Andreassen OA, Deary IJ, Glahn DC, Malhotra AK. [Independent evidence for an association between general cognitive ability and a genetic locus for educational attainment](#). *Am J Med Genet B Neuropsychiatr Genet*. 2015 May 7. doi: 10.1002/ajmg.b.32319. [Epub ahead of print] PubMed PMID: 25951819. [Related citations](#)
- Kale A, Deardorff J, Lahiff M, Laurent C, Greenspan LC, Hiatt RA, Windham G, Galvez MP, Biro FM, Pinney SM, Teitelbaum SL, Wolff MS, Barlow J, Mirabedi A, Lasater M, Kushi LH. [Breastfeeding versus formula-feeding and girls' pubertal development](#). *Matern Child Health J*. 2015 Mar;19(3):519-27. doi: 10.1007/s10995-014-1533-9. PubMed PMID: 24916206; PubMed Central PMCID: PMC4263683. [Cited in PMC](#) [Related citations](#)
- Andreotti G, Birmann BM, Cozen W, De Roos AJ, Chiu BC, Costas L, de Sanjosé S, Moysich K, Camp NJ, Spinelli JJ, Pahwa P, Dosman JA, McLaughlin JR, Boffetta P, Staines A, Weisenburger D, Benhaim-Luzon V, Brennan P, Costantini AS, Miligi L, Campagna M, Nieters A, Becker N, Maynadié M, Foretová L, Zheng T, Tricot G, Milliken K, Krzystan J, Stepilowski E, Baris D, Purdue MP. [A pooled analysis of cigarette smoking and risk of multiple myeloma from the international multiple myeloma consortium](#). *Cancer Epidemiol Biomarkers Prev*. 2015 Mar;24(3):631-4. doi: 10.1158/1055-9965.EPI-14-1145. Epub 2014 Dec 23. PubMed PMID: 25538226; PubMed Central PMCID: PMC4355157. [Related citations](#)
- Reckrey JM, Soriano TA, Hernandez CR, DeCherrie LV, Chavez S, Zhang M, Ornstein K. [The team approach to home-based primary care: restructuring care to meet individual, program, and system needs](#). *J Am Geriatr Soc*. 2015 Feb;63(2):358-64. doi: 10.1111/jgs.13196. Epub 2015 Jan 30. PubMed PMID: 25645568. [Related citations](#)

Related PubMed Citations

Immune consequences of tyrosine kinase inhibitors that s [Cancer Cell Microenviron. 2015]

Assessment of weighted quantile sum regression for modeling ch [Cancer Inform. 2015]

Rapid effects of the G-Protein Coupled Estrogen Receptor (GPER) on learn [Physiol Behav. 2015]

Applications and limitations in translating genomics to clinical practice. [Transl Res. 2015]

Regulatory B cells in anti-tumor immunity. [Int Immunol. 2015]

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GCO's Frequently Asked Questions – NIH Biosketch and MyNCBI

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 Bibliography”.

The screenshot shows the MyNCBI homepage. At the top, there is a navigation bar with 'NCBI Resources How To' and user information 'amanda.norton@mssm.edu My NCBI Sign Out'. Below the navigation bar, there are several portlets: 'Search NCBI databases', 'Saved Searches', 'My Bibliography', and 'Collections'. The 'Collections' portlet contains a table with the following data:

Collection Name	Items	Settings/Sharing	Type
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My Bibliography	51	Public	Standard
Other Citations	0	Private	Standard
ES023515	53	Private	PubMed
All Publications	53	Private	PubMed

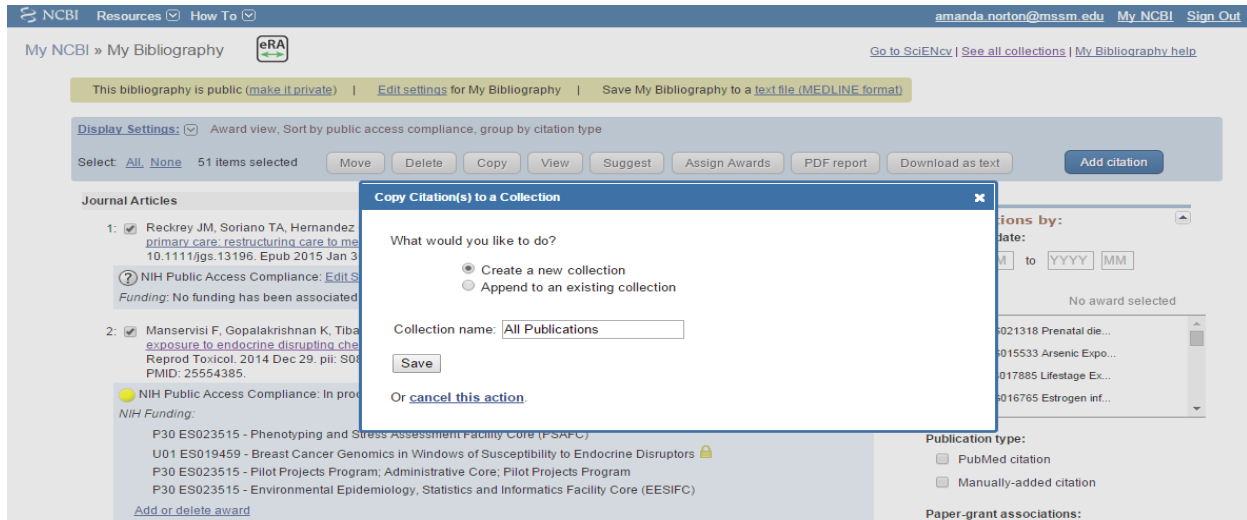
Step 3 – click on “Select All” at the top left corner so that all items in My Bibliography are checked. Then select “Copy”.

