

10th ANNUAL
SYMPOSIUM
FOR
RESEARCH
ADMINISTRATORS

NOV 13, 2025



...be inspiRED

RED

Research. Education. Development.

Common Forms?? SciENCv?? SciEN-see-us!

Annie Studer, Grants & Contracts Specialist – Proposals, RSP
Alex Delvoye, Research Administrator, Mechanical
Engineering Department

Common Forms in SciENcv

- Common Forms were developed by the National Science and Technology Council's Research Security Subcommittee
- The National Science Foundation (NSF) acts as the steward for these forms
- "Common Form" covers the type of information and formatting:
<https://www.nsf.gov/bfa/dias/policy/nspm-33-implementation-guidance>
- Each agency may implement the common form format in different ways. Review current guidance of agency before applying.

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

- NIH Biosketch
- NIH Fellowship Biosketch
- NIH Biographical Sketch PREVIEW Common Form
- NIH Current and Pending (Other) Support PREVIEW Common Form
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- USDA Biographical Sketch
- USDA Current and Pending (Other) Support

NIH – What Should We Expect?

- <https://grants.nih.gov/policy-and-compliance/changes-coming-2025/common-forms-for-biosketch>
- To further support a successful transition to the Common Forms, NIH is postponing the May 25, 2025 implementation for all applications and Research Performance Progress Reports (RPPRs). NIH will issue future Guide Notices outlining the new effective date and additional implementation details as they are finalized.

Other things to know

- NSF
 - Certification of documents
 - Requirements to Recertify
- Other Agencies
 - USDA
 - DOE
 - DOD
- Differences Between Forms

Review the NOFO for Proposal First!

- REMINDER: Review NOFO to determine if you can use SciENcv for biosketch and current and pending documents
- Some sponsors request additional information that is not captured on the common form meaning you can't use SciENcv:
 - Sponsor grant contact information and address
 - Effort in percentage
 - Direct and indirect costs by year

With SciENcv PI's are more involved

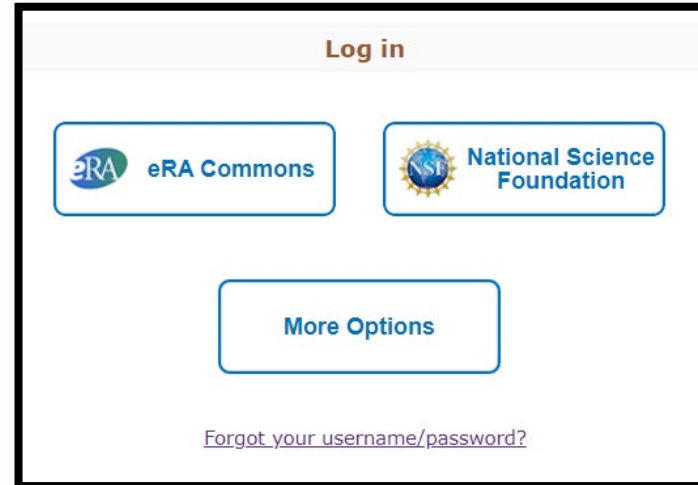
- PI responsibilities
 - Create SciENcv account - <https://www.ncbi.nlm.nih.gov/sciencv/>
 - Delegate access to research administrator
 - Certify documents
- Research Admin responsibilities
 - Update biosketch and current and pending as needed

Get your PIs ready in SciENcv!

- We know the transition to SciENcv is coming, so use this time to explore it
- Set up meeting with PIs to cover:
 - How to create a SciENcv account & login
 - Link their other accounts: ORCID IDs, NSF IDs, and eRA Commons
 - Delegate access to research administrator

Login Difficulties: Remember How You Login

- <https://www.ncbi.nlm.nih.gov/sciencv/>
- Select same login option every time to find your documents – otherwise you create duplicate accounts
- **Tip:** Write down or note if your PI tells you how they log in so you can help them remember



Welcome back!

