My NCBI Help

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National Center for Biotechnology Information (US)
Bethesda (MD)
This book contains information on how to use My NCBI, a tool developed by the National Center for Biotechnology Information (NCBI).
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My NCBI Help

Created: December 13, 2010; Revised: December 2, 2014.

My NCBI saves searches and results from multiple NCBI databases, and features an option to automatically update and e-mail search results from your saved searches. My NCBI includes other features that help you save your citations and manage peer review article compliance with the NIH Public Access Policy (My Bibliography), create an online professional profile (SciENcv), highlight search terms, and set up LinkOut, Outside Tool and Document Delivery preferences.

What Is My NCBI?

My NCBI is a tool that retains user information and database preferences to provide customized services for many NCBI databases. It allows you to save searches, select display formats, filtering options, and set up automatic searches that are sent by e-mail. My NCBI includes other features that help you save your citations and manage peer reviewed article compliance with the NIH Public Access Policy (My Bibliography), create an online professional profile (SciENcv), highlight search terms, and set up LinkOut, Outside Tool and Document Delivery preferences.

To use My NCBI, your Web browser must accept cookies and allow pop-ups from NCBI Web pages.

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- Accessing My NCBI
- Registering with My NCBI
- Signing in to My NCBI
- Adding a Partner Sign in option to an Existing My NCBI account
- If You Forget Your My NCBI Username or Password
- Changing Your My NCBI Password

Accessing My NCBI

Use the NCBI link to sign in to My NCBI. This link can be accessed from any NCBI database and it appears at the top right of the screen (A). The URL to the login page is https://www.ncbi.nlm.nih.gov/account/

Registering with My NCBI

1. Click on the Sign in to NCBI link in the upper right hand corner of the page.
2. Enter an alphanumeric username (3 or more letters or numbers) and a password (6 or more characters). Passwords are case-sensitive.
3. Enter an e-mail address.
4. Choose a security question and answer so you can use it to reset your password.
5. Below the Security Question, you will see an image with 5 characters. This step is to help us prevent automated programs from registering accounts.
6. You will receive a confirmation e-mail from NCBI; confirm your registration by clicking the link provided. After confirming your e-mail address, you can start setting up automatic e-mails for search alerts.

Note:
- Only one e-mail address can be associated with each account
- Record your username, password, and answer to the security question in a safe place for future reference
- Accounts that do not have any activity in two years will be deleted

Signing in to My NCBI
There are two ways to sign in to a My NCBI account: using a direct My NCBI username and password or using a username and password associated with a partner organization. Partner organizations include research organizations and commercial Web sites using either an InCommon or OpenID standard to authenticate users. Note that eRA Commons users would sign in by clicking the NIH Login icon. HRA users would sign in by clicking the Google icon. To see a list of all participating partner organizations, click “See more 3rd party sign in options.”

- Signing in using a My NCBI username and password
- Signing in using a partner organization username and password
Signing in using a My NCBI username and password


1. Enter your username and password.
2. Check the **Keep me signed in** box to automatically activate My NCBI each time you use any NCBI database. You should not check the box when using a public computer, because your account will remain active for anyone who later uses the same computer. You can sign out at any time by clicking on **Sign Out** on the upper right corner of the page.

**Note:**

- A checked **Keep me signed in** box saves your My NCBI preferences on your computer in a persistent cookie file. It will also retain your password so that you do not need to sign in again. When using a public computer do not check this option.
- If the **Keep me signed in** box is not checked, you will be automatically signed out when you close your Web browser.
- Using NCBI databases without signing in to My NCBI means that after eight (8) hours of inactivity, all history and preferences will be lost.
Signing in using a partner organization username and password


1. Select an organization (3rd party option). My NCBI will link to the partner organization login page.
2. Enter the username and password registered with the partner organization.
3. Link to your existing My NCBI account or create a new My NCBI account.

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account, and you will be able to download data to create a SciENcv profile.

To remove a linked account, click on your username on the NCBI header to access the Account Settings page. Click the Change button under “Linked Accounts,” and then click the ✗ next to the account that you wish to remove.
Adding a Partner Organization as Sign in option to an Existing My NCBI account

1. Start at the NCBI login page. Enter your My NCBI username and password.
2. Click on your username on the NCBI header to access the Account Settings page.
3. Click the Change button under “Linked Accounts.”
4. Under “All available partner accounts,” search for the partner organization you wish to link to your NCBI account.
5. Click on the partner organization link presented to you. NCBI will link to the partner organization login page.
6. Enter the username and password registered with the partner organization. Accept the NIH login request for permission.
7. You will be redirected to My NCBI where the added partner organization will appear under “Your Linked Accounts.”

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account. Your NCBI account can be linked to multiple partner organizations (see example in image above). To remove a linked account, click the cancel button next to the account that you wish to delete.

Note:
- If your institution is not included in the partner organization list, ask your identity system administrators contact nihfederationrequest@mail.nih.gov.
- If you have multiple NCBI accounts and you wish to merge all your data in to one account, write to info@ncbi.nlm.nih.gov and provide the following information: NCBI usernames, eRA Commons username, and the e-mail addresses associated with the accounts.

If You Forget Your My NCBI Username or Password

In case you forget your username or password:
1. Click **Forgot username or password** on the NCBI Sign In page.
2. Enter your e-mail address or username.
3. Click **Password**.
4. An e-mail will be sent to the e-mail address you provided with your username information and a link to reset your password.

**Changing Your My NCBI Password**

1. Make sure you are signed in to **My NCBI**.
2. Click on your **username** on the NCBI header to access the **Account Settings** page.
3. Click the Change button next to **Password**.
4. Enter your old and new passwords.
5. Click **Save**.
Saving and Managing Searches

Created: December 13, 2010; Revised: July 14, 2015.

The Saved Searches feature facilitates saving search queries for NCBI databases, and provides automatic e-mail updates for saved searches, which can be set up on a daily, weekly, or monthly basis.

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- Saving a Search in My NCBI
- Setting Up Automatic E-mail Updates
- Changing the E-mail Schedule of Your Updates
- Running Saved Searches and Checking for New Results
- Sorting Searches
- Modifying a Search Query
- Deleting a Search

Saving a Search in My NCBI

1. On any database page, run a search—make sure you are signed in to NCBI (B in image below).
2. In PubMed, click on Create alert, located below the search box. (A). If you are using other NCBI databases, click Save search.
3. You will be guided to your My NCBI- Saved searches page where you may edit the name of the search; up to 100 characters are allowed. The name of the saved search will be included in the Subject line of the automatic e-mail update messages.
4. If the database you searched supports e-mail updates, you will be prompted to set up automated e-mail preferences at this time. Or, if you prefer, this can be set up at a later time. Click Save. (Figure C in image below.)
Note:

- For PubMed, you may use History numbers in your search, however, PubMed processes from left to right so order your search statement numbers with this in mind, or use parentheses for nesting.
- Your saved searches will be listed in the “Saved Searches” section of My NCBI. Searches are grouped per database and listed by the date they were saved for the first time.
- You can save searches through the Recent Activity feature in My NCBI.
- Dates and date ranges are not advisable for saved searches.
- Links to Related Citations cannot be saved in My NCBI.
- Accounts that do not have any activity in two years will be deleted.
Setting up Automatic E-mail Updates

In most NCBI databases*, when you click on Save Search you are asked if you would like to receive e-mail updates of new search results automatically. Automatic e-mail updates of search results are then sent according to the frequency you selected when saving your search in My NCBI (none, once a month, once a week, or daily). You can also choose a format (Summary, Abstract, Summary-plain text, Abstract-plain text, MEDLINE), optional text (up to 200 characters), and change the number of items to be sent (1, 5, 10, 20, 50, 100 or 200 items).

The text, which appears in the body of your e-mail updates, can be used to create a title for your search or any specific information you want. You may enter up to 100 characters for the search title. The name of the saved search will be included in the Subject of your automated e-mail update messages. If you have trouble remembering your original search word or phrase(s), hover over the search name with your mouse in My NCBI - Saved Searches. It will display the original search word or phrase(s).

Automatic e-mail updates can only be sent to e-mail addresses that have been confirmed.

In the rare case of technical problems, updates may miss some citations. Users receiving automatic updates should use the option to link to view complete results to minimize the risk.

*The databases that support e-mail updates are:


Note:

- If an e-mail update bounces back (cannot be delivered) three times, the e-mail address will be changed to invalid
- Each My NCBI account can only have one e-mail address
- In the event an update is not sent out on schedule or is incomplete, the next scheduled update will include the omitted items, if any
- E-mail updates may be affected by e-mail filtering SPAM software. Consider adding nih.gov domain to your e-mail “safe list.” If your settings do not allow you to add e-mail addresses to a safe list, consult the help section of your e-mail program, or contact your e-mail/Internet provider’s customer support to research your configuration options.

Changing the E-mail Schedule of Your Updates

To change or create a schedule for a saved search, go to the Saved Searches portlet, click the gear icon next to the search you wish to edit, it will lead you to the same page where
you initially saved a search and set up an e-mail schedule. You can then change the e-mail schedule or any other settings you would like.

To see the e-mail schedule for all your saved searches at once, click “Manage Saved Searches.”

If you have set up an e-mail schedule to receive search updates, this information is displayed in the Schedule column. For searches that you have not set up a schedule or which were run in databases that do not offer this feature, you will see none displayed in the Schedule column.
Running Saved Searches and Checking for New Results

Sign in to My NCBI. Go to the Saved Searches portlet, where all searches are listed by database. Click on the name of your search to run the saved search in its respective database. This will not change the date displayed in the Last Searched column (A in the image below). To see the exact date when a search was last run on a database, place your mouse over the date shown under “Last Searched.”

To check for new results, click on the hyperlinked number next to your saved search and under the What’s New column (B). The hyperlinked number indicates how many new items were found since the last time the search was run. This action will change the date in the Last Searched column.
Not all NCBI databases support automatic updates. In those cases, the option **What’s New** will not be available.

**My NCBI search strategy for PubMed to find new citations**

The below strategy is applied to searches with untagged terms and searches that do not use filters.

```plaintext
(search AND T1:T2[MHDA]) NOT (search[TiAB] AND 0001:T1[EDAT])
```

**Note (for PubMed):**

- My NCBI "remembers" the date and time you last retrieved new items from your Saved Searches. For strategies without search tags, it also considers whether citations that were in-process (not yet indexed) the last time you updated have since had MeSH terms applied, and are now retrieved by your strategy
My NCBI saved searches that include search field tags or selections from the filters sidebar use an abbreviated “What’s New” search to ensure that all citations are retrieved.

Searches that include the PubMed search field tags FAU, IR, 1AU, LASTAU, CN, AU, PS, IP, TA, LA, PG, TI, TIAB, LID, JID, TT or VI use the strategy: Search AND T1 : T2 [EDAT]

Searches that include search field tags other than the ones listed above, use the strategy: Search AND T1 : T2 [MHDA]

The My NCBI “What’s New” feature will not retrieve citations for articles that were available in PubMed more than one year ago.

To retrieve all new citations regardless of publication date, do not use either the “e-mail updates” or “What’s New” options for My NCBI Saved Searches. Rather, run the saved search and combine it with a Create Date range. Use the format yyyy/mm/dd: yyyy/mm/dd [crdt]. For example: "lyme disease"[MeSH Terms] 2009/11/24:2010/02/24[crdt]. For further information on searching by date see Searching by Date.

