
	<b>SCHOOL OF MEDICINE</b>	<b>Research Administration Guide</b>	
<b>RAG 100, Version 1</b>	<b>Issued by: SOM RAISE</b>	<b>Issue Date: 05.07.2025</b>	<b>Effective Date: 05.07.2025</b>

## 100.1 Preparing Systems Access for NIH Common Forms Compliance: Biographical Sketch and Current and Pending (Other) Support

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## Purpose

This guide describes procedures for creating necessary accounts, linking accounts, delegating access and monitoring compliance for individual units.

## Scope

The guide supports all SOM administrators and investigators/key personnel responsible for developing and maintaining National Institutes of Health (NIH) Biographical Sketches and Current and Pending (Other) Support.

## Background

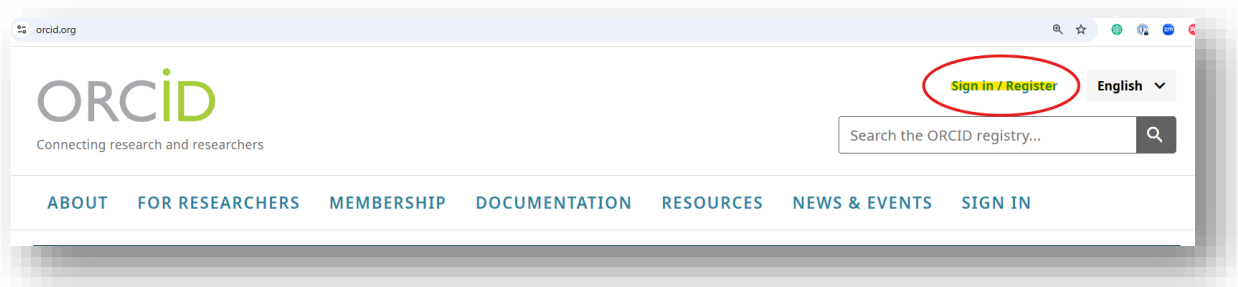
To support consistent and transparent reporting, federal research agencies, including the NIH, are adopting standard forms for disclosing biographical information and current research support. These Common Forms were developed under guidance from the White House (NSPM-33 and OSTP policy) and will be required for grant applications and research progress reports starting in 2025. The goal is to simplify and standardize how researchers share this information across agencies.<sup>1</sup>

Although the original implementation date was set for May 25, 2025, the NIH has since postponed it until further notice. Nonetheless, investigators and administrators can take proactive steps now to prepare for the upcoming requirements, helping to ensure a smooth transition and minimize the risk of submission errors or delays when the changes go into effect.

## Procedures


### Step 1: Register for Your ORCID iD (For Investigators and Delegates)

1. Visit the [ORCID.org](https://orcid.org) sign in page.
2. Click on the “Sign in / Register” link on the top right

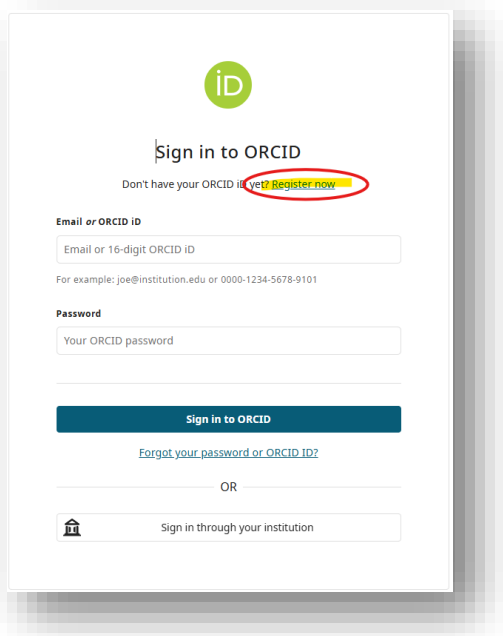


<sup>1</sup> <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-163.html>

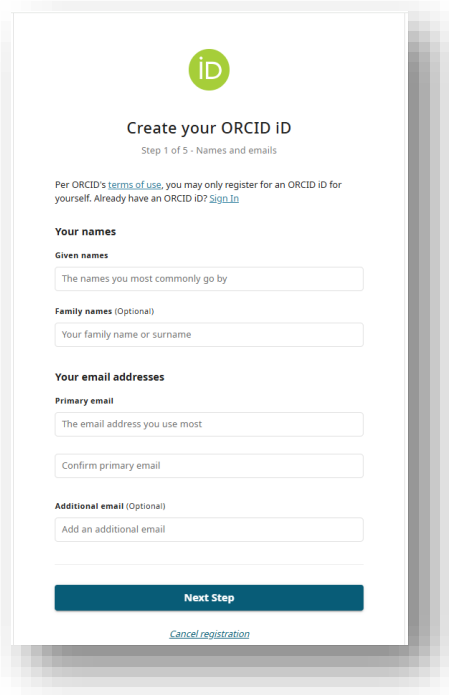
<https://grants.nih.gov/policy-and-compliance/implementation-of-new-initiatives-and-policies/common-forms-for-biosketch>


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- Click on the “Register now” link to create a free account.

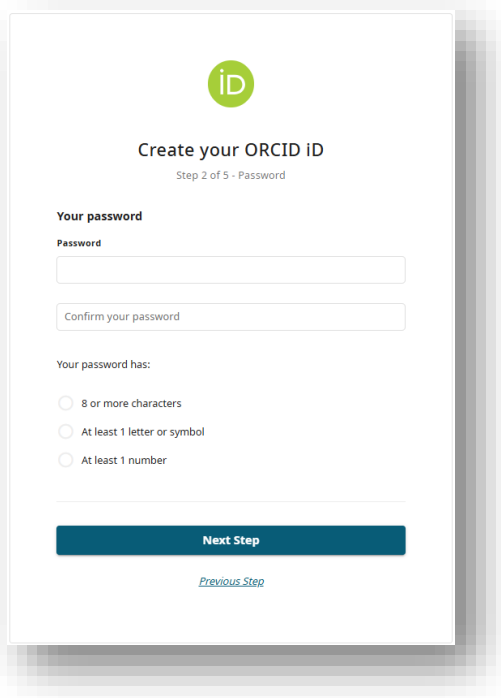


- Fill in the required fields in each of the 5 steps:
  - Step 1 will ask for your name and email address(es) - use your UNC email.



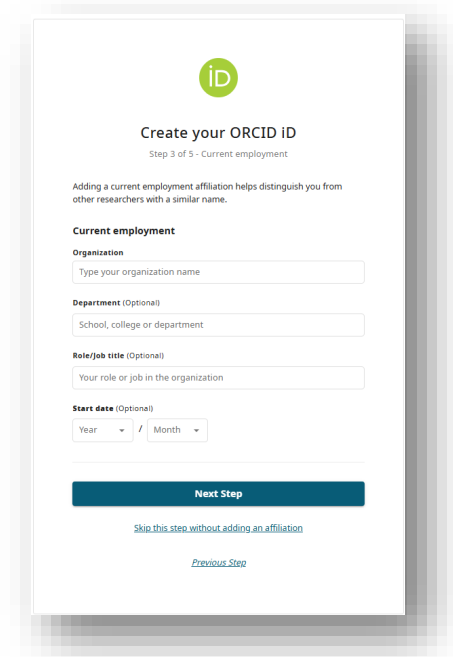
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- Step 2 will ask you to create a secure password of your choice.




The screenshot shows the 'Create your ORCID iD' interface, specifically Step 2 of 5: Password. At the top is the ORCID iD logo. Below the title, it says 'Step 2 of 5 - Password'. The section is titled 'Your password'. There are two input fields: 'Password' and 'Confirm your password'. Below these fields, it says 'Your password has:' followed by three radio button options: '8 or more characters', 'At least 1 letter or symbol', and 'At least 1 number'. At the bottom, there is a dark blue 'Next Step' button and a link for 'Previous Step'.

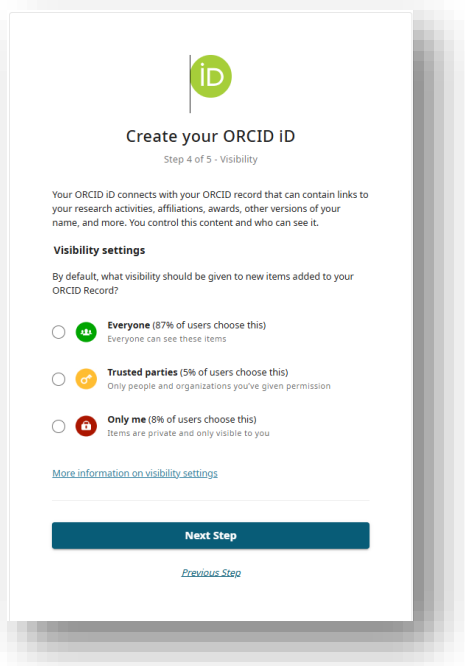
- Step 3 (optional) allows you to add your current employment affiliation (e.g., UNC).



