

SciENcv for NSF Current and Pending Support Generation

K-State Office of the Vice President for Research PreAward Services Guidance

SciENcv (Science Experts Network Curriculum Vitae) is a tool that is housed within the NIH My NCBI system. SciENcv allows researchers to create a profile, tie it to their ORCID (Open Researcher and Contributor ID), and create biographical sketches and current and pending support documents for both NIH and NSF proposals.

The use of SciENcv for Current and Pending (Other) Support forms and NSF Biographical Sketches will become mandatory in October 2023. To prepare for this requirement, K-State encourages researchers to begin using SciENcv now to generate these documents.

SETTING UP AN ACCOUNT AND DELEGATING ACCESS

- **If you do not already have a SciENcv account**, you will need to follow a few simple steps to create one.

- Create an account following the instructions in this video:
<https://www.youtube.com/watch?v=bhWQYvEEtJs&feature=youtu.be>
- Link to set up account: <https://www.ncbi.nlm.nih.gov/sciencv/>

- **Once you have an account**, please **delegate access to any and all staff persons** who work with you on proposals (e.g., PreAwards staff, departmental staff, college staff).

- Instructions for how to add a delegate:
https://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Adding_Delegates_in_My_Bi

DELEGATE-INITIATED: CREATING AND EDITING A CURRENT AND PENDING DOCUMENT IN SciENcv (IF YOU PREFER your delegate/research administration staff generate and maintain the information within your C&P(O)S)

- 1- If you elected to delegate access, research support staff can create a new current and pending document or update an existing document on your behalf.
- 2- Once your research administrator has populated information from K-State's RADAR system in your SciENcv document, they will notify you that it is ready for you to review for accuracy and completeness, update as needed, and certify. Tasks include:
 - a. Add "Identifying Information, Organization and Location" information (blue button on left)
 - b. Remove any pending proposals that have been declined for funding, but please inform staff as well so that RADAR/Cayuse can be updated accordingly.
 - c. Check for errors/typos.
 - d. Review committed time to adjust if needed to reflect your actual, anticipated time spent on each project (including both paid and unpaid effort). If a project has 0 months of charged (budgeted) time, research support staff will enter 0.01 months as a placeholder for your effort on that project. Any projects listed at 0.01 months should be updated to reflect the true person-months of effort spent on the project.
 - e. Add Overall Objectives and Statements of Potential Overlap for each project.
 - Overall Objectives: Provide a brief statement of the overall objectives of the proposal/award. This field is limited to 1500 characters.
 - Statement of Potential Overlap: Provide a description of the potential overlap between each of the projects listed and this proposal in terms of scope, budget, or person-months planned or committed to the project by the individual. If there is no potential overlap, enter "N/A" in this field. For the current proposal, indicate "This proposal".
 - f. Add any projects on which you spend time for which you do not have formal committed (paid or cost-shared) effort. If these projects do not appear in Cayuse, you must add the project to the document in SciENcv. You should include all required information as denoted by the red asterisks.

- g. Add any and all other support that is applicable and required to be reported by NSF.
- Review the current Disclosures table (https://www.nsf.gov/bfa/dias/policy/disclosures_table.jsp), which is also included as pages 5-9, and ensure you report any relevant support. Note that support may need to be included in your biosketch or the proposal's Facilities, Equipment, and Other Resources instead of the Current and Pending document, as indicated within the Disclosures Table.
 - **In-Kind Contributions:** Add any additional reportable In-Kind Contributions not included in the initial RADAR report. You should make note to your research support staff of any In-Kind Contributions that are currently included in the document that should be deleted, or, alternatively, delete them yourself. In-Kind Contributions are contributed by a source outside of K-State, including all foreign and domestic entities, e.g., office/laboratory space, equipment, research materials (whether covered by an MTA or not), supplies, or employees or students supported by an outside source. It is important to note, that In-Kind Contributions intended for use on this project should NOT be listed as Current and Pending Support, but rather included in the Facilities, Equipment, and Other Resources section of the proposal. All other In-Kind Contributions should be listed on the Current and Pending Support form. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, you must provide reasonable estimates. Please review the NSF FAQs/guidance (see Disclosure Table and link in the Resources section) on In-Kind Contributions to help address any questions as to what research activities qualify as In-Kind Contributions.
 - **An additional note regarding foreign support: this is an area of emphasis for NSF.** You must ensure that all foreign support is disclosed appropriately. Any other foreign components deemed to not qualify as Current and Pending Support should be listed on your biographical sketch. Any new foreign support / components should be updated on your Conflict of Interest and Conflict of Commitment filings with the university as well. Also, please note to appropriately mark the Cayuse IPF question in the (PI) Conflict of Interest section regarding foreign support and affiliations.
- 3- Notify your research support staff when you have completed your updates so that they can do a final review.
- 4- Once approved by both you and your research support staff, log in to SciENcv and certify by clicking the download PDF button in the top or bottom right corners. The certification states that the information contained within the document is current, accurate, and complete to the best of your abilities. This certification displays on the final page of the C&P(O)S.
- 5- Please notify your research support staff once you have certified the document.

