

Getting Started in Creating the NIH Biosketch and Current and Pending (Other) Support (CPOS) Common Forms in SciENcv

Investigators and Delegates: Please follow these initial steps.

Investigator Initial Steps

Investigators,

It is critical to follow these steps so that your ORCID ID, eRA Commons, and MyNCBI accounts are in synch:

1. Register for an [ORCID ID](#).
2. [Link the ORCID ID](#) to your [eRA Profile](#).
3. Login to MyNCBI as you normally would (ex, as you would to maintain publications in MyBibliography). **Do not choose a new or alternate login method.**
4. Once you are logged into MyNCBI, link the ORCID ID and eRA Commons ID to SciENcv by going to:
 - Access Settings: Click your username in the top right corner and select "Account settings."
 - Add Linked Accounts: Under "Linked Accounts," click or "Add account."
 - Link ORCID: Search for "ORCID," select it, and authorize the connection to your ORCID account.
 - Link eRA Commons (NIH): Search for "NIH" or "Login.gov" in the partner accounts search box to link your eRA Commons credentials.
5. [Delegate SciENcv](#) to your research staff as appropriate.
6. You can navigate to the SciENcv portlet and create a biosketch and/or CPOS by clicking "Manage SciENcv" link.

New Delegates: Need an eRA Commons ID?

Delegates,

If you do not have an eRA Commons account to access your PI's MyNCBI account (SciENcv portlet), please request one by sending an email to grants@mssm.edu.

State in the email request that you need to be set up with an ASST role. Once you have an eRA Account, your PI delegates you, and you then can create and modify information. You do not have the ability to certify the documents.

Getting Started Resources

- [GCO 1/13/26 Grants Forum on New Common Form Biosketch and Current and Pending \(Other\) \(CPOS\) Form](#) (recording)
- [ISMMS SharePoint Other Support Template Site](#)