The screenshot shows the 'Create your ORCID iD' interface, specifically Step 3 of 5: Current employment. At the top is the ORCID iD logo. Below the title, it says 'Step 3 of 5 - Current employment'. A note states: 'Adding a current employment affiliation helps distinguish you from other researchers with a similar name.' The section is titled 'Current employment'. There are four input fields: 'Organization' (with the placeholder 'Type your organization name'), 'Department (Optional)' (with the placeholder 'School, college or department'), 'Role/job title (Optional)' (with the placeholder 'Your role or job in the organization'), and 'Start date (Optional)' (with dropdown menus for Year and Month). At the bottom, there is a dark blue 'Next Step' button, a link 'Skip this step without adding an affiliation', and a link for 'Previous Step'.

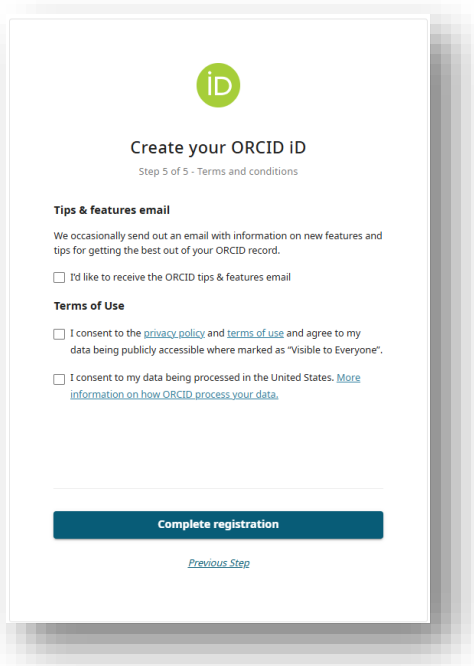
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- Step 4 will require you to select your default [visibility setting](#)



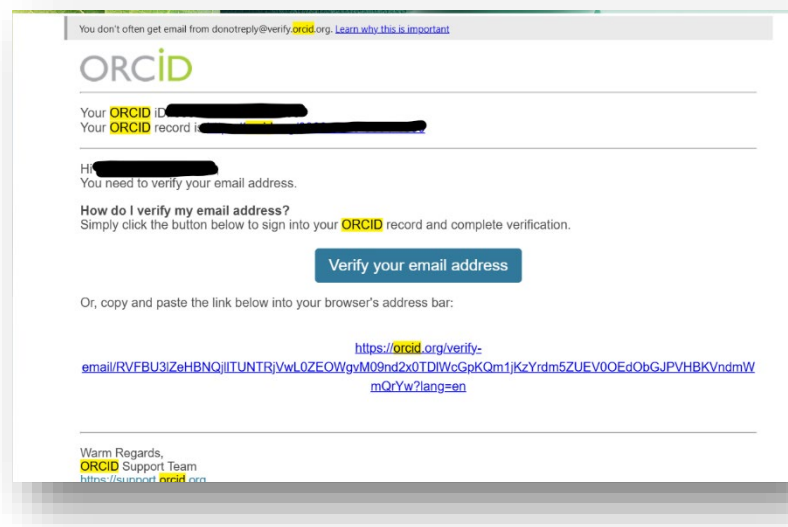
The screenshot shows the 'Create your ORCID iD' interface at Step 4 of 5, titled 'Visibility'. It explains that the ORCID ID connects to a record containing research activities, affiliations, awards, and more. Under 'Visibility settings', it asks for default visibility for new items. Three radio button options are available: 'Everyone (87% of users choose this)' (selected), 'Trusted parties (5% of users choose this)', and 'Only me (8% of users choose this)'. A 'Next Step' button is at the bottom, with a 'Previous Step' link below it.

- Step 5 will ask you to agree to the terms and conditions to complete your registration.

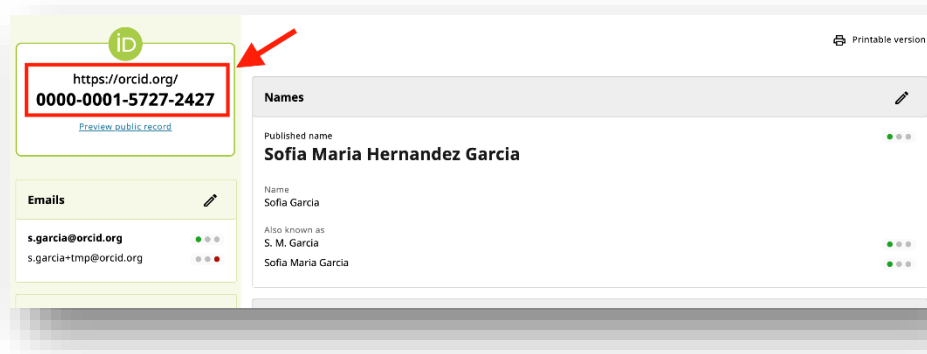


The screenshot shows the 'Create your ORCID iD' interface at Step 5 of 5, titled 'Terms and conditions'. It includes a 'Tips & features email' section with a checkbox for receiving emails. Below is the 'Terms of Use' section with two checkboxes for consent to the privacy policy and terms of use, and another for consent to data processing in the United States. A 'Complete registration' button is at the bottom, with a 'Previous Step' link below it.

- Verify your email by clicking the link sent to your inbox.




- Your unique 16-digit ORCID iD will be automatically generated and available on your profile page.

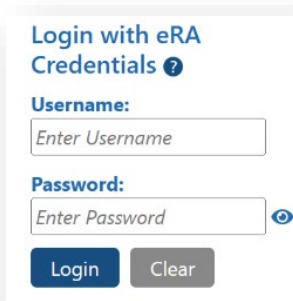


## Step 2: Link Your ORCID iD to eRA Commons (For Investigators)

[https://www.era.nih.gov/erahelp/commons/PPF\\_Help/8\\_2\\_orcid.htm](https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm)


- Log in to [eRA Commons](#).

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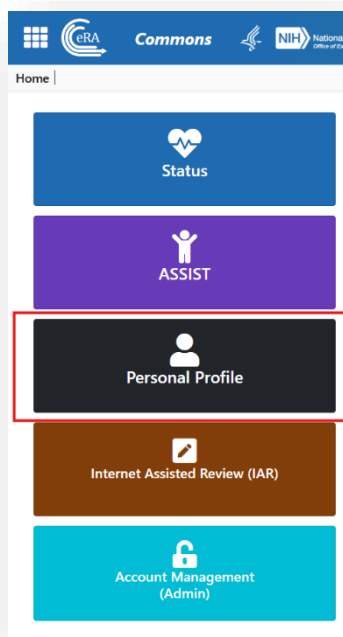


Login with eRA Credentials ?


**Username:**

**Password:**  
 

- Click “Personal Profile” button on the left side of the screen.





- In Personal Profile, click the “Create or Connect Your ORCID iD” link.


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Personal Profile

**Peter Adamz**  
**Roles:**  
IAR - IAR – Internet Assisted Review User-  
Assigned by an SRO (Scientific Review Officer)  
when a user will be involved in the peer review of  
applications.  
PI - Principal Investigator  
  
**Person ID:**  
10101010  
  
**ORCID ID:** ?  
Unavailable ?  
  


 Create or Connect your ORCID iD 


4. A new window for the ORCID site is displayed.

  
**Sign in to ORCID**  
Don't have your ORCID ID yet? [Register now](#)  
  
**Email or ORCID ID**  
  
For example: joe@institution.edu or 0000-1234-5678-9101  
  
**Password**  
  
  

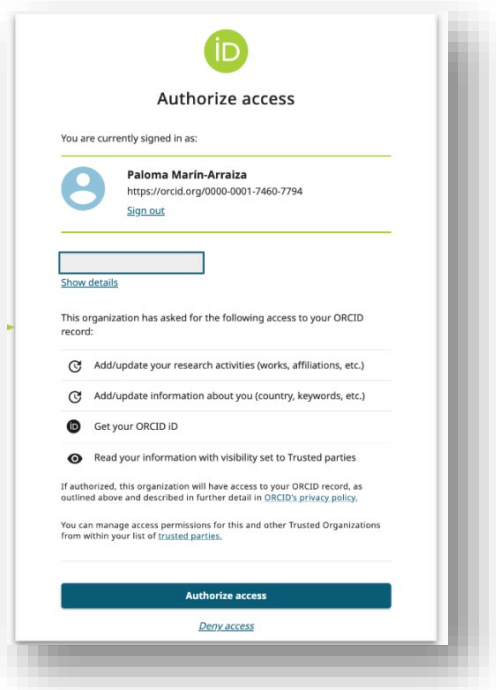
Sign in to ORCID

  
[Forgot your password or ORCID ID?](#)  
  
OR  
  

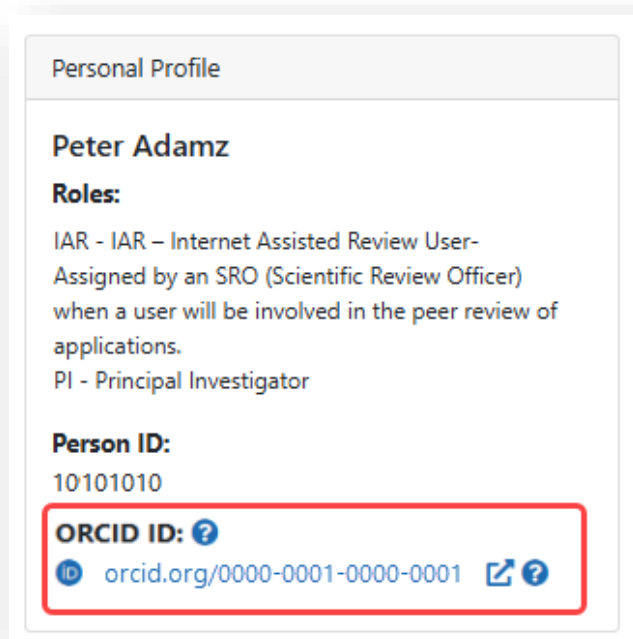
 Sign in through your institution


 Sign in with Google

- Log in to your ORCID account and click the “Authorize Access” button to make the connection.



