# Proposal Development UPDATES







## PROPOSAL DEVELOPMENT UPDATES Introduction

## **About Me**

# OFFICE OF Contracts & Grants

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Throughout the lifecycle of an award, the Office of Contracts and Grants (OCG) partners with faculty, staff and students to obtain and manage external support for sponsored activities through our specialized regulatory and organizational expertise.

# SciENcv Biosketches & ORCID i D





# CONTEXT ORCID ID

## Open Researcher and Contributor ID

It is an open, non-profit registry of unique identifiers for researchers and is designed to unambiguously distinguish your research activities and outputs from those with similar names by providing each registered researcher with an individual identification number.

In 2020, National Institutes of Health (NIH) will require Principal Investigators (PIs) to be registered with ORCID and to include their ORCID iD in submissions as well as reports.

## SciENcv Biosketches

Beginning with the next iteration of the PAPPG (anticipated effective date, January 2020) the National Science Foundation (NSF) will only accept PDFs for biographical sketches generated through the use of an NSF-approved format.

At the moment, the only generator NSF has approved is **SciENcv** 

## ORCID iD & SCIENCV

Directly create your PDF for upload to your proposal



Download the document in Word to further enhance it for other purposes



Select & import publications/products for the "most closely related" & "other significant" (for NSF) or "contributions to science" (for NIH) sections, as well as research support/scholastic performance (for NIH)



# OCG CURRENT & PENDING Master List



**Be Boulder.** 

## CONTEXT Current & Pending Changes

Federal sponsors have made it clear in recent months that in addition to the current and pending projects you are used to reporting, they also want to see projects with internal funding, unfunded collaborative projects, and projects where you are paid outside the scope of your university work.

This information is required and failing to report it may be seen as providing fraudulent information

#### BENEFITS

### OCG Current & Pending Master List Form

OCG has created the Current & Pending Master List form in Excel, which will allow you to update and maintain all of your current and pending projects. With a single click of a button, you can prepare your document in the required sponsor format.



Prepared forms can be created directly to PDF for upload, or copy/pasted into a Word document for situations where you might need to incorporate your C&P into an existing document.





### RESOURCES Relevant Links

- https://www.colorado.edu/ocg/forms
- https://orcid.org/signin
- https://www.ncbi.nlm.nih.gov/myncbi/
- https://experts.colorado.edu/
- https://www.colorado.edu/ocg/training/user-guides

Information regarding CU and ORCID: <a href="https://www.colorado.edu/fis/ORCID">https://www.colorado.edu/fis/ORCID</a>

#### What is ORCID?

#### Open Researcher and Contributor IDentifier

ORCID is a "non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers" (http://ORCID.org/content/initiative).

#### Why ORCID?

It is currently very difficult to:

- Track different forms of an individual researcher's name across systems;
- Distinguish between different researchers with the same name;
- Identify all scholarly works associated with a particular researcher.
- These difficulties may lead to faculty not receiving attribution for the full range of their scholarly contributions. ORCID attempts to solve this problem by creating unique faculty ids that can be linked to existing identifiers as well as things like journal publisher manuscript submission systems, funding agency grant application workflows, and other tools.
- Unlike other identifier systems, ORCID is open and community-driven, and reaches across disciplines, geographic regions, and types of content held by publishers, journals, and funding agencies to include all types of scholarly works (e.g., articles, books, data sets, grants, software, etc.).

#### Who is using ORCID?

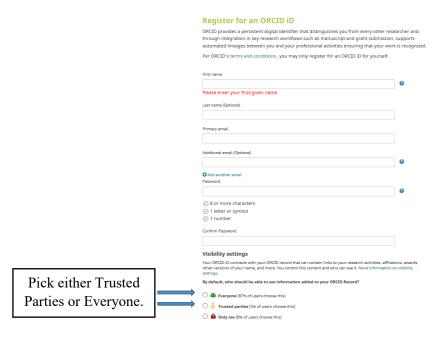
ORCID has been adopted and integrated by hundreds of universities, funding agencies, publishers, data repositories, and others. Required ORCID registration is being phased in by NIH beginning in October 2019, starting with institutional research training, career development and other research education awards. NSF and other federal agencies are planning to require ScienCV-built Biosketches. ScienCV is designed to use ORCID to populate most of the required fields.

