

Common Form Implementation Guidance

For all Senior/Key Personnel on NIH Proposals

Sections

What is Changing?.....	1
Logging into SciENcv.....	1
Log into ORCID via the JHU SSO	2
Connect Accounts via My NCBI Dashboard.....	4
Update Profile	6
Certify Complete Documents.....	7

Guidance provided by [RASP](#) on implementation. See [NOT-OD-26-018](#) for full details. Last updated 1/27/26

What is Changing?

NIH is implementing changes to their senior/key personnel documents. These include:

- New **“Common Form” versions** of the Biosketch and Current and Pending (Other) Support Documents must be used
- All Common Forms must be **created and digitally certified via SciENcv**
 - That SciENcv profile must be **attached to ORCID** and eRA Commons both
- Each senior/key person must **review and certify their own documents**.
- Citations and **publications must be added directly from ORCID or My Bibliography**
 - **Only 10 citations total allowed in Biosketch**

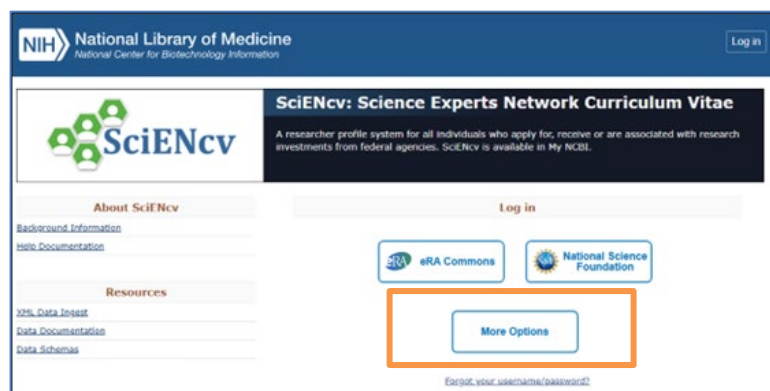
Logging into SciENcv

[SciENcv](#) is hosted by NCBI, an NIH Center. Your NCBI account is accessed via the credentials of one of your linked accounts.

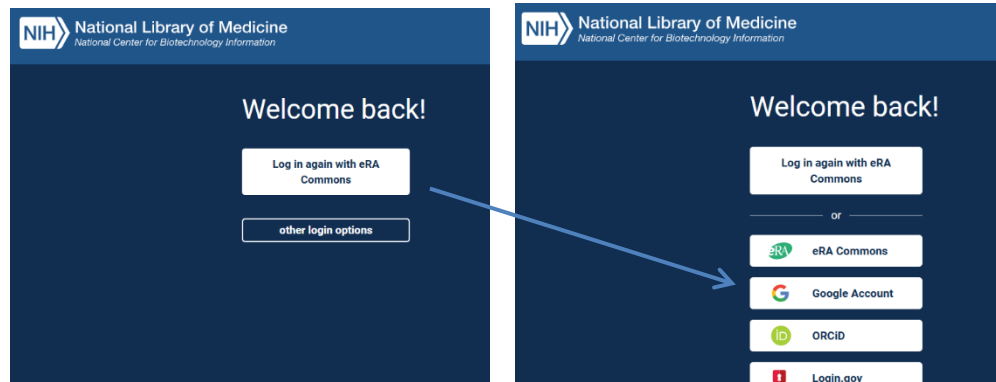
If a different sign on methods take you to different profiles, [submit a ticket to the NCBI help desk](#) to merge your profiles into one and link your accounts.

For the Common Forms, log into SciENcv with your ORCID account to force the connection:

- Go to the [SciENcv log-in page](#) (bookmark this) OR the [NCBI Account](#) log-in page
- Click “More Options” or “Other Log-in Options”

