**10 Tasks to Get Up and Running for NIH’s Adoption of the Common Forms for Biographical Sketch and Current and Pending (Other) Support – Scheduled effective May 25, 2025, but postponed until further notice**

**INTRODUCTION**

The 10 Tasks to get up and running for NIH’s adoption of the Common Forms are (click on the links below to bring you to the relevant section in this document):

1. [Register for an ORCID and/or update your ORCID Profile](#_Register_for_an)
2. [Add “Trusted Individuals” to your ORCID account](https://cityofhope-my.sharepoint.com/personal/jalucas_coh_org/Documents/Desktop/temp/Trusted_Individuals#_Add_)
3. [Link your ORCID and eRA Commons accounts](#_Link_your_ORCID)
4. [Create Login.gov account and link Login.gov to eRA Commons ID](#_Create_Login.gov_account)
5. [Create a My NCBI Account by logging into the system using one of your established accounts](#_Create_a_My)
6. [Link your ORCID and My NCBI accounts](#_Link_your_ORCID_1)
7. [Add Delegates to your My NCBI MyBibliography and SciENcv accounts](#_Add_Delegates_to)
8. [Add publications to My NCBI My Bibliography](#_Add_publications_to)
9. [Make My Bibliography link public](#_Make_My_Bibliography)
10. [Create a basic NIH Biosketch using SciENcv to pull in education/training/professional experience from ORCID or start a document from scratch](#_Create_a_basic)

The 10 tasks listed above fall into a few categories:

* Registering and linking accounts;
* Adding others as Delegates to assist you with adding your information to the various tools and systems; and
* Making setting and content updates and changes to the various tools

You may already have some of the required accounts and/or linkages. If that is the case, move onto the next task until all 10 are complete.

As you complete the tasks, we recommend creating a list of logins and passwords – this will make it easier as you link accounts and move through the tasks. Below is a table which can be used to track logins and passwords.

**List of required logins/passwords:**

|  |  |  |  |
| --- | --- | --- | --- |
| **System** | **Login Page** | **Login** | **Password** |
| ORCID | [Sign in - ORCID](https://orcid.org/signin) |  |  |
| eRA Commons | [eRA Commons](https://public.era.nih.gov/commonsplus/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%3A443%2Fcommonsplus) |  |  |
| Login.gov |  |  |  |
| Login.gov multi-factor authentication info: |
| My NCBI | <https://account.ncbi.nlm.nih.gov/> |  |  |
| My Bibliography public link: |

**Please note:** As of March 14, 2025 (the time this document was created), it is possible to create an NIH Biosketch in SciENcv in the *current* form, but not the Common Form (which was scheduled to be required as of May 25, 2025 but has been postponed until further notice). Additionally, SciENcv does not currently generate NIH Other Support or the NIH Biographical Sketch Supplement. We expect that this functionality will be available soon.

**For additional support:** If you would like to walk-through these steps together, have questions, or experience any issues, please contact Lauren Calhoun, lmcalhoun@ua.edu

**10 TASKS**

# Register for an ORCID and/or update your ORCID profile

ORCID is a free, unique persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities.

* 1. Create an ORCID here: [Register - ORCID](https://orcid.org/register)
	2. [Sign in - ORCID](https://orcid.org/signin) here
	3. Complete the ORCID profile by adding education/training/professional experience; watch these short tutorials to [setup or update your ORCID profile](https://vimeo.com/showcase/4268215/video/495762735):
		1. [Add Employment Information](https://vimeo.com/showcase/4268215/video/237024597)
		2. [Add Education Information](https://vimeo.com/showcase/4268215/video/244084703)
		3. [Use the Search & Link Wizard to Import Works](https://vimeo.com/showcase/4268215/video/236776451)

**Tip:** Stay logged in to make it easier as you work through the other steps indicated below.

# Add “Trusted Individuals” to your ORCID account

Add at least 1 “Trusted Individuals” including *Lauren Calhoun lmcalhoun@ua.edu*

**Demo:** [Make someone a Trusted Individual](https://vimeo.com/showcase/4268215/video/192585142)

* 1. Log into ORCID (<https://orcid.org/signin>), if not already signed-in
	2. Click on your name at the top right-hand side of the screen
	3. Choose “Trusted parties”
	4. Scroll down to “Trusted individuals”
	5. Under “Search for ORCID users to add as trusted individuals,” type  *(lmcalhoun@ua.edu)* in the text/search box and click “Search ORCID for trusted individuals”
	6. All Trusted individuals will need to have their own ORCID. If the person you are searching for is not found, please connect with them in order to create an ORCID. Then repeat the steps until you have assigned at least 3 Trusted Individuals.

# **Link your ORCID and eRA Commons accounts** [(Additional documentation found here](https://www.era.nih.gov/erahelp/Commons/PPF_Help/8_2_orcid.htm))

* 1. [Log into your ORCID account](https://orcid.org/signin), if not already signed-in
	2. In a separate browser tab, log into [eRA Commons](https://public.era.nih.gov/commonsplus/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%3A443%2Fcommonsplus)
	3. In the eRA Commons menu area, click on “Personal Profile”
	4. Click on the “Create or Connect your ORCID ID” link
	5. Authorize NIH to access the ORCID profile's public information

You should now see your ORCID displayed in the box within your Personal Profile

# Create Login.gov account and link Login.gov to eRA Commons ID

Login.gov is the public’s one account and password for government. Login.gov is a shared service and trusted by government agencies. With one Login.gov account you can access applications from participating government partners.

