



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

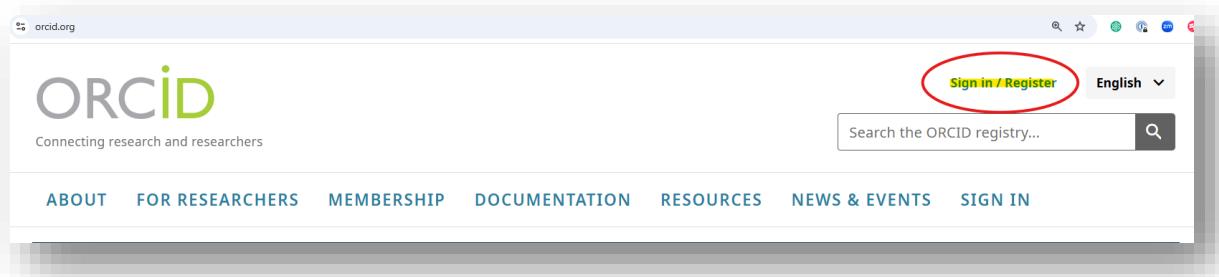
To support consistent and transparent reporting, federal research agencies, including the NIH, are adopting standard forms for disclosing biographical information and current research support. These Common Forms were developed under guidance from the White House (NSPM-33 and OSTP policy) and will be 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.¹

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)

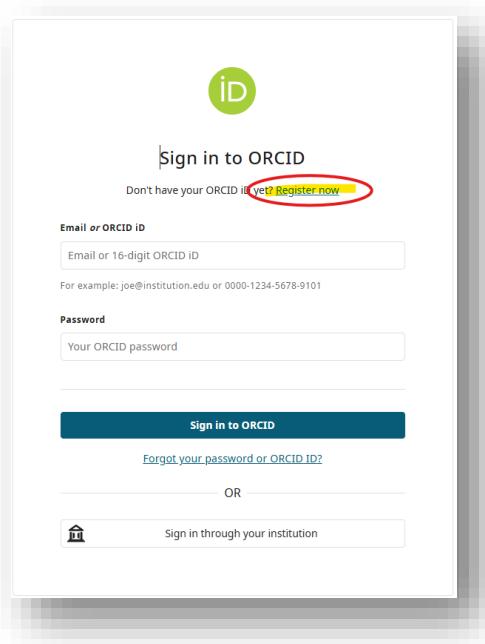
1. Visit the [ORCID.org](https://orcid.org) sign in page.
2. Click on the “Sign in / Register” link on the top right



¹ <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>

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

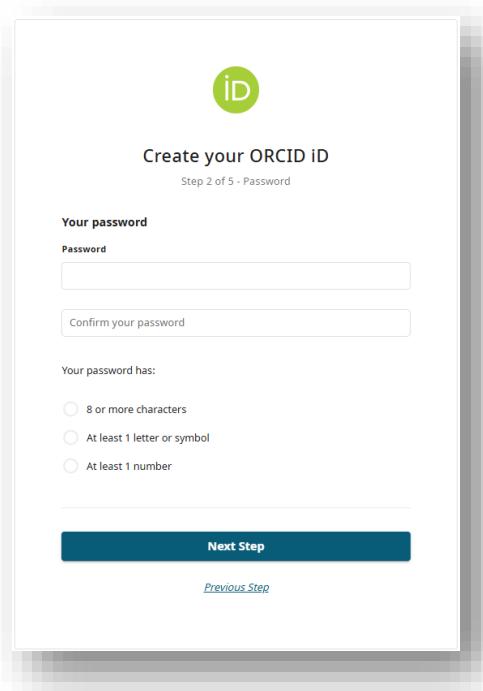


4. Fill in the required fields in each of the 5 steps:

- Step 1 will ask for your name and email address(es) - use your UNC email.

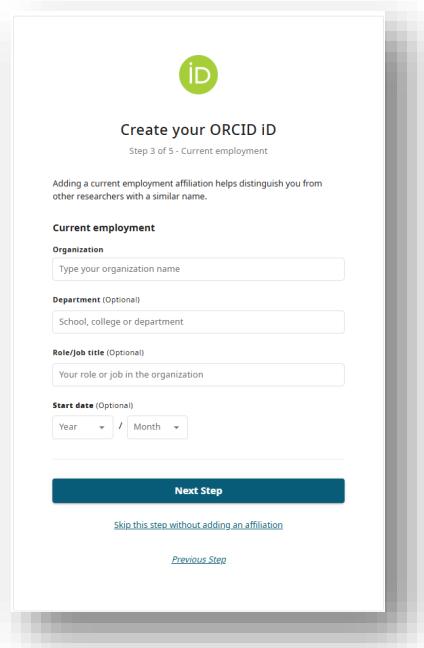
A screenshot of the 'Create your ORCID ID' registration form, Step 1 of 5. The page has a green 'id' logo at the top. The title 'Create your ORCID ID' and 'Step 1 of 5 - Names and emails' are displayed. A note states: 'Per ORCID's [terms of use](#), you may only register for an ORCID ID for yourself. Already have an ORCID ID? [Sign in](#)'. The form is divided into sections: 'Your names' (with 'Given names' and 'Family names (Optional)' fields), 'Your email addresses' (with 'Primary email' and 'Additional email (Optional)' fields), and a 'Next Step' button. A 'Cancel registration' link is at the bottom.