**Sorting Searches**

To sort Saved Searches, click the “Manage Saved Searches” link.

Click on a column name, and then on the small black arrow to change the ascending or descending order. Searches can be sorted:

- alphabetically by name
- by database
- by date last searched
- by schedule

**Modifying a Search Query**

To modify a saved search query:
1. Sign in to My NCBI.
2. In the Saved Searches module; click the gear icon next to the search you wish to edit; it will lead you to the same page where you initially saved a search.

3. You can then edit the search terms or any other settings available in this page.
4. Be sure to click **Save** to keep the amended search query.

**Deleting a Search**

1. Go to the Saved Searches page, click the “Manage Saved Searches” link.
2. Check the box next to the name of the search you want to delete.
3. Click the button **Delete selected item(s)**. A confirmation window will appear, click OK.
Search results from many NCBI databases can be saved in My NCBI using the Collections feature. Collections includes a reference tool called “Other Citations” that helps you create a bibliography of publications authored by other researchers. There is no limit to the number of collections you may store in My NCBI. In addition, collections can be made public to share with others.

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- Creating Collections and Adding to an existing collection
- Storing PubMed Records in Other Citations
- Adding Records to Favorites
- Viewing and Sorting Collections
- Editing Collections
- Merging Collections
- Sharing Collections
- Deleting Collections

Creating Collections and Adding to an Existing Collection

To save search results to a new collection:

1. Make sure you are signed into My NCBI. Run a search.
2. From the search results page, click the check box next to items you want to save. If you do not select any items all results up to 1,000 items will be sent to collections. An automated message will confirm “Add 1,000 items.”
3. After selecting the items you wish to save, select Collections from the Send to pull-down menu (as shown in the image below). Click Add to Collections.
4. The My NCBI- Collections page will display. Select Create new collection (A in the image below).

5. My NCBI will create a default collection name using the number of items you are saving in a collection (B). Rename your collection using a short, yet meaningful, title. Identical names for different Collections are allowed and may cause confusion. Collection names have a limit of 100 alphanumeric characters. Click Save to finish.

As you continue to build data collections, you may want to add new items to an existing collection. To add search results to an existing collection:

1. Follow steps 1 – 3 under Creating Collections
2. The My NCBI- Collections page will display. Append to an existing collection will be selected by default (A in the image below).
3. Choose the collection into which you want to save your new items (B). Click Save to finish.
In addition, you may add data items from multiple NCBI databases to an existing collection. This type of collection is called "Mixed" because it has data items from multiple NCBI databases.

Storing PubMed Records in Other Citations

Other Citations is a reference tool that helps you create a bibliography of publications authored by other researchers directly from PubMed or, if not found there, to manually enter citations using templates. PubMed records stored in Other Citations can be easily accessed, exported as a file, and made public to share with others. In addition, eRA Commons and HRA grantees have the option to associate publications which they did not author but shared grant support.
Adding Citations Directly from PubMed

1. Make sure you are signed in to My NCBI.
2. Run an author search.
3. Select the citations you want to add to your Other Citations collection and click the “Send to” link to expand the drop-down menu. Select the destination “My Bibliography” (a message indicates the number of citations selected to be copied to your bibliography) and click “Add to My Bibliography.”

4. In the resulting page, select “Other Citations” to store the selected citations in your Other Citations collection. Use “My Bibliography” to store citations of publications that you authored (see, My Bibliography).
Adding PubMed Citations in Other Citations

1. Sign in to My NCBI and go to the Collections window.
2. Click the “Other Citations” link.
3. Click the button.
4. Enter an author full name, or last name and initials in the search box, and click “Search PubMed.”
5. Select the citations you wish to add to your Other Citations collection and click “Add to My Bibliography.” Close the window and the newly added citations will immediately display in your Other Citations collection.
Adding Citations Manually

1. Sign in to My NCBI and go to the Collections window.
2. Click the “Other Citations” link.
3. Click the button.
4. Select the type of publication to be entered manually: journal articles, books/chapters, meeting abstracts, presentations, patents, dataset/database, software, and non-standard citations. Enter the publication information in the fields provided. All required fields are denoted with a red asterisk. Click “Add Citation” to save a record in Other Citations.
Other Citations has multiple templates with fields pertinent to each type of publication (see list in the image above). For example, for patents, inventor and patent number are required fields.

**Adding Citations from a File**

*Use a file that has citations in either the MEDLINE or RIS format* to add citations to your Other Citations collection.

1. Sign in to My NCBI and go to the Collections window.
2. Click the “Other Citations” link.
3. Click the button.

4. Upload a file with citations in either MEDLINE or RIS format. A confirmation message indicates the number of citations added to your Other Citations collection.

5. In the cases where a file has citations in a format other than MEDLINE or RIS, a message indicates that the format is not supported.

Viewing and Sorting Citations

Sign in to My NCBI and go to the Collections window. The Collections window lists the number of PubMed records stored in your Other Citations bibliography, and its privacy status.

1. Click the “Other Citations” link.
The default display in Other Citations is List view, which has all citations that are included in PubMed hyperlinked. Click on each article title to view all information related to a citation in PubMed. Each citation also displays a link to Related Citations, and when available in PubMed Central, a link to Free full text and/or a link to Cited in PMC. In addition, the List view displays a Related PubMed Citations portlet, which presents a brief list of citations recently added to PubMed. Citation retrieval for this portlet is based on the research topics found in the citations stored in Other Citations. This portlet is updated on a weekly basis.
Click on “Display Settings” to view all sorting options. The default setting for the Sort option is to group by citation type (journal articles, books/chapters, etc.). You may change this default option to “none,” in which case all citations will be listed together in one list.

When sorting by date: citations are sorted by newest to oldest. Citations are not sorted by Entrez date but the date the citation was published.

When sorting by author: citations are sorted by the first listed authors in alphabetical order.

When sorting by title: citations are sorted alphabetically.

Note:
- Meeting abstracts have two different dates: conference date and publication date. When listed in Other Citations with sorting by Date and No Grouping, the publication date will be used to determine the sort date.
• When a publication has both a print date and Epub date, the print date will be used for sorting dates.
• Citations to your published works are stored in My Bibliography where Award view is available through “Display Settings” for eRA Commons users. The Award view feature is explained in detail in Managing Compliance with the NIH Public Access Policy.
• When adding citations manually, there will be no hyperlink for the citation title unless the citation exists in PubMed. These manually entered citations will continue to be displayed with a pencil icon for you to edit if necessary.

**Downloading, Deleting and Sharing Citations**

Sign in to My NCBI and go to the Collections window. Click the “Other Citations” link.

To view multiple citations at once click the “View” button (A in the image below). To view your citations without hyperlinks, go to “Display Settings” (B) and select Print.

In the image above there are five buttons which facilitate moving, deleting, copying, downloading and suggesting citations.

To move a citation from Other Citations to “My Bibliography” (a separate bibliography where you can store citations of your published works), select the citations you wish to move and click “Move” (C in the image above).

To delete citations from Other Citations, select the citations you wish to remove and click “Delete” (D in the image above).

To copy citations to a new collection or add them to an existing collection, click “Copy” (E).

To suggest individual citations to others, select the citation(s), click “Suggest” (F) and then enter the recipient’s name and e-mail address. Multiple recipients can be added to receive citations using the “Suggest” feature.

To share your entire Other Citations bibliography, click the “make it public” link (G).

To download selected citations in MEDLINE (text) format, click “Download as text” (H).

To download all your citations in MEDLINE (text) format, click “text file MEDLINE format” link (I).

**Note:**
• When using the “Suggest” feature to send citations to others, the article titles are hyperlinked to lead to the corresponding records in PubMed

**Award View in Other Citations**

Assign Awards is a feature that is used to associate or disassociate grants to citations. It consists of three tabs: NIH Awards, HRA Awards (Health Research Alliance) and Search/Add other Awards.

• NIH and HRA Awards tabs
• Search/Add other Awards tab

To associate multiple citations with awards at once, select the citations you wish to associate to awards and click the **Assign Awards to Citations** button. Select the appropriate tab and choose the pertinent award(s) id (s) from the list presented to you under “My awards” and click “Save.”
Assign Awards

Use the checkboxes to assign awards to the selected citations:

**My awards:**

- P41 RR001348 - FRET IN ALPHA-1-ANTITRYPSIN.CHIMOTRYPSIN COMPLEXES, R2 C TERMINUS IN ELECTRON TRANSFER IN RIBONUCLEOTIDE REDUCTASE, SINGLE-MOLECULE STUDY OF THE HETEROGENEITY OF SERPIN POLYMERIZATION; STUDY OF SERPIN INHIBITION MECHANISM, TIME RESOLVED IR: SERPIN INHIBITION MECHANISM
- R01 AG010599 - SERPIN INTERACTION WITH SERINE PROTEINASES; ANTICHMOTRYPSIN INTERACTION WITH SERINE PROTEASES
- R01 AG010599-15 - SERPIN INTERACTION WITH SERINE PROTEINASES

**Other awards:**

- HYDROXYUREA IN SUBJ ON POTENT ANTIRETROVIRALS; ACTG 175–MONOTHERAPY VS COMBINATION THERAPY IN HIV PTS. CD4 200-500; ACTG 285 STEM CELL MOBILIZATION AND HARVESTING WITH FILGRASTIM; ACTG 315 RITONAVIR, ZIDOVUDINE AND LAMIVUDINE IN ADVANCED HIV 1 DISEASE ...
- P30 AI036214 - International Program
- R01 AI076558 - Orally Active Nucleoside Phosphonates for Hepatitis C Virus
- R01 GM065978-05 - Spectroscopic Study of Protein Folding Dynamics
- T32 AI007447 - University of Colorado HIV Research Training

Note:
- ✓ indicates that some, but not all of the selected citations are associated with the funding.
To associate individual citations to awards, click the “Add award” link and select the pertinent award(s) id(s) from the list presented to you, and click “Save & Close.”

**The NIH and HRA Awards tabs**

The “My awards” section (see Assign Awards window above) provides a list of awards associated to your personal profile. The “Other awards” section displays those awards that are not associated with your personal profile, but have been linked to citations in your My Bibliography collection.

To add or delete award associations from either list to your citations, check or uncheck the checkbox next to an award and click the “Save” button. In some cases, it is not possible to deselect awards through the Assign Awards window. For example, if a grant association was created in the NIH Manuscript Submission (NIHMS) system or if a grant was linked to one of your citations by the grant owner, in both cases the award checkboxes will be disabled. Contact the eRA Commons or NIHMS help desks for assistance in removing disabled award associations.

**The Search/Add other Awards tab**

In the “Search/Add other awards” tab, you can search for awards using a grant number, award title or grantee name. The search box includes an auto-complete feature, which provides a list of possible grant number or name matches that are displayed as hyperlinks.

Select an award from the list provided and click the “Search” button. A list of grantee names affiliated with the award will be provided. Check the award you wish to associate to a citation in your Other Citations collection and click the “Save” button. The award will be
listed under the citation selected, and it will be listed in the “Other Awards” section of the Assign Awards window.

Adding Records to Favorites

The Favorites collection is a feature of My NCBI which helps you keep a list of your preferred NCBI database records. This feature is active only while signed into My NCBI and is currently available with the PubMed database.