Follow the steps [here](https://www.login.gov/help/get-started/create-your-account/) or copied below for reference:

* 1. Enter your email address at <https://secure.login.gov/sign_up/enter_email> to begin
	2. Click the “Submit” button
	3. Check your email for a message from Login.gov
	4. Click the “Confirm your email address” button in the message. This will take you back to the Login.gov website.
	5. Create your Login.gov password
	6. Set up a second layer of security (i.e., multi-factor authentication or MFA)

Once you have authenticated, you have created your Login.gov account page.

 To associate your Login.gov account with your eRA Commons account:

* + 1. On the [eRA Commons screen](https://public.era.nih.gov/commonsplus/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%3A443%2Fcommons), click on the Login.gov logo



* + 1. Enter your Login.gov email address and password and click Sign In
		2. Authenticate with the two-factor authentication method you setup and you will be taken to the Associate Your eRA Account Screen
		3. On the Associate Your eRA Account screen, you will enter your eRA Commons username and password and click Continue to complete the association. **Tip:** Do NOT enter your Login.gov credentials here.

Additional Documentation:

* [Use Login.gov With eRA Modules | eRA](https://www.era.nih.gov/register-accounts/access-era-modules-via-Login-gov.htm)
* Documentation: [Transitioning To and Using Login.gov](https://www.era.nih.gov/erahelp/commons/commons/access/login.gov.htm)

# Create a My NCBI Account by logging into the system using one of your established accounts

My NCBI is a tool that retains user information and database preferences to provide customized services for many NCBI databases. It allows you to save searches, select display formats, filtering options, and set up automatic searches that are sent by e-mail. My NCBI includes other features that help you save your citations and manage peer reviewed article compliance with the NIH Public Access Policy ([My Bibliography](https://www.ncbi.nlm.nih.gov/books/NBK53595/)), create online professional profiles ([SciENcv](https://www.ncbi.nlm.nih.gov/books/NBK154494/)), highlight search terms, and set up [Outside Tool](https://www.ncbi.nlm.nih.gov/books/NBK53593/#preferences.Outside_Tool) preferences for PubMed.

* 1. Go to PubMed and click on the “Log in” button in the upper right-hand area of the screen. **OR**, go here: <https://account.ncbi.nlm.nih.gov/>
	2. Choose one of the options displayed, such as:
		1. Login.gov
		2. eRA Commons
		3. ORCiD

You are now logged into your own My NCBI page.

# Link your ORCID and My NCBI accounts

* 1. Log into NCBI using eRA Commons, Login.gov<https://www.ncbi.nlm.nih.gov/account/>.
	2. In the upper right-hand corner, click on your My NCBI username; this will take you to Account Settings.
	3. Scroll down and find the “Linked accounts” box
	4. Click on “Add account”
	5. Search for ORCID using the search box
	6. Click on the ORCID link
	7. Log into your ORCID account, if the system doesn’t recognize that you are already signed in
	8. Click on “Manage My SciENcv”
	9. Under “My proflie” click edit
	10. Clink “link ORCID ID”

# Add Delegates to your My NCBI MyBibliography and SciENcv accounts

Add at least 2 Delegates: Lauren Calhoun (lmcalhoun@ua.edu) Delegates can be added to My Bibliography, SciENcv, or both.

* 1. Log into My NCBI account using your eRA Commons account: <https://www.ncbi.nlm.nih.gov/account/>
	2. In the upper right-hand corner, click on your username; then, click on “Account Settings.”
	3. Scroll down and find the Delegates box
	4. Click on "Add a Delegate" and add the email addresses of the people you want to have access to My Bibliography and/or SciENcv.
	5. Click OK

All Delegates will need to have their own My NCBI accounts. If the person you are searching for is not found, please connect with them to create a My NCBI account. Then repeat the steps until you have assigned at least 3 Delegates.

# Add publications to My NCBI My Bibliography

* 1. Log into NCBI using ORCID, your COH, or eRA Commons account: <https://www.ncbi.nlm.nih.gov/account/>
	2. In the upper right-hand corner, click on your username; then, click on “Publications”
	3. Click on “+ Add citations” pull-down menu
	4. Select the option that works for you
		1. “From PubMed” allows you to add one publication at a time via PMIDs or title, or you can add them in batches by searching on your name and/or ORCID.
		2. “From a file” allows you to import a RIS file from Google Scholar profile or RIS formatted text file from your EndNote library or a BibTeX file from your ORCID profile, etc.
		3. Manually allows you to add in-press and accepted publications that aren’t found elsewhere, or other publication types, such as books, book chapters, preprints, meeting abstracts, and other types. 

# Make My Bibliography link public

1. Log into NCBI using ORCID, your COH, or eRA Commons account: <https://www.ncbi.nlm.nih.gov/account/>
2. In the upper right-hand corner, click on your username; then, click on “Publications”
3. Click on “make your bibliography public”
4. Click OK to confirm

A publicly accessible URL will be generated that can be incorporated into your NIH Biosketch and will be connected with SciENcv.

# Create a basic NIH Biosketch using SciENcv to pull in education/training/professional experience from ORCID or start a document from scratch

You can also start your Biosketch using information from your eRA Commons profile.

Demos available:

* [Creating NIH biosketch using ORCID content via SciENcv](https://www.ncbi.nlm.nih.gov/books/NBK154494/#sciencv.Through_making_a_duplicate_of_an);
* [Updating SciENcv to include your Personal Statement, Honors, and Contribution to Science descriptions](https://www.ncbi.nlm.nih.gov/books/NBK154494/#sciencv.Creating_SciENcv_Documents)

**Additional Step**: If you do not see the ORCID option as an external source when creating your biosketch in SciENcv:

* + Click on SciENcv Edit Profile
	+ Click “Select here to Link ORCiD ID”
	+ Save

**Note:** Delegates can also do this step

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