

# New NSF Forms Info Session

September 24, 2020 via Zoom

# New NSF Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 20-1)

- ▶ Effective October 5, 2020, the National Science Foundation (NSF) will begin enforcing the *Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 20-1) requirement to use **NSF-approved formats** for the preparation of the **Biographical Sketch and Current and Pending Support** proposal documents.
- ▶ NSF has provided two options. Proposers can use SciENCv: Science Experts Network Curriculum Vitae or a new NSF fillable PDF.
- ▶ Non-compliant document formats will trigger an **error** and will **prevent proposal submission**

# Where Do I Find the Fillable PDF for Download?

- ▶ NSF Fillable PDF Download, Biographical Sketch

<https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>

- ▶ NSF Fillable PDF- Download, Current and Pending Support

<https://www.nsf.gov/bfa/dias/policy/cps.jsp>

## Using NSF Fillable PDF to Create Biographical Sketch and Current and Pending Support Documents



# Important Reminders- BOTH Fillable Forms

## DO:

- ▶ Download and save the blank PDF document **prior** to adding content to avoid formatting inconsistencies.

## DO NOT:

- ▶ Populate fillable forms directly in a web browser (e.g., Chrome or Safari) and save or print to PDF.
- ▶ Convert to Word format, edit and save as a PDF.

\*Doing the above will cause the data that NSF systems use to validate the NSF-approved format to become corrupted, resulting in errors when proposers attempt to upload the PDF document to NSF systems\*

How will I know if my biographical sketch document and Current and Pending document is in an NSF-approved format?

The NSF-approved format can be identified by viewing the title in the document properties. Right click anywhere in the document and select Document Properties; NSF-approved documents have the title: "NSF Biosketch 20-1" OR "NSF CPS 20-1"

# Important Reminders: Current and Pending Support(CPS)

I have fewer than 15 projects/proposals to include in the NSF fillable format. Is it permissible to delete some of the blank pages to reduce the overall size of my current and pending support document?

- ▶ **No!** The NSF fillable format is a static document and blank pages should **not** be deleted. Any edits to this document will result in a non-compliant document that will prevent proposal submission in FastLane, Research.gov or Grants.gov

I need **more** than 15 project/proposal or 10 in-kind contribution entries. How should I proceed?

- ▶ If you need to report more than 15, please use the SciENCv format where you can report an unlimited number of projects/proposals and/or in-kind contributions

In the current and pending support form, I am unable to enter 0 as a value in the person months committed field for one of my entries. How should I proceed?

- ▶ Individuals should only include projects to which they are **committing time/person months**. Please remove this entry from your current and pending support documentation and re-generate your PDF document so your proposal contains the accurate support information.

I have noticed that the font sizes in the NSF fillable PDF do not appear to be in compliance with the font requirements set forth in the PAPPG. Should I be concerned that my proposal will not be accepted by NSF?

- ▶ **No!** As long as you are using NSF approved forms available at <https://www.nsf.gov/bfa/dias/policy/cps.jsp> application will be accepted by NSF systems.

If you are reporting person-months that span two calendar years, you should enter the latter year.

Example Project Period = Sept 1, 2019 – Aug 31, 2022 (3 years)

Effort = Project Year Effort (includes 2019 and 2020 effort)

Year = Latter year when project period spans calendar years

Out Years = committed effort

**Projects/Proposals**

1. \*Project/Proposal Title : [Redacted]

\*Status of Support :  Current  Pending  Submission Planned  Transfer of Support

Proposal/Award Number (if available): [Redacted]

\*Source of Support: [Redacted]

\*Primary Place of Performance : [Redacted]

Project/Proposal Start Date (MM/YYYY) (if available) : 09/2019

Project/Proposal End Date (MM/YYYY) (if available) : 08/2022

\*Total Award Amount (including Indirect Costs): \$ [Redacted]

\*Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project

* Year (YYYY)	*Person Months (##.##)	Year (YYYY)	Person Months (##.##)
1. 2020	3.00	4. [Redacted]	[Redacted]
2. 2021	3.00	5. [Redacted]	[Redacted]
3. 2022	3.00		

# Current and Pending Support Resources

- ▶ [NSF-Approved Formats for Current and Pending Support](#) website
- ▶ [SciENCv Guidance on Creating an NSF Current and Pending Support document](#), including step-by-step instructions and screenshots for the two required sections (This is a subsection of the guidance at [SciENCv Help](#).)
- ▶ [NSF PAPPG \(NSF 20-1\) webinar](#) (recorded February 6, 2020)
- ▶ [FAQs](#) addressing policy questions related to the PAPPG (NSF 20-1) clarifications to the current and pending support coverage, as well as questions regarding use of an NSF-approved format for current and pending support
- ▶ [FAQs on using NSF Fillable PDF](#)