The screenshot shows the MyNCBI My Bibliography page. At the top, there is a navigation bar with 'NCBI Resources How To' and user information 'amanda.norton@mssm.edu My NCBI Sign Out'. Below the navigation bar, there are several portlets: 'My Bibliography', 'eRA', and 'Go to SciENcy | See all collections | My Bibliography help'. The 'My Bibliography' portlet contains a table with the following data:

Journal Articles	Copy selected citations to a collection
1: <input checked="" type="checkbox"/> Abul-Husn NS, Owusu Obeng A, Sanderson SC, Gottesman O, Scott SA. Implementation and utilization of genetic testing in personalized medicine . <i>Pharmgenomics Pers Med</i> . 2014 Aug 13;7:227-40. doi: 10.2147/PGPM.S48887. eCollection 2014. Review. PubMed PMID: 25206309; PubMed Central PMCID: PMC4157398. Free full text Related citations	
2: <input checked="" type="checkbox"/> Afeiche MC, Williams PL, Gaskins AJ, Mendiola J, Jørgensen N, Swan SH, Chavarro JE. Meat intake and reproductive parameters among young men . <i>Epidemiology</i> . 2014 May;25(3):323-30. doi: 10.1097/EDE.0000000000000092. PubMed PMID: 24681577; PubMed Central PMCID: PMC4180710. Free full text Cited in PMC Related citations	
3: <input checked="" type="checkbox"/> Andreotti G, Birmann BM, Cozen W, De Roos AJ, Chiu BC, Costas L, de Sanjosé S, Moysich K, Camp NJ, Spinelli JJ, Pahwa P, Dosman JA, McLaughlin JR, Boffetta P, Staines A, Weisenburger D, Benhaim-Luzon V, Brennan P, Costantini AS, Miligi L, Campagna M, Nieters A, Becker N, Maynadié M, Foretová L, Zheng T, Tricot G, Milliken K, Krzystan J, Stepowski E, Baris D, Purdue MP. A pooled analysis of cigarette smoking and risk of multiple myeloma from the international multiple myeloma consortium . <i>Cancer Epidemiol Biomarkers Prev</i> . 2015 Mar;24(3):631-4. doi: 10.1158/1055-9965.EPI-14-1145. Epub 2014 Dec 23. PubMed PMID: 25538226; PubMed Central PMCID: PMC4355157. Related citations	

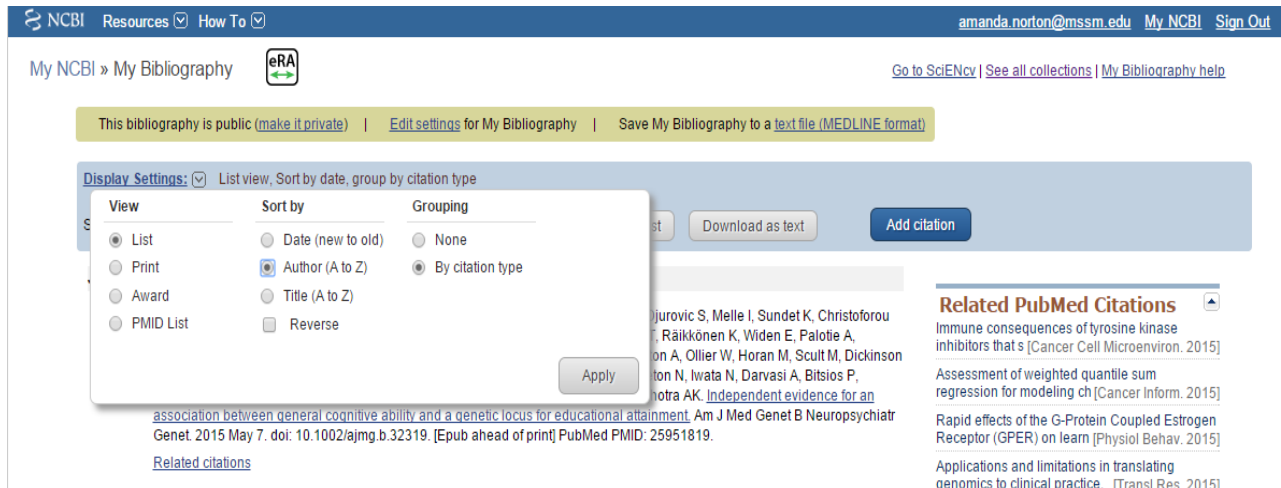
GCO's Frequently Asked Questions – NIH Biosketch and MyNCBI

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”.



