

ScienCV Quick How-to's:

If you are having trouble with ScienCV please contact tolivarez@twu.edu, for assistance on entry of information.

(For all these examples I am using my account, please note that I am delegated to many accounts at this time so mine will look a little bit different.)

Entering Citations:

For all types of Biosketches and Proposals we will encounter Citations. You will need to upload your citations into ScienCV, to be able to add them to your Biosketch.

- Open your Bibliography from your Dashboard in ScienCV
- Click the link titled "Manage my Bibliography" to access your content.
- Once here you will see three options on the top
 - [Manage Citations](#) allows you to edit citations already entered
 - [Filter Citations](#) lets you sort citations according to different specifications.



[Manage citations](#) [+ Add citations](#) [Filter citations](#)

+ Add citations

- From PubMed
- From a file
- Manually

When we want to [Add a Citation](#) we are given 3 ways to do so; From PubMed (recommended), From a file, or Manually. We will be looking at adding citations from PubMed and Manually as they seem to be the quickest in my opinion, but you are welcome to try importing them from a file as well.

- **From PubMed:** You can search directly for a specific citation within PubMed's database, given that you know enough information about the citation. Searching for citations can sometimes take longer than manually entering them. I recommend searching these 3 things, and if the citation does not show up defer to entering it manually into the system; DOI Number, PubMed article ID, Title of Publication.

- **Manual Entry:**
 1. Determine the source type for the citation
 2. Once this is determined enter the appropriate information into the fields provided.

(note only fields with an * are required)
 3. Once finished push "Add Citation"
 4. The Citation will then show up in your Bibliography

Creating Documents:

- On the bottom right-hand side of the Dashboard you will see a ScienCV box. To create any document within ScienCV you will work here. (pictured---->)
- **Note: Yours will not have the delegations unless you are someone's delegate.**
- Click Manage ScienCV
- Which will take you to the page below:

ScienCV

Name	Last Update	Sharing	Type
1	07-Feb-2023	Private	NIHBiosketch3

Delegated CVs :

- tlindsay@twu.edu
- wwang@orcid
- pyeatts1@twu.edu
- slin6@twu.edu
- kbroughton@twu.edu
- gsmith13@twu.edu
- mandana.pahlavani@utsouthwestern.edu
- csbrower
- rdelgado1@twu.edu
- ramosrg@uthscsa.edu
- lfaure@texas-woman-s-university
- amartins@twu.edu
- cnshin0561@era

SciENcv: [About](#) | [Us](#) | [Manage ScienCV](#)

I » ScienCV

Taylor Olivarez
 Project Coordinator
 Research and Sponsored Programs
 Texas Woman's University

[edit](#)

documents [Edit](#) [Create New Document](#)

Update	Name	Type	Sharing
Feb-2023	1	NIH Biosketch	Private

[Create New Document](#)

Here you will want to click "Create New Document"

Create a New Document

Document name

Enter a name to help you to identify this document

Format

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

Select a format for this document

Choose data source

- Start with a blank document
- Existing Document:
- External source:

Your eRA Commons account is linked to ScienCV.

Sharing

- Private
- Public

You can change the shared settings at any time.

- On this screen we will determine what type of document we will be creating for a specific proposal.
- Name your document with something unique to the proposal, as you will likely have more biosketches (or documents) in the future.
- Use the radio buttons to select the type of Document you will be creating.
- Then click "Create" at the bottom of the screen
- You will then be taken to your new Document.

Creating a Biosketch! (For our example we will be using an NIH Biosketch)

• **Education and Training:**

In this section you will add your education and training. This must be done individually.

- Click “add one” to begin adding your experience.
- Use the radio Buttons to determine if the entry is for your Degree or Training.
- The fill out the corresponding fields with the appropriate information.

Again note that only the * are required

- Once finished, click either “Save” or “Save & add another entry”

• **Personal Statement:** In this section you will add a personal statement as well as up to 4 Citations, that support your Personal Statement.

1. Start by clicking “Edit Statement” this will prompt a box to open where you can either enter or paste your personal statement into the field.
2. Enter your personal statement by either means, and then click the Green Check, to save your statement.

2.

1.

A. Personal Statement [Edit statement]

This is a personal statement about personal things that I did that will help me get this grant!