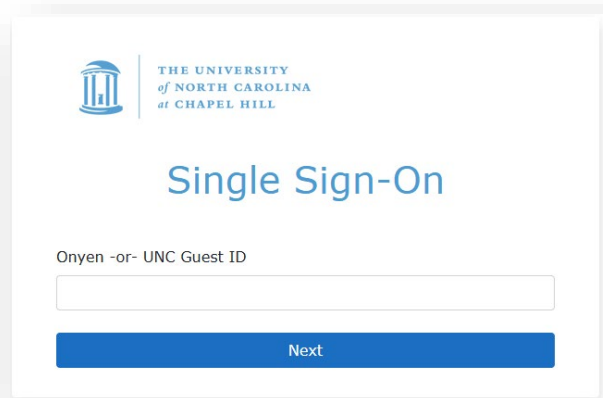
- Verify under your personal profile that your ORCID iD has been linked.



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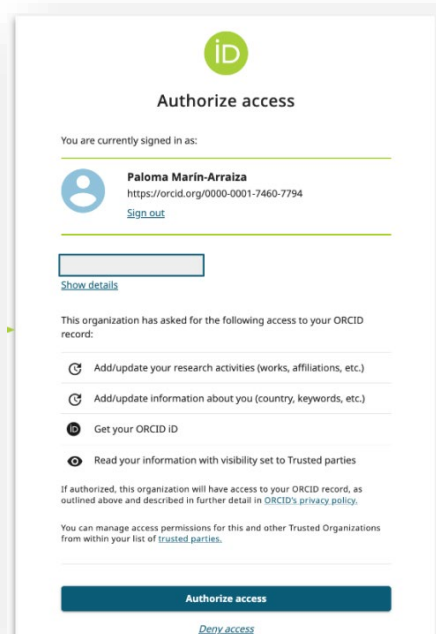
### Step 3: Link Your ORCID iD to the UNC ORCID Portal (For Investigators)

1. Visit the [UNC ORCID portal](https://go.unc.edu/orcid) at <https://go.unc.edu/orcid>.
2. Login using your ONYEN and password.




The image shows the UNC Single Sign-On login page. At the top left is the UNC logo. To its right, it says "THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL". Below this, the text "Single Sign-On" is centered. Underneath, there is a label "Onyen -or- UNC Guest ID" followed by a text input field. At the bottom, there is a blue button labeled "Next".

3. Click on “Connect Your ORCID iD”
4. Follow the prompts to authorize the link.



The image shows the ORCID iD authorization screen. At the top, there is a green circle with "iD" inside. Below it, the text "Authorize access" is centered. Underneath, it says "You are currently signed in as:" followed by a horizontal line. Below the line, there is a user icon, the name "Paloma Marin-Arraiza", and the ORCID iD "https://orcid.org/0000-0001-7460-7794". There is a "Sign out" link. Below this, there is a "Show details" link. Underneath, it says "This organization has asked for the following access to your ORCID record:". Below this, there is a list of permissions: "Add/update your research activities (works, affiliations, etc.)", "Add/update information about you (country, keywords, etc.)", "Get your ORCID iD", and "Read your information with visibility set to Trusted parties". Below the list, it says "If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#)." Below this, it says "You can manage access permissions for this and other Trusted Organizations from within your list of [trusted parties](#)." At the bottom, there is a blue button labeled "Authorize access" and a "Deny access" link.

5. Verify your ORCID iD is linked on the UNC portal.

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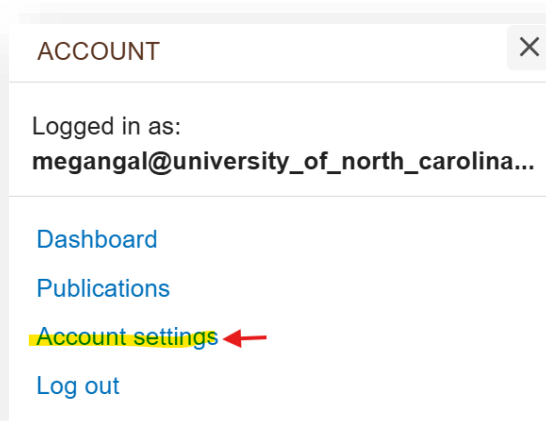
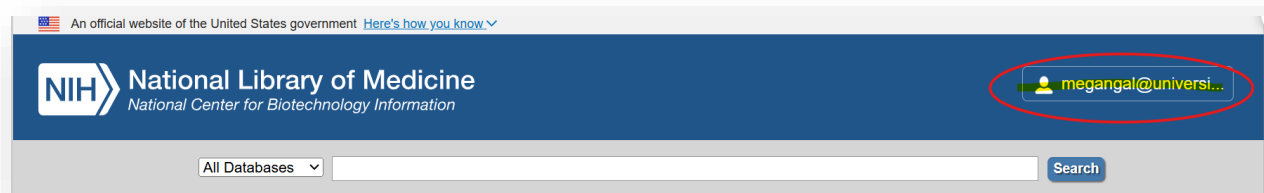


## Step 4: Link Your SciENcv to ORCID and eRA Commons (For Investigators)

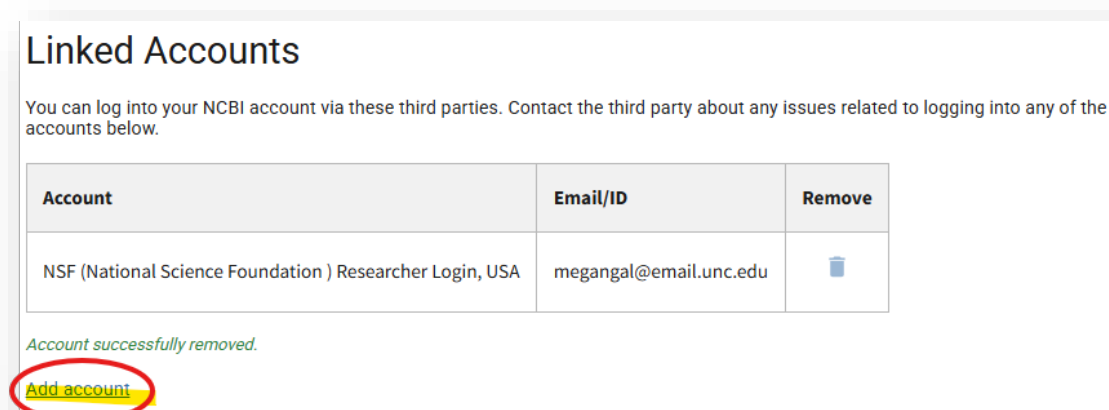
1. Log in to [My NCBI](#) using any one of the available login options.



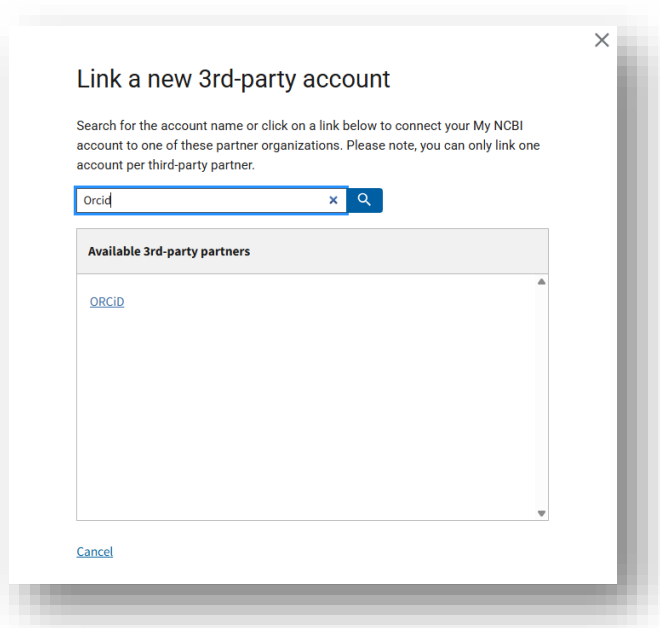
2. Once logged in, go to “Account Settings” (accessible from your profile menu on the top right).