# Biographical Sketch Resources

- ▶ [NSF-Approved Formats for the Biographical Sketch](#) website
- ▶ [SciENCv Guidance on Creating an NSF Biographical Sketch](#), including step-by-step instructions and screenshots for each of the four required sections (This is a subsection of the guidance at [SciENCv Help](#).)
- ▶ [YouTube Video - SciENCv for NSF Users: Biographical Sketches](#) (This is a new video targeted to the NSF research community.)
- ▶ [NSF PAPPG \(NSF 20-1\) webinar](#) (recorded February 6, 2020)
- ▶ [YouTube Video - SciENCv Tutorial](#)
- ▶ [FAQs on using NSF Fillable PDF](#)



# Science Experts Network Curriculum Vitae (SciENCv)

What is SciENCv? <https://www.ncbi.nlm.nih.gov/sciencv/>

- ▶ A free electronic system that is part of NIH's MyNCBI. It helps researchers assemble the professional profile needed for application of federal funds.
- ▶ Researchers can use SciENCv to create and maintain multiple Biosketches and Current & Pending Support docs that are submitted with grant applications and annual reports. SciENCv allows researchers to describe and highlight their scientific contributions in their own words.

What SciENCv does:

- ▶ Gathers and compiles information on expertise, employment, education and professional accomplishments.
- ▶ Eliminates the need to repeatedly enter biosketch and C&P information
- ▶ Permits delegates to enter and update and access information on behalf of the researcher
- ▶ Compiles Biosketch or C&P document into a downloadable pdf format for upload into Fastlane, Research.gov or Grants.gov

# Benefits of Using SciENcv

Allows Researchers to:

- ▶ Delegate access to a DRA or assistant
- ▶ Create multiple versions/profiles of NSF and NIH Biosketches and CPS
- ▶ Create and save NIH and NSF versions in the same location
- ▶ Pull in data from from eRA Commons, ORCID, or NSF
- ▶ Easily create and modify existing biosketches and C&P documents
- ▶ Pull in Citations/Publications directly from PubMed and ORCID
- ▶ Creates a downloadable pdf of NIH or NSF-compliant biosketch and C&P for upload into Fastlane, Research.gov, or Grants.gov applications

# How do I access SciENcv?

- ▶ Users can access SciENcv by visiting <https://www.ncbi.nlm.nih.gov/sciencv/> and selecting “Click here to start”



NCBI Resources How To Sign in to NCBI

## 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

- [Background Information](#)
- [SciENcv FAQs](#)
- [YouTube Video: SciENcv tutorial](#)
- [YouTube Video: Integrating with ORCID](#)
- [Recent Changes to NIH Biosketch](#)
- [Provide Feedback](#)

### Interfacing with SciENcv

- [SciENcv Data Documentation](#)
- [SciENcv Data Schemas](#)

### News and Resources

- [SciENcv News](#)
- [SciENcv Presentations](#)
- [SciENcv Help](#)
- [My Bibliography Help](#)

**Click here to start!**

- ▶ See <https://www.research.gov/common/attachment/Desktop/SciENcv-FAQs.pdf> for a useful guide with screenshots of navigating SciENcv

# SciENcv Resources

- ▶ [SciENcv Home Page](#) - landing page for logging into SciENcv to create/edit/update NSF and NIH Biosketch and Current & Pending documents
- ▶ [FAQs on using SciENcv](#) - Includes screenshots and instructions on accessing and navigating SciENcv
- ▶ [Tutorial on creating NSF Biosketch in SciENcv](#) - 4 minute youtube video tutorial on Biosketch
- ▶ [Tutorial on creating NSF Current & Pending Support doc in SciENcv](#) - 4 minute youtube video tutorial on C&P
- ▶ [SciENcv Tutorial](#) - 3 minute General SciENcv overview (not NSF-specific)

# Thank you!

- ▶ As you and your faculty work to navigate these forms, please don't hesitate to reach out to us with any questions or helpful feedback!

- ▶ Renee Brown

[Renee.Y.Brown@dartmouth.edu](mailto:Renee.Y.Brown@dartmouth.edu)

- ▶ Rebekah Coble

[Rebekah.S.Coble@dartmouth.edu](mailto:Rebekah.S.Coble@dartmouth.edu)