Log in again with eRA
Commons

or

 eRA Commons

 Google Account

 ORCID

 Login.gov

 Microsoft

 NIH Account

 NCBI Account

more login options

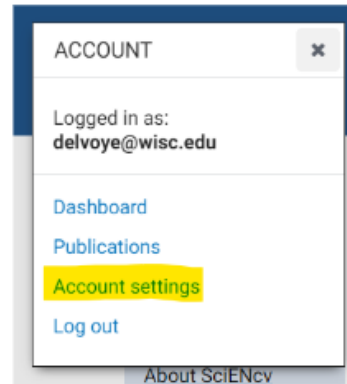
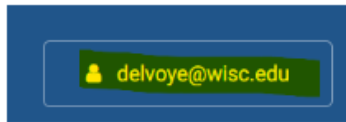
Duplicate Accounts

- This needs to be merged by contacting NIH
 - Send to NCBI User services – NLMSciencv@mail.nih.gov
 - Include:
 - NCBI user name
 - eRA Commons username
 - ORCID
 - And any know emails associated with SciENcv/PubMed
 - Explain which account should be primary
 - If any NCBI account was previously used to submit other data, reference as well

Delegating Access to RAs

Adding a Delegate

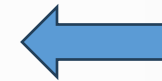
1. Click on your email address on the upper right in the blue banner to access your NCBI "Account Settings"



2. Scroll to the "Delegates" section and click "Add a Delegate". Please add the email address of your research administrator or staff member assisting with your biosketch and CPS documents.

Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.



The PI needs to delegate, department admins **CANNOT** add themselves.

Delegating Access to RAs

- There are no limits as to the number of delegates that can be added for each PI
 - PI must add on delegates from their account
 - One time process to add research administrator
 - Pre- and post-award contacts can be added
 - Other research administrators in your department or backups
- [NCBI - How To Delegate and Add ORCID ID](#)

ORCID ID Connection

- Some sponsors (NIH, DOE) are starting to require ORCID ID on biosketch and current and pending support as of May 25, 2025
- Encourage your PIs to connect their ORCID ID to SciENcv early! Once connected, it is always there for the future.
- UW–Madison Libraries offer ORCID support. You can refer researchers to the [Libraries' ORCID support page](#) if they need help creating or managing their ORCID accounts

ORCID ID Connection – 2 Ways to Connect

- Add ORCID to SciENCv Profile
 - Will show up on newly generated blank documents



The screenshot shows the SciENCv profile page for Alexandra Delvoye. The header includes the NIH National Library of Medicine logo and the user's email address, delvoye@wisc.edu. The main content area displays the user's name, title, and ORCID ID. A yellow 'Edit' button is visible next to the profile information. A 'Helpful Links' box on the right contains links for 'About SciENCv' and 'How to Use SciENCv'.

NIH National Library of Medicine
National Center for Biotechnology Information

delvoye@wisc.edu

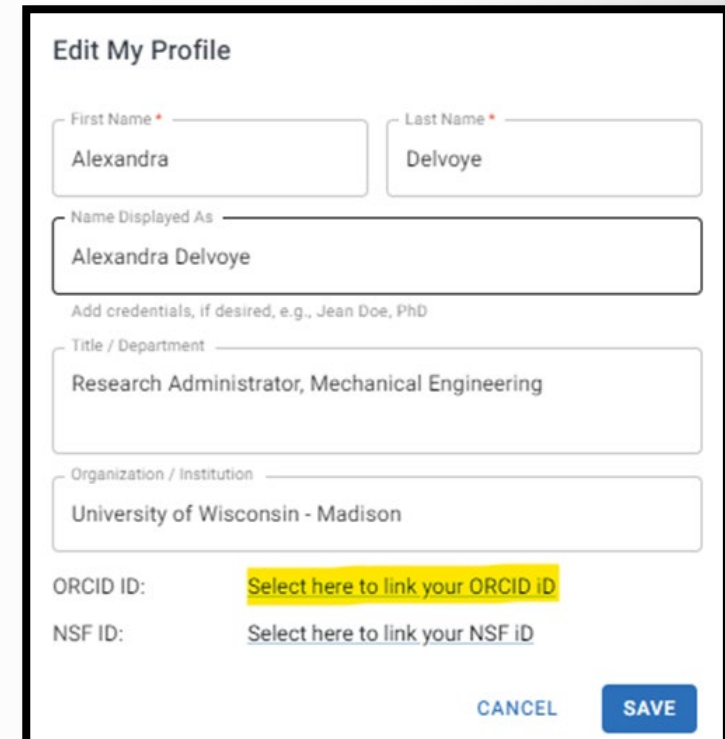
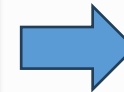
MY NCBI > SCIENCv