#### Signing up for ORCID

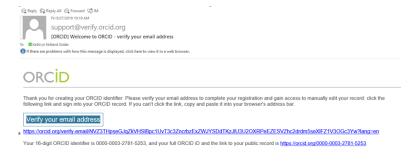
- CU Boulder created ORCID iDs for all tenure-track faculty, instructors, clinical faculty and research faculty in two registrations during 2014 and 2016, so many of our people already have IDs.
- If you are a current faculty member needing an ORCID iD, please register for an ORCID iD using your Colorado.edu email address at <a href="https://ORCID.org/register">https://ORCID.org/register</a>.
- When you have received your new ORCID iD, please send it to <u>ORCID-support@colorado.edu</u> for inclusion in the CU Boulder ORCID database. Your new ORCID iD will show on your FRPA and CU Experts profile within a couple of business days. The new campus ORCID registration process (expected in late 2019 or early 2020) will simplify this process to flow to data systems automatically.
- If you previously registered for an ORCID iD, but it is not showing on your FRPA, please email your ORCID iD to <a href="mailto:ORCID-support@colorado.edu">ORCID-support@colorado.edu</a>. Your ORCID iD will show on your FRPA and CU Experts profile within a couple of business days.

#### Step-by-step registration and account setup

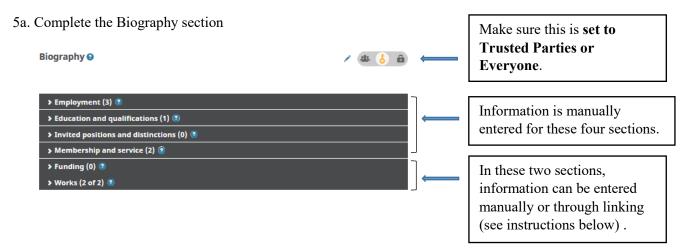
- 1. An ORCID iD is a 16 digit unique identifier, for example, 0000-0002-1825-0097. If you think you've registered for ORCID, but don't remember your ID or user name, try the following steps to find your ORCID iD.
  - a) Go to <u>CU Experts</u>, and search by your name. Once you've located and opened your record, scroll down to the Other Profiles section. If you have an ORCID iD that has been associated with CU, it will be listed there; if you click on your iD it will take you to your ORCID biography page, and you can login from there;
  - b) Look up your name in the search bar on the main page of the ORCID website (or use the advanced search functionality at <a href="https://orcid.org/orcid-search/search">https://orcid.org/orcid-search/search</a>). If your profile is in any way populated and the information is set to visible you will be able to identify yourself and see your ORCID iD.
  - c) Go to <a href="https://orcid.org/signin">https://orcid.org/signin</a> and enter the email address you thing might be associated with your ORCID account, and select the "Forgotten your password? Reset it here" option. ORCID will send an email to that address with either a link to reset the password, or notification that the email address is not registered
- 2. If you don't have an existing ID, register through the ORCID website, <a href="https://ORCID.org/register">https://ORCID.org/register</a>, or if you're already registered, login at <a href="https://ORCID.org/signin">https://ORCID.org/signin</a>



