BP **Beth Pessetto**

Using NSF and SciENcv Forms PDF Training

The National Science Foundation requires certain proposal documents to be generated in SciENcv (Science Experts Network Curriculum Vitae) using the NSF-approved format. These include the **Biographical Sketch**, which outlines education, professional appointments, and selected products; the **Current and Pending (Other) Support** form, which lists all active and proposed projects with associated time commitments; the **Synergistic Activities** form, which highlights up to five activities demonstrating the broader impact of the investigator's work; and the **Collaborators and Other Affiliations** form, which discloses institutional and personal research connections to help NSF manage conflicts of interest. Using SciENcv for these forms ensures compliance with NSF formatting rules, allows for secure and consistent recordkeeping, and streamlines updates for multiple proposals.

SciENcv Forms: Biographical Sketch & Current and Pending Support

Collaborators and Other Affiliations (Excel Sheet)

Synergistic Activities (PDF)

SciENcv Forms: Biographical Sketch & Current and Pending Support

Once you have registered for your NSF account, you will be able to access My NCBI, which contains the SciENcv feature. There are two primary required forms that you have to access through SciENcv, **Biographical Sketch** and **Current and Pending (Other) Support.** Each of these can be accessed by logging into SciENCv and then selecting each of the forms from the options below. You will **NOT** submit these forms using SciENcv but will instead use it to download the correctly formatted forms and attach them to your grant applications as requested.

SciENcv

My Profile ✏ Edit

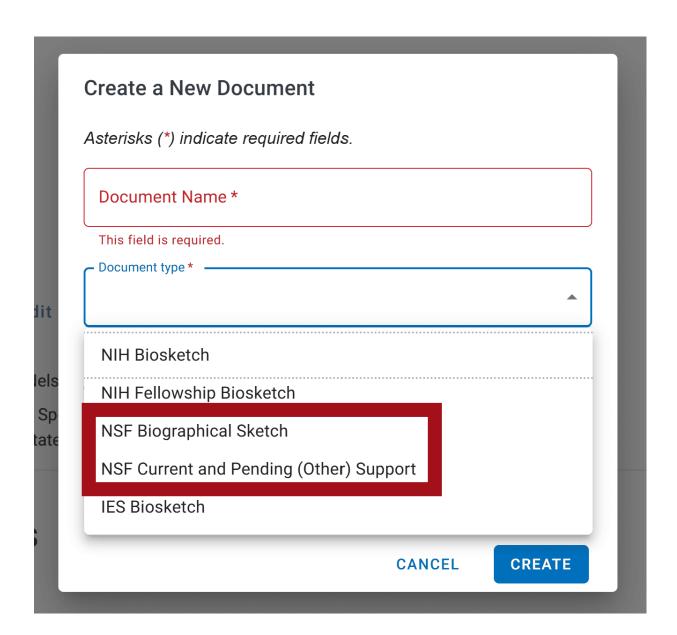**Name:**   Collins Nelson

Title/Department: Office of Sponsored Projects
                      Weber State University

My Documents

+ **NEW DOCUMENT**

You have not created a CV yet.

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

This field is required.

Document type *

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

CANCEL   CREATE

NSF Biographical Sketch

Identifying Information, Organization and Location * ✏ EDIT ❗

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

Title:	EXAMPLE	NSF ID:	0000a5c1v@nsf.gov
Name:		Last updated:	August 5, 2025
Position Title:			

This is the first section on the Biographical Sketch. Please ensure that you accurately complete your person details with the most current information.

A. Professional Preparation *

Provide a list of the senior/key person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

ADD PROFESSIONAL PREPARATION

Professional Preparation is generally just listing your credentials and where they were obtained, including any postdoc or fellowship training. Include any applicable accreditations or licenses as well.

B. Appointments and Positions *

Provide a list, in reverse chronological order by start date, of all the senior/key person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period up to three years from the date the proposer submits the proposal to NSF for funding consideration.

ADD APPOINTMENT/POSITION

For this section, please list all of your academic, professional, or institutional appointments or positions. Also include if the positions were part-time, voluntary or full-time, as well as if the positions were paid.

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

Products Most Closely Related to the Proposed Project *

Select up to 5 products

SELECT RELATED PRODUCTS

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

Select up to 5 products

SELECT OTHER PRODUCTS

In the products section, you will be asked to list up to five products both related to the project and significant (whether or not related to the project). Follow the directions in this section carefully to ensure that you have used the correct formatting. Some examples of products include but are not limited to:

- publications, conference papers, and presentations

- websites

- technologies or techniques

- inventions, patents, patent applications, licenses

- data, databases, collections, audio products, software, models, educational aids, curriculum, instruments, interventions

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Certification

VIEW DRAFT   ⬇ DOWNLOAD PDF

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

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.

Certification and Submission

After you finish the form, by the Certification section you will see the option to VIEW DRAFT or DOWNLOAD PDF. First, click VIEW DRAFT to ensure that your information is displayed correctly,

including the chronological order. Then, DOWNLOAD PDF and name it accordingly for your submission.