PI-INITIATED: CREATING AND EDITING A CURRENT AND PENDING DOCUMENT IN SCIENCV (If you prefer to personally generate and maintain the information within your C&P(O)S)

- 1- **Communicate with your research support staff to request a current and pending report from K-State's RADAR system.** This report will only include activities that have been processed through PreAward Services as sponsored projects. It should be noted that you may have other sources of support that must be reported to NSF. See Section 8 below for details. **Failure to disclose all pertinent information as required by NSF can result in a proposal being declined, an award rescinded, and/or potential civil and criminal penalties.**
- 2- **Log into your SciENcv account and either create a new NSF current and pending (other) support document or update an existing document** to reflect information from the K-State RADAR system.

NOTE: If you choose to maintain multiple Current and Pending Documents at a time, it is recommended that you be deliberate with your file naming conventions to avoid risk of working in the wrong document.

 - a. Source of support should reflect all sources of funding, including flowthrough if KSU is a subawardee. For example, if OSU receives funding from DOE and subcontracts a portion of work to KSU, this should be reflected in the C&P(O)S as "Oklahoma State University (Flowdown: US Dept of Energy)" or similar language.
 - b. Primary Place of Performance for projects conducted at KSU should reflect "Kansas State University, Manhattan, KS, USA".
 - Projects conducted outside of your capacity at KSU should include City, State, and Country of performance site.

- c. Person-Months: KSU defines the term “year” as the academic year (i.e. August – July). For example, with a project period of Mar 2023 – Feb 2024, effort during the time period of March 2023 – July 2023 should be reported with the year 2023; effort during the time period of August 2023 – February 2024 should be reported with the year 2024, and so forth.
 - For project periods that run for a calendar year (i.e. Jan – Dec), all effort should be reported under that single calendar year, due to NSF form limitations. For example: Project period 1/1/2023 – 12/31/2023 would reflect all effort under 2023.
 - d. Overall Objectives: Provide a brief statement of the overall objectives of the proposal/award. This field is limited to 1500 characters.
 - e. Statement of Potential Overlap: Provide a description of the potential overlap between each pending proposal or award and this proposal in terms of scope, budget, or person-months planned or committed to the project by the individual. If there is no potential overlap, enter “N/A” in this field. For the current proposal, indicate “This proposal”.
- 3- Add any and all other support that is applicable and required to be reported by NSF.
 - Review the current Disclosures table (https://www.nsf.gov/bfa/dias/policy/disclosures_table.jsp), which is also included as pages 5-9, and make sure you report any relevant support. Note that support may need to be included in your biosketch or the proposal’s Facilities, Equipment, and Other Resources instead of the Current and Pending document, as indicated within the Disclosures Table.
 - **In-Kind Contributions:** Add any additional reportable In-Kind Contributions not included in the initial RADAR report. You should make note to your research support staff of any In-Kind Contributions that are currently included in the document that should be deleted, or, alternatively, delete them yourself. In-Kind Contributions are contributed by a source outside of K-State, including all foreign and domestic entities, e.g., office/laboratory space, equipment, research materials (whether covered by an MTA or not), supplies, or employees or students supported by an outside source. It is important to note, that In-Kind Contributions intended for use on this project should NOT be listed as Current and Pending Support, but rather included in the Facilities, Equipment, and Other Resources section of the proposal. All other In-Kind Contributions should be listed on the Current and Pending Support form. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, you must provide reasonable estimates. Please review the NSF FAQs/guidance on In-Kind Contributions (see Disclosure Table and link in Resources section) to help address any questions as to what research activities qualify as In-Kind Contributions.
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 - 4- Inform your research administration staff (or email cayuse@ksu.edu) if any pending proposals listed in RADAR have been declined for funding.
 - 5- Notify your research support staff when you have completed your updates so that they can do a final review.
 - 6- Once approved by both you and your research support staff, log in to SciENCv and certify by clicking the download PDF button in the top or bottom right corners. The certification states that the information contained within the document is current, accurate, and complete to the best of your abilities. This certification displays on the final page of the C&P(O)S.
 - 7- Please notify your research support staff once you have certified the document.