SciENCv

My Profile [Edit](#)

Name: Alexandra Delvoye
Title/Department: Research Administrator, Mechanical Engineering
University of Wisconsin - Madison
ORCID ID: <https://orcid.org/0009-0008-6452-1952>

Helpful Links
[About SciENCv](#)
[How to Use SciENCv](#)



The screenshot shows the 'Edit My Profile' form. The form fields are: First Name (Alexandra), Last Name (Delvoye), Name Displayed As (Alexandra Delvoye), Add credentials (Jean Doe, PhD), Title / Department (Research Administrator, Mechanical Engineering), Organization / Institution (University of Wisconsin - Madison), ORCID ID (Select here to link your ORCID ID), and NSF ID (Select here to link your NSF ID). The 'ORCID ID' field is highlighted in yellow. The form has 'CANCEL' and 'SAVE' buttons at the bottom right.

Edit My Profile

First Name * Alexandra Last Name * Delvoye

Name Displayed As Alexandra Delvoye

Add credentials, if desired, e.g., Jean Doe, PhD

Title / Department Research Administrator, Mechanical Engineering

Organization / Institution University of Wisconsin - Madison


ORCID ID: [Select here to link your ORCID ID](#)

NSF ID: [Select here to link your NSF ID](#)

[CANCEL](#) [SAVE](#)

ORCID ID Connection

- Add ORCID to already existing documents
 - Enter document and "Edit" Identifying Information section

Identifying Information, Organization and Location* 

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

| | | | |
|-----------------|---|---------------|---|
| Title: | NSF Test Biosketch | ORCID id: | https://orcid.org/0009-0008-6452-1952 |
| Name: | Ruby Researcher | Last updated: | October 10, 2024 |
| Position Title: | Assistant Professor University of Wisconsin-Madison Madison, Wisconsin, United States | | |

IDENTIFYING INFORMATION:

NAME: Researcher, Ruby

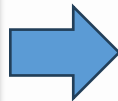
ORCID id: <https://orcid.org/0009-0008-6452-1952>

POSITION TITLE: Assistant Professor

PRIMARY ORGANIZATION AND LOCATION: University of Wisconsin-Madison, Madison,
Wisconsin, United States

Certification Statement

- PIs **must** certify their biosketch and current and pending support by downloading the PDF from SciENCv
- Research administrators **cannot** download document without PI certification



Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

[CANCEL](#) [CERTIFY](#)

Current and Pending Support

- Identifying information (name, position title, ORCID ID)
- Proposals/active projects
- In-kind contributions
- XML Upload Help:
<https://support.nlm.nih.gov/kbArticle/?pn=KA-05499>

Effective 05/20/2024 NSF C&P(O)S OMB-3145-0279

CURRENT AND PENDING (OTHER) SUPPORT INFORMATION
Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person.

*NAME: Researcher, Ruby

*POSITION TITLE: Assistant Professor

*ORGANIZATION AND LOCATION: University of Wisconsin-Madison, Madison, Wisconsin, United States

Proposals/Active Projects

*Proposal/Active Project Title: Engineering a Robotic Arm
*Status of Support: Current
Proposal/Award Number:
*Source of Support: Department of Energy
*Primary Place of Performance: University of Wisconsin - Madison
*Proposal/Active Project Start Date: (MM/YYYY): 01/2024
*Proposal/Active Project End Date: (MM/YYYY): 12/2027
*Total Anticipated Proposal/Project Amount: \$500,000

* Person Months per budget period Devoted to the Proposal/Active Project:

| Year | Person Months |
|------|---------------|
| 2024 | 1 |
| 2025 | 1 |
| 2026 | 1 |
| 2027 | 1 |

*Overall Objectives: This proposal focuses on creating a robotic arm that will move to grab objects.
*Statement of Potential Overlap: No potential overlap.

