WORKING WITH NCBI

My Bibliography, the NIH Public Access Policy, and SciENcv
Outline

- NCBI: what it is, logging in, becoming a delegate, saved searches/alerts
- My Bibliography: what it is, how to get stuff into it, award view/understanding compliance
- NIH Public Access Policy: troubleshooting tips
- SciENcv: what it is, benefits
Signing in

Delegation

- Step 1: Have your PI delegate you to their NCBI account.
  - Confirmation email will be sent to you from NCBI
- Step 2: Sign in to your NCBI account (or register for an account)
- Step 3: Manage their Bibliography (go to Collections on NCBI Dashboard)
- Step 4: Create biosketch using SciENcv
Adding NCBI Delegates

In your PI’s NCBI Account settings, click “Add a Delegate” in the Delegates box. They only need the email address of the person they are making a delegate.

The default, once the delegate confirms, is access to both My Bibliography and SciENcv.
Confirming Your Delegation

Dear lisa.palmer@umassmed.edu,

My NCBI is a free user account system that can be used to store data (such as PubMed citations), searches, and web site preferences for the NCBI web site.

The My NCBI user: rebecca.rz has granted you permission to view and manage his/her bibliography. You will be able to add and remove citations to the bibliography and perform other functions as if you were rebecca.rz. To accept this responsibility, click the link below to log in to or register for My NCBI.

https://www.ncbi.nlm.nih.gov/account/delegation/?token=LkuArB1be4de035f8&delegateOf=rebecca.rz

If you believe you have received this message in error, you may simply ignore it or contact the requestor Rebecca.Reznik-Zollen@umassmed.edu for clarification.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. You may send questions, problems, and comments to info@ncbi.nlm.nih.gov.

Thank you,

The My NCBI Team
Working with NCBI

https://www.youtube.com/user/NCBINLM
Saved Searches and Alerts

Set up author search alerts to receive an email when new content is indexed in PubMed.
My Bibliography

Use NCBI’s My Bibliography to create professional bibliographies.

- Links to both eRA Commons, for grant information, and PubMed, for publication information.
  - Add content that is not indexed in PubMed.
- Enables linking papers with grants, tracking and managing NIH compliance.
- Integrates with SciENcv to generate and customize biosketches
What is the law?

Final peer-reviewed manuscripts of articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication. Papers must be accessible to the public no longer than 12-months after publication.
NIH Public Access Policy

What does it apply to?

- Peer-reviewed manuscripts
- Accepted for publication on or after April 7, 2008
- Arising from any direct funding from NIH grant or cooperative agreement, NIH contract, NIH intramural program, NIH employee
How is a paper submitted?

A. **Journal** submits and approves on behalf of author, without author involvement.

B. **Journal** submits on behalf of author upon request of the author, usually for a fee.

C. Author submits to via NIHMS.

D. Author completes submission process for a submission initiated by the **publisher**.
NIH Public Access Policy

Who is responsible for compliance?

- The journal
- The submitting author
- The PI
NIH Public Access Policy

How do I demonstrate compliance?

- Include a **PMCID** for each article authored, co-authored, or funded when submitting an application, proposal, or progress report to NIH.
  - Include PMCID at the end of citations in applications, reports, or proposals.
  - Use PMC-In Process or NIHMSID for citations that are within 3 months of formal publication.

"Articles are non-compliant if they have no PMCID 3 months after publication."
NIH Public Access Policy

PubMed (PMID) ≠ PubMed Central (PMCID)
Common Problems

- Unlinked or multiple accounts
- Non-compliant papers
- Locked awards
- Unwanted citations
- Reporting
# Linked Accounts

## NCBI Account Settings

**Email**
- Rebecca.Reznik-Zellen@umassmed.edu
  - Description: This email is used for delivery of saved searches and recovery of password for your native NCBI account.
  - Link: [Change](#)

## Native NCBI Account

**Username**: rebeccarz

**Password**: ********

**Security Question**: Name of dog

**Security Answer**: ********

**Linked accounts**

**eRA Login**
- rebeccarz@umassmed.edu
- ORCID: 0000-0001-9321-4284

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## My NCBI » My Bibliography

- This bibliography is public: [make it private] | Edit

### Display Settings
- Award view, Sort by publication date
Linked Awards

- All papers must be linked to a grant to trigger NIH Compliance status.

![Image of NIH Public Access Compliance interface with some text and options like Edit Status and Add award]
Non-compliant Papers


NIH Funding:
U10 CA029511 - Quality Assurance Review Center; QUALITY ASSURANCE REVIEW CENTER (QARC)
Add or delete award


NIH Public Access Compliance: Non-compliant. Citation not in NIHMS or PMC [Edit Status]
NIH Funding:
P30 DK034854 - Integrated Epithelial and Mucosal Biology; ADMINISTRATIVE CORE AND PROGRAM IN BIOSTATISTICS; ADMINISTRATIVE CORE, PROGRAM BIOSTATISTICS, ENRICHMENT PROGRAM; Administrative Core; CORE-- EPITHELIAL FUNCTION; Cell Biology Core; EPITHELIAL CELL BIOLOGY CORE; Imaging Core; Proteomics Core
Add or delete award
Non-compliant Papers