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



The screenshot shows a step 2 of 5 process for creating an ORCID ID. It features a green 'id' logo at the top. The main title is 'Create your ORCID ID' with a subtitle 'Step 2 of 5 - Password'. Below this, there is a 'Your password' section with a 'Password' input field and a 'Confirm your password' input field. A note 'Your password has:' is followed by three radio buttons: '8 or more characters', 'At least 1 letter or symbol', and 'At least 1 number'. At the bottom is a dark blue 'Next Step' button and a 'Previous Step' link.

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



The screenshot shows a step 3 of 5 process for creating an ORCID ID. It features a green 'id' logo at the top. The main title is 'Create your ORCID ID' with a subtitle 'Step 3 of 5 - Current employment'. A note 'Adding a current employment affiliation helps distinguish you from other researchers with a similar name.' is displayed. The 'Current employment' section includes fields for 'Organization' (input: 'Type your organization name'), 'Department (Optional)' (input: 'School, college or department'), 'Role/Job title (Optional)' (input: 'Your role or job in the organization'), and 'Start date (Optional)' (input: dropdowns for 'Year' and 'Month'). At the bottom is a dark blue 'Next Step' button, a 'Skip this step without adding an affiliation' link, and a 'Previous Step' link.

- Step 4 will require you to select your default visibility setting

Create your ORCID iD
Step 4 of 5 - Visibility

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

Visibility settings

By default, what visibility should be given to new items added to your ORCID Record?

Everyone (87% of users choose this)
Everyone can see these items

Trusted parties (5% of users choose this)
Only people and organizations you've given permission

Only me (8% of users choose this)
Items are private and only visible to you

[More information on visibility settings](#)

Next Step

[Previous Step](#)

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

Create your ORCID iD
Step 5 of 5 - Terms and conditions

Tips & features email

We occasionally send out an email with information on new features and tips for getting the best out of your ORCID record.

I'd like to receive the ORCID tips & features email

Terms of Use

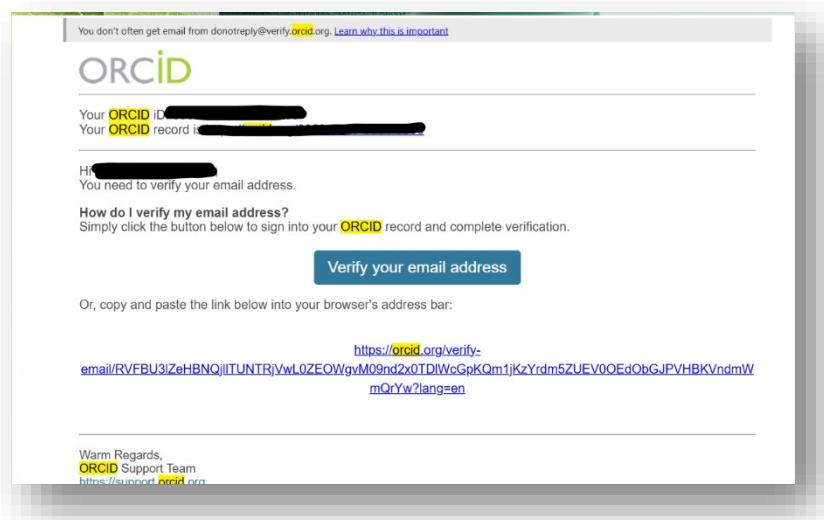
I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".

I consent to my data being processed in the United States. [More information on how ORCID processes your data.](#)

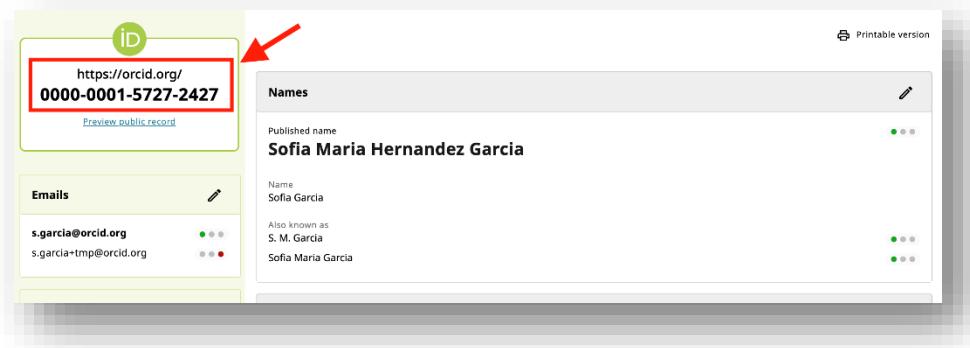
Complete registration

[Previous Step](#)