1. Make sure you are signed into My NCBI. Run a search
2. From the search results page, click on the citation you want to save in Favorites. In the single Abstract display you will see the Favorite button
3. Click on the Favorite button and the star next to it will turn blue. A blue star signals that the record has been saved in My NCBI Favorites
The **Favorite button** also includes a drop-down menu, which displays a list of all the collections available in your My NCBI account. Clicking the star next to a collection name will automatically add the citation to the collection. You may also choose to create a new collection from the drop-down menu.

To remove a record, click the Favorite button or the star next to a collection name a second time, as the star turns gray, the record will be removed from your Favorites or other collections. In addition, records in My NCBI **Favorites** can be deleted in the same manner as records in any other collection - see Deleting Collections.
Viewing and Sorting Collections

Sign into My NCBI and go to Collections. The Collections window lists all of your saved collections, the number of items stored per collection, the collection privacy status and the collection database record type. Click “Manage Collections” to sort your collections, view collections details, merge collections or delete collections.

![Collections Table]

To view items stored in a collection:

1. Click the “Edit” link next to the Collection Name you would like to view. The resulting page displays all the items found in that collection.
2. To view the items in their source database, click the checkbox next to items you want to view and click the “View” button. Alternatively, to select all records to view use the link “All.”
In the example above, collection items are sorted by Date, however, they can also be sorted by Author or Title using the “Display Settings” drop-down menu.

To sort Collections in your My NCBI account, click the link “Manage Collections” and then click on the descending or ascending arrow next to the column headings. A black arrow indicates the currently selected sort option.
Collections can be sorted:

- alphabetically by name
- by number of items in the collection
- by privacy status
- by date last modified
- by database

**Editing Collections**

**Collections** can be renamed, made public to share with others, saved to a plain text or CSV file (to download to MS Excel or other programs), and individual items in a collection can be deleted. To delete entire collections, see Deleting Collections.

To change the name of a collection and/or to make a collection public:

1. Sign into My NCBI and go to **Collections**. Click the gear icon next to the Collection Name you would like to rename.
2. On the resulting screen, you may also click on the link “Edit Settings for this collection” (A in the image below). The option to save a collection to a text file (C) or CSV (D) file is also available on this page.
3. Enter a new name for the collection in the Collection Name text box. You may also change the collection status from private to public in this page, and obtain a URL to send to others or HTML to create a link to the collection in a Web page or blog. A quick way to change a collection status is to click “Publish” (B in the image above); however a URL/HTML will not be provided. Click Save.

To view a brief animated tutorial, see Editing Collections.
To delete items from a collection:

1. Sign into My NCBI and go to Collections. Click the “Edit” link next to the Collection Name you wish to modify.
2. Click the checkbox next to items you want to delete and click the Delete button. A pop up message will ask you to confirm your action.

Merging Collections

In the Collections portlet, click the link “Manage Collections.”

1. Select the collections you wish to merge into a new collection and click “Merge.”

2. A confirmation message notifies you of the collections to be merged and requires you to provide a name for the merged collection. Click “Merge Collections.”
3. Back to Collections, you will notice that only the merged collection is listed.

Sharing Collections

My NCBI collections are set as Private by default. However, a collection can be set as Public to be shared with others. To change a collection from Private to Public:

1. Sign into My NCBI and go to Collections.
2. Under the "Privacy" column, click the Private link for the collection you want to share.
3. Under Collection Sharing, click the radio button for Public (as shown in the image below). Notice that a URL and an HTML code are provided. You can use the URL to share with others and the HTML code to post onto a web page. Click Save.
To view a brief animated tutorial, see Sharing Collections.

Note:

- Any time someone uses the public collection URL/HTML to see a collection; the retrieval will include all the items currently in the collection maintained by the user of the My NCBI account. Adding or deleting items in the collection does not require an update to the public collection URL/HTML.
- My NCBI Collection URLs may change, however, all prior public URLs will remain functional and will lead to the most recent version of a collection.
- If a collection is changed back to Private, the collection URL/HTML will no longer work.

Deleting Collections

To delete a collection, start by clicking the “Manage Collections” link. The steps below apply to deleting entire collections. To delete specific items within a collection see “Editing Collections.”

1. Use the check boxes to select collections to delete and then click Delete.
2. A popup message will confirm the collections to be deleted. Click “Delete Collections.” Once a collection is deleted, this action cannot be undone.
My Bibliography

Created: December 13, 2010; Revised: February 1, 2016.

My Bibliography is a reference tool that helps you save your citations from PubMed or, if not found there, to manually upload a citations file or to enter citation information using My Bibliography templates. My Bibliography provides a centralized place where citations are easily accessed, exported as a file, and made public to share with others.

A feature of interest to eRA Commons users, Award view, allows them to see whether their publications comply with the NIH Public Access Policy, to start the compliance process for journal articles, and to associate their publications to awards. In addition, HRA grantees are able to associate their publications to their HRA awards in My Bibliography.

Section Contents

• Creating a Bibliography
• Viewing and Downloading Citations
• Sorting Citations
• Deleting Citations
• Managing Compliance with the NIH Public Access Policy
• Sharing My Bibliography and Adding Delegates
• Confirming a My Bibliography Connection for Delegates

Creating a Bibliography

There are four options to populate a My Bibliography collection with author-specific citations: directly from PubMed, using a search tool in My Bibliography to add PubMed citations, using a template for publications not found in PubMed, or uploading citations from a file.

• Adding Citations directly from PubMed
• Adding PubMed Citations in My Bibliography
• Adding Citations Manually
• Adding Citations from a File

Adding Citations Directly from PubMed

1. Make sure you are signed in to My NCBI.
2. Run an author search.
3. Select the citations you want to add to My Bibliography, and then click the “Send to” link to expand the drop-down menu. If, instead, you would like to send the entire search results to My Bibliography, proceed to click the "Send to" link to expand the drop-down menu.
4. Select the destination “My Bibliography” (a message indicates the number of citations selected to be copied to your bibliography) and click “Add to My Bibliography.”

5. In the resulting page, select “My Bibliography” to keep the selected citations in your personal bibliography. Use “Other Citations” to store citations of publications that you did not write (see, Storing PubMed Records in Other Citations).

Adding PubMed Citations in My Bibliography

Use the My Bibliography search tool to add PubMed citations:

1. Sign in to My NCBI and go to My Bibliography. Click “Manage My Bibliography.”
2. Click the **Add to My Bibliography** button.

3. Enter an author full name, or last name and initials in the search box, and click “Search PubMed.”

4. Select the citations you wish to add to your My Bibliography collection and click “Add to My Bibliography.” Close the window and the newly added citations will immediately display in My Bibliography.
Adding Citations Manually

Use My Bibliography templates to create citations for publications not found in PubMed:

1. Sign in to My NCBI and go to My Bibliography. Click “Manage My Bibliography.”
2. Click the button.

3. Select the type of publication to be entered manually: journal articles, books/chapters, meeting abstracts, presentations, patents, dataset/database, software, and non-standard citations. Enter the publication information in the fields provided. All required fields are denoted with a red asterisk. Click “Add Citation” to save this citation in My Bibliography.
My Bibliography has multiple templates with fields pertinent to each type of publication (see list in the image above). For example, for patents, inventor and patent number are required fields.

**Adding Citations from a File**

*Use a file that has citations in either the MEDLINE or RIS format to add citations to your My Bibliography collection.*

1. Sign in to My NCBI and go to My Bibliography. Click “Manage My Bibliography.”
2. Click the **Upload a file** button.
3. Upload a file with citations in either MEDLINE or RIS format. A confirmation message indicates the number of citations added to your My Bibliography collection.

4. In the cases where a file has citations in a format other than MEDLINE or RIS, a message indicates that the format is not supported.

Viewing and Downloading Citations

Sign in to My NCBI. You can immediately see your most recent citations in the My Bibliography portlet. To view all citations available in your bibliography, click on the hyperlinked number of citations (A in the image below) or click “Manage My Bibliography” (B).
The default display in My Bibliography is List view, which has all citations that are included in PubMed hyperlinked. Click on each article title to view all information related to a citation in PubMed. Each citation in My Bibliography also displays a link to Related Citations, and when available in PubMed Central, a link to Free full text and/or a link to Cited in PMC. In addition, the List view displays a Related PubMed Citations portlet, which presents a brief list of citations recently added to PubMed. Citation retrieval for this portlet is based on the research topics found in the citations stored in My Bibliography. This portlet is updated on a weekly basis.
To view multiple citations at once click the “View” button (A in the image below). To view your citations without hyperlinks, go to “Display Settings” (B) and select Print.

In the image above there are four buttons which facilitate moving, downloading or suggesting citations.

To move a citation from My Bibliography to “Other Citations” (a separate bibliography where you can store citations to publications written by other researchers), select the citations you wish to move and click the “Move” button (C in the image above).

To copy citations to a new collection or add them to an existing collection, click the “Copy” button (D).

To suggest individual citations to others, select the citation(s), click the “Suggest” button (E) and then enter the recipient's name and e-mail address. Multiple recipients can be added to receive citations using the “Suggest” feature.

To download selected citations from My Bibliography in MEDLINE (text) format, click the “Download as text” button (F).

To download all your citations from My Bibliography in MEDLINE (text) format, click the “text file MEDLINE format” link (G).

**Note:**
• Award view is available through “Display Settings” for eRA Commons users. The Award view feature is explained in detail in Managing Compliance with the NIH Public Access Policy.
• When using the “Suggest” feature to send citations to others, the article titles are hyperlinked to lead to the corresponding records in PubMed.
• When adding citations manually to My Bibliography, there will be no hyperlink for the citation title unless the citation exists in PubMed. These manually entered citations will continue to be displayed with a pencil icon for you to edit if necessary.

**Sorting Citations**

There are three ways to sort the order for My Bibliography: by publication date, first author, or publication title. Click on “Display Settings” to view all three sort options.

![Display Settings](image)

When sorting by date: citations are sorted by newest to oldest. Citations are not sorted by Entrez date but the date a citation was published.

When sorting by author: citations are sorted by the first listed authors in alphabetical order.

When sorting by title: citations are sorted alphabetically.

**Note:**

• The default setting for the Sort option is to group by Citation Type (journal articles, books/chapters, etc.). You may change this default option to “none,” in which case all citations will be listed together in one list.
• Meeting abstracts have two different dates: conference date and publication date. When listed in My Bibliography with sorting by Date and No Grouping, the publication date will be used to determine the sort date.
• When a publication has both a print date and Epub date, the print date will be used for sorting dates.
Deleting Citations

To delete citations, start by clicking the “Manage My Bibliography” link.

1. Use the check boxes to select citations to delete and then click the “Delete” button.

2. A pop up message will ask you to confirm your action. Note that deleted citations can only be re-stated by loading the citation from PubMed or entering it manually through My Bibliography templates.

Managing Compliance to the NIH Public Access Policy

Using the Award display in My Bibliography, eRA Commons users are able to see whether their publications are compliant with the NIH Public Access Policy, to start the compliance process and to associate their publications to NIH extramural awards. The Award feature is only available to eRA Commons users who have awarded grants in their portfolios. The icon  verifies that an eRA account has been linked to a My NCBI account.

- Checking your Publications Compliance Status
- Initiating the Compliance Process
- Associating Funding to your Publications
- Filtering your Citations by Publication Year, Awards, Publication Type and Paper-Grant Associations
- Creating a Compliance Report PDF for your Bibliography
Checking your Publications Compliance Status

To see whether your publications are compliant or not, go to My Bibliography and click the link “Manage My Bibliography.” From the “Display Settings” drop-down menu select “Award” view, and click the Apply button. The default sorting option with Award view is “Public Access Compliance” (as shown in the image below), however, you may select the sort option you prefer. When selecting “Award” under Grouping the citations associated with awards will be listed first.