Biosketch - NSF

- Identifying information (name, position title, ORCID ID)
- Professional Preparation (e.g., education and training)
- Appointments and Positions
- Products
 - 5 products most closely related to the proposed project
 - 5 other significant products, whether or not related to proposed project

Effective 05/20/2024 NSF BIOGRAPHICAL SKETCH OMB-3145-0279

IDENTIFYING INFORMATION:

NAME: Researcher, Ruby

ORCID iD: <https://orcid.org/0009-0008-6452-1952>

POSITION TITLE: Assistant Professor

PRIMARY ORGANIZATION AND LOCATION: University of Wisconsin-Madison, Madison, Wisconsin, United States

Professional Preparation:

| ORGANIZATION AND LOCATION | DEGREE (if applicable) | RECEIPT DATE | FIELD OF STUDY |
|---|------------------------|-------------------|-------------------------------------|
| Brown University, Providence, Rhode Island, United States | Postdoctoral Fellow | 06/2016 - 08/2017 | Mechanical Engineering |
| University of Texas at Austin, Austin, Texas, United States | PHD | 05/2016 | Mechanical Engineering |
| Mechanical Engineering, Ann Arbor, Michigan, United States | BS | 05/2012 | Civil and Environmental Engineering |
| University of Michigan, Ann Arbor, Michigan, United States | BFA | 05/2008 | Music Theory |

Appointments and Positions

2024 - present Assistant Professor, University of Wisconsin-Madison, Madison, Wisconsin, United States

2021 - 2024 Assistant Professor, Brown University, Providence, Rhode Island, United States

2017 - 2021 Scientist , Pacific Northwest National Laboratory, Richland, Washington, United States

2016 - 2017 Postdoctoral Research Associate, Brown University, Providence, Rhode Island, United States

Products

Products Most Closely Related to the Proposed Project

1. J. B. Andrews, J. A. Cardenas, C. J. Lim, S. G. Noyce, J. Mullett, A. D. Franklin. Fully Printed and Flexible Carbon Nanotube Transistors for Pressure Sensing in Automobile Tires. IEEE Sensors Journal. 2018; 18(19):7875-7880. DOI: 10.1109/JSEN.2018.2842139

Other Significant Products, Whether or Not Related to the Proposed Project

Certification:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

I also certify that, at the time of submission, I am not a party to a malign foreign talent recruitment program.

Biosketch – NIH

- Essentially looks like the NSF biosketch got added before the NIH version of the biosketch
- Identifying information (name, position title, ORCID ID)
- Professional Preparation (e.g., education and training)
- Appointments and Positions
- Products
 - 5 products most closely related to the proposed project
 - 5 other significant products, whether or not related to proposed project
- Personal Statement
- Honors
- Contributions to Science

NIH Biographical Sketch PREVIEW Common Form

Name: Researcher, Ruby

Persistent Identifier (PID) of the Senior/Key Person: <https://orcid.org/0009-0008-6452-1952>

Position Title: Assistant Professor

Organization and Location: University of Wisconsin-Madison, Madison, Wisconsin, United States

PROFESSIONAL PREPARATION

| INSTITUTION AND LOCATION | DEGREE | Start Date | Completion Date | FIELD OF STUDY |
|---|-----------------------------|------------|-----------------|-------------------------------------|
| Brown University, Providence, Rhode Island, United States | Postdoctoral Fellow | 06/2016 | 08/2017 | Mechanical Engineering |
| University of Texas at Austin, Austin, Texas, United States | Doctor of Philosophy (PHD) | 09/2012 | 05/2016 | Mechanical Engineering |
| Mechanical Engineering, Ann Arbor, Michigan, United States | Bachelor of Science (BS) | 09/2008 | 05/2012 | Civil and Environmental Engineering |
| University of Michigan, Ann Arbor, Michigan, United States | Bachelor of Fine Arts (BFA) | 09/2004 | 05/2008 | Music Theory |

Appointments and Positions

| | |
|----------------|--|
| 2024 - present | Assistant Professor, University of Wisconsin-Madison, Madison, Wisconsin, United States |
| 2021 - 2024 | Assistant Professor, Brown University, Providence, Rhode Island, United States |
| 2017 - 2021 | Scientist, Pacific Northwest National Laboratory, Richland, Washington, United States |
| 2016 - 2017 | Postdoctoral Research Associate, Brown University, Providence, Rhode Island, United States |