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



6. 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

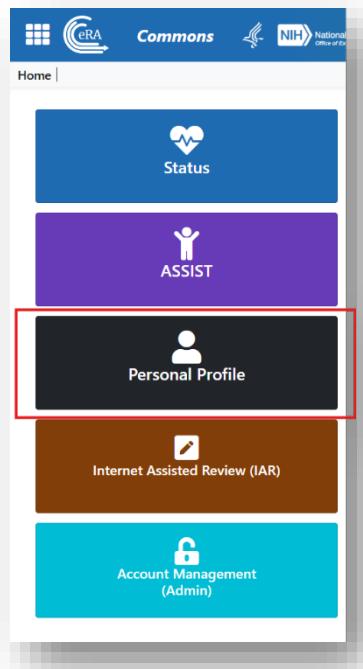
1. Log in to [eRA Commons](#).

Login with eRA
Credentials ?

Username:

Password:

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



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

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.

 id

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

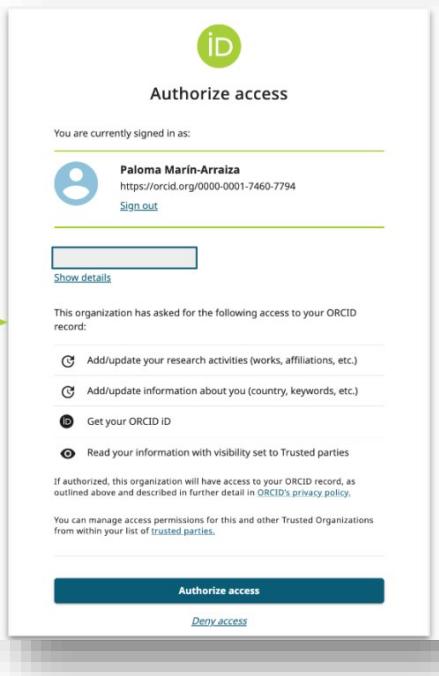
[Forgot your password or ORCID ID?](#)

OR

 Sign in through your institution

 Sign in with Google

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



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

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:

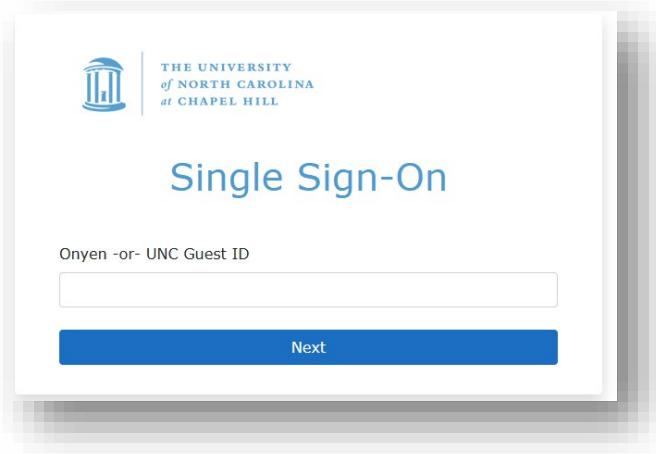
10101010

ORCID ID:

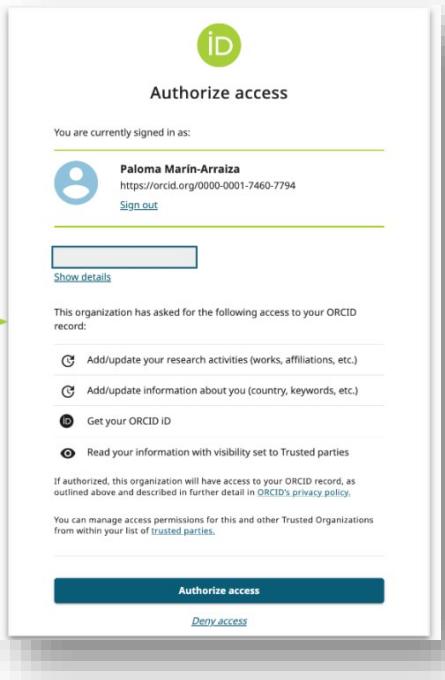
orcid.org/0000-0001-0000-0001

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.



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



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

University of North Carolina at Chapel Hill
ORCID Creation and Connection Portal

2,672 UNC Researchers have linked their ORCID ID

Welcome Megan Gallegos <https://orcid.org/0000-0001-6549-0000>
Congratulations! Your ORCID is now linked with your UNC ID.

The University of North Carolina at Chapel Hill (UNC) encourages all faculty and other UNC scholars to register with ORCID (Open Researcher and Contributor ID) for an ORCID ID and link it to their University ID (PID).

- As UNC integrates ORCID IDs into key research systems and workflows, ORCID ID - PID connections will enable inclusion of ORCID IDs in grant applications or publications that may require or otherwise use the ORCID ID.
- This connection will provide UNC with the information it needs to analyze the institution's research output and impact.
- You are encouraged to continue the ORCID ID - PID connection even if you leave the university, but you can choose to undo this connection at any time.