![My NCBI Help](image)

On the resulting screen each citation is marked with visual cues that indicate the peer review article compliance status.

Journal articles that are compliant with the NIH Public Access Policy are marked with a green dot and have the PubMed Central citation Id (PMCID) number listed. In the below example, an NIH award Id is also associated to the citation.

![Example Citation](image)

Articles newly submitted to the NIH Manuscript Submission system are considered in process and are marked with a yellow dot. Note that the article has been assigned an NIHMS ID number.
A red dot indicates that the article is non-compliant. The compliance process can be started by clicking the red dot or “Edit Status.” NIH funding information can be added to this citation by clicking “Add award.”

A question mark indicates that compliance with the NIH Public Access Policy cannot be determined without additional information. Click "Edit Status" to enter supporting information for the citation.

Articles that were accepted for publication prior to April 7, 2008 are not covered by the NIH Public Access Policy. These citations are marked as not applicable (this status is also automatically applied to citation types that are not journal articles, e.g., book chapters, patents, presentations).

**Initiating Public Access Compliance**

Activate the pop-up wizard by clicking either a red dot or click the question mark or “Edit Status.”

The wizard helps users to begin a manuscript submission, link to a previously-submitted manuscript, or determine if their citation is exempt from the policy.
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: [Enter]
- Arrangements have been made for a [publisher on this list](#) to send the final 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.

[Save & Close] [Cancel]

**Associating Funding to your Publications**

Assign Awards is a My Bibliography feature that is used to associate or disassociate grants to citations. It consists of three tabs: NIH Awards, HRA Awards ([Health Research Alliance](#)) and Search/Add other Awards.

- NIH and HRA Awards tabs
- Search/Add other Awards tab

To associate multiple citations with awards at once, select the citations you wish to associate to awards and click the Assign Awards button. Select the appropriate tab and choose the pertinent award(s) id(s) from the list presented to you under “My awards” and click “Save.”
Assign Awards

Use the checkboxes to assign awards to the selected citations:

**My awards:**
- P41 RR001348 - FRET IN ALPHA-1-ANTITRYPsin.CHIMOTRypsin COMPLEXES, R2 C TERMINUS IN ELECTRON TRANSFER IN RIBONUCLEOTIDE REDUCTASE, SINGLE-MOLECULE STUDY OF THE HETEROGENEITY OF SERPIN POLYMERIZATION; STUDY OF SERPIN INHIBITION MECHANISM, TIME RESOLVED IR: SERPIN INHIBITION MECHANISM
- R01 AG010599 - SERPIN INTERACTION WITH SERINE PROTEINASES; ANTICHTYMOTRYPsin INTERACTION WITH SERINE PROTEASES
- R01 AG010599-15 - SERPIN INTERACTION WITH SERINE PROTEINASES

**Other awards:**
- HYDROXYUREA IN SUBJ ON POTENT ANTIRETROVIRALS; ACTG 175–MONOTHERAPy VS COMBINATION THERAPY IN HIV PTS. CD4 200-500; ACTG 285 STEM CELL MOBILIZATION AND HARVESTING WITH FILGRASTIM; ACTG 315 RITONAVIR, ZIDOVUDINE AND LAMIVUDINE IN ADVANCED HIV 1 DISEASE ...
- P30 AI036214 - International Program
- R01 AI076558 - Orally Active Nucleoside Phosphonates for Hepatitis C Virus
- R01 GM065978-05 - Spectroscopic Study of Protein Folding Dynamics
- T32 AI007447 - University of Colorado HIV Research Training

**Note:**
- indicates that some, but not all of the selected citations are associated with the funding.
To associate individual citations to awards, click the “Add award” link and select the pertinent award(s) id(s) from the list presented to you, and click “Save & Close.”

The NIH and HRA Awards tabs

The “My awards” section (see Assign Awards window above) provides a list of awards associated to your personal profile. The “Other awards” section displays those awards that are not associated with your personal profile, but have been linked to citations in your My Bibliography collection.

To add or delete award associations from either list to your citations, check or uncheck the checkbox next to an award and click the “Save” button. In some cases, it is not possible to deselect awards through the Assign Awards window. For example, if a grant association was created in the NIH Manuscript Submission (NIHMS) system or if a grant was linked to one of your citations by the grant owner, in both cases the award checkboxes will be disabled. Contact the eRA Commons or NIHMS help desks for assistance in removing disabled award associations for your publications.

The Search/Add other Awards tab

In the “Search/Add other awards” tab, you can search for awards using a grant number, award title or grantee name. The search box includes an auto-complete feature, which provides a list of possible grant number or name matches that are displayed as hyperlinks.
Select an award from the list provided and click the “Search” button. A list of grantee names affiliated with the award will be provided. Check the award you wish to associate to a citation in your My Bibliography collection and click the “Save” button. The award will be listed under the citation selected in My Bibliography, and it will be listed in the “Other Awards” section of the Assign Awards window readily available to be added to other citations.
My NCBI will notify award owners when citations have been associated to their awards and added to their My Bibliography collection. Once a citation is associated to a grant in My Bibliography or the association is made via the NIH Manuscript Submission system, the paper-grant association will be included in the PubMed record of that citation, and it will be linked to the grant in the NIH research activities database as well.

My NCBI will automatically add citations to your My Bibliography collection based on new associations made to grants awarded to you. A message will be displayed, which will provide you with a link to review the new citations added. Note that grant owners are able to remove paper-grant associations made by other users. In the case of citations created manually in My Bibliography, only grant owners are able to associate their grants to these citations.

The alert message will remain until it is dismissed by clicking on the red X to the right.
Filtering your Citations by Publication Year, Awards, Publication Type and Paper-Grant Associations

The Award view filter provides you with a method to view your award data more clearly by limiting citation results by publication year(s), award number, publication type and paper-grant associations.

The Publication year limits your citation results to a range of years or a single year.

The Awards filter limits your citation results by one or more selected awards. The Awards filter contains all the grants associated with an author's citations stored in My Bibliography.
The Publication type limits citation results to either articles found only in PubMed or to citations added manually to My Bibliography.

The Paper-grant Associations limits citation results to those added through grant linking by other principal investigators (PIs) or those added through the NIH Manuscript Submission system (NIHMS) or to display only citations linked to your awards.

Creating an Award Compliance Report PDF for your Bibliography

To create a report in PDF format for your bibliography:

1. Go to My Bibliography and under “Display Settings” select the Award view
2. Select the filter “Linked to my Awards” to limit results to publications linked only to your awards
3. Select the citations that you wish to include in your report by checking the boxes next to your publications, or click “All” to select all citations
4. Click the button [PDF report]
5. On the pop-up window enter your First, Middle, and Last name as well as a starting page number. Click “Download PDF”

The resulting PDF will have the information entered in the First, Middle and Last Name fields on the upper right corner of all the pages included in the report. The compliance status will be shown in the first column and the corresponding citations will be listed in the second column. Pagination will be shown at the bottom of the page.

Sharing My Bibliography and Adding Delegates

My Bibliography is set as Private by default. However, it can be set as Public to be shared with others. In addition, users can grant access to other persons (delegates) to view and manage their My Bibliography collection. The delegate will then be able to add or remove citations to the bibliography and perform other functions.

To change My Bibliography from Private to Public:

1. Sign into My NCBI and go to My Bibliography.
2. Click the "Settings" link as shown in the image below.
3. Under Bibliography Sharing, select the radio button for Public and click “Save.” A URL and an HTML code will be provided. You can use the URL to share with others and the HTML code to post onto a Web page.
The option to add a delegate is available on the page above through the “Accounts Settings” link. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv professional profile, or both. In the Delegates section you may add or remove delegates as well as modify the access granted (see ‘Adding and Removing Delegates’).

Note:

- Any time someone uses the public URL/HTML to see My Bibliography; the retrieval will include all the items currently in the My Bibliography maintained by the user of the My NCBI account. Adding or deleting citations does not require an update to the public URL/HTML.
- If My Bibliography is changed back to Private, the public URL/HTML will no longer work.

Confirming a My Bibliography Connection for Delegates

Delegates are persons who are granted access by My Bibliography collection owners to view and manage their bibliographies. Delegates can add and remove citations, and check whether a manuscript is compliant with the NIH Public Access policy.

Delegate invitations are initiated by My Bibliography collection owners. The collection owners log into their My NCBI accounts, and select to add a delegate (see ‘Adding and
Removing Delegates’). A confirmation email will be sent to the delegate(s) added to the My NCBI account.

To confirm the connection:

2. Respond to the confirmation email from My NCBI by clicking on the URL provided.
3. Click on the "Confirm Connection" button. Under Collections you should see a link for the bibliography for which you are a delegate along with a link to your personal bibliography. Note that these are separate bibliographies.
SciENcv

Created: August 12, 2013; Updated: April 24, 2017.

SciENcv is an application in My NCBI that helps you create online professional profiles that can be made public to share with others. In SciENcv you can document your education, employment, research activities, publications, honors, research grants, and other professional contributions. My NCBI users can create multiple SciENcv profiles in official biographical sketch formats, for the National Institutes of Health (NIH), the National Science Foundation (NSF), and the Institute of Education Sciences (IES), which can be used for grant submissions. In addition, SciENcv profiles include, when registered with ORCID, your ORCID iD.

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, FastLane, or ORCID accounts. The information transferred to SciENcv can be changed, hidden, augmented or deleted. SciENcv users control the content displayed in their SciENcv profiles.

For details on the mission and guiding principles of the Science Experts Network Curriculum Vitae project, go to SciENcv project. Institutions interested in obtaining a copy of the current data schema can download it from about SciENcv.

Section Contents

- Accessing SciENcv
- Creating SciENcv Biosketches
- Using the NIH Biographical Sketch
- Using the NIH Fellowship Sketch
- Using the NSF Biographical Sketch
- Using the IES Biographical Sketch
- Editing and Deleting SciENcv Biosketches
- Sharing SciENcv
- Downloading SciENcv
- Adding Delegates to SciENcv
- Adding a brief profile to link to PubMed Commons

Accessing SciENcv

After signing in to NCBI, SciENcv can be accessed from the SciENcv portlet which is located in the My NCBI main page, or from about SciENcv.

The SciENcv portlet provides information at glance on all the existing SciENcv biosketches for a My NCBI account as well as their current sharing status. If no biosketches have been created, the SciENcv portlet provides a link to create a biosketch.
Creating SciENcv Biosketches

Sign in to NCBI. Go to the SciENCV portlet and click the hyperlink “Click here.”

There are three ways to create a professional profile in SciENcv:

- Through manually entering your information into a SciENcv template
- Through making a duplicate of an existing biosketch
- Through an automated data feed from an external source

Through manually entering your information into a SciENcv template

1. Enter a name for your new profile (see A above).
2. Select a biosketch format (B).
3. Select “Start with a blank document” (C).
4. Choose to make your profile public or private (D), and click Create. You may change the sharing status for this profile at any time.

To start the process, enter your information in the personal information window. If you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv biosketch.