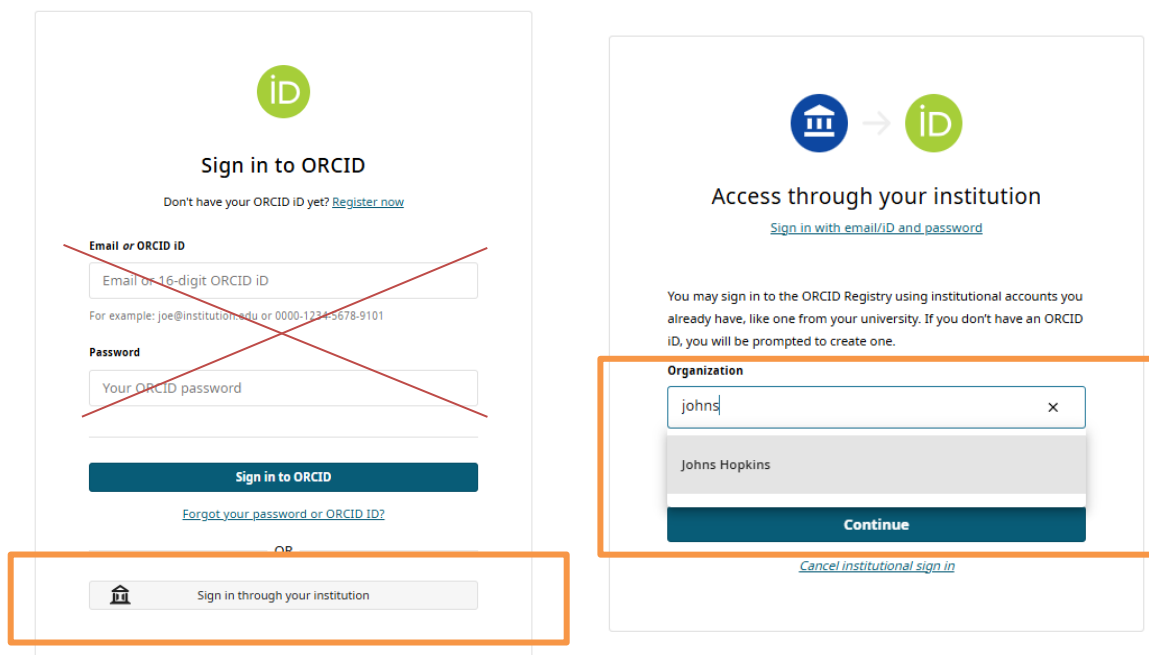


- Search for ORCID

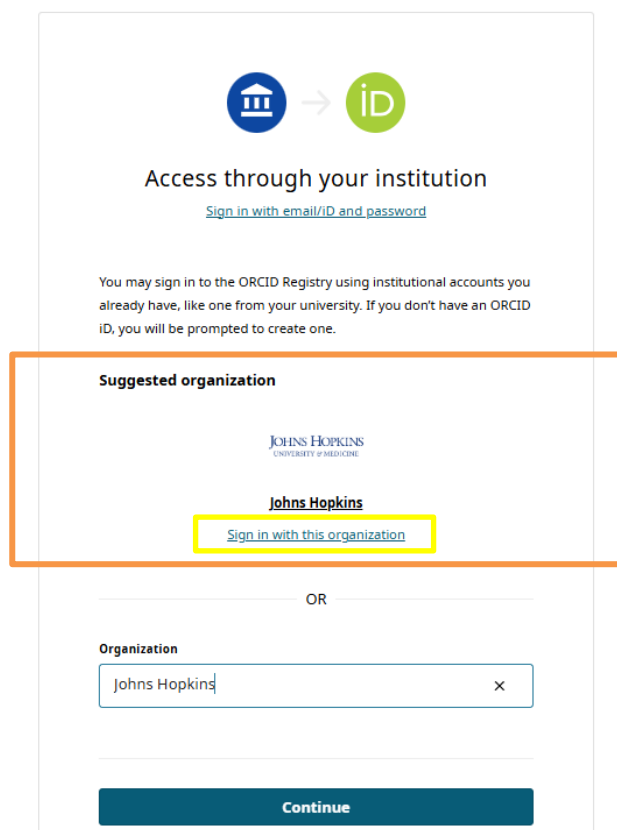


Log into ORCID via the JHU SSO

- When you get to ORCID, click **“Sign in through your institution”** instead of using ORCID credentials
- Search for Johns Hopkins, then Continue

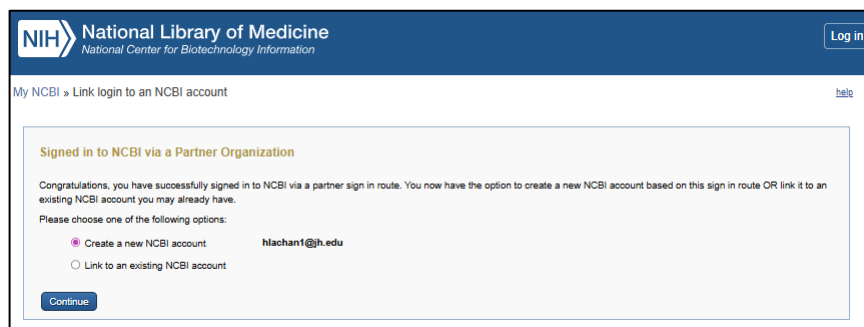


- On the next screen, click the small “**Sign in with this organization**”
- There will be a pause for authentication.
- You *should* be taken to an SciENcv profile associated with both your JHU and ORCID accounts.
- Go to Account Settings to link your eRA Commons ID
 - If not able to link, you may have [multiple profiles](#).



