George Mason University Office of Sponsored Programs
National Science Foundation BioSketch and Current and Pending Procedures implementing
Proposal and Award Policies Guide (PAPPG) NSP 20-2

Background:

- On January 24, 2020, NSG released its updated *Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 20-1) announcing new required NSF-approved formats for the Biographical Sketch and Current and Pending Support.
- **Effective October 5, 2020,** NSF requires use of NSF-approved formats for the biographical sketch and current and pending support sections of NSF proposals**.**
    - **Use of SciENcv to generate Biosketch and Current and Pending STRONGLY encouraged by NSF and OSP**
    - **Alternative: downloadable fillable PDF**
- NSF will **REJECT** applications where the Biosketch and Current and Pending do not use the new format.
    - **Since October 5, OSP has encountered many errors when attempting to submit NSF applications with fillable PDF's, likely due to copy/paste or saving errors.**
    - **For SciENcv generated documents, please SAVE the file from SciENcv. DO NOT PRINT TO PDF as that causes errors.**

- **Questions?** BioSketch and Current and Pending questions may be directed to OSP. If you have technical or IT system-related questions, please contact the NSF Help Desk at 1-800-673-6188 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via fastlane@nsf.gov

Mason Implementation

- OSP provided a guidance summary, a Roadmap to Implementing SciENcv, and hosted two WebEx trainings to direct PIs to NSF resources and receive/answer questions.
    - September 24 2020 - SciENcv Overview
      https://coursemedia.gmu.edu/media/SciENcv+Overview/1_8cgp01yq

    - May 8, 2020 – SciENcv Biosketch and Current and Pending PI information Session
      https://coursemedia.gmu.edu/media/SciENcv+Biosketch+and+Current+and+Pending+PI+information+session-20200508+1400-1_168281532/1_1qob7e2r

NSF-approved Format: **SciENcv**:

- NSF has partnered with the National Institutes of Health (NIH) to use SciENcv: Science Experts Network Curriculum Vitae as an NSF-approved format for use in preparation of both the Biographical Sketch and Current and Pending Support sections of an NSF proposal.
- Additional information about the NSF-approved SciENcv formats is available on the NSF biographical sketch and current and pending support websites.
- The SciENcv tool integrates with NIH's ORCID, enabling proposers to populate their Biographical Sketches by importing data directly from their ORCID records rather than having to manually

enter all the required information. ORCID is the Open Researcher and Contributor ID and is used within NIH and Grants.gov to relate publications to grants. If you do not have ORCID, the system also links to PubMed.

- Biographical Sketch data maintained in SciENcv can be quickly and easily updated on an ongoing basis for subsequent proposal submissions.
- PIs may assign delegates in SciENcv to create and update profiles on their behalf. Please note, OSP staff will not serve in the delegate role.

If you cannot use SciENcv:

- There is an alternate NSF Fillable PDF. **OSP STONGLY RECOMMENDS YOU USE SciENcv DUE TO THE RISK IN ERRORS WHEN SUBMITTING FILLABLE FORMS.**
- The PI must download the respective fillable PDF form from the NSF [biographical sketch](#) and [current and pending support](#) websites and complete. NSF has advised that a new fillable PDF must be created for each application. **You cannot SAVE AS previously filled out fillable PDFs or we will encounter an error at SUBMISSION.**
- PI's OR THEIR ASSIGNED DELEGATE WILL NEED TO COPY AND PASTE ALL INFORMATION FROM PREVIOUS BIOSKETCH and CURRENT AND PENDING AND UPDATE AS APPROPRIATE. THE FILLABLE PDF HAS MULTIPLE COLUMNS AND THE DATA IS NOT EASILY PASTED AND FORMATTED. OSP ENCOURAGES PIs TO USE SciENcv.
- **OSP is not able to assist due to the time required to copy and paste information into the fillable PDF.**
- **NOTE: Since October 5, OSP has encountered many errors when attempting to upload fillable PDF's, likely due to copy/paste or saving errors.**
    - **There is no error check for the Fillable PDF form. We only get the error at Submission, which is often too late to correct.**
    - **If you plan to use the fillable PDF, please submit your entire proposal at least 6 days prior to the Sponsor deadline to ensure we can submit to NSF several days before the deadline to allow time to correct if errors.**
- [FAQs on using NSF Fillable PDF - Biosketch](#)
- [FAQs on using NSF Fillable PDF – Current and Pending](#)

General

- April 9, 2020 [webinar about the requirement to use an NSF-approved format](#) for biographical sketch and current & pending support documents as part of proposals submitted to NSF.
- NSF emphasizes use of SciENcv. See links to NSF Policy Director Jean Feldman's Federal Demonstration Partnership presentation on May 21, 2020
    - [Change in effective date to October 1, 2020](#)
    - [Biosketch format requirements – effective October 5](#)
    - [Current and Pending Requirements – effective October 5](#)

Road Map to Getting Started with SciENcv for NSF BioSketches and Current and Pendings

WatchYouTube Videos:

1) SciENcv for NSF Users: Biographical Sketches (This is a **new** video targeted to the NSF research community.)

2) YouTube Video - SciENcv Tutorial Pending

3) Review step-by-step instructions for creating Biosketch and Current and Pending

Go to SciENcv website and log in to NSF account

Create or link your NCBI account

YouTube Video - Integrating with ORCID

You may need to create an NCBI ORCID account and enter your biosketch and current/pending info

Create a New Profile - select format and data source or duplicate existing profile

Edit profile entries as applicable

OSP will continue to send Current and Pending information for PIs/Colleges to use to prepare NSF Current and Pending

Download both Biosketch and Current and Pending in PDF format

Send BioSketch and Current and Pending to OSP for proposals due Sept 8 and later

OSP enters into Fastlane or Research.gov and perform compliance check to ensure they are accepted

For your next BioSketch and current and pending, use last one created to minimize edits needed