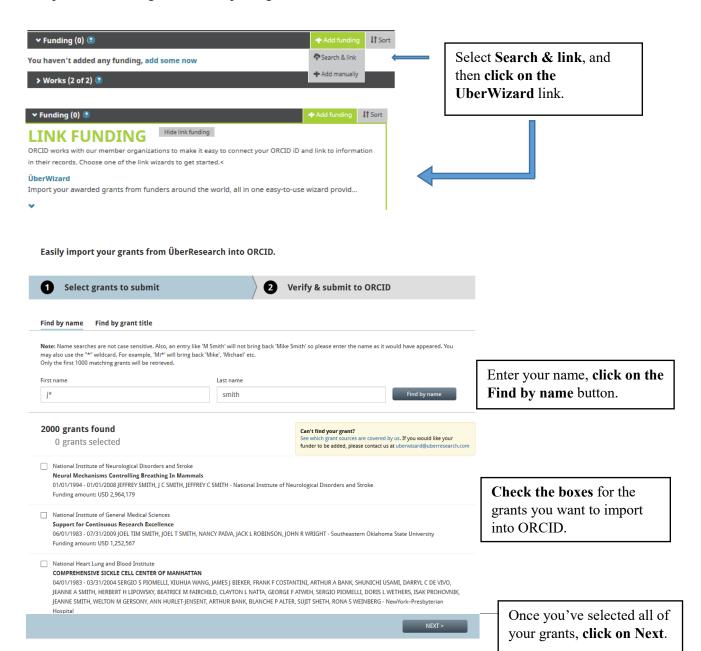
3. Follow emailed verification instructions

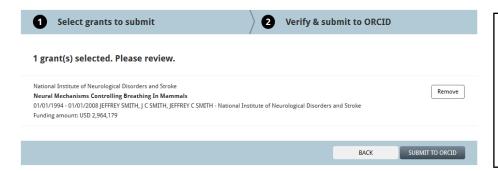


4. Send your new ORCID iD to <u>orcid-support@colorado.edu</u> for inclusion in the CU Boulder ORCID database. Your new ORCID iD will show on your FRPA and CU Experts profile within a couple of business days.



#### 5b. Complete the Funding section – importing





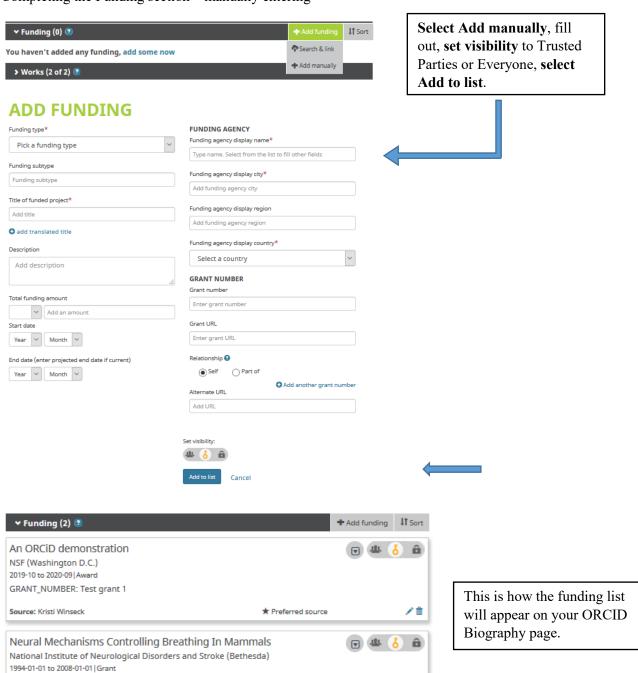
Verify your grants, and click on Submit to ORCID. The grants will be imported to your ORCID account – you may need to close and re-open your ORCID account to see the additions.

#### 5c. Completing the Funding section – manually entering

GRANT\_NUMBER: Z01NS002899

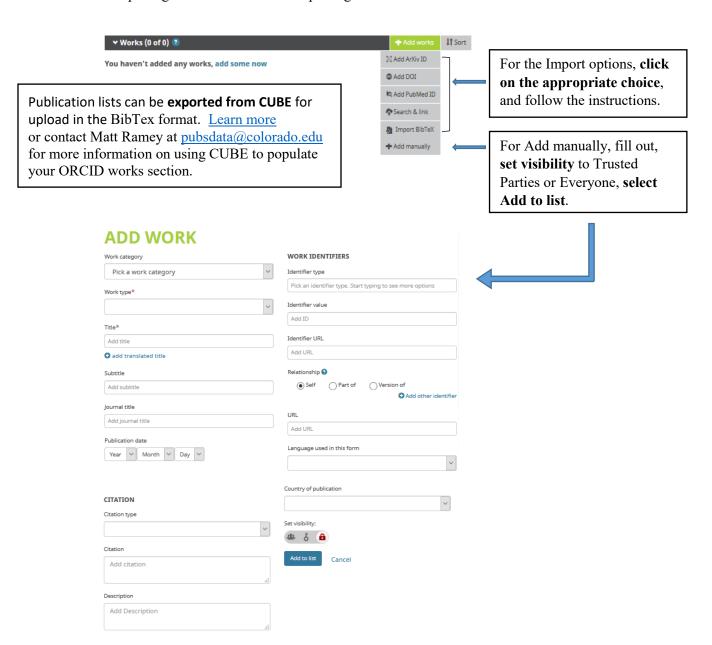
Source: ÜberWizard

URL: https://app.dimensions.ai/details/grant/grant.2721622



★ Preferred source

#### 5d. Completing the Works section – importing



#### Associate your Sponsor-specific ID with ORCID

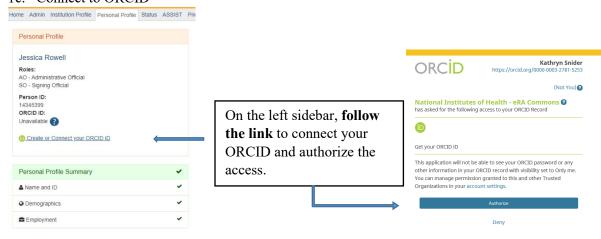
#### 1. NIH

1a. Sign in: <a href="https://public.era.nih.gov/commons/public/login.do">https://public.era.nih.gov/commons/public/login.do</a>

1b. Access your Personal Profile



1c. Connect to ORCID

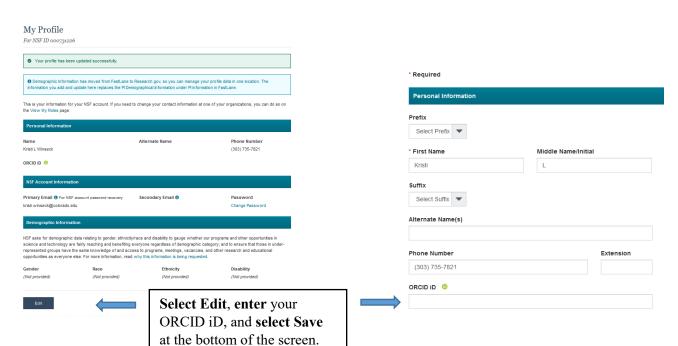


#### 2. NSF (Research.gov)

2a. Sign in: https://www.research.gov/research-web/



2c.



- 3. Proposal Central
  Note that to import your ORCID information to Proposal Central, your ORCID visibility settings need to be
  set to Everyone
  - 3a. Sign in: <a href="https://proposalcentral.com/default.asp">https://proposalcentral.com/default.asp</a>



3c. Select which information you want to import from ORCID



Full Instructions can be found at: https://www.ncbi.nlm.nih.gov/books/NBK154494/

Science Experts Network Curriculum Vitae (SciENcv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research. SciENcv gathers and compiles information on expertise, employment, education and professional accomplishments. Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words.

#### What SciENcv does:

- Eliminates the need to repeatedly enter biosketch information
- Reduces the administrative burden associated with federal grant submission and reporting requirements
- Provides access to a researcher-claimed data repository with information on expertise, employment, education, and professional accomplishments
- Allows researchers to describe their scientific contributions in their own language

#### Who Developed SciENcv

The SciENcv utility is a cooperative project requested by the Federal Demonstration Partnership (FDP), which is an association of academic research institutions and federal agencies. In collaboration with the FDP, SciENcv is being built by the National Center for Biotechnology Information (NCBI) at the National Institutes of Health under the aegis of an interagency workgroup composed of members from the Department of Defense, the Department of Energy, the Environmental Protection Agency, the National Institutes of Health, the National Science Foundation (NSF), The Smithsonian, and the United States Department of Agriculture. The interagency workgroup operates under the National Science and Technology Council's (NSTC) Research Business Models and Science of Science Policy Committees.