POST-SUBMISSION DISCLOSURE: IS IT REQUIRED?

If, after proposal submission, the researcher and/or the research organization realizes a disclosure was not included in the Current and Pending (Other) Support information, the disclosure MUST be brought to the attention of the sponsor, in some cases within 30 days of discovery. If the status of a project (whether current or pending) changes after the submission of the C&P(O)S, no immediate disclosure is needed; the disclosure will be made upon submission of the next required C&P(O)S (prior to award, at the time of annual report, etc.).

RESOURCES

The following resources may be helpful as you work on your current and pending document in SciENCv. These, and more, can be found in the 2023 NSF PAPPG.

- NSF Current & Pending FAQs: https://www.nsf.gov/bfa/dias/policy/cps_faqs/currentandpendingfaqs_feb2023.pdf
- NSF Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending Support: https://www.nsf.gov/bfa/dias/policy/disclosures_table.jsp
- SciENCv FAQs: <https://resources.research.gov/common/attachment/Desktop/SciENCv-FAQs.pdf> and <https://www.ncbi.nlm.nih.gov/sciencv/faqs/>

Note: Information on creating an NSF-compliant biosketch in SciENCv can be found in the separate SciENCv for NSF Biographical Sketch Generation guidance.

BACKGROUND INFORMATION

Beginning October 5, 2020, the National Science Foundation required the use of either SciENCv or their fillable PDF form for biosketches and current and pending support documents. The SciENCv and NSF fillable PDF requirements were further updated in the PAPPG released for proposals due on or after October 4, 2021, and then again for proposals due on or after January 30, 2023, with mandatory use of SciENCv (fillable PDFs no longer allowable) beginning in October 2023.

In January 2021, JCORE (the National Science and Technology Council's, NSTC, Joint Committee on the Research Environment) released a document "[Recommended Practices For Strengthening The Security And Integrity Of America's S&T Research Enterprise](#)" to offer practical recommendations to research organizations regarding Research Security and Integrity. This document serves as a complementary document to the [National Security Presidential Memorandum-33](#) (NSPM-33), which directs Federal departments and agencies to act to protect federally-funded research, including from foreign interference. The January 2021 JCORE document and NSPM-33 implement new guidance requiring research organizations to disclose support and relationships more thoroughly, especially those of a foreign nature. The additional disclosures help maintain the integrity of the research enterprise as a whole, while the transparency shows the appropriate use of public and private funds. Due to both sets of guidance, federal sponsors have increased the level of scrutiny on personnel documents (Biographical Sketches, Current and Pending (Other) Support, and Conflict of Interest) while emphasizing issues with foreign affiliations, overlap, and lack of disclosure.

Part of NSPM-33 guidance was the mandate for standardized disclosure processes, definitions, and forms across funding agencies to the extent practicable. NSF is leading the effort, which includes generating the Common Forms of Biographical Sketches, Current and Pending (Other) Support, and Conflict of Interest, which are currently slated to go into effect in October 2023. These forms will reduce administrative burden by allowing researchers to use a single format for all federally-funded applications. NSPM-33 Implementation Guidance has been released by the [Council on Governmental Relations](#) (COGR) and [JCORE](#).

From the NSF PAPPG: "It is vital that submission of such disclosure information be taken seriously. The Biographical Sketch and Current and Pending Support documents require the individual to certify that the information provided is accurate, current, and complete. Violation of disclosure requirements may lead to criminal, civil, and/or administrative consequences as may be deemed appropriate based upon the particular facts of the violation. Violations will be thoroughly investigated by the NSF OIG and referred to criminal and/or civil offices within the Department of Justice, when warranted."