Under optional information, the link next to “eRA COMMONS ID” allows eRA users to link their SciENcv account to their eRA account. Once the accounts are linked, you will be able to populate SciENcv biosketches with your eRA information. Click “Add your ORCID iD to this profile?” to link to ORCID and add your ORCID iD to your SciENcv biosketch. At this point, your ORCID account will be linked to your NCBI account, and consequently, you will be able to use the biographical data in your ORCID record to populate SciENcv profiles (Integrating with ORCID video). If you do not have an ORCID iD, you may register with ORCID and your new ORCID iD will be added to your SciENcv profile.
Through making a duplicate of an existing biosketch

1. Enter a name for your new profile (see A above).
2. Select a biosketch format (B).
3. Select a previously created profile from the “Existing Biosketch” drop-down menu (C).
4. Choose to make your profile public or private (D). You may change the sharing status for this profile at any time.
5. Click Create. SciENcv will generate a duplicate of the selected existing profile.
Through an automated data feed from an external source

1. Enter a name for your new profile (see A above).
2. Select a biosketch format (B).
3. Select a data provider from the External Source drop-down menu (C). Note that your SciENcv account has to be linked to the external data source account. In the image above, after the National Science Foundation is selected as external data source, the comment “You must link to a NSF account” indicates that SciENcv is not linked to the user’s NSF account. Click “link to a NSF account” to go to the Linked Accounts page.
4. Choose to make your profile public or private (D). You may change the sharing status for this profile at any time.
5. Click Create. SciENcv will automatically populate the new profile with the information stored in your selected external data source.
Using the NIH Biographical Sketch

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization username and password.

The NIH biographical sketch consists of the following sections:

- Education and Training
- Personal Statement
- Work Experience, Professional Memberships, and Honors
- Contribution to Science
- Research Support/Scholastic Performance

**Education and Training**

Under the section titled Education/Training, click the link “add one.” Add your academic degree(s) and training, from oldest to most recently acquired.

1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”

3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.
4. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

**Personal Statement**

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click “Edit Statement.”

Enter your personal statement and click ✓ to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the 🤷‍♀️ icon.

Citations stored in My Bibliography can be uploaded initially by clicking the link “Select citations.” Select up to four citations to be displayed in this section.
In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (A).

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see B above) and enter an author full name, or last name and initials in the search box.

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to add citations using a file, or to add citations manually using My Bibliography templates, click “Go to My Bibliography” (see C above).

Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography.
- See Deleting Citations
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record.
Work Experience, Professional Memberships and Honors

The section titled **Positions and Honors** consists of three parts: employment, other experience and professional memberships, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

1. Under the subtitle Positions and Employment, click “add one.” Enter your past and present employment. For multiple entries, click “Save & add another entry.”

![Add Employment](image)

2. Under the subtitle Other Experience and Professional Memberships, click “add one.” Enter other work experience and professional memberships.

![Add other experience and professional membership](image)

3. Under the subtitle Honors, click “add one.” Enter honor society memberships, honorary titles and other honorary awards.
4. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected work experience, professional membership, or honor entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

5. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

**Contribution to Science**

The Contribution to Science section aims to give researchers a place where they can describe five of their most significant contributions to science. Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click “edit” (A). According to NIH guidelines, each description should include: the historical background that frames the scientific problem; the central findings; the influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

To add relevant citations from My Bibliography for each contribution, click “Select citations” (B). Select up to four citations to be displayed.
The default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (C).

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see D above) and enter an author full name, or last name and initials in the search box.

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to add citations using a file, or to add citations manually using My Bibliography templates, click “Go to My Bibliography” (see E above).
You can create up to five tabs by clicking “Add another contribution” (F), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking “Delete this contribution.” To save edits, click “Done.”

There is also an option to include a URL to your My Bibliography collection of published research (G). Selecting this option would make your My Bibliography collection public.

Note:

- This section uses My Bibliography to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.
- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Research Support/Scholastic Performance

The Research Support/Scholastic Performance section displays a list of your ongoing and completed research awards. NIH and HRA grantees who have linked their eRA/HRA accounts to My NCBI will have their SciENcv profile automatically populated with their research awards. If you linked your ORCID account to My NCBI, your SciENcv profiles will have the research awards included in your ORCID record. The research awards information retrieved from ORCID appear under the ORCID tab.

Additionally, you have the option to add awards manually if your research awards were issued by other agencies or institutions:

1. Click “Edit awards.”
2. Select the “User” tab.
3. Click “Add another award.” Enter your ongoing and completed research awards. Be sure to select the appropriate category in the “Your Role” drop-down menu.

![Add award interface]

4. For multiple entries, click “Save & add another entry.”

In SciENcv, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide awards:

1. Click “Edit Awards.” Research awards are organized in four tabs: eRA, HRA, ORCID and User. The HRA and ORCID tabs appear only when award data is transferred from HRA, or ORCID. The User tab stores manually added research award information.
2. Locate the awards you want to hide
3. Uncheck the awards you want to hide, and click “Done.”
4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCV biosketch is shared through a URL or printed.

Note:

- Only research awards in the User tab can be modified or deleted in SciENcv
- Go to My Bibliography to review the NIH or HRA awards associated to your publications. For an explanation, see Associating Funding to your Publications
- Awards under the ‘ORCID’ tab can only be edited/deleted in your ORCID record

Using the NIH Fellowship Biographical Sketch

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization username and password.

The NIH Fellowship biographical sketch consists of the following sections:

- Education and Training
- Personal Statement
- Work Experience, Professional Memberships, and Honors
- Contribution to Science
- Research Support/Scholastic Performance
Education and Training

Under the section titled Education/Training, click the link “add one.” Add your academic degree(s) and training, from oldest to most recently acquired.

1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”

3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

4. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Personal Statement

In the Personal Statement section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click “Edit Statement.”
Enter your personal statement and click ✔️ to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the❓ icon

Citations stored in My Bibliography can be uploaded initially by clicking the link “Select citations.” Select up to four citations to be displayed in this section.

In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (A).

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see B above) and enter an author full name, or last name and initials in the search box.
Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to add citations using a file, or to add citations manually using My Bibliography templates, click “Go to My Bibliography” (see C above).

Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Work Experience, Professional Memberships and Honors

The section titled Positions and Honors consists of three parts: employment, other experience and professional memberships, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

1 Under the subtitle Positions and Employment, click “add one.” Enter your past and present employment. For multiple entries, click “Save & add another entry.”
2. Under the subtitle Other Experience and Professional Memberships, click “add one.” Enter other work experience and professional memberships.

3. Under the subtitle Honors, click “add one.” Enter honor society memberships, honorary titles and other honorary awards.
4. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected work experience, professional membership, or honor entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

5. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

**Contribution to Science**

The Contribution to Science section aims to give researchers a place where they can describe five of their most significant contributions to science. While all applicants may describe up to five contributions, graduate students and post doctorates may wish to consider highlighting two or three they consider most significant.

Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click “edit” (A). According to NIH guidelines, each description should include: the historical background that frames the scientific problem; the central findings; the influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

To add relevant citations from My Bibliography for each contribution, click “Select citations” (B). Select up to four citations to be displayed.
The default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (C).

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see D above) and enter an author full name, or last name and initials in the search box.

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to add citations using a file, or to add citations manually using My Bibliography templates, click “Go to My Bibliography” (see E above).
You can create up to five tabs by clicking “Add another contribution” (F), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking “Delete this contribution.” To save edits, click “Done.”

There is also an option to include a URL to your My Bibliography collection of published research (G). Selecting this option would make your My Bibliography collection public.

Note:

- This section uses My Bibliography to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.
- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See Deleting Citations.
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record.

**Research Support/Scholastic Performance**

Applicants to predoctoral or postdoctoral NIH fellowships must complete the “Scholastic Performance” section and may skip the “Awards” section, unless they have been awarded research support, in which case they may complete both sections.

In the Scholastic Performance section list all the undergraduate and graduate courses completed and the corresponding year and grade for each course. Postdoctoral applicants may also include professional courses relevant to the training sought at NIH. To add courses to your biosketch:

1. Click “Add courses” (A).
2. In the Add/Edit Grades window, enter the year, course title, and grade received (B).
3. For multiple entries, click “Save & add another entry” (C).
4. To delete or edit entries use the links provided next to each course (D).
Use the section “Notes about the grades” to explain an institution’s grading system that differs from a scale (1-100 points, 0-4.0, or A, B, C, D, F).

1. Click “Edit Notes”
2. Enter a brief explanation regarding the levels required for a passing grade and click to save your narrative.

In the Awards section enter your awarded research support. Note that this section is optional for predoctoral or postdoctoral applicants.

1. Click “Edit awards.”
2. Select the “User” tab.
3. Click “Add another award.” Enter your ongoing and completed research awards. Be sure to select the appropriate category in the “Your Role” drop-down menu.
4. For multiple entries, click “Save & add another entry.”

In SciENcv, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide awards:

1. Click “Edit Awards.”
2. Locate the awards you want to hide
3. Uncheck the awards you want to hide, and click “Done.”
4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCV biosketch is shared through a URL or printed.

Note:

- Only research awards in the User tab can be modified or deleted in SciENcv
- Awards uploaded from an ORCID record can only be edited/deleted in your ORCID record

Using the NSF Biographical Sketch

The National Science Foundation (NSF) biographical sketch format is the official format used for grant submissions to the NSF. NSF FastLane, NIH eRA Commons, and ORCID account holders who have linked their accounts to My NCBI can populate their SciENcv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization Username and Password.

The NSF biographical sketch consists of five sections:

- Professional Preparation
- Appointments
- Products
- Synergistic Activities
- Collaborators and Other Affiliations

Professional Preparation

Under Professional Preparation enter your academic degrees and training in chronological order.
1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”

3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

4. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

**Appointments**

In the Appointments section, list your academic and professional appointments in reverse chronological order.

1. Enter your present and past employment. For multiple entries, click “Save & add another entry.” To indicate your principal professional appointment for the NSF
biographical sketch, be sure to check the box next to “Use this entry as the position title in Biosketch.”

3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

4. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

**Products**

The **Products** section of the NSF biographical sketch displays citable and accessible publications, data sets, software, patents and copyrights. This section uses My Bibliography to manage product information, and it consists of two parts:

1. Products most closely related to the proposed project (A), where you may add up five products that are most closely related to the proposed project.
2. Other significant products (B), where you may add up to five products that are significant, whether or not related to the proposed project.

Click “Select citations” to add products from your My Bibliography collection, or if not found there, to add citations for your products (see Creating a bibliography). In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCiD is available, which you can use to retrieve citations stored in your ORCiD record (C).

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see D above) and enter an author full name, or last name and initials in the search box.

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to
add citations using a file, or to add citations manually using My Bibliography templates, click “Go to My Bibliography” (see E above).

Note:

- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Synergistic Activities

In the Synergistic Activities section of the NSF biographical sketch list up to five examples that illustrate the impact of your professional or scholarly activities and their focus on the integration and transfer of knowledge.