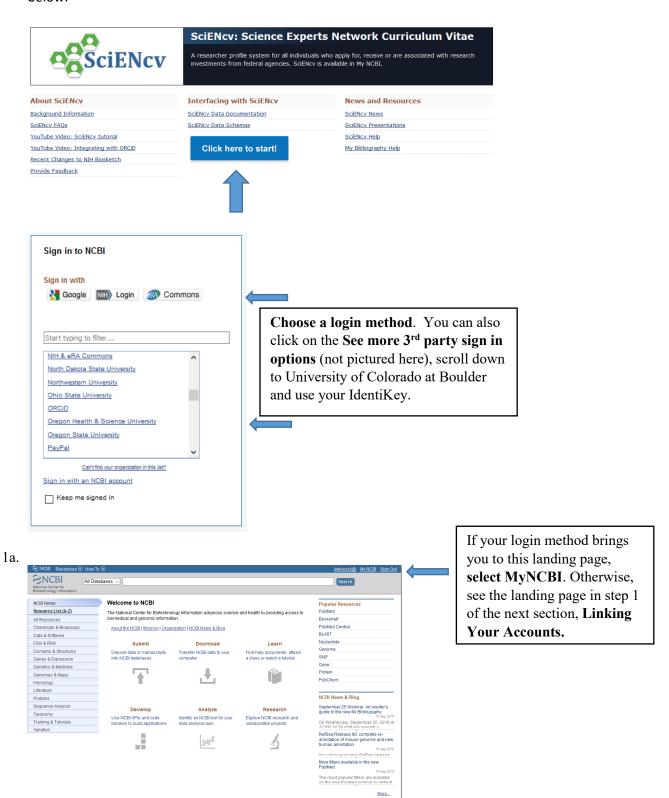
#### **Principles of SciENcv**

- Any researcher may register
- Leverages data from existing systems
- Data are owned by the researcher
- Researcher controls what data are public
- Researcher edits and maintains information
- Researcher provides own data to describe research outcomes
- Researcher has ultimate control over data in biosketch

https://www.ncbi.nlm.nih.gov/sciencv/background/

#### **Step-by-step Access to SciENcv**

1. If you already have a login for NCBI, start here <a href="https://www.ncbi.nlm.nih.gov/account/">https://www.ncbi.nlm.nih.gov/account/</a>, otherwise, if you need to create an account, start here: <a href="https://www.ncbi.nlm.nih.gov/sciencv/">https://www.ncbi.nlm.nih.gov/sciencv/</a>, and follow the instructions below:



#### **Linking Your Accounts**

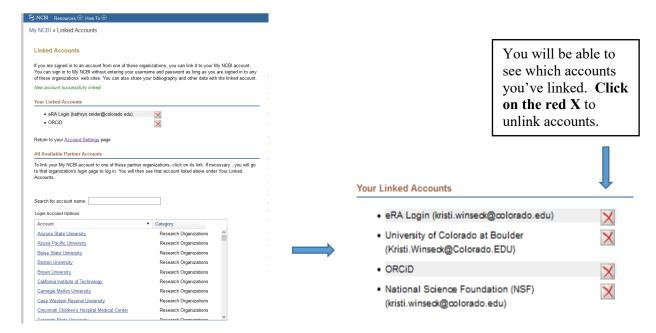
1) Link your accounts by clicking your user name in the upper right-hand corner.



2) Select Change under linked accounts.



3) Search for the account name you'd like to link and then follow the instructions on the link.