To learn more about this and many other ORCID benefits, visit the [ORCID website](#). For a condensed introduction to what you need to know about ORCID at UNC, including UNC contacts for assistance, visit the UNC Libraries [ORCID guide](#).

[Logout](#)

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.

NIH National Library of Medicine National Center for Biotechnology Information

[Log in](#)

SciENcv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

[About SciENcv](#) [Log in](#)

[Background Information](#) [eRA Commons](#)

[Help Documentation](#) [National Science Foundation](#)

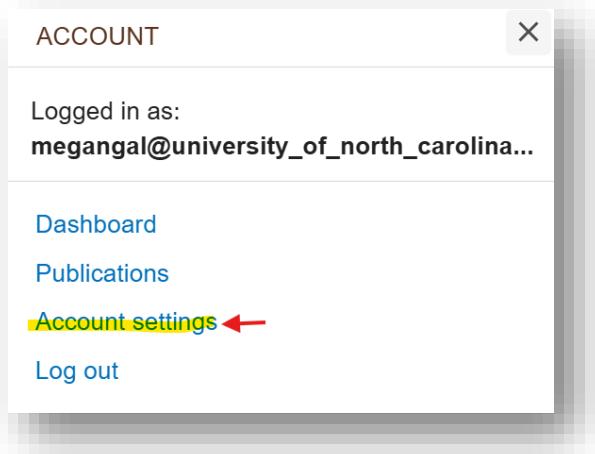
[Developer Tools](#)

[Data Documentation](#) [More Options](#)

[Data Schemas](#)

[Forgot your username/password?](#)

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”.

Linked Accounts

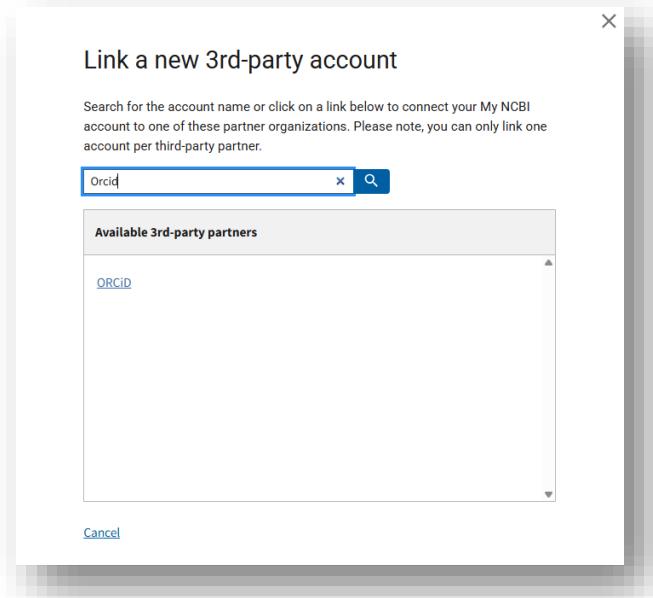
You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

| Account | Email/ID | Remove |
|--|------------------------|---|
| NSF (National Science Foundation) Researcher Login, USA | megangal@email.unc.edu |  |

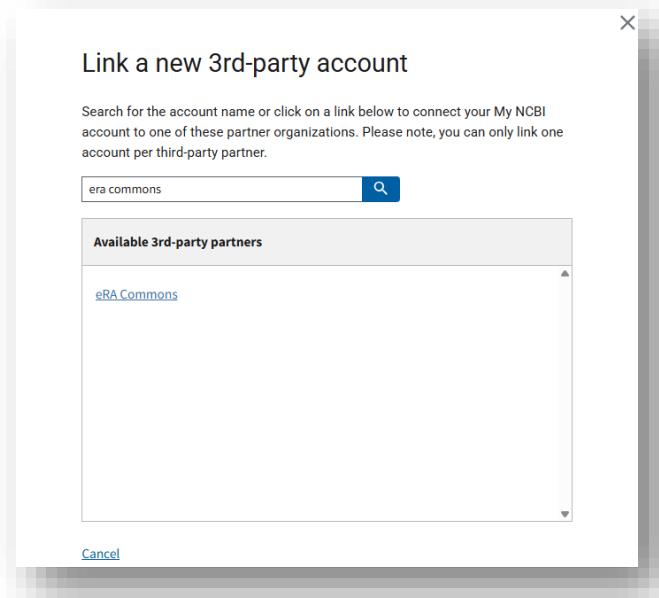
Account successfully removed.

[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](#)

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.