If you have any questions, please contact PreAward Services at research@ksu.edu or locate PreAward Services staff listing at: <https://www.k-state.edu/research/about/staff/>

**NSF Pre-award and Post-award Disclosures^{1/2/3}
Relating to the Biographical Sketch and Current and Pending (Other) Support
January 30, 2023**

Table Key

* = for new support only

◆ = If undisclosed at the time of application submission

Type of Activity	Biographical Sketch	Current & Pending (Other) Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
Professional Preparation (e.g., education and training)	✓					
Academic, professional or institutional appointments and positions, whether or not remuneration is received, and, whether full-time, part-time, or voluntary	✓					

¹ A comprehensive listing of post-award notifications and requests for prior approval is contained in the general conditions incorporated by reference into each NSF award.

²This table does not address disclosures submitted regarding Collaborators and Other Affiliations that are used to manage reviewer selection.

³ This table does not address disclosures to grantees of financial conflicts of interest under PAPPG Chapter IX.A.

**NSF Pre-award and Post-award Disclosures
Relating to the Biographical Sketch and Current and Pending (Other) Support
January 30, 2023**

Type of Activity	Biographical Sketch	Current & Pending (Other) Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
All projects (including this project) currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through the proposing organization, another organization or <i>directly</i> to the individual and regardless of whether or not they have monetary value (e.g., even if the support received are in-kind contributions such as office/laboratory space, equipment, supplies, or employees)		✓		✓*	✓♦	
In-kind contributions that support the research activity for use on the project/proposal being proposed			✓			
In-kind contributions not intended for use on the project/proposal being proposed and have an associated time commitment		✓		✓*	✓♦	
Recently completed support or support that has ended						✓

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Relating to the Biographical Sketch and Current and Pending (Other) Support
January 30, 2023**

Type of Activity	Biographical Sketch	Current & Pending (Other) Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs		✓ Appropriate placement may be contract dependent)	✓ Appropriate placement may be contract dependent)	✓	✓	
Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, and whose research activities are intended for use on the project/proposal being proposed			✓			
Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, whose research activities are not intended for use on the project/proposal being proposed and have an associated time commitment		✓		✓*	✓♦	
Consulting that is considered part of an individual's appointment/agreement with their home organization and consistent with the proposing organization's "Outside Activities" policies and procedures						✓

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Relating to the Biographical Sketch and Current and Pending (Other) Support
January 30, 2023**

Type of Activity	Biographical Sketch	Current & Pending (Other) Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
Consulting that falls outside of an individual's appointment/agreement		✓		✓*	✓♦	
Travel supported/paid by an external entity to attend a conference or workshop						✓
Travel supported/paid by an external entity to perform research activities with an associated time commitment		✓		✓*	✓♦	
Honoraria or other given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration unrelated to research oversight, supervision, or co-authorship						✓
Teaching commitments						✓
Startup company based on organization-licensed Intellectual Property (IP)						✓
Startup company based on non-organization-licensed IP		✓		✓*	✓♦	
Organizational startup packages provided to the individual from the proposing organization						✓

**NSF Pre-award and Post-award Disclosures
Relating to the Biographical Sketch and Current and Pending (Other) Support
January 30, 2023**

Type of Activity	Biographical Sketch	Current & Pending (Other) Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
Startup packages from other than the proposing organization		✓		✓*	✓♦	
Unrestricted Gifts ⁴						✓
Training awards and prizes						✓
Mentoring as part of appointment or agreement, or mentor/mentee arrangements that do not involve the individual's research activities						✓
Academic Year Salary or salary provided to the individual by the home organization						✓
Core facilities and/or shared equipment that is broadly available						✓
F&A Reimbursement provide to the proposing/home organization						✓

⁴ If an item or service meets the definition of a gift, it is not reported. A gift includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, license, special access, equipment time, samples, research data, or other item having monetary value. A gift also includes services as well as gifts of training, transportation, local travel, lodging, meals, research hours, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has occurred. A gift by definition is given without expectation of anything in return.