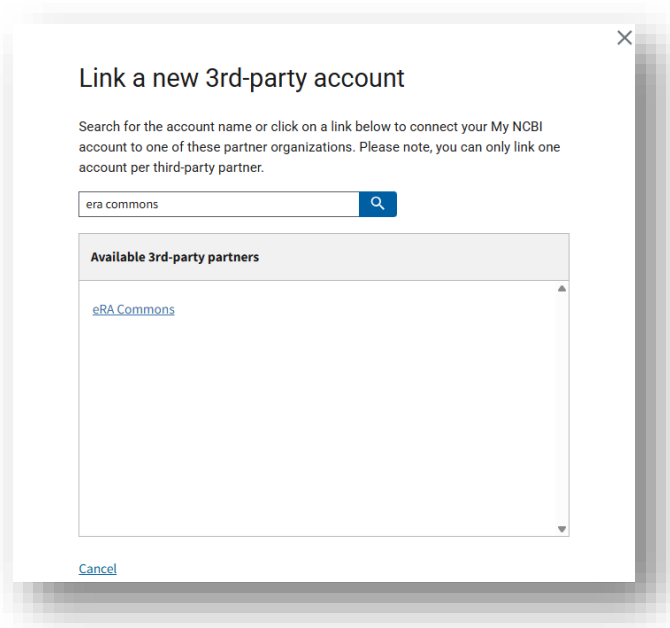
3. Scroll down to the Linked Accounts section and click “Add Account”.



4. In the search bar, type “ORCID” and select it from the results.






5. You'll be redirected to the ORCID login page. Log in to your ORCID account, which will authorize the connection.
6. In the search bar, type "eRA Commons" and select it from the results.



7. You'll be redirected to the eRA Commons login page. Log in to your eRA Commons account, which will authorize the connection.


## Linked Accounts

You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

Account	Email/ID	Remove
NSF (National Science Foundation ) Researcher Login, USA	megangal@email.unc.edu	
ORCID	0009-0006-5664-1650	
eRA Commons	megan.gallegos@color.com (logged in)	

*New account successfully linked.*

[Add account](#)

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## Step 5: Manage Multiple NCBI Accounts (For Investigators and Delegates)

Having more than one NCBI account can cause issues with MyBibliography records, delegations, and other related functions. It is encouraged to consolidate multiple accounts to ensure seamless access and data synchronization.

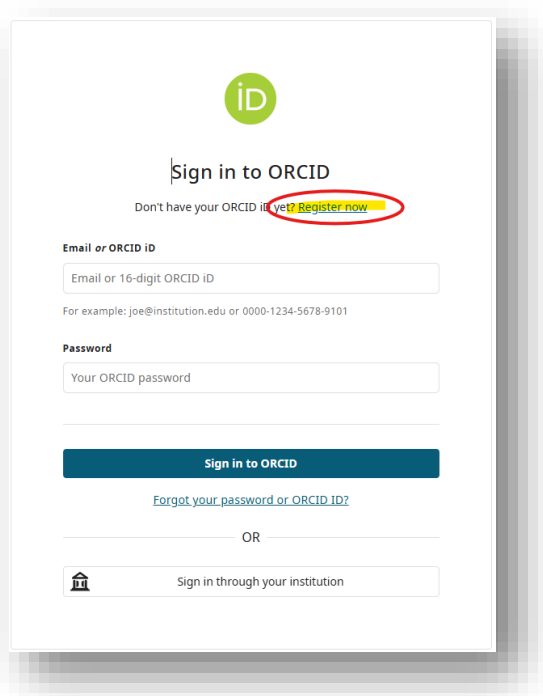
1. **Merging Accounts:** To check for and/or request consolidation of multiple accounts please follow these steps:
  - Submit a request to the National Library of Medicine (NLM) by emailing them at [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov).
  - Include your name, email address(es), and eRA Commons username (if applicable).

## Step 6: Delegating Access to Administrators (For Investigators)

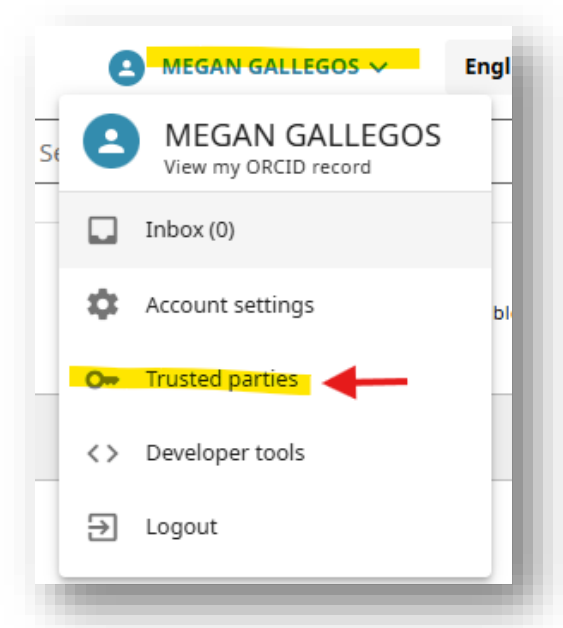
### 6a. ORCID

Delegates can assist with managing ORCID records such as research awards and research outputs (publications, data sets, etc.). They cannot delegate access to others, nor can they edit account settings. Delegates must have their own ORCID iD before they can be added as a delegate.

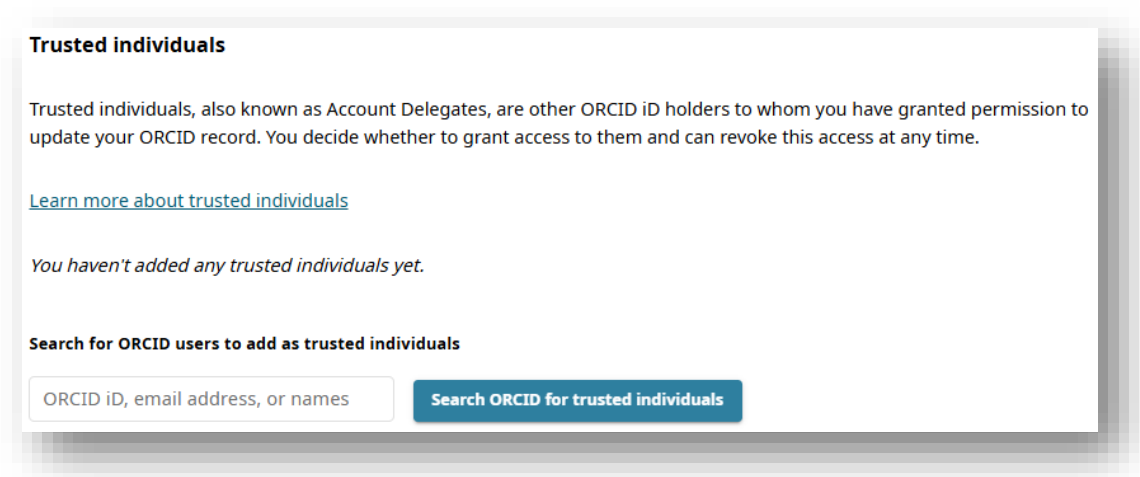
1. Log in to your ORCID profile at [ORCID.org](https://orcid.org).




2. Click on Account link at the top right corner and then on Trusted Parties in the menu.



3. Scroll down to the Trusted Individuals section.



4. Add the known ORCID iDs or email address of Trusted Individuals you want to search for and add.

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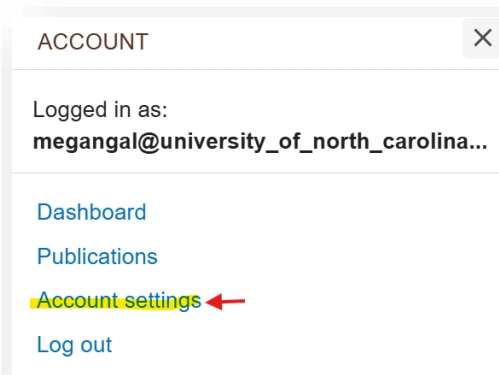
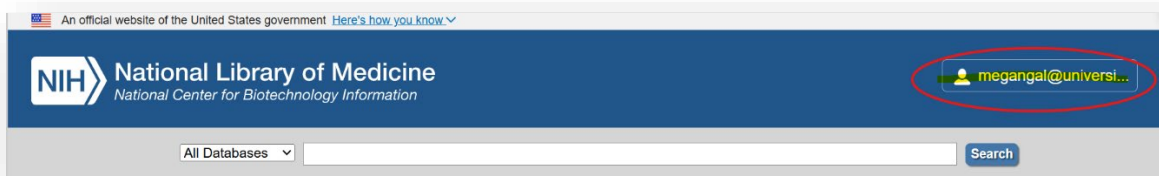
## 6b. SciENcv


Delegates can assist with NIH-compliant Biographical Sketch and Current and Pending (Other) Support document creation, management and download. Investigators are still responsible for review and digital certification of documents.

1. Log in to [My NCBI](#) using your eRA Commons credentials or another available login option.

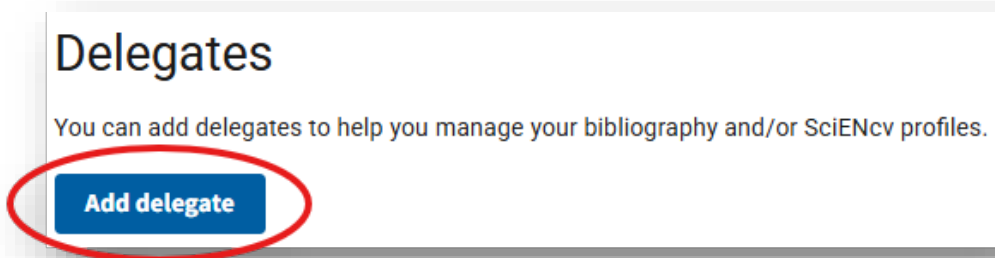


2. Select your username in the top-right corner to access Account Settings.



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3. Scroll down to the Delegates section and click Add a Delegate.