The screenshot shows the MyNCBI interface with a modal dialog box titled "Copy Citation(s) to a Collection". The dialog asks "What would you like to do?" and offers two options: "Create a new collection" (selected) and "Append to an existing collection". Below the options, there is a text input field for "Collection name:" containing the text "All Publications". A "Save" button is visible below the input field, along with a link "Or cancel this action.". The background shows a list of journal articles with checkboxes and various action buttons like "Move", "Delete", "Copy", "View", "Suggest", "Assign Awards", "PDF report", "Download as text", and "Add citation".

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 delete the publications for which you are not an author. Under Display Settings, sort the list by “Author Name” to make it easier to locate the correct publications.



The screenshot shows the MyNCBI interface with the "Display Settings" dropdown menu open. The menu has three columns: "View", "Sort by", and "Grouping". Under "View", "List" is selected. Under "Sort by", "Author (A to Z)" is selected. Under "Grouping", "By citation type" is selected. An "Apply" button is at the bottom of the menu. The background shows a list of publications with checkboxes and action buttons like "Download as text" and "Add citation".

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.

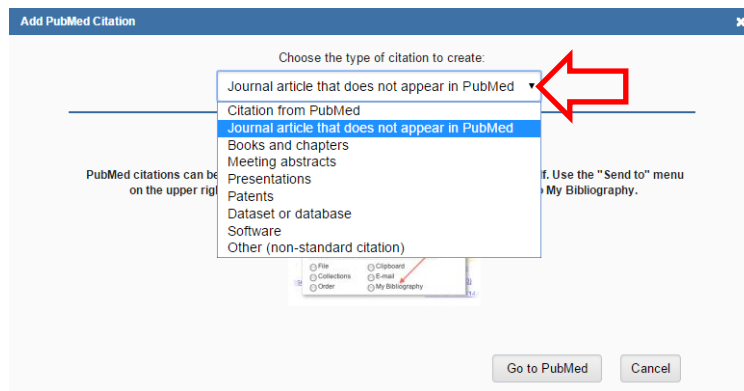
To manually add a citation:

1. Sign in to [MyNCBI](#) and go to My Bibliography.
2. Select “Add Citation” at the top of the page.



The screenshot shows the MyNCBI My Bibliography interface. At the top, there is a navigation bar with 'My NCBI » My Bibliography' and a user profile 'amanda.norton@mssm.edu'. Below this, there are options to 'Make it private', 'Edit settings', and 'Save My Bibliography to a text file (MEDLINE format)'. A 'Display Settings' dropdown is set to 'List view, Sort by date, group by citation type'. A toolbar contains buttons for 'Select', 'All', 'None', '0 items selected', 'Move', 'Delete', 'Copy', 'View', 'Suggest', 'Download as text', and 'Add citation'. The 'Add citation' button is circled in red. Below the toolbar, there is a list of 'Journal Articles' with a search bar and a 'Related PubMed Citations' sidebar on the right.

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”.



The screenshot shows the 'Add PubMed Citation' dialog box. The title bar reads 'Add PubMed Citation'. The main content area has a heading 'Choose the type of citation to create:' followed by a dropdown menu. The dropdown menu is open, showing several options: 'Journal article that does not appear in PubMed', 'Citation from PubMed', 'Journal article that does not appear in PubMed', 'Books and chapters', 'Meeting abstracts', 'Presentations', 'Patents', 'Dataset or database', 'Software', and 'Other (non-standard citation)'. The first option is selected and highlighted in blue. A red arrow points to the dropdown arrow. Below the dropdown menu, there are radio buttons for 'File', 'Clipboard', 'Citations', 'Email', and 'My Bibliography'. At the bottom of the dialog, there are 'Go to PubMed' and 'Cancel' buttons.

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.

GCO's Frequently Asked Questions – NIH Biosketch and MyNCBI

NCBI Resources How 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?](#)

My NCBI » My Bibliography

This bibliography is pu

Display Settings: Li

Select: All, None 0 ite

Journal Articles

- Trampush JW, A. Reinvang I, Eriksson JG, D. Straub RE, Rujescu D, L. association b. Genet. 2015 f. [Related citations](#)
- Kale A, Deard Wolff MS, Bar Matern Child PMCID: FMC [Cited in FPMC](#)
- Andreotti G, E Dosman JA, Campagna M, Purdue MP, consortium, C 23. PubMed f. [Related citations](#)
- Reckrey JM, S primary care: 10.1111/jgs.1 [Related citations](#)
- Ayllon J, Garc 10.1007/62_

ed Citations

of tyrosine kinase Cell Microenviron. 2015]

quantile sum ch [Cancer Inform. 2015]

protein Coupled Estrogen arm [Physiol Behav. 2015]

ons in translating clice. [Transl Res. 2015]

B-tumor immunity. [Int Immunol. 2015]

See all (21)...

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](#)