- If you get a “Signed in to NCBI via a partner organization” then:

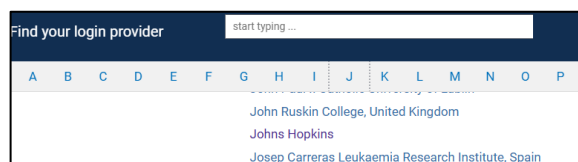
- Link to an existing if possible
- Problems here may indicate you have [multiple profiles](#) that need merged.
- While the eRA Commons account does need linked, the ORCID link is the most important for the Common Form implementation.



- If nothing else works, create a new profile from the ORCID credential, and then [submit a help desk ticket to NCBI](#) to merge it with your eRA Commons profile.

If you have never logged into NCBI and need to create a new account:

- Go to ‘More Options’
- Search for ‘Johns Hopkins’ and use your JEHD log-in
- At the “Signed in to NCBI via a partner organization” screen, click “Create a new NCBI account.” You will be taken to a new (empty) profile.



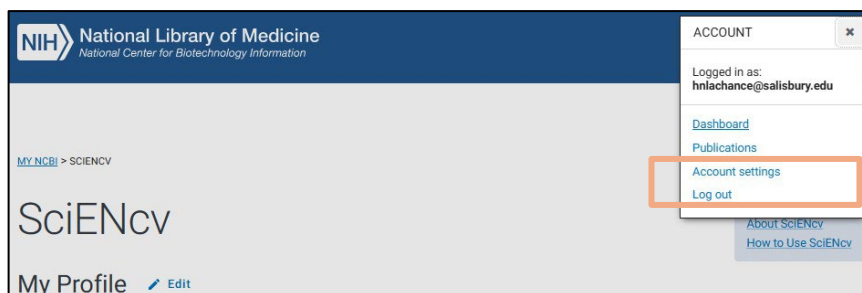
If SciENcv does not open even after entering your credentials:

- If you are a regular eRA Commons user, or a NSF research.gov user, try those credentials
- If you have used your JH email with SciENcv, click ‘more options’ and search for Johns Hopkins SSO and use your standard JHED log-in
- If logging in is problematic, or you get stuck in a loop of re-loading the agency log-in page, try closing out your browser, logging into the partner agency first, and return to the SciENcv home page, and click the same agency.
- Reach out to your department’s Welch Library [Informationist](#) for assistance logging into [ORCID](#)
- For problems finding your NCBI account or merging profiles, please submit a ticket to the SciENcv help desk at <https://support.nlm.nih.gov/support/create-case/> or email info@ncbi.nlm.nih.gov

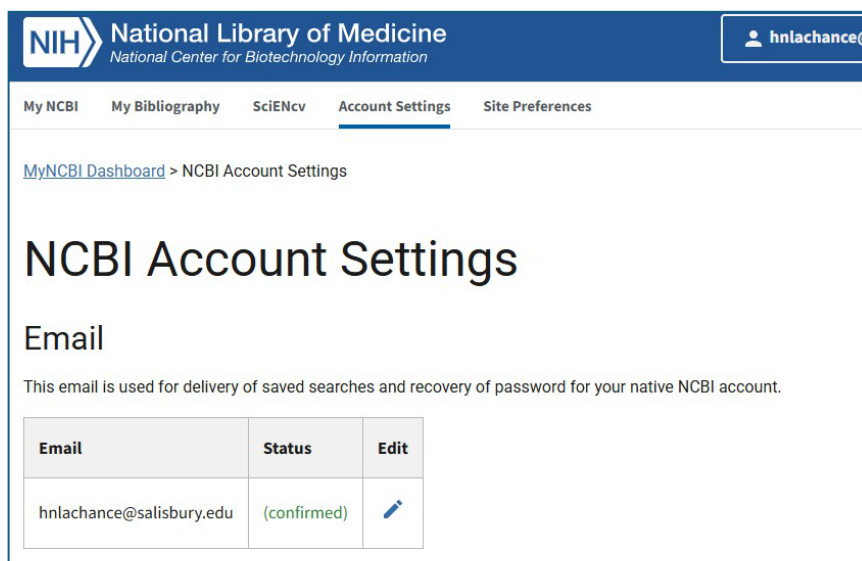
Connect Accounts via My NCBI Dashboard

While your documents will be housed within SciENcv, the account is housed within NCBI. **Each senior personnel must log into their NCBI account, and link their eRA Commons and ORCID accounts.**