1. Enter each activity in the “Add/Edit Synergistic activity” window.

2. To reorganize the order of your listed synergistic activities, or to delete or edit an entry, hover your mouse next to the selected entry and click ‘Move up,’ ‘Move down,’ ‘Delete,’ or ‘Edit.’
Collaborators and Other Affiliations

The Collaborators & Other Affiliations section of the NSF biographical sketch consists of three parts:

1. Collaborators and Co-Editors, displays a list of persons, with their institutional affiliations, who have collaborated or co-authored on projects or publications with you during the 48 months preceding the submission of a proposal. Include also other persons who have co-edited a journal, a compendium or conference proceedings with you during the 24 months preceding the submission of a proposal. Select a radio button for either Collaborator, Co-editor or Co-author; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

2. Graduate Advisors and Postdoctoral Sponsors, where you list your graduate advisors as well as principal postdoctoral sponsors, and their current institutional affiliations. Select a radio button for either Graduate Advisor or Postdoctoral Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.
3. Thesis Advisors and Postgraduate-Scholar Sponsors displays a list of persons, with their institutional affiliations, to whom you have been a thesis advisor, or a postgraduate-scholar sponsor within the last five years. Select a radio button for either Thesis Advisor or Postgraduate-Scholar Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

To edit or delete an entry in either of the three parts, click “Edit entries” and select either “delete” or “edit” next to the entry you wish to amend or delete. To hide an entry, uncheck the checkbox next to the selected entry, and click “Done.”
Using the IES Biographical Sketch

The Institute of Education Sciences (IES), biographical sketch format is the official format used for grant submissions to the IES. Researchers who have their publications indexed in the IES ERIC database can export their ERIC citations to My Bibliography, and use the citations stored in My Bibliography to populate SciENcv biosketches. ORCID account holders who have linked their accounts to My NCBI can populate their SciENcv biosketches with the information stored in their ORCID accounts. Information on linking accounts to NCBI can be found in Using a Partner Organization Username and Password.

The IES biographical sketch consists of five sections:

- Education and Training
- Personal Statement
  - Exporting Citations from ERIC to My Bibliography
- Work Experience, Professional Memberships, and Honors
- Contribution to Education Research
- Research Support/Scholastic Performance

Education and Training

Under the section titled Education/Training, click the link “add one.” Add your academic degree(s) and training, from oldest to most recently acquired.

1. Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.
2. Click “Save.” For multiple entries, click “Save & add another entry.”

3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

4. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

**Personal Statement**

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click “Edit Statement.”
Enter your personal statement and click ✔️ to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the 🎨 icon.

Citations stored in My Bibliography can be uploaded initially by clicking the link “Select citations.” Select up to four citations to be displayed in this section. In My Bibliography, the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record.

If your publications are included in the Institute of Education Studies ERIC database, you can populate SciENcv biosketches with those citations, but first they would need to be added to My Bibliography, which can be accomplished either using an exported file from ERIC, or added manually using My Bibliography templates.

**Exporting Citations from ERIC to My Bibliography**

Go to ERIC and enter an author full name, or last name and initials in the search box. For example, “Smith, Theodore R.” Or use the ERIC author field in your query **author:** Theodore R. Smith, and click search. To limit your retrieval, select the appropriate author name in the Author limiter on the left side of the screen. For further information on searching the ERIC database, see this IES video.
Click “Export,” select the number of records to include, and click “Create file”

Save the generated file. Sign in to NCBI and click “Manage My Bibliography.” In My Bibliography, click “Upload a file”.

Upload the ERIC citations file you saved. The citations will display in My Bibliography with a pencil icon, and you will be able to further edit these citations.
The exported ERIC citations will be immediately listed in My Bibliography and ready to be selected in SciENcv. See below an example of newly added citations from ERIC to SciENcv via My Bibliography.

Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

Work Experience, Professional Memberships and Honors

The section titled Positions and Honors consists of three parts: employment, other experience and professional memberships, and honors.
1. Under the subtitle Positions and Employment, click “add one.” Enter your past and present employment. For multiple entries, click “Save & add another entry.”

2. Under the subtitle Other Experience and Professional Memberships, click “add one.” Enter other work experience and professional memberships.

3. Under the subtitle Honors, click “add one.” Enter honor society memberships, honorary titles and other honorary awards.
4. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected work experience, professional membership, or honor entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

5. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

**Contribution to Education Research**

The Contribution to Education Research section aims to give researchers a place where they can describe five of their most significant contributions to educational research. Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click “edit” (A), and to add relevant citations from My Bibliography for each contribution, click “Select citations” (B). Select up to four citations to be displayed for each contribution.

In My Bibliography, the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record.
If your publications are included in the Institute of Education Studies ERIC database, you can populate SciENcv biosketches with those citations, but first they would need to be added to My Bibliography, which can be accomplished either using an exported file from ERIC, or added manually using My Bibliography templates.

You can create up to five tabs by clicking “Add another contribution” (C), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking “Delete this contribution.” To save edits, click “Done.”

There is also an option to include a URL to your My Bibliography collection of published research (D). Selecting this option would make your My Bibliography collection public.

Note:

- This section uses My Bibliography to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.
- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See Deleting Citations
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record
Research Support/Scholastic Performance

The Research Support/Scholastic Performance section displays a list of your ongoing and completed research awards information. If you linked your ORCID account to My NCBI, your SciENcv profiles will have the research awards included in your ORCID record. The research awards information retrieved from ORCID appear under the ORCID tab.

Additionally, you have the option to add awards manually if your research awards were issued by other agencies or institutions:

1. Click “Edit awards.”
2. Select the “User” tab.
3. Click “Add another award.” Enter your ongoing and completed research awards. Be sure to select the appropriate category in the “Your Role” drop-down menu.
4. For multiple entries, click “Save & add another entry.”

In SciENcv, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide citations:

1. Click “Edit Awards.” Research awards are organized in four tabs: eRA, HRA, ORCID and User. The HRA and ORCID tabs appear only when award data is transferred from HRA, or ORCID. The User tab stores manually added research award information.
2. Locate the awards you want to hide
3. Uncheck the awards you want to hide, and click “Done.”
4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCv biosketch is shared through a URL or printed.

Note:

- Only research awards in the User tab can be modified or deleted in SciENcv
- Awards under the ‘ORCID’ tab can only be edited/deleted in your ORCID record

**Editing and Deleting SciENcv Biosketches**

Once you have created a few biosketches in SciENcv, the SciENcv portlet will display all the existing biosketches in your My NCBI account. To return to any of those biosketches to edit their content, select the biosketch that you wish to amend directly in the SciENcv portlet.
To delete a SciENcv biosketch, click “Manage SciENcv” in the SciENcv portlet. The resulting page is the SciENcv main page. Next to the heading SciENcv BioSketches, click Edit, and the delete and edit links will display.

Select the delete link next to the biosketch that you wish to delete. To close the Delete/Edit view, click Done.

Sharing SciENcv

SciENcv biosketches are set as private by default. However, they can be shared with others through a public URL. Each biosketch can be independently set up as private or public, and their current status can be viewed immediately on the SciEncv portlet.
To change a SciENcv biosketch from **private** to **public**:

1. Sign in to My NCBI. Go to the SciENcv portlet and select the biosketch that you wish to change to public.
2. Next to ‘Sharing,’ click **Change**. A URL will be provided, which you can use to share your SciENcv biosketch with others.

3. To change your SciENcv biosketch **back to private**, click **”Stop Sharing.”**

**Note:**

- Any time someone uses a public SciENcv URL to see your biosketches; the retrieval will include all the items currently displayed in your SciENcv biosketches. Hidden items will not be displayed.
- Adding, hiding or deleting items in a SciENcv biosketch does not require an update to your public URL.
- If a SciENcv biosketch is changed back to private, the public URL will no longer function.

**Downloading SciENcv**

SciENcv biosketches can be downloaded in three formats: PDF, MS Word, and XML.

To download a SciENcv biosketch:

1. Sign in to My NCBI. Go to the SciENcv portlet and select the biosketch that you wish to download.
2. Click the hyperlink of the format you wish to download.
Adding Delegates to SciENcv

My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

The option to Add a delegate is available through the Accounts Settings page. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv, or both. In the Delegates section you may add or remove delegates as well as modify the access granted, see ‘Adding and Removing Delegates.’

Adding a Mini Profile to Link to PubMed Commons

To add a brief profile that will link to your PubMed Commons author page:

1. Sign in to NCBI, go to the SciENcv portlet and click “Manage SciENcv.”
2. The resulting page is the SciENcv main page, where all the profiles you created are listed. Go to the top of the page, and click “edit.”

3. Enter the information that will be used to link to your PubMed Commons in the Mini Profile window, and click “Save.”
Edit Mini Profile

This profile is a quick way to tell people who you are. It will be treated as public information and may also appear in other places, such as your PubMed Commons author page.

Required Information

First Name:* Theodore R.
Last Name:* Smith
Name displayed as: Theodore R. Smith
Title/Department: Veterinary school
Institution/Company: University of California, Davis

Optional Information

ORCID ID: [Connect to your ORCID account]

Save  Cancel
Working with Filters

NCBI databases search results can be narrowed down to smaller groups of data using filters. In My NCBI, you can select your preferred filters to be active every time you run a search.

For example, in the PubMed database, filters can be used to group results into reviews, clinical trials, or citations with free full text links, among other choices. Users may also create their own custom filters.

There is a limit of five filters (including custom filters) that can be selected for all NCBI databases, except for PubMed, where the maximum number of filters allowed is 15.

Section Contents

- The Filter Display
- Setting Up Filters
- Creating Custom Filters

The Filter Display

In the figure below, a search in PubMed with the term *human genetic deficiencies* generated 2,473 citations. Four filters have been activated: Free Full Text, National Library of Medicine, Last 30 days and a custom filter NLM+free. Filtered results with their respective counts are displayed as links: Free Full Text (928 citations), National Library of Medicine (2057 citations– number of articles for which NLM has online access), Last 30 days (5 citations) and NLM+free (2106 citations - number of articles for which NLM has online access plus free full text).
Note:

- The filters shown on the right side of the above image are activated by clicking on the filter hyperlinks. For more information on using the sidebar filters, see Filters.

Setting Up Filters

To set up filters, go to the Filters portlet, select the database for which you want to establish filter preferences, and click the link Manage Filters.

In the Filters page, users can browse a list of filters that is divided in four categories: Popular, LinkOut, Properties and Links. To select and activate a filter, click the checkbox next to the filter name.
The "Popular" category lists the most commonly requested filters according to each NCBI database. For example, the filters Bacteria and genomic DNA/RNA are requested for Nucleotide.

The "LinkOut" category groups records that have links to resources provided by outside organizations, such as full-text publications, biological databases, consumer health information, library holdings and research tools. These links provide supplemental information related to records in NCBI databases. For example, users looking for affinity data can select the Binding database as a filter in PubMed.

The "Properties" category groups records according to specific criteria for each database, such as languages, gender, age groups, publication type for PubMed; biosource, molecule type, RefSeq for Nucleotide among many others.

The "Links" category groups records that have links to other NCBI databases. For example, you can select "Links to Gene" to create a result link that groups all records retrieved in a search that have links to the Gene database. The result link is active every time you search any NCBI database (see image below).
Libraries using LinkOut to display their holdings in PubMed can set up a filter for their holdings through My NCBI. In the Filters portlet click on the link “Manage Filters.” Select the radio button for LinkOut. Enter the library name in the filter search box. Check the box under the “Filter” column. In addition, to display the library icon, check the box under the “Link Icon” column.

To view a brief animated tutorial, see Filters.