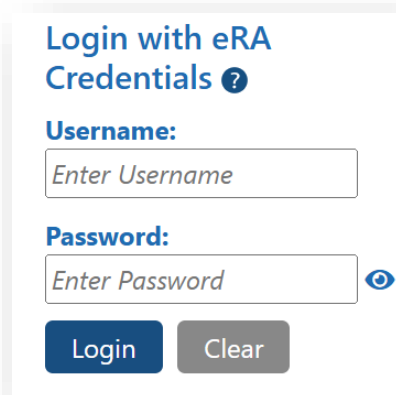


4. Enter the email address(es) of the intended delegate:

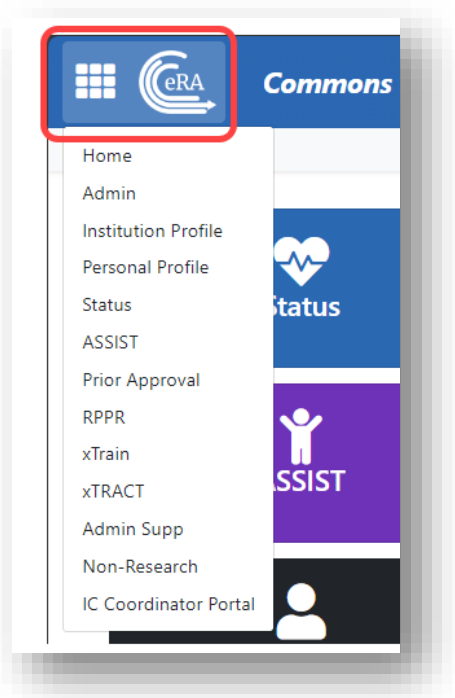
#### 6c. eRA Commons

Delegate authority to perform specific tasks to other eRA Commons users who are affiliated with their organization. Among other actions, this will allow administrators to verify ORCID connection to eRA Commons.

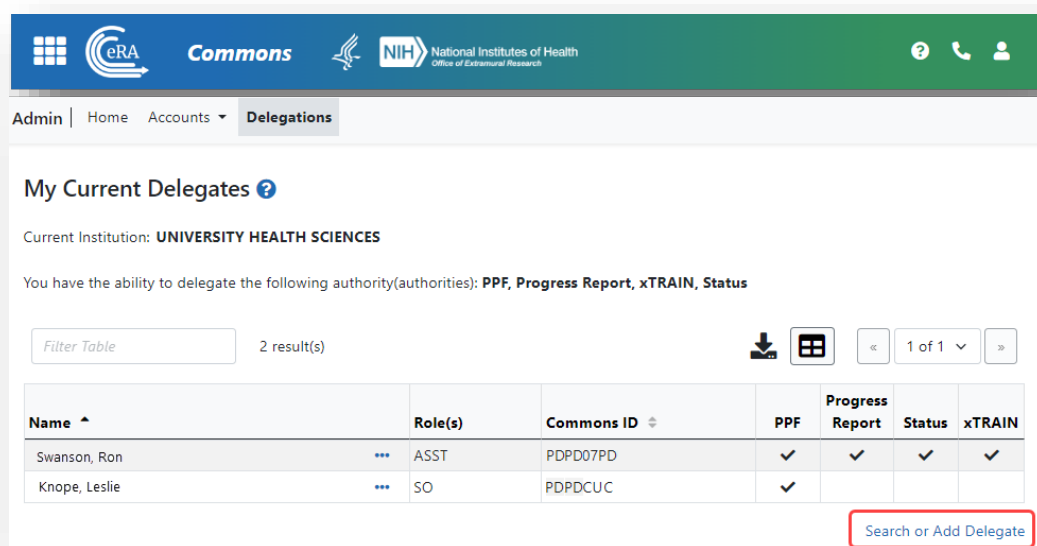
1. Click the link: [eRA Commons](#)
2. Log into eRA Commons using your eRA credentials.



3. [Navigate](#) to the Admin module.



4. Select the “Delegations” option from the Admin menu.
  - The “My Current Delegates” screen opens. A table shows your existing delegations or indicates *No Results Found* if you have no delegations.



**My Current Delegates** ?

Current Institution: **UNIVERSITY HEALTH SCIENCES**

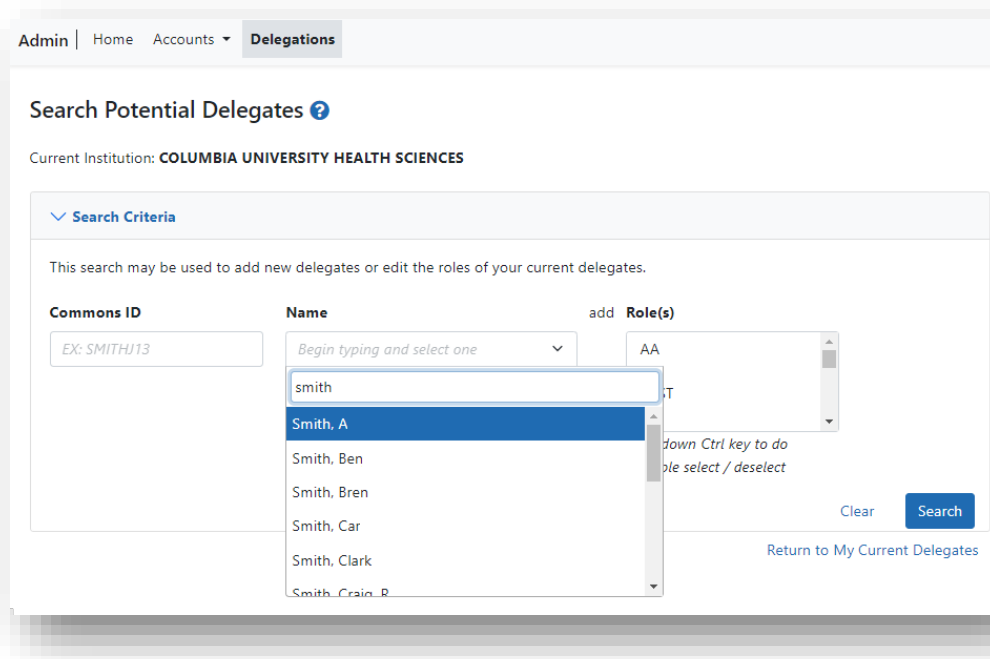
You have the ability to delegate the following authority(authorities): **PPF, Progress Report, xTRAIN, Status**

Filter Table 2 result(s)

Name ^	Role(s)	Commons ID	PPF	Progress Report	Status	xTRAIN
Swanson, Ron	ASST	PDPD07PD	✓	✓	✓	✓
Knope, Leslie	SO	PDPDCUC	✓			

Search or Add Delegate

5. Click the Search or Add Delegate link.
6. The Search Potential Delegates screen appears.



Admin | Home | Accounts ▾ | **Delegations**

### Search Potential Delegates ?

Current Institution: **COLUMBIA UNIVERSITY HEALTH SCIENCES**

▼ **Search Criteria**

This search may be used to add new delegates or edit the roles of your current delegates.

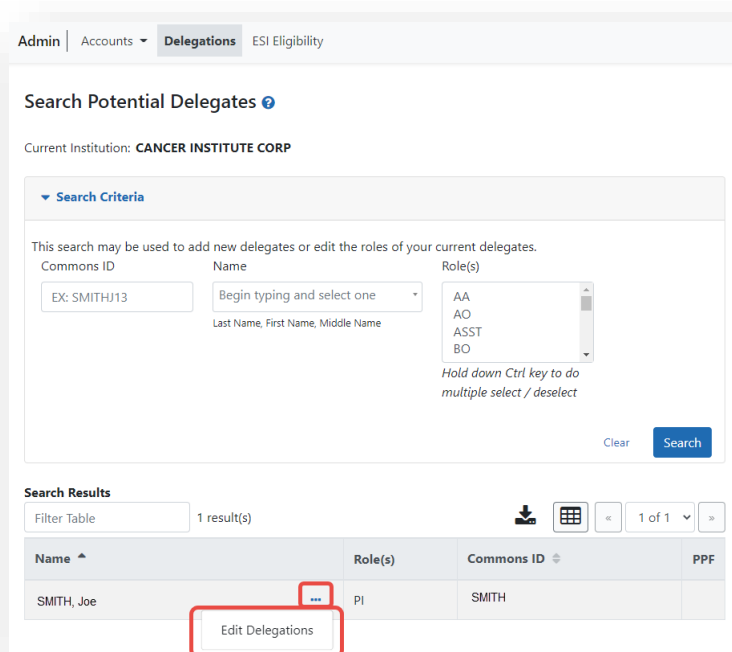
Commons ID	Name	add Role(s)
EX: SMITHJ13	Begin typing and select one ▼	AA
	smith	
	Smith, A	
	Smith, Ben	
	Smith, Bren	
	Smith, Car	
	Smith, Clark	
	Smith, Craig R.	

down Ctrl key to do multiple select / deselect

Clear Search

[Return to My Current Delegates](#)

7. Enter search criteria and click Search.
  - You can enter an exact Commons ID; no wildcards are allowed.
  - You can enter the Last Name and/or First Name
  - You can also select one or more roles, using Ctrl+click, from the Roles list to search on.
8. From the three-dot ellipsis menu for the person who you are designating as your delegate, choose the Edit Delegations option.



Admin | Accounts ▾ | **Delegations** | ESI Eligibility

### Search Potential Delegates ?

Current Institution: **CANCER INSTITUTE CORP**

**Search Criteria**

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID	Name	Role(s)
EX: SMITHJ13	Begin typing and select one	<div> AA AO ASST BO </div>
	Last Name, First Name, Middle Name	

*Hold down Ctrl key to do multiple select / deselect*

Clear **Search**

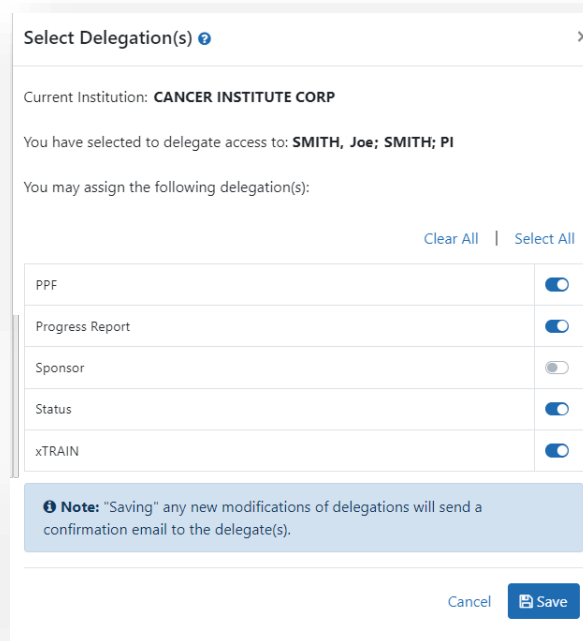
**Search Results**

Filter Table 1 result(s)

Name	Role(s)	Commons ID	PPF
SMITH, Joe	PI	SMITH	

**Edit Delegations**

9. The Select Delegation(s) screen displays with a confirmation as follows: You have selected to delegate access to: [Name, Commons ID, Role].



### Select Delegation(s) ?

Current Institution: **CANCER INSTITUTE CORP**

You have selected to delegate access to: **SMITH, Joe; SMITH; PI**

You may assign the following delegation(s):

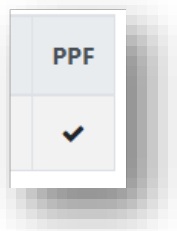
Clear All | Select All

PPF	<input checked="" type="checkbox"/>
Progress Report	<input checked="" type="checkbox"/>
Sponsor	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/>
xTRAIN	<input checked="" type="checkbox"/>

**Note:** "Saving" any new modifications of delegations will send a confirmation email to the delegate(s).

Cancel **Save**

10. Turn on the toggle of the specific authority you want to delegate, such as PPF (Personal Profile). Multiple authorities can be selected if available.



11. **NOTE:** Click the Select All link to toggle all available authorities on.
12. Click the Save button.

### Delegations Table

Authority Type	Delegated By	Delegated To	Description
Progress Report	SO, AA(on behalf of PI)	PI, ASST	Enables the delegated PI/ASST to work on progress reports for another PI - Includes Interim and Final RPPR and HSS requests
Progress Report	PI	PI, ASST	Enables the authorized user to work on progress reports for the PI - Includes Interim and Final RPPR and HSS requests. This does <b>not</b> include the ability to <b>submit</b> any RPPRs—only the SO can submit, unless they delegate that authority to the PI.
Sponsor	SO, AA (on behalf of SPONSOR) or SPONSOR	ASST	Allows the ASST to work with the xTrain module for the SPONSOR
Status	PI	ASST	Allows the ASST to work with the Status module. If a user needs access to edit the Final or Interim RPPR, then the user also needs access to the Status module.
PPF	All users	Active user within the organization	Enables another user in the same organization to edit someone else's personal profile
Submit	SO	PI	Enables the PI to submit RPPR and MYPR reports including Final and Interim reports
xTrain	PI	ASST	Enables the ASST to work with the xTrain module and xTRACT


## Step 7: Accepting Delegation Access (For Administrators)

### 7a. ORCID

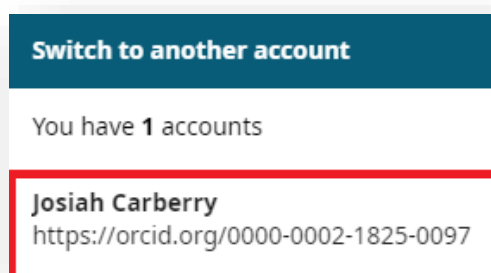
<https://support.orcid.org/hc/en-us/articles/360006894914-How-can-I-help-someone-update-their-record-as-a-trusted-individual>

1. If a user adds you to their ORCID record as a trusted individual, a notification will appear in your ORCID [inbox](#) and you will receive an email notification if you have opted to receive [notifications](#) about changes to your record.



2. Once you have been added as a trusted individual, you will see an additional option when you log in to your own ORCID record: next to your own ORCID ID, you will see the option *Switch to another account*.

 You are managing your ORCID record  **0000-0001-5727-2427** [Switch to another account](#)

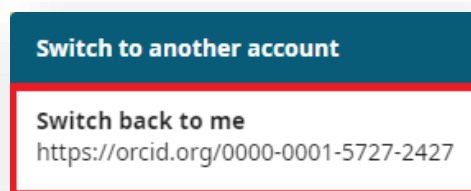
3. Clicking on *Switch to another account* will list the accounts that you can manage. You will need to click on the name of the person to switch to their account.



4. If you do not see the name and ORCID ID for the person whose account you would like to manage, the owner of the account may need to add you to their trusted individual list (please contact them directly).
5. Once you have selected an account to manage from the *Switch account* menu, you will be taken to that user's ORCID record, where you can make changes to their record in the same way you would on your own.

 You are managing this ORCID record as a trusted individual  **0000-0002-1825-0097** [Switch to another account](#)

6. When you have finished managing the record, click *Switch to another account* again for an option to return to your own record.



## 7b. SciENCv

### To accept a delegate request:

1. Log in to your [My NCBI account](#)
2. Check your email for the delegate request. If you haven't received the request email, be sure to check your spam folder – the email comes from [myncbi@ncbi.nlm.nih.gov](mailto:myncbi@ncbi.nlm.nih.gov) with subject heading "[MyNCBI] Delegation request from xxuser"
3. Click the link in the delegate request email to accept and confirm the delegation

My NCBI » Settings

[help](#)

#### Delegate for leedjoon

##### Delegation Confirmation for My Bibliography and SciENCv

leedjoon has added you as a delegate for their bibliography and SciENCv profile in My NCBI. You will be able to view the bibliography, add citations, remove them, and perform other actions on it as if you were leedjoon. Similarly, you will be able to view their SciENCv profile and add information, remove items, and perform other actions on it as if you were leedjoon.

[Confirm Connection](#)

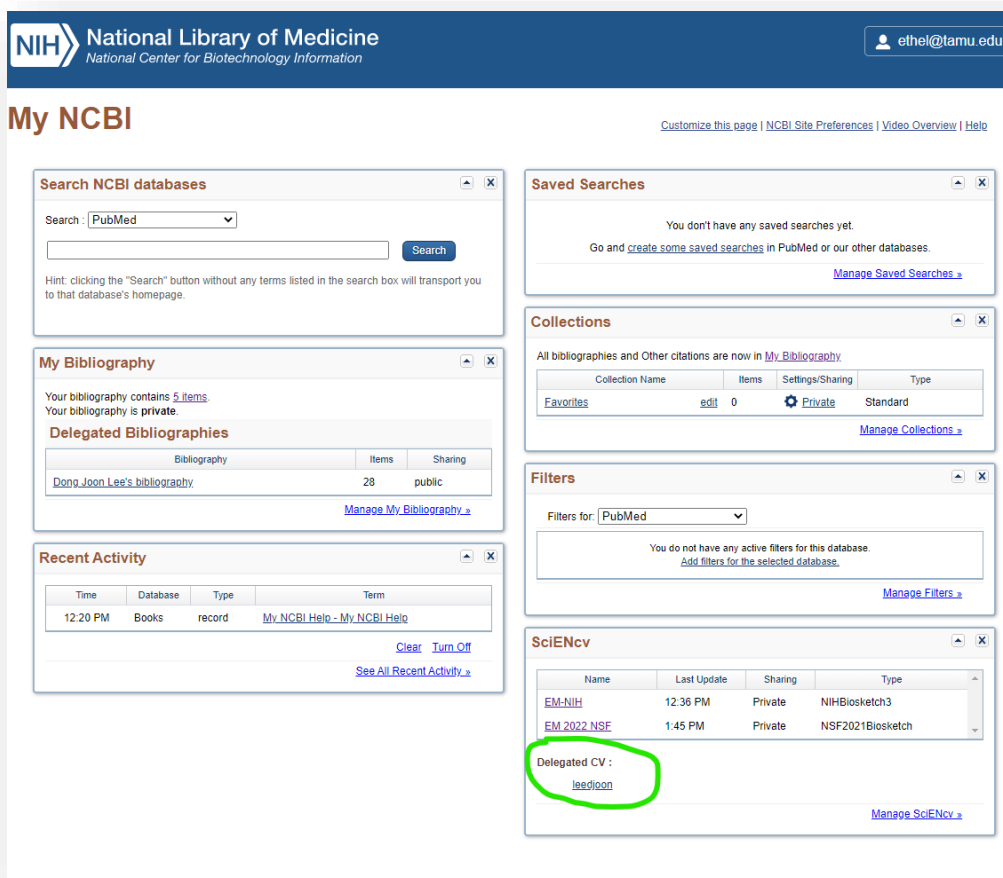
[Decline Connection](#)

### Important Note:

You must accept the delegation request within 72 hours, otherwise the delegator will have to re-send the delegation request.

