NIH Biosketch & Publications

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Connecting My NCBI with your eRA Commons account

Connecting your My Bibliography to your eRA Commons account will allow you to see whether your publications comply with the NIH Public Access Policy. It will also populate the Research Support section of your Biosketch.

To connect your MyNCBI and eRA Commons accounts:

- Log on to My NCBI. If you do not have a MyNCBI account you need to create one.
- Click on your login name, located in the upper right hand corner of the screen.
- On the NCBI Account Settings page, scroll down to the Linked Accounts section, and then click Change.
- In the Login Account Options box, scroll down to and click NIH & eRA Commons.
- Log on to your eRA Commons account.

Please note - Even if you log on to MyNCBI with your eRA Commons username and password, you may still have to link your eRA Commons account to your MyNCBI account.

Creating a Biosketch using SciENcv

Before you create a Biosketch using SciENcv, you should probably have your publications listed in MyNCBI's MyBibliography (or you can also obtain a list of your publications from your ORCID account if you have one). See the "Creating a Bibliography" section below.

- Log in to MyNCBI and go to SciENcv.
- Click, Create New Biosketch
- Select the "From an existing Biosketch" if you have an existing Biosketch with information such as your education and training, positions and employment, Professional memberships or Honors. -- OR – Select "From an external source" if you don't have an existing Biosketch.

From An Existing Biosketch

- Enter the name of this Biosketch
- Select the Format (NIH or NSF)
- Select the existing Biosketch to be copied
- Indicate if you want the Biosketch to be Public or Private (you can change it later)
- Click Create

From an External Source

- Enter the name of this Biosketch
- Select the Format (NIH or NSF)
- Select the External Source (eRA Commons or ORCID)
- Indicate if you want the Biosketch to be Public or Private (you can change it later)
- Once you have created the new Biosketch, click on "edit" to continue to add or edit information.
- Add publications. Whether you selected "From an existing Biosketch" or "From an external source", you will only be able to add up to four publications from your eRA Commons or ORCID account in section A, Personal Statement.
- In Section C, Contribution to Science, you may add up to 5 Contributions to Science and select up to four citations for each contribution. According to NIH guidelines, each description should include:
  - the historical background that frames the scientific problem;
  - the central findings;
  - The influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

Creating a Bibliography in MyBibliography

MyBibliography (part of MyNCBI) allows you to save references to your own publications in a bibliography. There are two ways to create a bibliography. The first is to add citations directly from PubMed and the second is to add citations manually.

Adding Citations from PubMed

- Log on to My NCBI.
- On the My NCBI page, scroll to the Search NCBI Databases section.
- On the Search drop-down list, select PubMed, if it's not already selected.
- Perform your search in the text box provided in order to bring up the desired article(s).   Note: you can search by author, title, or keyword.
- Click the check box next to the citation(s) you want to add to your bibliography.
- Click Send To.
- In the Choose Destination box, click My Bibliography, and then click Add to MyBibliography.
- On the Save to Bibliography page, click Save. The default setting will save the citation to My Bibliography. If you wish to save the citation to a separate bibliography, click Other Citations, and then click Save.

Adding Citations Not Found in PubMed

- Log on to My NCBI.
- Scroll down to the My Bibliography section and then click Manage my Bibliography.
- In the Display Settings box, click Add Citation.
- On the Choose the type of citation drop-down list, select the type of citation to enter manually. Options include:
- Manual citation for article that do not appear in PubMed.
- Books and chapters
- Meeting abstracts
- Patents
- Type the publication information in the fields provided. Required fields are indicated with a red asterisk.
- Click Add Citation.

Link your bibliography to your eRA Commons account in order to see if your publications are in compliance with the NIH Public Access Policy.

Making MyBibliography Public

In NCBI, click on Manage MyBibliography. Where it says at the top - "This Bibliography is private" - click on "make it public" to make it public.

Adding Delegates to MyBibliography

In MyNCBI, you can assign others as delegates, giving them permission to edit your MyBibliography and SciENcv profiles.

To add a delegate:

- Go to your NCBI Account Settings page by clicking on your username in the top right corner of the page. There is a section for managing your delegates.
- Click Add a Delegate and enter the email address of the person you would like to give access to.
- Once they have accepted the delegate role for your account, you can assign them access to your My Bibliography and/or your SciENcv profiles.

Other Resources
An Overview of MyNCBI (YouTube)
Sciencv Tutorial (YouTube)
MyNCBI How-To Steps (.pdf)
NCBI's Training & Tutorials page