1. Click on your user name in the upper right corner, and then click Account Settings



2. Note the email for your “native NCBI account.”
 - Correct this email if needed, as notifications will be sent here
 - Confirm so that status is listed as (confirmed)



3. Currently Linked Accounts

- Accounts already linked will be displayed with the email or credential.
- Any of these credentials should log you into this profile (and will be displayed in green).
- If an account is not on this list, and you also cannot add it via 'add account,' then it is likely in use by another profile. [Submit a help desk ticket](#) to have your profiles merged.

Linked Accounts		
You can log into your NCBI account via these third parties. Contact the accounts below.		
Account	Email/ID	Remove
Johns Hopkins	emil...@jhu.edu (logged in)	
ORCID	0009-0003-1878-5694	
eRA Commons	ejc...@jh.edu	

[Add account](#)

4. Link New Accounts

- Click 'Add account'
- Type in the first letters of "ORCID" until you see the search results (very slow)
- Click the link to ORCID to be taken to their sign-in page

Link a new 3rd-party account

Search for the account name or click on a link below to connect your My NCBI account to one of these partner organizations. Please note, you can only link one account per third-party partner.

Available 3rd-party partners

[ORCID](#)

- Carefully follow the instructions [on page 2](#), to "Sign in with your institution"** instead of signing in with your ORCID account and password.

5. From the NCBI Account Settings page, you can link any other accounts, including NSF or other major funders.

****Critical Note: If you search for an agency and they do not appear on this list, or if they appear but have a red text warning that **"this account is already logged into another NCBI email account"** then you have two profiles that need merged and must [submit a help desk ticket](#).

Reach out to your department's Welch Library [Informationist](#) for assistance logging into [ORCID](#)

Update Profile

While delegates have some ability to update profiles, all senior/key personnel are encouraged to update and maintain their own profile.

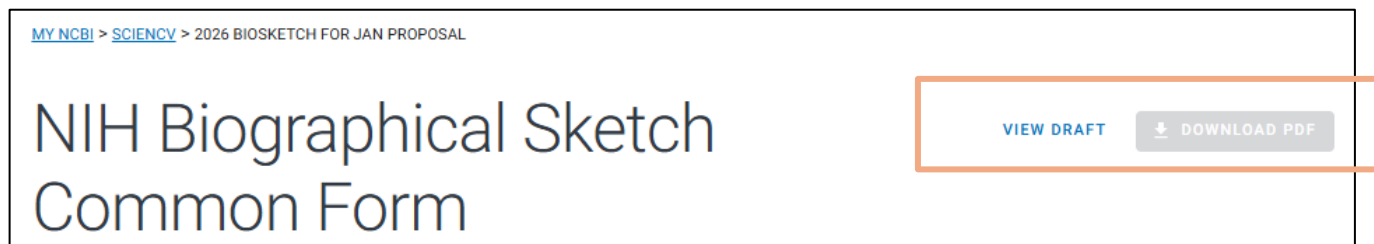
1. From the SciENcv home page, click 'Edit' next to 'My Profile'
2. Add or correct information as displayed.
3. The **ORCID ID should be connected here already**. It can be connected here if not already done through the NCBI account. If you have issues with the connection here, try via the NCBI account settings.
4. If any personal information is displayed wrong in a document, or not editable in a document, try correcting it on this edit profile page.

SciENcv offers [instructions](#) on completing each portion of the biosketch and support documents. See detailed instructions here on creating the new [Common Form Biosketch and Supplement](#).

Certify Complete Documents

Only documents created and certified via SciENCv can be included in NIH proposals. No changes can be made to documents once certified, other than file name.

While editing any document, 'View Draft' will be enabled, and 'Download PDF' will be disabled:



"Download PDF" will become available:



- All required sections of the common form document have been completed
- All required linkages have been created within the account, and are accurately displaying profiles identifiers on the common form document
- The account has been accessed by the senior/key person themselves, not their delegate.

Please review each document carefully.

You must certify that the information is accurate and complete, including any information added or edited by your delegate(s).

This certification includes the required Malign Foreign Talent Recruitment Program disclosure.

Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

CANCEL  CERTIFY