### To access your delegator's SciENCv:

1. Login to your [My NCBI account](#). You should be able to see a list of your delegators.
2. Click on the delegator's link to manage their SciENCv.



**NIH National Library of Medicine**  
National Center for Biotechnology Information

ethel@tamu.edu

**My NCBI**

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

**Search NCBI databases**

Search: PubMed

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

**Saved Searches**

You don't have any saved searches yet.  
Go and [create some saved searches](#) in PubMed or our other databases.  
[Manage Saved Searches >](#)

**My Bibliography**

Your bibliography contains [5 items](#).  
Your bibliography is **private**.

**Delegated Bibliographies**

Bibliography	Items	Sharing
<a href="#">Dong Joon Lee's bibliography</a>	28	public

[Manage My Bibliography >](#)

**Recent Activity**

Time	Database	Type	Term
12:20 PM	Books	record	<a href="#">My NCBI Help - My NCBI Help</a>

[Clear](#) [Turn Off](#)  
[See All Recent Activity >](#)

**Collections**

All bibliographies and Other citations are now in [My Bibliography](#).

Collection Name	Items	Settings/Sharing	Type
<a href="#">Favorites</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard

[Manage Collections >](#)

**Filters**

Filters for: PubMed

You do not have any active filters for this database.  
[Add filters for the selected database.](#)  
[Manage Filters >](#)

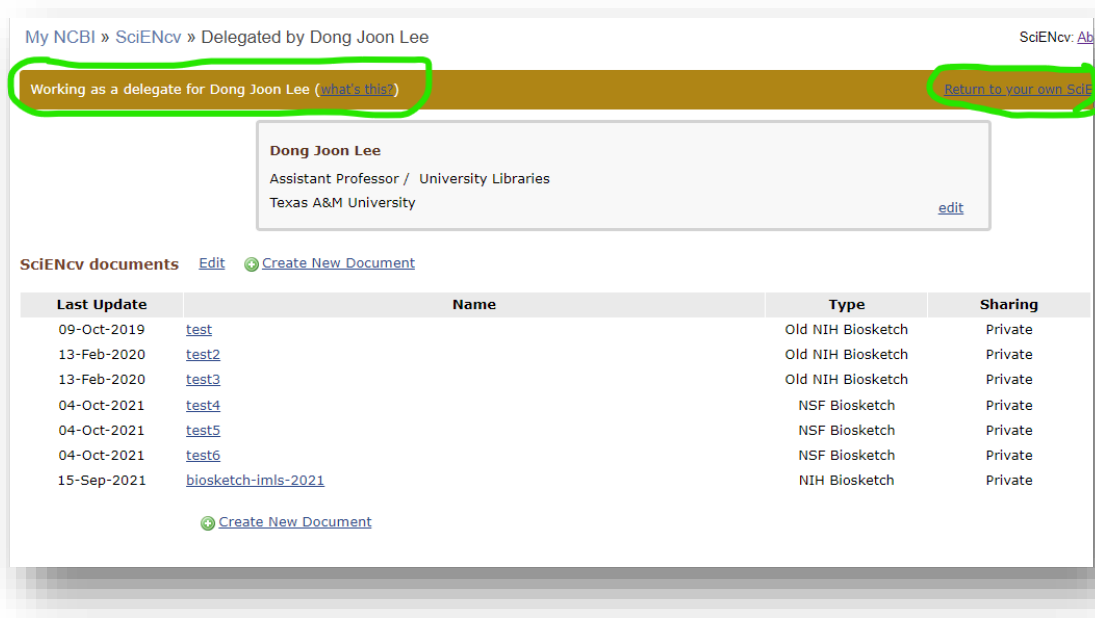
**SciENcv**

Name	Last Update	Sharing	Type
<a href="#">EM-NIH</a>	12:36 PM	Private	NIHBIosketch3
<a href="#">EM 2022 NSF</a>	1:45 PM	Private	NSF2021BIosketch

**Delegated CV :**  
[ledoon](#)

[Manage SciENcv >](#)

- The SciENcv dashboard will indicate that you are working on someone else's profile and not your own. You will be able to create and edit their documents on this portal.
- To stop working on another person's SciENcv profile, click the "Return to your own SciENcv" link.



## 7c. eRA Commons

No action is needed once the investigator/key personnel member completes Step 6c. You will receive an email informing you of the change to your account.

## Step 8: Verifying Compliance with ORCID & eRA Commons (For Administrators)

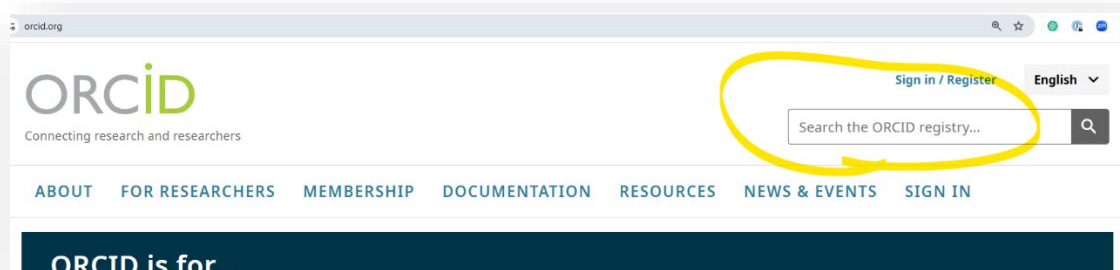
### 8a. ORCID

There is currently no straightforward method to verify whether an investigator has an ORCID iD. However, **SOM Research Administration Improvement, Strategy & Education (RAISE) Office** can provide a list of faculty who have linked their ORCID to the UNC portal. To request this report for your unit, please contact Megan Gallegos at [megan\\_gallegos@med.unc.edu](mailto:megan_gallegos@med.unc.edu).

RAISE receives the updated report monthly, during the first week of each month. Once your request is submitted, please allow up to two business days for delivery.

SOM Department	Faculty with UNC-Linked ORCID iD (ORCID iD is known to UNC)	# Faculty whose ORCID iDs are Not Linked (ORCID iD not known to UNC)	Grand Total
Radiology	7	5	12
Radiology - Abdominal Imaging	8	5	13
Radiology - Breast Imaging	4	2	6
Radiology - Chest	4	6	10
Radiology - Interventional Neuroradiology	2		2
Radiology - Musculoskeletal Imaging	4	4	8
Radiology - Neuroradiology	8	1	9
Radiology - Pediatric Imaging	3	5	8
Radiology - Research	23	6	29
Radiology - Vascular Interventional	7	7	14
Radiology- Emergency Radiology		4	4
Radiology-Molecular Imaging and Therapeutics	3	3	6

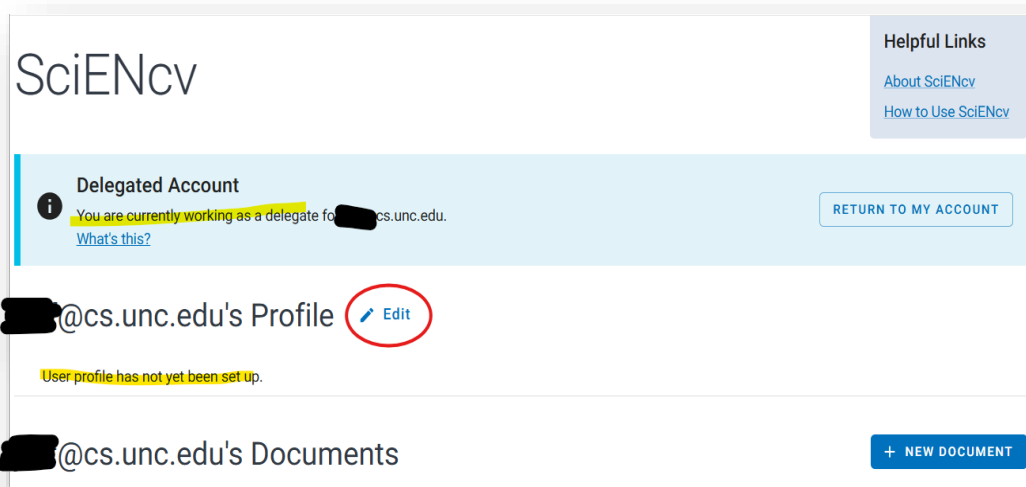
Another option is to try searching by an investigator's first and last name on the [ORCID home page](#). However, it can still be tricky to find a specific person if they have not included their affiliation.



### 8c. SciENcv

If an investigator has delegated access to you in their SciENcv account (see #6b above), you can verify that their ORCID iD and eRA Commons account are linked. This ensures compliance with NIH requirements and helps avoid any issues when developing and submitting their Biosketch.

1. Navigate to your MyNCBI dashboard.
2. In the SciENcv section (bottom right tile), click on the delegated account link you would like to work in.
3. On this page, check if the user's profile has been set up.
4. If it has not been setup as shown in the example above, click on the EDIT button.



5. Enter the investigator's/key personnel's information in the personal information window.

### Edit My Profile

First Name \*
  Last Name \*

Name Displayed As  
Add credentials, if desired, e.g., Jean Doe, PhD

Title / Department


Organization / Institution

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

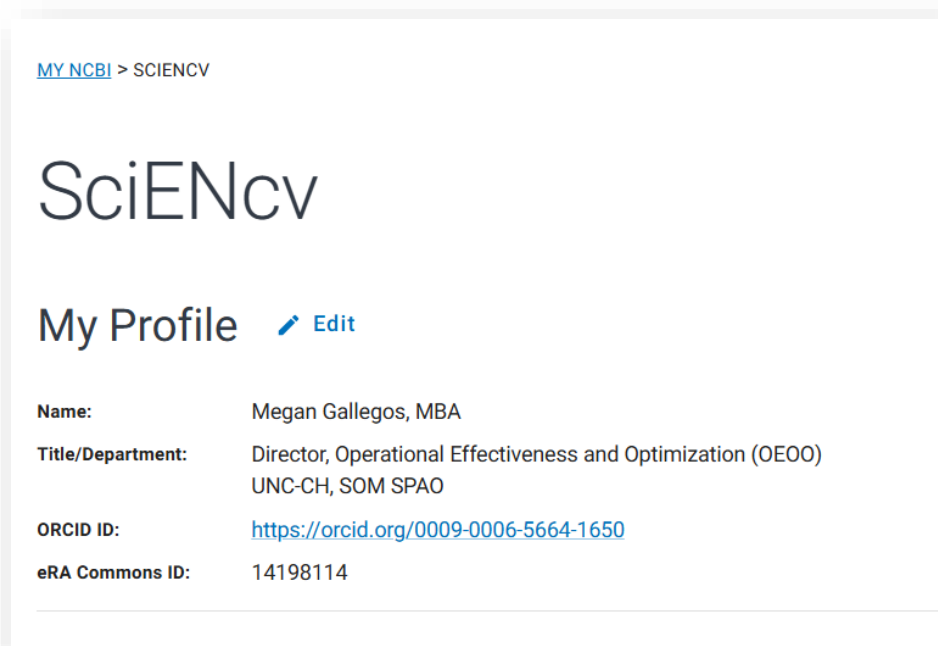
NSF ID: [Select here to link your NSF iD](#)

CANCEL SAVE

6. Click on the ORCID iD hyperlink to link their ORCID iD to their SciENcv profile.
  - a. You can skip the NSF ID link if they are not submitting NSF Biosketches or Current & Pending Support documents.
7. Click Save

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8. Their profile should now show Name, Title/Department, ORCID iD URL, and eRA Commons ID.
  - a. If the eRA Commons ID is not linked, you will need to ask the investigator/key personnel member to follow the instructions on Step 4 of this document.



### 8c. eRA Commons

If an investigator has delegated access to you in their eRA Commons account (see #6c above), you can verify if ORCID iDs are linked to their eRA Commons accounts. This ensures compliance with NIH requirements and helps avoid any issues at the proposal submission phase.

1. By clicking on the Personal Profile button or by selecting it from the Main Menu, you can choose from a list of profiles to edit (Your own and investigators who have delegated authority to you).
2. After selecting the individual's profile, you can check whether or not the ORCID iD is linked on the left-hand side of the page.

## Personal Profile |

**WARNING:** If you use a web browser autocomplete to fill in fields, data might be changed in multiple sections of Personal P

**IMPORTANT:** Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navi

**PLEASE NOTE:** After creating or connecting your ORCID iD please close all tabs and windows of the browser to ensure a f

**Profile to Edit**

Liu, Mingxia



Select Profile

## Personal Profile |

Personal Profile

**Dr Mingxia Liu**

### Roles:

PI - Principal Investigator

IAR - Internet Assisted Review User- Assigned by an SRO (Scientific Review Officer) when a user will be involved in the peer review of applications.

### Person ID:

14367927

### ORCID ID: ?


[orcid.org/0000-0002-0166-0807](https://orcid.org/0000-0002-0166-0807)

## Personal Profile Summary

**WARNING:** If you use a web browser autocomplete to fill in fields, da


**IMPORTANT:** Changes to your Personal Profile will **NOT** save if ther

**PLEASE NOTE:** After creating or connecting your ORCID iD please

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## Definitions, Abbreviations, Acronyms

- **Biosketch:** A biographical sketch required in federal grant applications summarizing an individual's qualifications and contributions.
- **Current and Pending (Other) Support:** A document outlining all ongoing and proposed research support, including both federal and non-federal sources.
- **Delegate:** A person authorized to access or manage another individual's digital research profiles, such as ORCID, SciENcv, or eRA Commons, to aid in administrative or documentation tasks.
- **eRA Commons** (Electronic Research Administration Commons): An NIH system for managing grant application and reporting processes for institutions and researchers.
- **Senior/Key Personnel:** The Project Director/Principal Investigator and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant.
- **NIH** (National Institutes of Health): A U.S. government agency that conducts and supports medical research.
- **NSF** (National Science Foundation): A federal agency that supports fundamental research and education in all non-medical fields of science and engineering.
- **NSPM-33** (National Security Presidential Memorandum 33): A directive establishing guidelines to ensure research security and researcher accountability.
- **ONYEN** (Only Name You'll Ever Need): A unique login credential used by UNC faculty, staff, and students.
- **ORCID** (Open Researcher and Contributor ID): A persistent digital identifier that distinguishes individual researchers and connects them with their research outputs and affiliations.
- **OSTP** (Office of Science and Technology Policy): A division of the Executive Office of the President that advises on scientific and technological aspects of the economy, national security, health, and environment.
- **PPF** (Personal Profile Form): A component of eRA Commons used to manage individual account information, including linking ORCID iDs.
- **SciENcv** (Science Experts Network Curriculum Vitae): A tool used to create biosketches for federal grant applications and progress reports, linked with ORCID and eRA Commons accounts.
- **SOM RAISE** (School of Medicine Research Administration Improvement, Strategy & Education Office): An office within the UNC SOM Dean's office who supports research administration process improvement, training and development activities across the school.

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## Associated Policies, Regulations, Guidelines, Resources

- [Common Forms for Biographical Sketch and Current and Pending \(Other\) Support](#)
- [NOT-OD-24-163: NIH's Adoption of Common Forms for Biographical Sketch and Current and Pending \(Other\) Support by May 25, 2025](#)
- [New NIH "FORMS-I" Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2025: NOT-OD-24-86](#) - April 4, 2024
- [Biosketch Format Pages, Instructions, and Samples](#) (web page will be updated as plans evolve)
- [Other Support Format Pages, Instructions, and Samples](#) (web page will be updated as plans evolve)
- [NIH Frequently Asked Questions \(FAQs\)](#) (for NIH common forms)
- [ORCID Help Guide](#)
- [SciENcv Help Guide](#)
- [SciENcv Tutorial](#) (YouTube)
- [SciENcv: Integrating with ORCID](#) (YouTube)
- [UNC OSP Other Support and Biographical Sketch](#) (will be updated as plans evolve)
- [UNC HSL ORCID Basics](#) (will be updated as plans evolve)

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## Frequently Asked Questions (FAQs)

### Q. How do I create an eRA Commons account (UNC)?

A. The Office of Sponsored Projects is responsible for establishing new accounts for eRA Commons for UNC faculty and staff. Send an email to [SponsoredPrograms@unc.edu](mailto:SponsoredPrograms@unc.edu) and include:

- Full name
- Desired username
- University email address
- Roles needed (information on roles is available here)

### Q. How to create a My NCBI account?

A. Go to [NCBI](#).

Click on Login and then the link to Sign Up. Create an account using one of the available login options.

If you have never used My NCBI and you do have an eRA account, we strongly recommend clicking on “Sign in with eRA Commons”.

### Q. What if I have trouble logging into eRA Commons using my Login.gov credentials?

A. Follow the instructions found at this link:

<https://www.era.nih.gov/erahelp/Commons/Commons/access/login.htm?cshid=12> for logging into eRA Commons using Login.gov or your eRA Commons credentials.

If you continue to have problems signing in, please reach out to the eRA Commons help desk for further assistance: <https://www.era.nih.gov/need-help>.

### Q. What if I have a question about maintaining, updating or importing my citations and publications?

A. Reach out to the Health Sciences Library at <https://asklib.hsl.unc.edu/> for support in these areas.