Note:
- To deactivate filters, uncheck the box next to the filter name
- To see your active filters and icon settings, check the Filter list for each database

LinkOut and Properties are divided into subcategories that may include additional subcategories. You may choose to have either a single filter added to your search results or an entire category or subcategory

- If you know the name of a filter you are interested in, you can search for filter names and descriptions using the Search with Terms search box
- Some databases have a default set of result filters that are active whether you have a My NCBI account or not. Default filters are replaced by your filter preferences, which can also be accessed and changed from all databases results pages. When on a results page, look for “Filter you results” and click the link “Manage Filters” to access your filter preferences list
Creating Custom Filters

It is possible to customize your own filters for any NCBI database. To create a custom filter:

1. Sign into My NCBI and go to Filters, click the link Manage Filters
2. Choose the database for which you want to create a custom filter from the drop-down list.
3. Click the button
4. On the pop-up window, enter the Name for this custom filter and the Search terms that you wish to use for this filter. You can then click “Run Filter” to see the number of items retrieved by the custom filter search.
5. If you are satisfied with the custom filter, click “Save Filter.” Your new custom filter will be automatically activated and displayed in the database filter list.
6. To modify a custom filter, click the gear icon and then amend the filter Name and Search terms.
7. To deactivate filters, uncheck the box next to the filter name.

To view a brief animated tutorial, see Custom Filters.

Examples of custom filters for PubMed:

- Accounts that do not have any activity in two years will be deleted
<table>
<thead>
<tr>
<th>Filter type</th>
<th>Filter search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of first author</td>
<td>mayo [ad] AND clinic [ad]</td>
</tr>
<tr>
<td>Library holdings or anything available free</td>
<td>&quot;loprovnlmlib&quot;[Filter] OR free full text [sb]</td>
</tr>
<tr>
<td>Articles identified by a funding agency</td>
<td>&quot;loprovnlmlib&quot;[Filter] OR free full text [sb]</td>
</tr>
<tr>
<td>Items from particular journals</td>
<td>Birth Defects Res A Clin Mol Teratol [ta] OR</td>
</tr>
<tr>
<td></td>
<td>Birth Defects Res B Dev Reprod Toxicol [ta] OR</td>
</tr>
<tr>
<td></td>
<td>Birth Defects Res C Embryo Today [ta] OR</td>
</tr>
<tr>
<td></td>
<td>Clin Dysmorphol [ta] OR</td>
</tr>
<tr>
<td></td>
<td>Congenit Anom Kyoto [ta]</td>
</tr>
<tr>
<td>Any term</td>
<td>delivery of health care [mh]</td>
</tr>
<tr>
<td>Any combination of terms</td>
<td>clinical trial [pt] AND aged [mh]</td>
</tr>
<tr>
<td>Free text searching</td>
<td>health disparities</td>
</tr>
</tbody>
</table>
Using Preferences

Created: December 13, 2010; Revised: April 21, 2014.

My NCBI preferences and customization links can be found at the top right corner of the My NCBI homepage.

Users can customize the appearance of the My NCBI homepage display and select their preferences for: displaying the links menu, activating search term highlighting, saving shared settings, setting up and activating filters, customizing search results display and turning off the Auto Suggest feature and Search Details ad for PubMed.

Section Contents

- Customizing the My NCBI homepage
- Account Settings
  - Changing your E-mail Address
  - Changing your Password
  - Changing your Security Question
  - Linked Accounts
  - Adding or Removing Delegates
- Common Preferences
  - Changing the Links Menu Display
  - Highlighting Search Terms
  - Turning Off Auto Suggest
  - Shared Settings
- PubMed Preferences
  - Changing the Abstract Supplemental Data Display
  - Document Delivery
  - Setting up PubMed Filters and Icons
  - Outside Tool
  - Author Information Display
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- Gene Preferences
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  ◦ Changing the Record Display Format
  ◦ Customizing the Search Results Display
• EST Preferences
  ◦ Changing the Record Display Format
  ◦ Customizing the Search Results Display

**Customizing the My NCBI Homepage**

The homepage display can be customized by dragging and dropping each function window to the top or bottom of the page. Each function window can also be minimized or removed from the homepage display. To see a video tutorial of the display customizer, click [YouTube](https://www.youtube.com).

Users may select or deselect any of the function windows from appearing in the My NCBI homepage. To deselect any function window, click on the “Customize this page” link and uncheck any of the functions that you do not want to see in your My NCBI homepage.
Using Preferences

Checked items will appear on your My NCBI homepage. Unchecked items will not appear on your My NCBI homepage.

**Active**
- **My Bibliography**
  A special collection of your publications, papers, and citations. You can:
  - Set up and manage your bibliography
  - Create a second bibliography of other citations
  - Use the bibliography for grant reporting
- **Recent Activity**
  A record of your searches and record views within NCBI databases while you are signed into My NCBI. You can:
  - Find and rerun searches
  - Find and go to records you’ve looked at before
  - Turn Recent Activity on or off
- **Collections**
  Use Collections to save search results indefinitely. You can:
  - Save records from different searches in one collection
  - Create multiple collections based on your interests
  - Share your collections with others
- **Saved Searches**
  A record of your search strategy and results within the NCBI databases while you are signed into My NCBI. You can:
  - Set up automatic updates and receive results via e-mail
  - Manually update results in My NCBI
  - Save searches from your Recent Activity
- **Filters**
  Use filters to group your NCBI database search results into subsets. You can:
  - Add additional filters specific to your areas of interest
  - Browse the library of filters or create custom filters
  - Use filters to easily identify citations with full text available through your institution
- **NCBI Search**
  Use the NCBI Search tool to run a search within the selected database. Clicking the “Search” button without any terms listed in the search box will transport you to that database’s homepage. It’s a handy way to get to where you want to go.
- **BLAST History**
  Use BLAST History tool to access your most recent BLAST searches.

[Done] [Cancel]
Account Settings

After signing in to your My NCBI account, click on your username on the NCBI header to access the Account Settings page.

Changing your E-mail Address

To change your e-mail address:

1. Click on your Username to access the Account Settings page
2. Click the “Change” button next to the current e-mail address
3. Enter your account password
4. Enter an e-mail address
5. Click Save.

Note:

- A confirmation e-mail message will be sent to the new e-mail address to activate automatic e-mail updates
- For the Send to E-mail option, you may enter a different address that will not affect your My NCBI e-mail updates

Changing your Password

To change your password:

1. Click on your Username to access the Account Settings page
2. Click the “Change” button
3. Enter your current account password
4. Enter your new account password and repeat the new account password
5. Click Save.

Changing your Security Question

To change your security question:

1. Click on your Username to access the Account Settings page
2. Click the “Change” button next to the security question
3. Enter your account password
4. Enter a security question and answer
5. Click Save.
Linked Accounts

Go to “Linked Accounts” to view or remove partner organization accounts that are currently linked to your My NCBI account. You may also search for a different partner account to link to your My NCBI account.

To view or delete linked accounts:

1. Click on your Username to access the Account Settings page
2. Click the “Change” button next to Linked Accounts
3. To remove a linked account click on the red X.
4. Click Save.

To link your My NCBI account to a partner account: repeat steps 1 and 2 and search for a partner account. If available, click on the partner organization link displayed. Then, log in at the partner organization page with your partner organization credentials.
Adding and Removing Delegates

Delegates are persons who are granted access by NCBI account owners to view and manage their My Bibliography collection and/or their SciENcv profile. Delegate invitations are initiated by NCBI account owners.

To add a delegate to manage your My Bibliography and/or SciENcv data:

1. Log in to your NCBI account, and click on your username (top right corner of page) to access the Account Settings page
2. Go to the “Delegates” section and click “Add a Delegate” link
3. Enter the delegate's e-mail address, and click OK
4. Your delegate will receive an e-mail with a URL that leads to an access confirmation page. For further information, see confirming a My Bibliography connection for delegates.

The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv professional profile, or both. In the Delegates section you may add or remove delegates as well as modify the access granted by checking or unchecking the boxes under the My Bibliography or SciENcv columns. Additionally, delegates can be removed by clicking on the red X.

<table>
<thead>
<tr>
<th>My NCBI User Name</th>
<th>E-mail</th>
<th>My Bibliography</th>
<th>SciENcv</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>twoduckies</td>
<td><a href="mailto:her@gmail.com">her@gmail.com</a></td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Awaiting confirmation)</td>
<td><a href="mailto:gjung@gmail.com">gjung@gmail.com</a></td>
<td></td>
<td></td>
<td>✗</td>
</tr>
</tbody>
</table>

Add a Delegate

Common Preferences

Changing the Links Menu Display

Users can change the display of the Links menu on any results page. To change the display format of the Links menu, click on Links Display located in the NCBI Site Preferences section of My NCBI. The available formats are:

- Pop-up Window: Opens a separate small window with link selections (uses JavaScript)
- Plain Links: Displays links as separate selections
You can choose to have your search terms highlighted in retrieved database records. By default this option is off, but you can pick one of the ten colors available in the Highlighting section of the NCBI Site Preferences to have your search terms highlighted. Highlighting is only active when you are signed into My NCBI.

Terms other than the one(s) you have used in your query are also highlighted at times. For example, if you search PubMed using the term ‘cancer’, you will also find citations with the term ‘neoplasm’ highlighted. That is because the NCBI search engine has a dictionary of synonymous terms, such as ‘cancer’ and ‘neoplasm’ that are equally considered when you search a database using one of them.

In some cases, you will retrieve PubMed citations that have no highlighting in its abstract, which means that neither the search term nor a synonymous word was found in the
abstract of the article. However, terms that appear as MeSH (Medical Subject Headings) terms or Substances on a record will be highlighted in the supplemental information section of the citation. For example, a search in PubMed with the term ABCD4 retrieves, among others, the following record that does not have the term ABCD4 (or any synonymous term) in its abstract: The four murine peroxisomal ABC-transporter genes differ in constitutive, inducible and developmental expression.

Just scroll to the bottom of the page and expand the Publication Types, MeSH Terms list (see image below), and you will see that the term ABCD4 (full term “ABCD4 protein, mouse”) appears in the record.

Note:

- MeSH is the National Library of Medicine's controlled vocabulary thesaurus. It consists of sets of terms naming descriptors in a hierarchical structure that permits searching at various levels of specificity. Click here for more information on how to search the MeSH database
Turning Off Auto Suggest

The Auto Suggest feature is defaulted to be on whenever users start typing in search terms. When users start typing letters into the PubMed search box, Auto Suggest will suggest some of the most popular PubMed searches. You can click on any of the suggested terms.

To turn off the Auto Suggest feature scroll to the bottom of the Auto Suggest menu when you start to type in a term. There is a Turn Off option.

To turn the Auto Suggest feature back on, go to your My NCBI page. Click the NCBI Site Preferences link, click the “Auto Suggest” link and then click the radio button for On.

Note: The Auto Suggest feature will be turned back on after eight hours of inactivity.

Shared Settings

This is an option that institutions can utilize in order to have all of their users access NCBI databases with the same settings. The Shared Settings option allows users to set Document Delivery settings, Filter settings, Highlight settings, and Outside Tool settings all at once instead of having to set these options separately.

To create shared settings:
1. Click the **Shared Settings** link.
2. Select which settings to share by clicking the appropriate box.
3. Save.
4. You can then create a URL, http://www.ncbi.nlm.nih.gov/pubmed?myncbishare=\texttt{username}, where the **username** is the shared My NCBI account name. This URL can be used to create a link or button for PubMed on a library’s Web site.