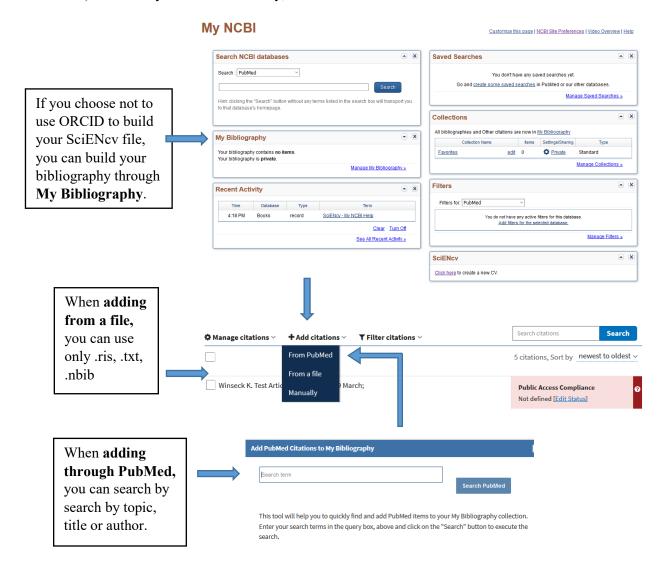


4) As you link your accounts, you may get messages that look similar to this; make sure you authorize so that the records can "talk" to each other.



#### **Building Your Record**

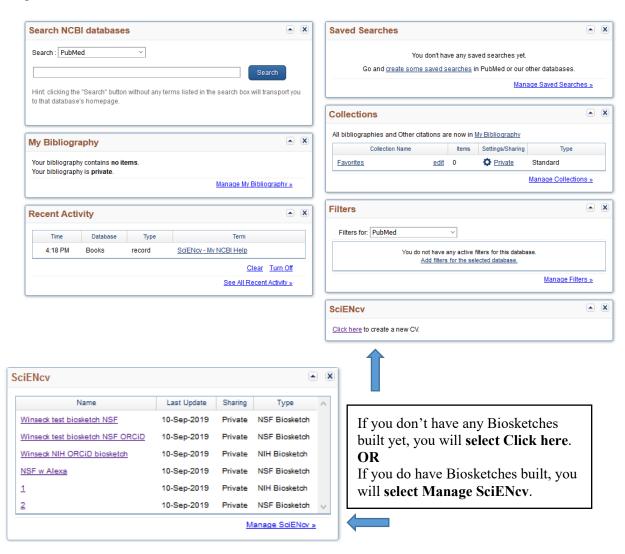
- 1) If you've already built your record, skip to the next section, Building your Biosketch through SciENcv.
- 2) To build your record using your ORCID account, see the next section, **Building your Biosketch through SciENcv** to pull in information from your ORCID once records are loaded from ORCID, they will also reside in the My Bibliography section.
- 3) To build your record manually, follow the instructions below:



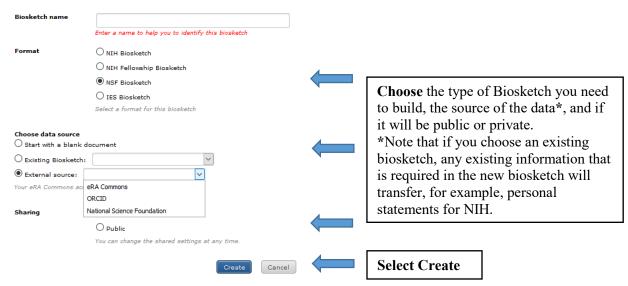
#### **Building your Biosketch through SciENcv**

#### **My NCBI**

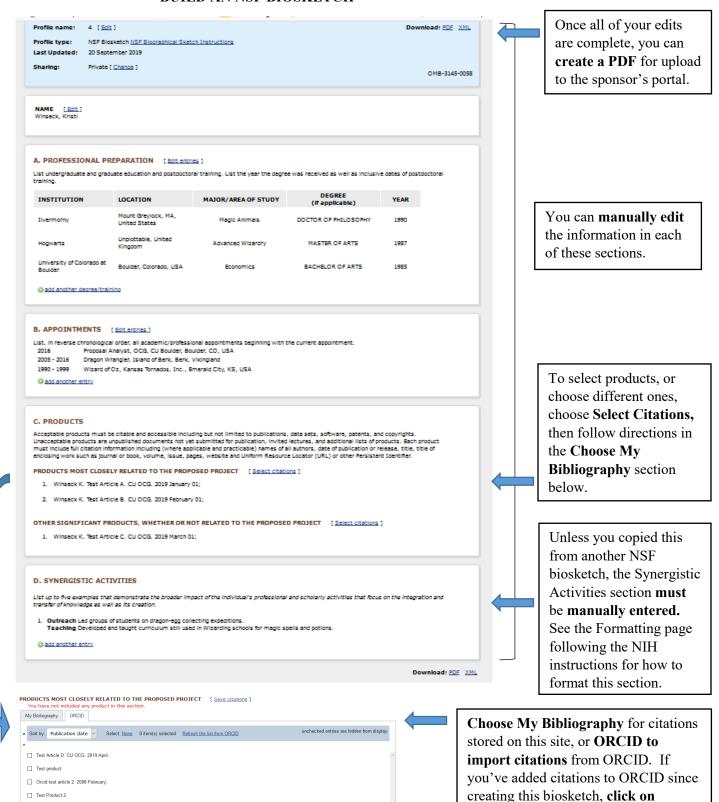
Customize this page | NCBI Site Preferences | Video Overview | Help