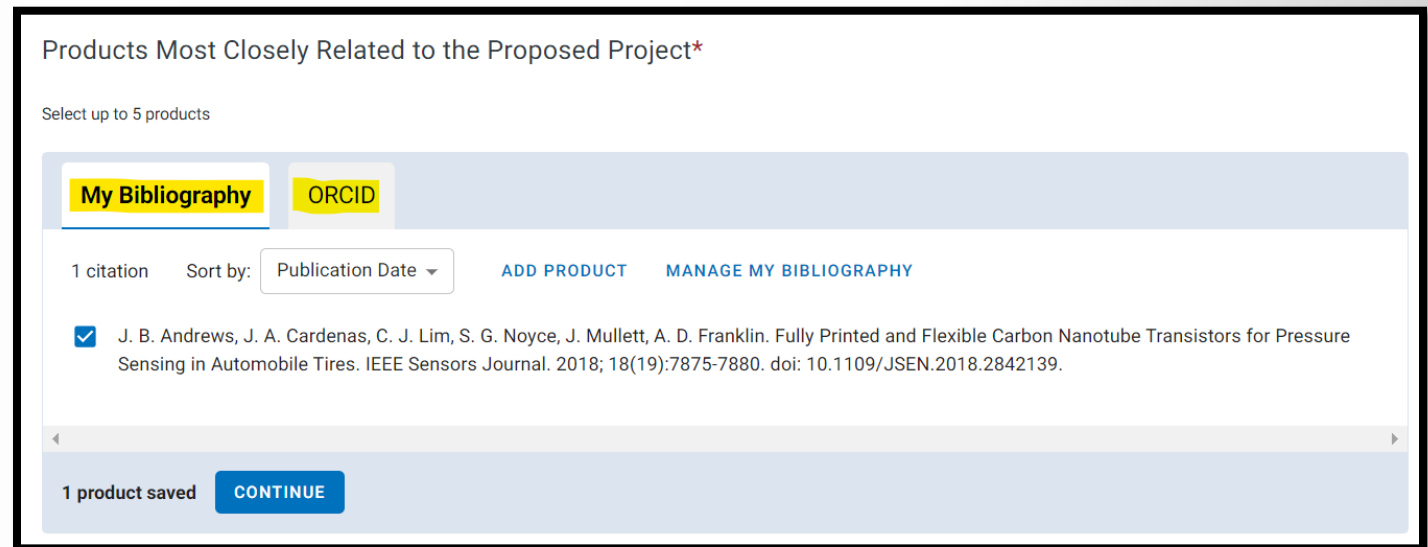
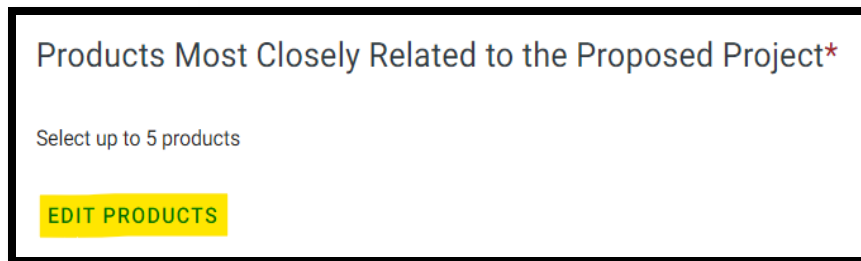
Products

Products Closely Related to the Proposed Project

1. Pecunia V, Petti L, Andrews J, Ollearo R, Gelinck G, Nasrollahi B, Jailani J, Li N, Kim J, Ng T, Feng H, Chen Z, Guo Y, Shen L, Lhuillier E, Kuo L, Sangwan V, Hersam M, Fraboni B, Basiricò L, Ciavatti A, Wu H, Niu G, Tang J, Yang G, Kim D, Dremann D, Jurchescu O, Bederak D, Shulga A, Costa P, Perinka N, Lanceros-Mendez S, Chortos A, Khuje S, Yu J, Ren S, Mascia A, Concas M, Cosseddu P, Young R, Yokota T, Somoya T, Jeon S, Zhao N, Li Y, Shukla D, Wu S, Zhu Y, Takei K, Huang Y, Spiece J, Gehring P, Persaud K, Llobet E, Krik S, Vasquez S, Costa Angeli M, Lugli P, Fabbri B, Spagnoli E, Rossi A, Occhipinti L, Tang C, Yi W, Ravenscroft D, Kandukurri T, Abideen Z, Azimi Z, Tricoli A, Rivadeneyra A, Rojas S, Gaiardo A, Valt M, Galstyan V, Zappa D, Comini E, Noël V, Mattana G, Piro B, Strand E, Bihar E, Whiting G, Shkodra B, Petrelli M, Moro G, Raucci A, Miglione A, Cinti S, Casson A, Wang Z, Bird D, Batchelor J, Xing L, Johnson L, Alwattar A, Kyndiah A, Viola F, Caironi M, Albarghouthi F, Smith B, Franklin A, Pal A, Banerjee K, Johnson Z, Clausen J, Moudgil A, Leong W. Roadmap on printable electronic materials for next-generation sensors. Nano Futures. 2024 August 09; 8(3):032001. Available from: <https://dx.doi.org/10.1088/2399-1984/ad36ff> DOI: 10.1088/2399-1984/ad36ff
2. J. B. Andrews, J. A. Cardenas, C. J. Lim, S. G. Noyce, J. Mullett, A. D. Franklin. Fully Printed and Flexible Carbon Nanotube Transistors for Pressure Sensing in Automobile Tires. IEEE Sensors Journal. 2018; 18(19):7875-7880. DOI: 10.1109/JSEN.2018.2842139
3. Chen K, Kachhadiya J, Muhtasim S, Cai S, Huang J, Andrews J. Underground Ink: Printed Electronics Enabling Electrochemical Sensing in Soil. Micromachines. 2024; 15(5). DOI: 10.3390/mi15050625