ⓘ **If you still have any questions, watch this video for more detailed instructions and frequently asked questions. You can also reach out to our office at osp@weber.edu**

Identifying Information, Organization and Location * ✎ EDIT ❗

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

Title:	EXAMPLE		NSF ID:	0000a5c1v@nsf.gov
Name:			Last updated:	August 5, 2025
Position Title:				

Complete this section in the same manner as the Biographical Sketch, the information should display as a drop down option in each box if you have entered it on the Biographical Sketch.

Proposals/Active Projects *

In this section, disclose ALL proposals and active projects in accordance with the definitions for current and pending (other) support.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all active projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – any proposal that is being considered for funding from a potential funding organization (including this proposal) irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

ADD PROPOSAL/ACTIVE PROJECT

Under this section, you will list "all resources made available or expected to be made available, to an individual in support of the individuals research and development efforts". These activities include any grant proposals that the staff or faculty is currently working on, as well as any other activity (including consulting) through which the faculty receives funding or resources of any kind.

In-Kind Contributions

In this section, disclose ALL in-kind contributions with an estimated dollar value of $5000 or more **and** that require a commitment of the individual's time. An in-kind contribution is a non-cash contribution provided by an external entity that directly supports the individuals' research and development efforts. An in-kind contribution may include but is not limited to: real property; laboratory space; equipment; data or data sets; supplies; other expendable property; goods and services; employee or student resources. In-kind contributions with an estimated value of less than $5000 need not be reported.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all in-kind contributions obligated from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – all in-kind contributions currently under consideration from potential funding organizations irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

ADD IN-KIND CONTRIBUTION

Please read this section carefully, and disclose all in-kind contributions that have a value of more than $5,000.00 and have a time requirement. Skip this section if you don't have anything to report.

Certification

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

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.

This is the same as the Biographical Sketch; simply review the draft and then download the PDF when you have ensured all information is correct.

> ⓘ **If you still have any questions, watch this video for more detailed instructions and frequently asked questions. You can also reach out to our office at osp@weber.edu**

WARNING: These forms cannot be reused. Every time the PDF is downloaded there is a time stamp placed on the form. To ensure accuracy, it is imperative that you download the PDF again (even if nothing has changed) for each grant you apply to.

Collaborators and Other Affiliations (Excel Sheet)

This document contains a table of an individual's collaborators, such as their advisors, co-authors and students. NSF requires the use of the Collaborators and Other Affiliations template identifying this information. NSF also uses Collaborators and Other Affiliations information during the merit review process to help manage reviewer selection. To expedite identification of potential reviewers, having a standard, searchable format for this information is essential.

What should you include in your COA form?

☐   Your name and organizational affiliation.

☐   The names of anyone whose relationship to you precludes their service as a reviewer — including personal, family or business relationships — and what type of relationship you have with them.

- ☐ Names and organizational affiliations of your Ph.D. advisor and Ph.D. thesis advisees.

- ☐ Names and organizational affiliations of any co-authors or project collaborators in the last 48 months.

- ☐ Names of editorial boards, editors-in-chief and co-editors you have interacted with in the last 24 months. Do not list editors or reviewers you have interacted with because of a paper submission.

Formatting the Template

You must complete your information using NSF's *Collaborators and Other Affiliations* template (XLSX, 26.26 KB). The template is fillable, but its content and format must remain unchanged to avoid printing or viewing problems. **Please do not adjust any formatting on the template, simply <u>delete the example information and the instructions at the top,</u> and enter the relevant information.** It may look a little wonky, but unfortunately this is what the NSF requires.

How you upload the completed template depends on the site you are submitting on, so click each of the dropdowns below for more information.

For Research.gov submissions: ─

Save the file in .xlsx format and upload it directly into Research.gov as a *Collaborators and Other Affiliations Single Copy Document*. Research.gov will automatically convert the .xlsx file to a PDF while keeping the text searchable. It is essential to upload the file in .xlsx format only; using any other format may slow the processing and review of your proposal.

ⓘ **If you have any questions regarding your submission, reach out to your OSP representative and we can walk you through**

the submission of your COA.

Synergistic Activities (PDF)

Synergistic Activities is a list of up to five distinct examples that demonstrate the broader impact of your professional and scholarly activities, focusing on the creation, integration and transfer of knowledge. In essence, the NSF wants to know how your work contributes to society as a whole outside of your primary research. **This form should be one page or less.** Here are some examples of things that you can include here:

- Innovations in teaching and training

- Contributions to the science of learning

- Development and refinement of research tools

- Computation methodologies and algorithms for problem solving

- Development of databases

- Broadening the participation of groups underrepresented in STEM

- Service to the scientific and engineering community outside of your primary organization

Submission

Once you have prepared your Synergistic Activities information, save it as a PDF and submit it as part of your proposal via Research.gov or Grants.gov. Please do not submit it as a Word document.