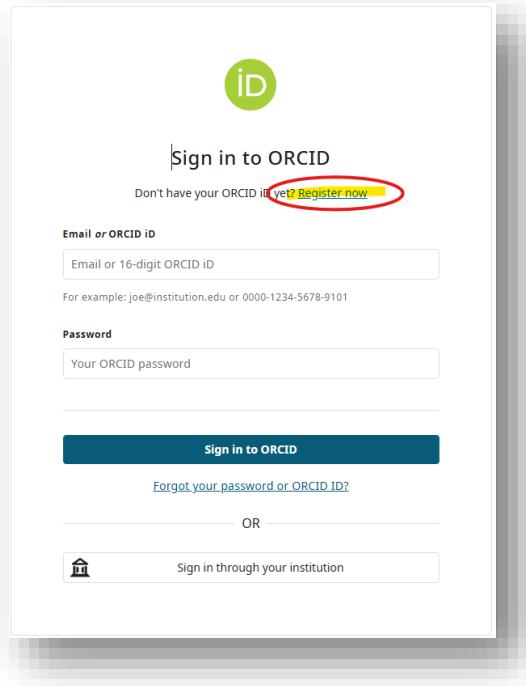
- Merging Accounts:** To check for and/or request consolidation of multiple accounts please follow these steps:
 - Submit a request to the National Library of Medicine (NLM) by emailing them at info@ncbi.nlm.nih.gov.
 - Include your name, email address(es), and eRA Commons username (if applicable).

Step 6: Delegating Access to Administrators (For Investigators)

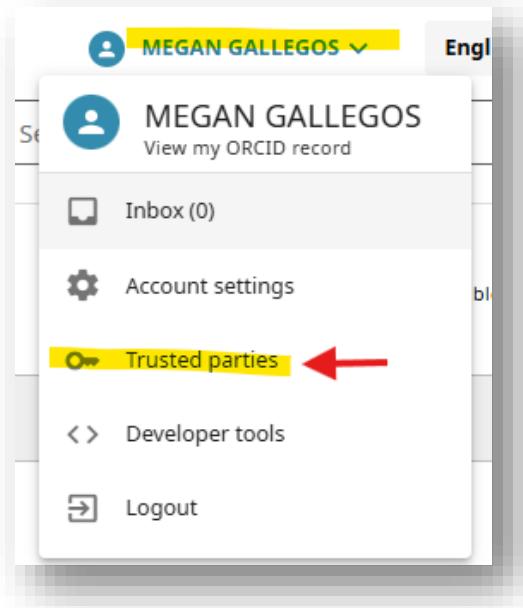
6a. ORCID

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.

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



- 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.

Trusted individuals

Trusted individuals, also known as Account Delegates, are other ORCID iD holders to whom you have granted permission to update your ORCID record. You decide whether to grant access to them and can revoke this access at any time.

[Learn more about trusted individuals](#)

You haven't added any trusted individuals yet.

Search for ORCID users to add as trusted individuals

ORCID iD, email address, or names

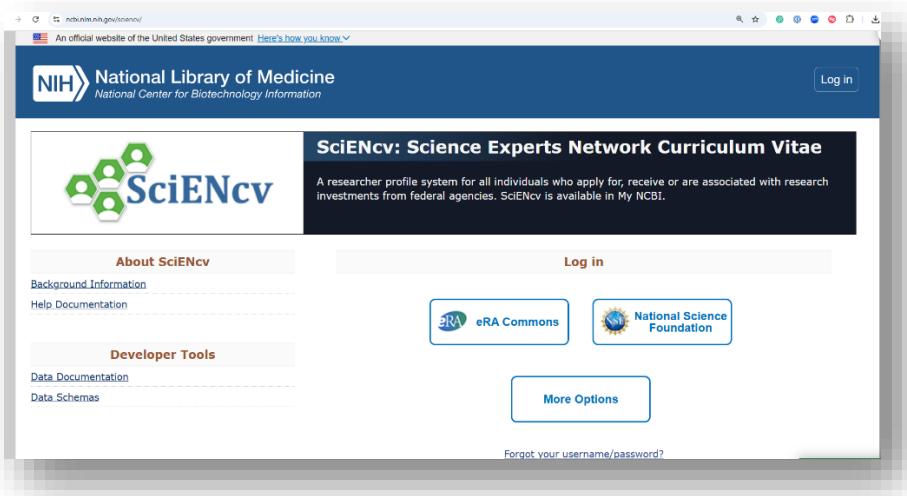
Search ORCID for trusted individuals

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

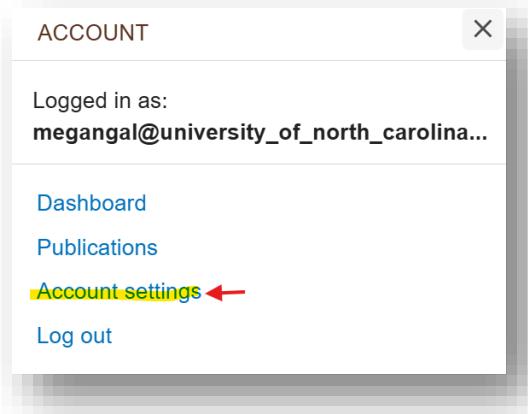
6b. SciENcv

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.