Products – ORCID ID and My Bibliography

- Access publications from the PI's My Bibliography or ORCID accounts
 - PI or delegate must add citations to My Bibliography
 - ORCID ID can automatically add publications or PI can add them to their account



My Bibliography - Accessing PI Citations

Products Most Closely Related to the Proposed Project*

Select up to 5 products

My Bibliography ORCID

1 citation Sort by: Publication Date **MANAGE MY BIBLIOGRAPHY**

J. B. Andrews, J. A. Cardenas, C. J. Lim, S. G. Noyce, J. Mullett, A. D. Franklin. Fully Printed and Flexible Carbon Nanotube Transistors for Pressure Sensing in Automobile Tires. IEEE Sensors Journal. 2018; 18(19):7875-7880. doi: 10.1109/JSEN.2018.2842139.



NIH National Library of Medicine
National Center for Biotechnology Information

delvoye@wisc.edu

My Bibliography Alexandra Delvoye's Bibliography 1 ⓘ

27 Bibliographies ▾

My Bibliography

Joseph Andrews

Lianyi Chen

Jennifer Franck

Katherine Fu

MyNCBI | linked account

Your bibliography is currently private. If you want to share with a URL, *make your bibliography public.*

Manage citations ▾ + Add citations ▾ Filter citations ▾

Search citations

1 citations, Sort

My Bibliography – Manually Adding Citations

My Bibliography Alexandra Delvoye's Bibliography 1 ⓘ 27 Bibliographies My Bibliography Help

MyNCBI | linked account Page 1 of 1

Your bibliography is currently private. If you want to share with a URL, *make your bibliography public*.

Manage citations ▾ **+ Add citations** ▾ Filter citations ▾

From PubMed 1 citations, Sort by newest to oldest ▾

From a file

J. B. Andrews, J. A. C. ... n, S. G. Noyce, J. Mullett, A. D. Franklin. Fully Printed and Flexible Carbon Nanotubes for Pressure Sensing in Automobile Tires. IEEE Sensors Journal. 2018; 18(19):7875-7880. doi: 10.1109/JSEN.2018.2842139. **Manually**

Public Access Compliance
Not defined [\[Edit Status\]](#)

[+ Add Award](#)
[Edit Non-PubMed Article](#)
Manually-entered

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 *
[Add Another Author](#)