**Note:**

- Settings activated using a My NCBI shared account URL will timeout after eight hours of inactivity
- A user accessing PubMed using shared settings is not signed in to My NCBI so My NCBI will not display a username
- If a user signs in to My NCBI, the settings for their personal account will take precedent over the shared account settings

**PubMed Preferences**

**Changing the Abstract Supplemental Data Display**

The Abstract Supplemental Data display lists MeSH terms, Publication Types and other supplemental information when clicking on the plus button (+).
To change the Abstract format to display the supplemental information:

1. Click Abstract supplemental data
2. Check Open

Save
Document Delivery

Document Delivery is a feature of PubMed that allows you to order articles described in PubMed citations from an institution of your choice. By default, orders are sent to Loansome Doc, the document delivery service of the National Library of Medicine. To change the DDS for your orders, go to NCBI Site Preferences, click the Document Delivery link under PubMed Preferences, and then choose a service from the list of institutions found there. After you have made your selection, your orders will be sent to the selected institution.

Please note that Document Delivery Service providers may restrict the service to affiliated users or may charge for document delivery.

To order documents, click the checkbox next to the article(s) you want to order. When you are ready to order, select Order from the Send to pull-down menu, as shown below. You will be directed to the Document Delivery Service form.

You can mark several citations to be included in a single order. Alternatively, before ordering all your selections, you can save them temporarily in the Clipboard. To send your selections to the Clipboard, proceed as usual but select Clipboard from the Send to pull-down menu, instead of Order. When you have decided what articles you want to order, click the Clipboard link. To remove unwanted articles from the Clipboard, click the Remove from Clipboard link next to the citation. When you are ready to order, select Order from the Send to pull-down menu. You will be directed to the Document Delivery Service form. Complete the requested information.

Your DDS selection is active only while signed into My NCBI. When you sign out, the DDS default (Loansome Doc) choice is restored. Document delivery services sponsored
Setting Up PubMed Filters and Icons

NCBI databases search results can be narrowed down to smaller groups of data using filters. You can select your preferred PubMed filters to be active every time you run a search. For example, filters can be used to group results into reviews, clinical trials, or citations with free full text links, among other choices. You may also create your own custom filters. There is a limit of 15 filters for the PubMed database. For a detailed explanation on how to set up filters, see Working with Filters.

Libraries using LinkOut to display their holdings in PubMed can set up a filter for their holdings through My NCBI. Click on the link “PubMed Filters and Icons” under PubMed Preferences. Select the radio button for LinkOut. Enter your library name in the filter search box. Check the box under the “Filter” column. In addition, to display the library icon, check the box under the “Link Icon” column.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Link Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>National Library of Medicine (website)</td>
<td></td>
</tr>
</tbody>
</table>

For full documentation on LinkOut, see LinkOut Help.

Outside Tool

Outside Tool allows libraries to add a link from PubMed citations to a link resolver available at their institution. These links are displayed as icons in the PubMed Abstract display (see image below).
When you click on the icon, you are directed to the available services for that citation offered by the sponsoring library. These services might include access to electronic full text or information on local print holdings.

To turn on an Outside Tool, click the Outside Tool link. Select an institution from the available list and click Save; the selected icon will display in the Abstract format. Keep in mind that most Outside Tools are fully accessible only to individuals affiliated with the sponsoring institution.

You can also choose to have Outside Tool icons included in your PubMed automatic e-mail search updates (see Setting up Automatic E-mail Updates). To do this, select Abstract as the display format for your e-mails when setting up your search alert. The Outside Tool icon that you have selected in My NCBI will be included in your e-mail alerts, together with your PubMed search updates. To view a brief animated tutorial, see Selecting Your Outside Tool Preference.

For more information on Outside Tool, see http://www.ncbi.nlm.nih.gov/books/NBK3803/#related.Outside_Tool

**Author Information Display**

The author information appears in the PubMed abstract display below the author names, and it is normally closed by default:
To change the default to make the author information available in the abstract display:

1. Click the link Author Information under PubMed preferences
2. Check Open

Save

The author information will be available when signed in to My NCBI.
Customizing the Search Results Display

The PubMed default settings for displaying search results are: Summary display format, 20 citations per page, and sorted by recently added citations listed first. To customize your search results display, log into My NCBI and click “NCBI Site Preferences” and then “Result Display Settings” under PubMed Preferences. In the resulting page select, either the Abstract or the Summary format, the number of citations to be displayed per page and a sort option among the following: Recently Added, Pub Date (Publication Date), First Author, Last Author, Journal, Title or Relevance.

After your results display selections are saved in My NCBI and while logged into My NCBI, go to PubMed to see your display selections applied to your search results. In the image below the customized display selections appear next to the “Display Settings” drop-down menu.
Gene Preferences

Setting up Gene Filters

NCBI databases search results can be narrowed down to smaller groups of data using filters. You can select your preferred Gene filters to be active every time you run a search. You may also create your own custom filters.

There is a limit of 5 filters for the Gene database. For a detailed explanation on how to set up filters in My NCBI, see Working with Filters. To see an explanation of the different types of filters available for the Gene database see Gene Help-filters.
Changing the Record Display Format

The Gene database default format for displaying search results is Full report. The full report display includes the following sections: Summary, Genomic regions/transcripts/products, Genomic Context, Bibliography, Phenotypes, HIV-1 protein interactions, Interactions, Alleles, General Gene Information, General Protein Information, NCBI Reference Sequences (RefSeq), Related Sequences, and Additional Links.

To customize your records display format, log into My NCBI and click “NCBI Site Preferences” and then click “Record Display Format” under Gene Preferences. In the resulting page select either the Full report, Gene Table, or Gene RIF format. You can specify the sections you want included in the Full report by checking the box next to the section name. For information on the different types of display formats available for the Gene database see Gene Help-display/settings.
Customizing the Search Results Display

The Gene database default settings for displaying search results are: 20 records per page, and sorted by Relevance. To customize your search results display, log into My NCBI and click “NCBI Site Preferences” and then click “Result Display Settings” under Gene Preferences. In the resulting page, select the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Relevance, Name, Gene Weight or Chromosome).

For information on Display Settings in the Gene Database, see Gene Help.

GTR Preferences

Selecting Preferred Labs

You can select your preferred Laboratories for the Genetic Testing Registry (GTR) database using My NCBI, which will help limit your search results to the tests offered by the laboratories selected.

In NCBI Site Preferences:

1. Click the link “Preferred Labs” under GTR preferences.
2. Click “GTR Website.” Enter a lab name in the search box.
3. Click the button “Add to preferred labs”
Nucleotide Preferences

Changing the Record Display Format

The Nucleotide database default format for displaying search results is GenBank. To customize your records display format, log into My NCBI and click “NCBI Site Preferences” and then click “Record Display Format” under Nucleotide Preferences. In the resulting page select either the GenBank, FASTA, or Graphics format. For information on the different types of display formats available for the Nucleotide database see Nucleotide FAQ
Customizing the Search Results Display

The Nucleotide database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click “NCBI Site Preferences” and then click “Result Display Settings” under Nucleotide Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).

For information on Display Settings in the Nucleotide Database, see Nucleotide FAQ.

Protein Preferences

Changing the Record Display Format

The Protein database default format for displaying search results is GenBank. To customize your records display format, log into My NCBI and click “NCBI Site Preferences” and then click “Record Display Format” under Protein Preferences. In the resulting page select either the GenBank, FASTA, or Graphics format. For information on the different types of display formats available for the Protein database see Protein FAQ.
Customizing the Search Results Display

The Protein database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click “NCBI Site Preferences” and then click “Result Display Settings” under Protein Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).

For information on Display Settings in the Protein Database, see Protein FAQ.
GSS Preferences

Changing the Record Display Format

The GSS ( Genome Survey Sequence ) database default format for displaying search results is GSS. To customize your records display format, log into My NCBI and click “NCBI Site Preferences” and then click “Record Display Format” under GSS Preferences. In the resulting page select, either GSS, GenBank or FASTA format. For information on the GSS database see Entrez Sequences Help.

Customizing the Search Results Display

The GSS database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click “NCBI Site Preferences” and then click “Result Display Settings” under GSS Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).
EST Preferences

Changing the Record Display Format

The EST (Expressed Sequence Tag) database default format for displaying search results is EST. To customize your records display format, log into My NCBI and click “NCBI Site Preferences” and then click “Record Display Format” under EST Preferences. In the resulting page select, either EST, GenBank or FASTA format. For information on the EST database see Entrez Sequences Help.
Customizing the Search Results Display

The EST database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click “NCBI Site Preferences” and then click “Result Display Settings” under EST Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).
Recent Activity

Created: December 13, 2010; Revised: March 7, 2011.

Recent Activity provides users a history of their searches and records in NCBI databases for the last 6 months. All searches and records in Recent Activity are hyperlinked so that users can easily view them again or keep a record of all past queries. Recent Activity will only save results for registered My NCBI users when they are signed in.

Section Contents

- Turning Off Recent Activity
- Clearing Recent Activity
- Sorting Recent Activity
- Deleting Items in Recent Activity
- Creating Saved Searches in Recent Activity
- Moving Recent Activity Records to Collections

Turning Off Recent Activity

Recent Activity is automatically defaulted to be turned On. Users can select instead not to have searches and records recorded by clicking “Turn Off” and confirming the selection when prompted.
You can also turn off Recent Activity directly from any NCBI database. You will notice that in any NCBI database, a Recent Activity box is present to the right of the screen. Click **Turn Off**.

If at a later time you would like to turn on Recent Activity, click on the link “Turn On” in My NCBI- Recent Activity.

Or you can also activate Recent Activity directly from any NCBI database by clicking “Turn On” as shown below.
Clearing Recent Activity

To clear all Recent Activity items, click the “Clear” hyperlink, which is available through My NCBI –Recent Activity. Once you agree to Clear Recent Activity, the action cannot be undone. A popup message will confirm if you want to clear all items for Recent Activity.

You can also clear Recent Activity from any NCBI database by clicking Clear in the Recent Activity box. Click Clear Recent Activity if you are sure you want to erase all items.

Sorting Recent Activity

There are two ways to Sort items: by date and by resource. To sort Recent Activity, start by clicking “See All Recent Activity”
Click the “Display Settings” drop down menu, select to sort by date or by resource.

When selecting to sort by date, the most recent searches will be listed first.
When selecting to sort by resource, the databases are arranged in alphabetical order.

Deleting Items in Recent Activity

In addition to deleting all items by clearing all records in Recent Activity, you may select individual items to be deleted from your Recent Activity.
To delete items from Recent Activity, start by clicking “See All Recent Activity.” Select the items you wish to remove and click the “Delete selected item(s)” button. Note that this action cannot be undone.

![Image of the interface showing the deletion of items from Recent Activity]

A message will notify you of the number of items removed from your Recent Activity.

**Creating Saved Searches in Recent Activity**

If you want to save a search from a past query, you can locate your query in Recent Activity and add it to your Saved Searches collection. This feature helps you save time as there is no need to reformulate a search and to re-run it again in a database.

Go to Recent Activity and click the link “See All Recent Activity.” Select the items you would like to save, and click on the “Save Search” button.

![Image of the interface showing the creation of a saved search]

Enter a name for your new saved search. The message “Search saved successfully” indicates that the search was added to your Saved Searches. A link is provided “Edit the saved search options,” in case you would like to receive email updates for your new search.

**Moving Recent Activity Records to Collections**

Only Records may be moved to a Collection in My NCBI. Click the link “See All Recent Activity.” Select the records you wish to incorporate into one of your Collections and click on the “Copy to Collection” button.
In the “Save Records” pop up window, select the Collection where you wish to move the item. Click **Save**.

A message “[number] entries moved to [collection name]” indicates the number of records moved to a collection and the collection name. The collection name is hyperlink in case you would like to edit your collections at that point.