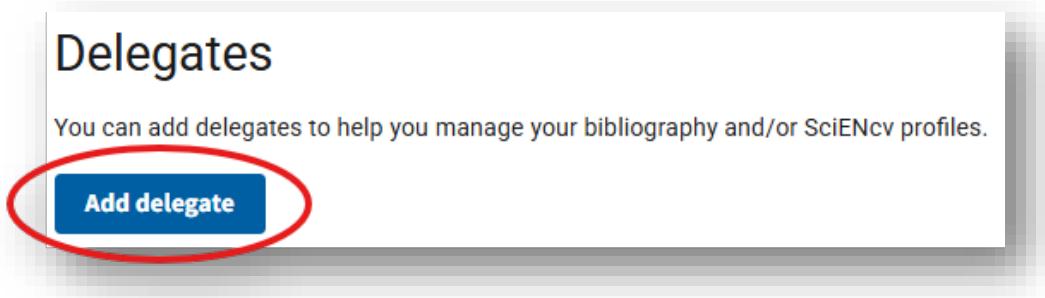
1. Log in to [My NCBI](#) using your eRA Commons credentials or another available login option.



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



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

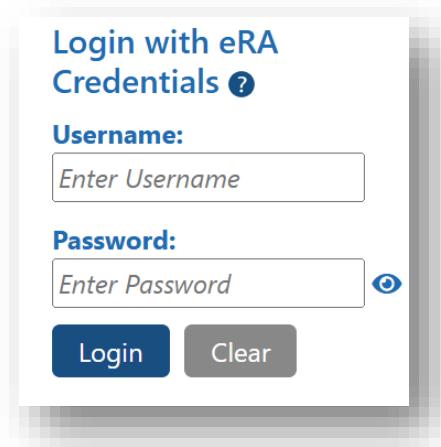


4. Enter the email address(es) of the intended delegate:

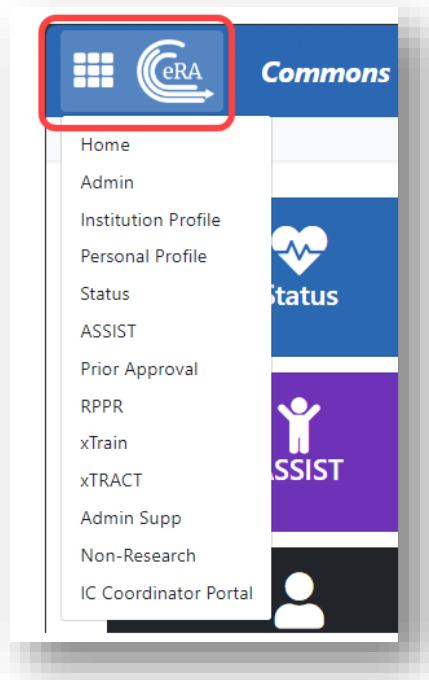
6c. eRA Commons

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.

A screenshot of the 'My Current Delegates' screen. The top navigation bar includes the 'eRA' logo, 'Commons', and the NIH logo. The sub-navigation bar shows 'Admin' is selected, along with 'Home', 'Accounts', and 'Delegations'. The main title is 'My Current Delegates'. Below it, it says 'Current Institution: UNIVERSITY HEALTH SCIENCES' and 'You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status'. A table is displayed with the following data:

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

A red box highlights the 'Search or Add Delegate' button at the bottom right of the table.

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

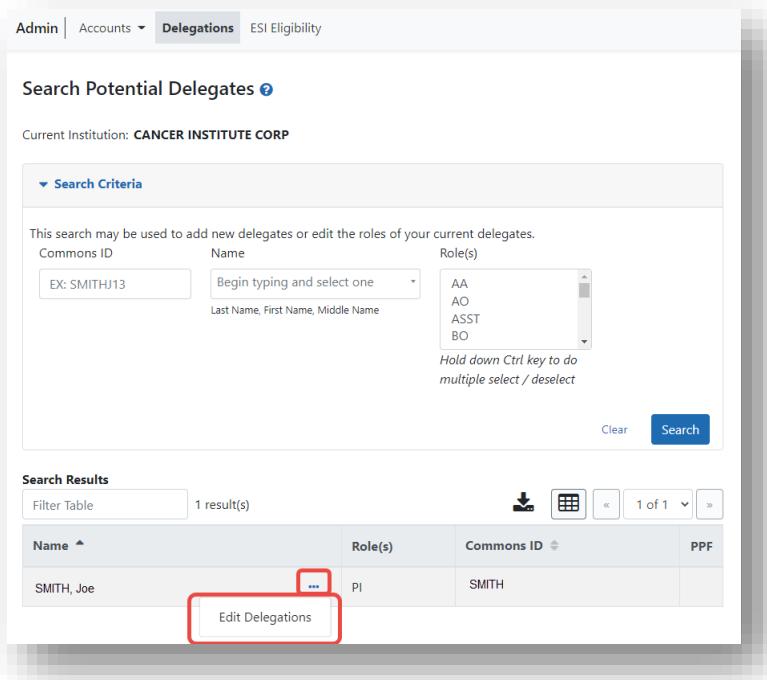
This search may be used to add new delegates or edit the roles of your current delegates.