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[Save citations]

3. Next Click “Select Citations” if you wish to add citations to this section. This will prompt a window to your bibliography. (This is where the first section in this guide comes in handy) Here we will select the Citations from your bibliography.
4. Select the Citations you wish to use to support your personal statement, using the check boxes, highlight all citations you wish to use.
5. Then click “Save citations” above the window.
6. Once this is done you should then see your Personal Statement and Citations listed Below

- **Positions, Scientific Appointments and Honors:**

In this section you will add the positions you have held in your career. This also includes memberships.

1. To add an appointment you will use the top portion and to add and honor you will use the bottom portion.
2. For positions and appointments: Add each position or appointment to your Biosketch Individually. If you require more levels within the organization your worked at (see example below) use the “add a level” button as needed.

From: * YYYY To: YYYY (leave blank for present positions)

Position title: * Project Coordinator

Organization: * Texas Woman's University

Organization level 1: Office of Research and Sponsored Progra

+ add a level

City: State:

Add Position or Scientific Appointment * required field

From: * YYYY To: YYYY (leave blank for present positions)

Position title: *

Organization: *

+ add a level

City: State:

Country:

Use this entry as the position title and current employment

Save Save & add another entry Cancel

3. Once finished, clicked “Save” or “Save & add another entry”

4. For honors: Add each honor to your Biosketch Individually.
5. Once each field is completed click either “Save” or “Save & add another entry”

Add honors * required field

Honor: *

By Organization: *

Year: * YYYY To: YYYY (optional, for date ranges)

Save Save & add another entry Cancel

- **Contributions to Science:** In this section you will add the following: Up to a maximum of 5 separate “Contributions to science” with up to 4 Citations that support each Contribution. This means you will have a maximum of 20 total citations for this section.

1. Start by clicking the “edit this section” button.
2. This will prompt a field with your contributions to open.
3. Within this new field we will first edit the Description. Click “edit”. This will prompt a familiar looking field.

C. Contribution to Science (Edit section)

This section is currently empty. Click on edit section to add your contributions.

Description

Citations

Add another contribution

1

Description edit

Citations [Select citations]

Please include up to four citations that are relevant to this contribution.

Delete this contribution

4. Enter or paste the description of the contribution, into the field.
5. Click the green arrow once finished, to save your work.

[Add another contribution](#)

1

[Delete this contribution](#)

Description [edit](#)

I have contributed

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

Please include up to four citations that are relevant to this contribution.

✓ ✕ ?

6. Now we will add the citations that are relevant to the contribution. Click "Select Citations"
7. Select the citations you wish to add, by checking the box to the left of the citation.
8. Once all citations have been added, click save citations.

Description [edit](#)

I have contributed

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

Please include up to four citations that are relevant to this contribution.

My Bibliography [Click here to connect to your ORCID account](#)

Sort by: **Publication date** Select: **None** 2 item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden

Olivarez. Citation #1. TWU Journal of Things. 2023.

Olivarez. Citation #2. TWU Journal of Things. 2023.

Olivarez. Citation #3. TWU Journal of Things. 2023.

Olivarez. Citation #4. TWU Journal of Things. 2023.

9. You should now see your contribution to science with the corresponding citations below it.
10. To add more contributions, click the "Add another Contribution" button at the top and repeat this process for each contribution.

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

You can add up to 5 contributions. Drag and drop tabs to rearrange.

[Add another contribution](#)

1

[Delete this contribution](#)

Description [edit](#)

I have contributed

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

a. Olivarez. Citation #3. TWU Journal of Things. 2023.

b. Olivarez. Citation #4. TWU Journal of Things. 2023.

- **Linking your Bibliography:** If you have additional citations and publications within your bibliography that don't necessarily align with the current proposal, but you still want to showcase them, then click the check box that includes a link to your bibliography. This will provide a link within your Biosketch, where reviewers can go to see your other work.

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

- **Downloading your document for use:**

- At the bottom of your new Document you will see 3 ways to print your document. Please click whichever media you prefer and your download will begin.

C. Contribution to Science [Done]

You can add up to 5 contributions. Drag and drop tabs to rearrange.

[Add another contribution](#)

1

Description [edit](#) [Delete this contribution](#)

I have contributed

Citations [[Select citations](#)]

- a. Olivarez. Citation #3. TWU Journal of Things. 2023.
- b. Olivarez. Citation #4. TWU Journal of Things. 2023.

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

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