



The Office of Research and Sponsored Programs at Lehigh University aims to provide information about ORCID and SciENcv in an effort to assist Lehigh's research community. If you have questions or need assistance, please contact your [Contract & Grant Specialist](#).

ORCID Instructions

What is ORCID?

ORCID is a "non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers." Each member account is assigned a 16-digit unique identifier, for example 0000-0002-1234-5678. Researchers can use ORCID as a platform to collect information about past employment, publications, and current grant awards.

Below is a step-by-step guide to establish an ORCID account and develop your biographical information:

1. Register your ORCID iD using your @Lehigh.edu account (note that if you already have an active ORCID account please ensure that it is affiliated with Lehigh)
 - Register for a new, or Link an existing ORCID iD at <https://libraryguides.lehigh.edu/orcid>
2. Complete the Biography section - Add manually
 - The following information must be added manually: employment, education and qualification, invited positions and distinctions, and membership and service
3. *Complete the Funding section - Add manually or Import
 - Utilize the search and link "DimensionsWizard" tool within ORCID to find previous and active grant funding
 - Add funding by clicking in the upper right hand corner "Add Funding" tool
 - To find grant awards you can search by name or project title
 - Select all grants and import
 - Note that certain funding types (e.g. PA State awards) will not be available when using the wizard import tool, so will need to be entered manually
4. *Complete the Works section - Add manually
 - Upper right hand corner "Add Works"
 - Import options, click on the appropriate choice
 - Add manually, fill out, set visibility to Trusted Parties or Everyone, select Add to list
 - Publications list can be exported from CUBE for upload in the BibText format

**Funding section Import and Works section: LTS is actively working behind the scenes to create a data integration process that pulls data from Banner 9 into ORCID. More information will be available in the near future.*

SciENcv Instructions

Use of an NSF-approved format for the biographical sketch and the current and pending documents will be **required** upon implementation of the PAPPG (NSF 20-1), **for all proposals submitted or due on or after June 1, 2020**. NSF has partnered with SciENcv to offer an NSF-compliant PDF version of both documents.

What is SciENcv?

Science Experts Network Curriculum Vitae (SciENcv) is an electronic system that helps researchers compile information on expertise, employment, education and professional accomplishments. Researchers can use SciENcv to create, format, and maintain documents that are submitted with grant applications and annual reports.

Please view this short 3-minute video tutorial outlining the SciENcv Registration process, and how to link your ORCID (or other agency) profile: <https://www.youtube.com/watch?v=nk7qlbele0k>

Below is a step-by-step guide to establish a SciENcv account and develop your NSF-compliant documents:

1. For new users, register for a new SciENcv account, then link your account to your ORCID profile
 - a. Register for a SciENcv account <https://www.ncbi.nlm.nih.gov/sciencv/>
2. Review information provided by the National Science Foundation (NSF) regarding this change:
 - a. NSF-Approved Formats for Biographical sketches
<https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>
 - b. NSF-Approved Formats for Current and Pending Support
 - i. <https://www.nsf.gov/bfa/dias/policy/cps.jsp>
 - ii. Frequently Asked Questions, [PAPPG \(NSF 20-1\) Current & Pending Support Updates](#)
3. Using the NSF Biographical Sketch; instructions provided by MyNCBI
https://www.ncbi.nlm.nih.gov/books/NBK154494/#sciencv.Using_the_NSF_Biographical_Sketch
4. Using the NSF Current & Pending Support; instructions provided by MyNCBI
https://www.ncbi.nlm.nih.gov/books/NBK154494/#sciencv.Using_the_NSF_Current_Pending_Support
 - a. Project/Proposal Information
 - b. In-Kind Contribution Information
5. A “Delegate” can be added to your SciENcv profile to assist with manual entries and information maintenance. The option to add a “Delegate” is available through the [Account Settings](#) page.
6. Biographical Sketches and Current & Pending Support documents should be downloaded in .PDF format and emailed to your Contract & Grant Specialist during the proposal development process.
 - a. The documents are not able to be edited once downloaded from SciENcv. Changes to either document must be made in SciENcv and a new .PDF downloaded.