| Commons ID | Name | add | Role(s) |
|--------------|-----------------|-----|---------|
| EX: SMITH/13 | smith | AA | |
| | Smith, A | | |
| | Smith, Ben | | |
| | Smith, Bren | | |
| | Smith, Car | | |
| | Smith, Clark | | |
| | Smith, Crain, R | | |

down Ctrl key to do multiple select / deselect

Clear **Search** [Return to My Current Delegates](#)

7. Enter search criteria and click Search.
 - o You can enter an exact Commons ID; no wildcards are allowed.
 - o You can enter the Last Name and/or First Name
 - o 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 Last Name, First Name, Middle Name | AA AO ASST BO |

Hold down Ctrl key to do multiple select / deselect

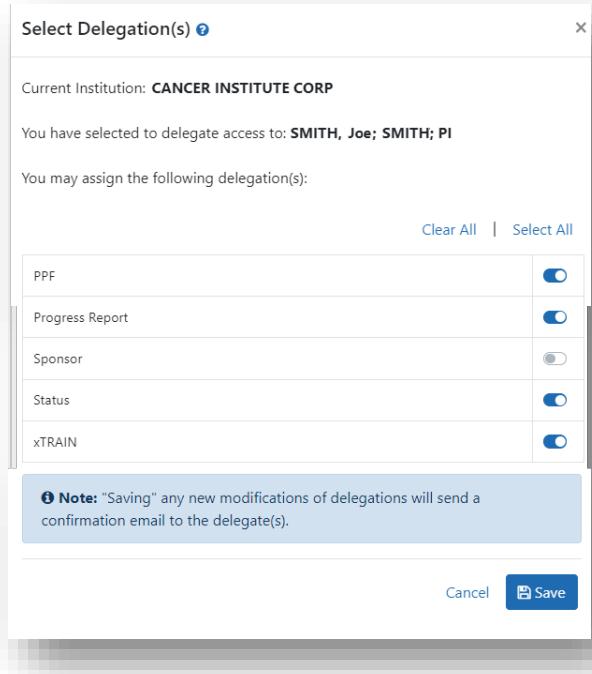
Clear | **Search**

Search Results

| 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 not include the ability to submit 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>

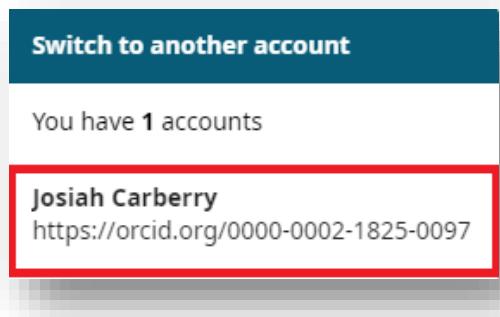
1. If a user adds you to their ORCID record as a trusted individual, a notification will appear in your ORCID inbox and you will receive an email notification if you have opted to receive notifications about changes to your record.

- 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*.

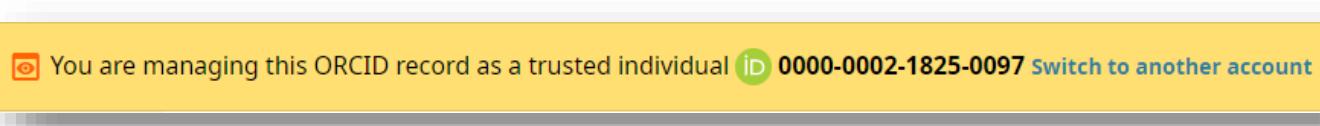


You are managing your ORCID record  0000-0001-5727-2427 [Switch to another account](#)

- 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.

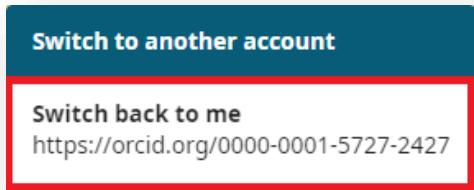


- If you do not see the name and ORCID iD for the person whose account you would like to manage, the owner of the account may need to add you to their trusted individual list (please contact them directly).
- Once you have selected an account to manage from the *Switch account* menu, you will be taken 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](#)