#### Create a New Biosketch

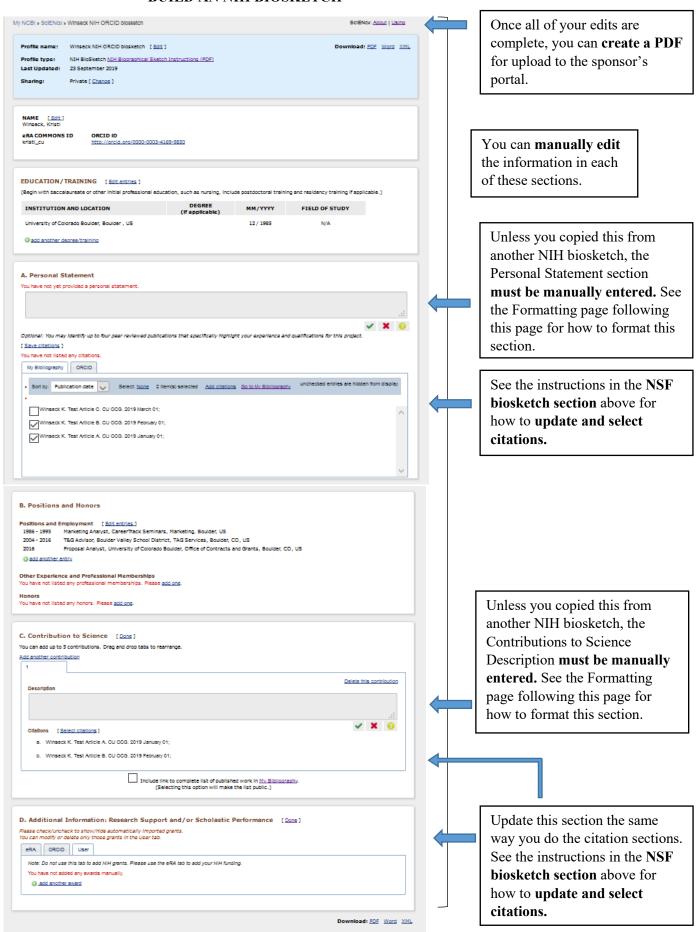


#### BUILD AN NSF BIOSKETCH



Refresh the list from ORCID.

#### BUILD AN NIH BIOSKETCH



#### FORMATTING TEXT BOXES IN THE BIOSKETCH

SciENcv uses "Markdown" syntax which allows you to add simple formatting to your personal statement, if necessary.

We do NOT support HTML tags.

#### **Phrase Emphasis**

- \*italic\*
- \*\*bold\*\*

#### Headers

- # Title = First level header
- ## Title = Second level header
- ### Title = Third level header

#### Lists (lists can be nested)

Ordered, without paragraphs:

- 1. Item1
- 1. Item2

Unordered, with paragraphs:

• \* A list item.

With multiple paragraphs.

• \* Bar

#### **Manual Line Breaks**

End a line with two or more spaces.

#### "Escaping" formatting characters

If you want to type a formatting character and have it treated as text not formatting, type a backslash first \. This means \\* gives \*, \\_ gives \_ etc.

This is true of all text boxes, not just the personal statement.