Division of
RESEARCH

User Guide

Instructions on how to use the SciENcv platform to Build a Current and Pending Document

OFFICE OF SPONSORED PROGRAMS (OSP)

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DOCUMENT REVISIONS

Date	Version Number	Document Changes
10/24/2024	1.0	Full Edit

1. INTRODUCTION

This document outlines the steps required to build your current and pending document using the SciENcv platform. A demo video showcasing these steps can be found on the [OSP support disclosure website](#).

1.1. Login to SciENcv

1. Go to the SciENcv website by using the URL - https://www.ncbi.nlm.nih.gov/sciencv/.
   You can use your existing credentials for eRA Commons, NSF, ORCID or Login.gov.
2. Click the **Login** button at the top-right, and then click the **ORCID** button to log in using your ORCID credentials. Your ORCID credentials will be either your email address or your numeric ORDCID ID.

1.2. Create new document

1. Click the name icon in the upper right-hand corner and then click the **Dashboard** hyperlink.
2. Scroll down to the SciENcv block and click the **Click here** hyperlink to create a new CV.
3. Click the **+ NEW DOCUMENT** button.
   a. Enter the name of the document in the *Document title* field.
   b. Select **NSF Current and Pending (Other) Support** from the *Document type* dropdown.

> Presently, most federal agencies default to the NSF template for current and pending. NIH's Other Support Template will be available in Spring 2025. Follow the directions as specified in your sponsor's submission guidelines.

   c. Select **Start with a blank document** as the *Data source*. You may start with a blank document or update an existing current and pending document you have used for a previous submission.
   d. Click the **CREATE** button.

1.3. Add Information

1. Start adding information to your document. Click **ADD INFORMATION** in the section labeled *Identifying Information, Organization and Location*. Make sure all the fields are filled out correctly.
2. Click the **SAVE** button.

1.4. Add Proposal/Active Project

1. Scroll down the same window and click the **ADD PROPOSAL/ACTIVE PROJECT** button.
2. Enter the project information and click **SAVE** in the end. Repeat this data entry for each active project or pending proposal that you have.

1.5. In-Kind Contribution

1. Scroll down the same window and click the **ADD-IN-KIND CONTRIBUTION** button to make an entry for all in kind contribution valued at $5,000 or more and that require a commitment of the individual's time. Make an entry for each in-kind contribution.

1.6. Certification

Federal regulations require a researcher, to certify that, all the information provided on the current and pending document is complete and accurate.

1. To certify, click the **DOWNLOAD PDF** button, read the certification text in the small window that opens, and then click the **CERTIFY** button. Once you click the *CERTIFY* button, your PDF file will be downloaded to your computer.
2. Make sure you save the file. The current and pending document is now ready to be included in your application submission package.

1.7. Add Delegate

To assign another individual to assist you in completing your SciENcv templates, you can add them as delegates. Follow the steps below:

1. Go to your profile icon and select **Account Settings.**
2. Scroll down and click the **Add Delegate** button. Enter the email address for the delegate and click **Save**. An email request will be sent to the delegate to approve the delegate status.