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



Switch to another account

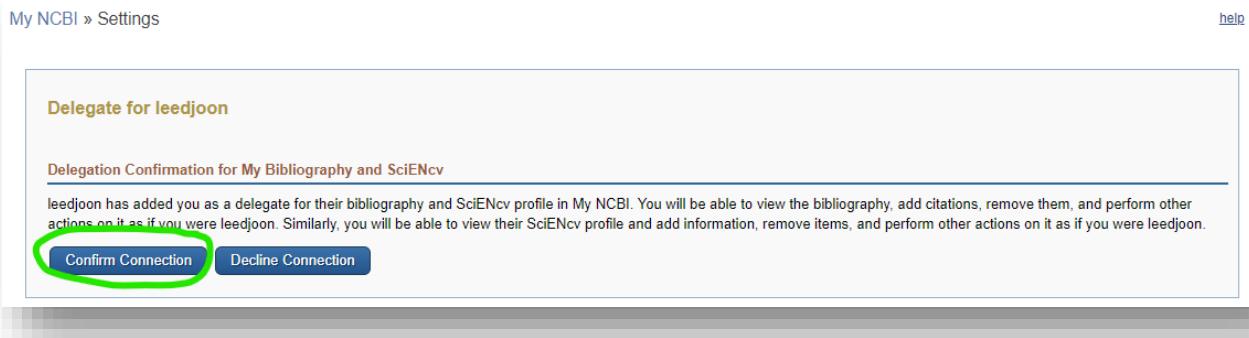
Switch back to me

<https://orcid.org/0000-0001-5727-2427>

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 with subject heading "[MyNCBI] Delegation request from xxuser"
3. Click the link in the delegate request email to accept and confirm the delegation



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.

The screenshot shows the My NCBI dashboard with several panels:

- Search NCBI databases**: Search box set to PubMed.
- Saved Searches**: No saved searches yet.
- Collections**: One collection named "Favorites" (0 items, private).
- Filters**: Filters for PubMed.
- Recent Activity**: Recent activity table.
- SciENcv**: A table showing delegated CVs, with one entry circled in green: "Delegated CV : leedjoon".

3. 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.
4. To stop working on another person's SciENcv profile, click the "Return to your own SciENcv" link.

The screenshot shows a SciENcv profile for 'Dong Joon Lee'. At the top, a green box highlights the status 'Working as a delegate for Dong Joon Lee (what's this?)'. Another green box highlights the 'Return to your own SciENcv' link. Below the profile, a table lists documents with columns for Last Update, Name, Type, and Sharing. The table data is as follows:

| Last Update | Name | Type | Sharing |
|-------------|-------------------------------------|-------------------|---------|
| 09-Oct-2019 | test | Old NIH Biosketch | Private |
| 13-Feb-2020 | test2 | Old NIH Biosketch | Private |
| 13-Feb-2020 | test3 | Old NIH Biosketch | Private |
| 04-Oct-2021 | test4 | NSF Biosketch | Private |
| 04-Oct-2021 | test5 | NSF Biosketch | Private |
| 04-Oct-2021 | test6 | NSF Biosketch | Private |
| 15-Sep-2021 | biosketch-imls-2021 | NIH Biosketch | Private |

At the bottom, a green box highlights the 'Create New Document' button.

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)

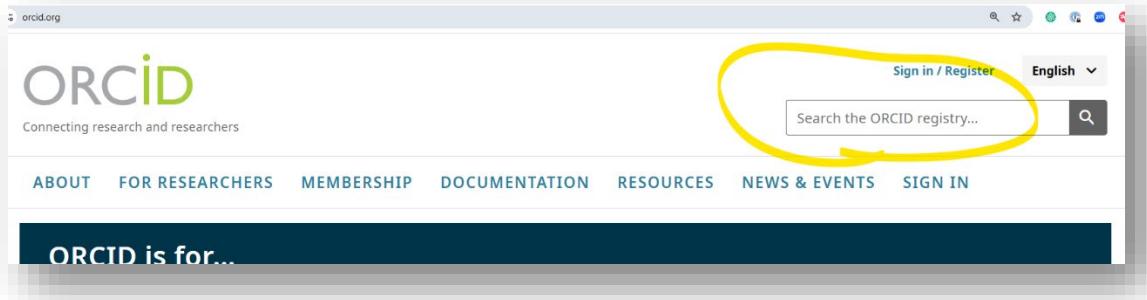
8a. ORCID

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.

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.



The screenshot shows the ORCID homepage. At the top, there is a search bar with the placeholder "Search the ORCID registry..." and a magnifying glass icon. To the right of the search bar are "Sign in / Register" and "English" dropdown menus. Below the search bar, there is a navigation menu with links: ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, NEWS & EVENTS, and SIGN IN. A yellow circle highlights the search bar area. A dark blue banner at the bottom of the page contains the text "ORCID is for...".

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.

SciENcv

Helpful Links

[About SciENcv](#)[How to Use SciENcv](#)

Delegated Account

i You are currently working as a delegate for [REDACTED]@cs.unc.edu.
[What's this?](#)

[RETURN TO MY ACCOUNT](#)[REDACTED]@cs.unc.edu's Profile [Edit](#)[User profile has not yet been set up.](#)[REDACTED]@cs.unc.edu's Documents [+ NEW DOCUMENT](#)

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

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.



MY NCBI > SCIENCV

SciENcv

My Profile Edit

Name: Megan Gallegos, MBA

Title/Department: Director, Operational Effectiveness and Optimization (OE00)
UNC-CH, SOM SPAO

ORCID ID: <https://orcid.org/0009-0006-5664-1650>

eRA Commons ID: 14198114

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  

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 the

PLEASE NOTE: After creating or connecting your ORCID iD please

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.



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)



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 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.