Journal *

Publication Date *
 Forthcoming

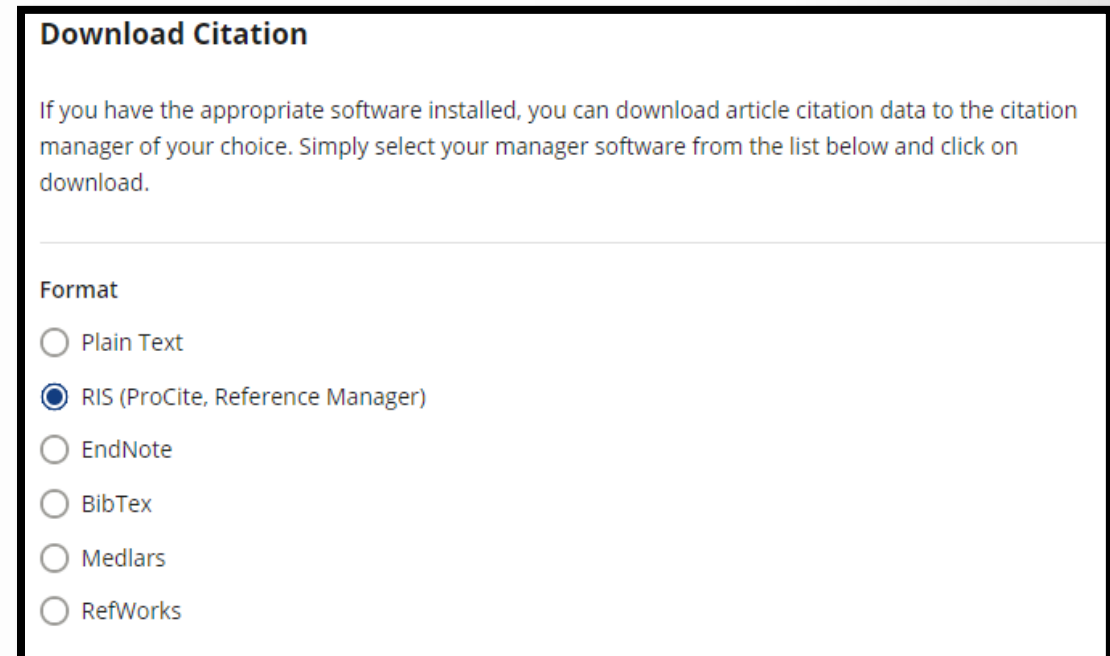
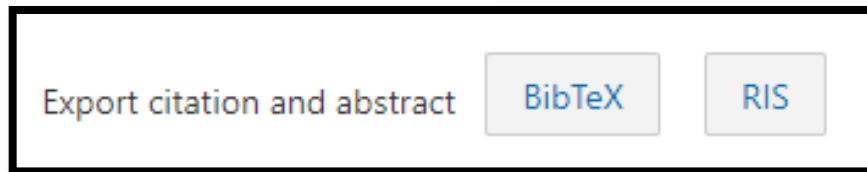
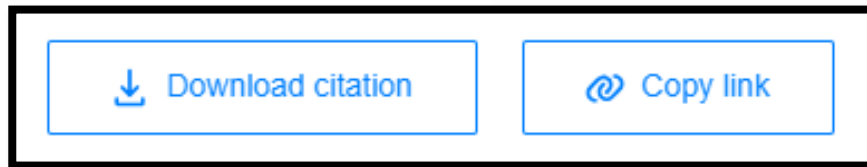
Volume Issue Page