- Does not fit criteria
  - Not a peer-reviewed journal article
  - Published before April 7, 2008
  - Not funded by the NIH

- Paper was not deposited
  - NIH funding not indicated on publisher’s agreement
  - Submitting author did not deposit
  - Journal error

- Paper is stalled in NIHMS
  - Submitting author did not approve PMC version
Non-compliant Papers

Questions to ask yourself

- 1. What was published?
- 2. When was it published?
- 3. Who published it and what is their policy?
  - A/B -- look to the publisher (or to the submitting author)
  - C/D -- look to the submitting author
Non-compliant Papers

Method A Publishers
- PLOS
- PNAS
- Oxford University Press
- BioMed Central...
- Or, search by journal: [http://publicaccess.nih.gov/submit_process_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm)

Method D Publishers
- Elsevier/Cell Press
- Nature Publishing Group
- Sage
- Springer
- Wiley-Blackwell
- Wolters Kluwer
- Taylor and Francis...
- Or, see whole list: [https://publicaccess.nih.gov/Method%20D%20Publishers](https://publicaccess.nih.gov/Method%20D%20Publishers)
Non-compliant Papers

- Edit status

Did the NIH support this citation, in whole or in part?

- Yes
- No

The NIH Public Access Policy requires scientists to submit final, peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. (See Determine Applicability for full details.) Please submit the final manuscript sent to your publisher or indicate that this publication is exempt from the policy.

We do not have a record of this citation in NIH Manuscript Submission system (NIHMS). Please choose from the following:

- Begin submission in the NIHMS.
- This citation has been submitted. NIHMS ID: [___]
- Arrangements have been made for a publisher on this list to send the final published article directly to PubMed Central. (Method B)
- This citation does not need to be submitted under NIH Public Access because:
  - Publication was not peer reviewed.
  - Publication was accepted for publication before April 7, 2008.
  - Publication was written in a script other than Latin (e.g., Russian, Japanese).
  - Publication was not directly supported by NIH funds active in FY08 or beyond.

Save & Close

Cancel
Depositing to NIHMS

If you are going to submit manually, have:

- Author manuscript including figures, tables, image files, etc.
- User name and password to access NIHMS (e.g., eRA Commons or MyNCBI)
- Grant number(s) and date information
- PI contact information
- Embargo information (per copyright agreement)
Locked Awards

- Papers with a gold or silver lock cannot be deleted from a Bibliography
Unwanted Citations

- Use ‘Other Citations’ to place papers that are not authored by the PI but are locked through a grant.
Reporting

- Use NCBI to generate publication reports.
Helpful Info

- FAQs
- NIH Trainings and Communications
- PMCID Converter
- NIH Compliance Flowchart
- Submission Methods and How to Demonstrate Compliance
- NCBI login
- PubMed field descriptor/tags
SciENcv (NIH Biosketch)

Required for all NIH and AHRQ applications for research grants

Applicants encouraged to use SciENcv tool (Science Experts Network Curriculum Vitae)

Forms, instructions, and sample biosketches:
https://grants.nih.gov/grants/forms/biosketch.htm

FAQ:

Library’s Biosketches & SciENcv Guide
http://libraryguides.umassmed.edu/SciENcv
SciENcv (NIH Biosketch)

**Profile name:** Master Biosketch

**Profile type:** NIH Biosketch: NIH Biographical Sketch Instructions (PDF)

**Last Updated:** 20 September 2017

**Sharing:** Private [Change]

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**NAME**
Reznik-Zellen, Rebecca

**eRA COMMONS ID**
REZNICKZELLEN

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**EDUCATION/TRAINING**
Begin with baccalaureate or other initial professional education, such as nursing; include postdoctoral training and residency training if applicable.

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>MM/YYYY</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salve Regina University, Newport, RI, United States</td>
<td>BACHELOR OF ARTS</td>
<td>05/1995</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Katholieke Universiteit Leuven, Leuven, Belgium</td>
<td>MASTER OF ARTS</td>
<td>09/1998</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Simmons College, Boston, MA, United States</td>
<td>MASTER OF LIBRARY SCIENCE</td>
<td>05/2005</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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**A. Personal Statement**

This is my personal statement. It is really good.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[Select citations]

Biosketch elements

Section A “Personal Statement” with list of up to 4 publications or research products

Section B “Positions and Honors”

Section C “Contributions to Science” to describe up to 5 of your most significant contributions to science

Section D “Research Support” with list of ongoing and completed research projects from past 3 years

Biosketch page limit: 5 pages

Figures or graphics are not allowed – do not embed or attach files

Use PDF format to submit with your application
Resources, forms & examples

Forms, instructions, and sample biosketches:
https://grants.nih.gov/grants/forms/biosketch.htm

Biosketch FAQ:

Library’s Biosketches & SciENcv Guide
http://libraryguides.umassmed.edu/SciENcv

Library’s ORCID guide
http://libraryguides.umassmed.edu/research_impact/orcid

NIH grant applications guide: