

## SciENCv

### *Add a Delegate*

NSF now requires all NSF Biosketches and Current & Pending Documents be prepared using SciENCv exclusively, click here to view the [NSF SciENCv Notice](#). Delegates can be added within the SciENCv portal, how to directions are detailed below.

#### 1. Access SciENCv

- Visit: <https://www.ncbi.nlm.nih.gov/sciencv/>
- Click on “National Science Foundation”
- Log in using your Research.gov login credentials
- You will be redirected to SciENCv on the NCBI webpage and prompted to create a NCBI account. If you have a NCBI account, log in with those credentials, otherwise create a NCBI account following the prompts



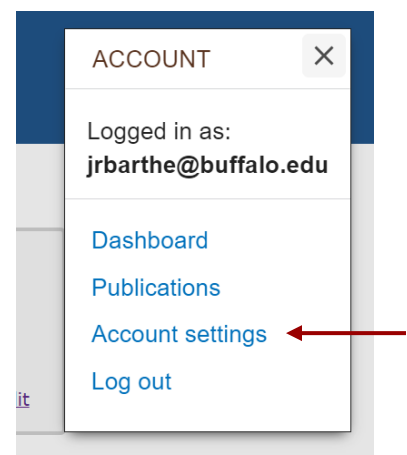
The screenshot shows the SciENCv dashboard for user Joanna Barthelemy. At the top, the NIH logo and "National Library of Medicine" are visible. The user's name and email (jrbarthe@buffalo.edu) are shown in the top right corner. Below the header, the user's profile information is displayed, including their title (Scientific Editor) and affiliation (University at Buffalo). A table of SciENCv documents is shown below, with columns for Last Update, Name, Type, and Sharing. The table contains one entry: "NSF Biosketch" with a last update of "09-Nov-2022".

Last Update	Name	Type	Sharing
09-Nov-2022	<a href="#">NSF Biosketch</a>	NSF Biographical Sketch (for proposals submitted or due before January 30, 2023)	Public

After creating a NCBI account or logging in, you will be redirected to the SciENCv dashboard (pictured above). You are now ready to add a delegate.

#### 2. Adding Delegate(s) to the SciENCv profile


- Navigate to the SciENCv dashboard
- Click your username in the upper righthand corner of the webpage.
- A drop-down menu will pop up; Click “Account settings”
- Scroll down to “Delegates”; Click “Add delegate”
- A window will pop up to enter the email address of the delegate being assigned. Enter the email address and click “Save”



The screenshot shows the account settings dropdown menu. The menu is titled "ACCOUNT" and includes the following options: "Dashboard", "Publications", "Account settings", and "Log out". A red arrow points to the "Account settings" option.

# Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

My NCBI Username	Email	MyBib	SciENcv	Remove
mennambah	mennakri@buffalo.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Add delegate](#)

## Add a Delegate

Enter the delegate's email address

What will happen:

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

[Cancel](#)

- f. Using the table under "Delegates"; Check or uncheck the profiles the delegate will have access to (My Bibliography and/or SciENcv).
- g. Delegate(s) will receive an email confirmation