URL

Unique ID Type

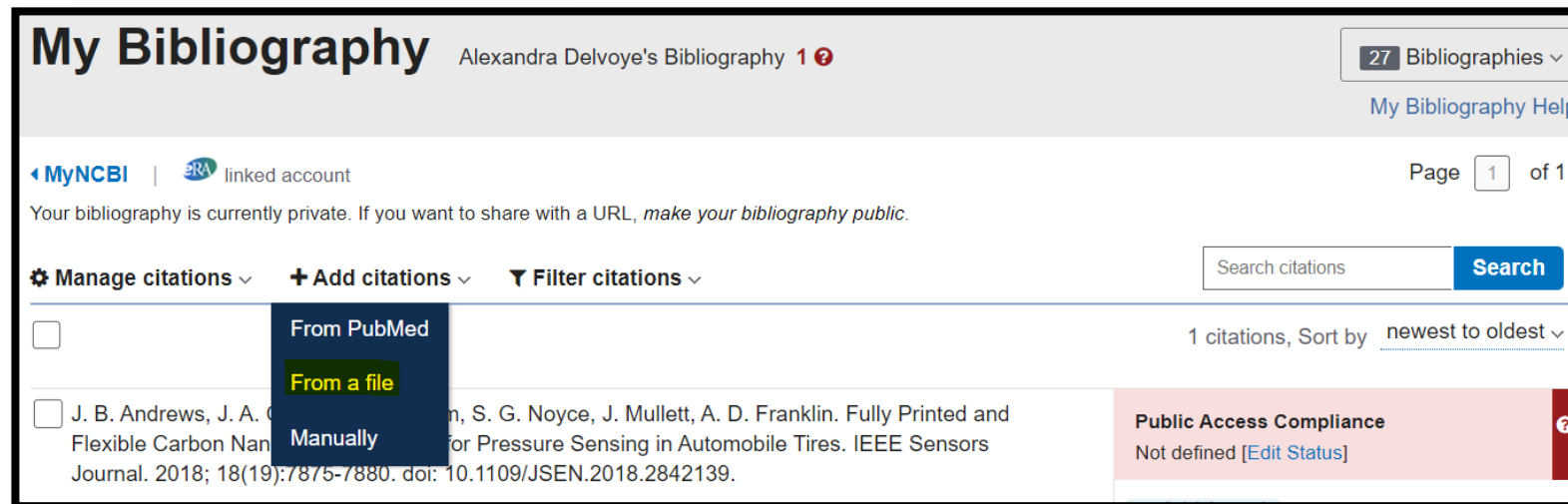
My Bibliography - Download Citations

- Search for publication using Google
 - May be on journal's website, ResearchGate, etc.
 - Find the option to download the citation somewhere on website
- Download citation in RIS format

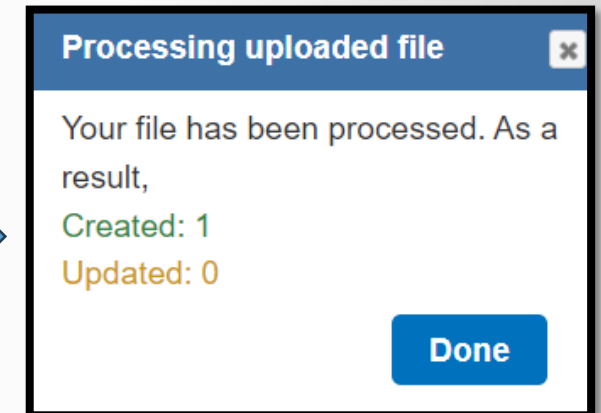


My Bibliography - Download Citations

- Upload "From a file" into My Bibliography



The screenshot shows the 'My Bibliography' page for Alexandra Delvoye. The page includes a search bar, a 'Search' button, and a dropdown menu for 'Add citations'. The 'Add citations' dropdown is open, showing options: 'From PubMed', 'From a file' (highlighted in yellow), and 'Manually'. Below the dropdown, a citation is visible: 'J. B. Andrews, J. A. ... n, S. G. Noyce, J. Mullett, A. D. Franklin. Fully Printed and Flexible Carbon Nan ... for Pressure Sensing in Automobile Tires. IEEE Sensors Journal. 2018; 18(19):7875-7880. doi: 10.1109/JSEN.2018.2842139.' A 'Public Access Compliance' section is also visible, indicating 'Not defined [Edit Status]'.



The dialog box is titled 'Processing uploaded file' and contains the following text: 'Your file has been processed. As a result, Created: 1 Updated: 0'. A blue 'Done' button is located at the bottom right of the dialog.

- Go back to SciENCv biosketch and citation will be available to select as a product under "My Bibliography"

SciENCv Help Resources

C. Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior/key person's qualifications to carry out the project. It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project.

Senior/key personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

What are acceptable products? ✓

Each product must include full citation information including:

- names of authors;
- product title;
- date of publication or release;
- website URL;
- other persistent identifier (if available); and
- other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).
- If any of the items specified above is not applicable, enter N/A

Year Devoted to the Proposal/Active Project 

Person Months *

0.5

Person Months *

0.5

Person Months *

0.5

Enter how much time the individual anticipates is necessary to complete the scope of work on the proposal and/or active project. Enter the number of person-months (even if unsalaried) for the current budget period and enter the proposed person-months for each subsequent budget period. If the time commitment is not readily ascertainable, a reasonable estimate should be provided.

SciENcv Help Resources

- [RSP Other Support Information](#)
- [Disclosures required in your Current and Pending \(Other\) Support](#)
- [Using SciENcv Frequently Asked Questions \(Updated Aug 2024\)](#)
- [NCBI - How To Delegate and Add ORCID ID](#)
- [How to Connect Your ORCID ID to SciENcv](#)
- [SciENcv Step by Step Instructions](#)
- [NSF Synergistic Activities Template](#)
- [RSP Current and Pending Support Tool](#)

Thank you!

Annie Studer, annie.studer@rsp.wisc.edu

Alex Delvoye, delvoye@wisc.edu