

# Preparing the NSF Biographical Sketch

1. To generate an NSF biographical sketch through myData, you will first need to review your publications and grants to ensure they are accurate and up to date in your database. Once this is done, you will be able to prepare an NSF biographical sketch by clicking on the [NSF](#) link located in the “Publications and Creative Activity” section located on the myData main menu. By completing the following steps, you will be able to successfully generate a full NSF biographical sketch.

## ▼ Publications and Creative Activity

Intellectual Contributions (Publications, etc.)

Artistic and Professional Performances and Exhibits

Publications - Parts of Larger Works

Professional Online & System Resources Produced/Edited/Maintained

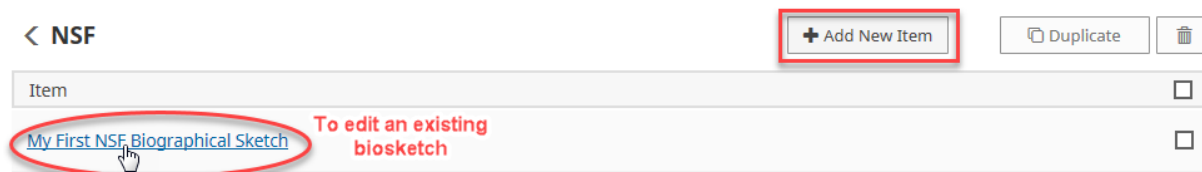
Patents/Copyrights

Biographical Sketch - NIH **NSF**

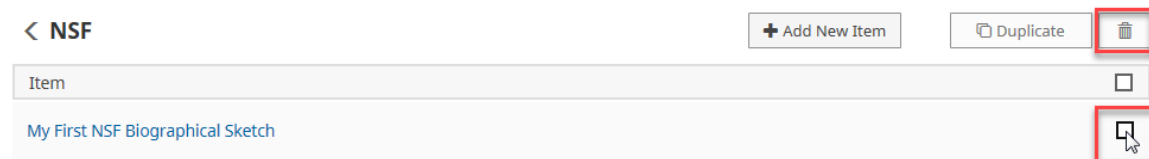
Contracts, Grants and Sponsored Research

Allocation of Other Non-Financial Resources

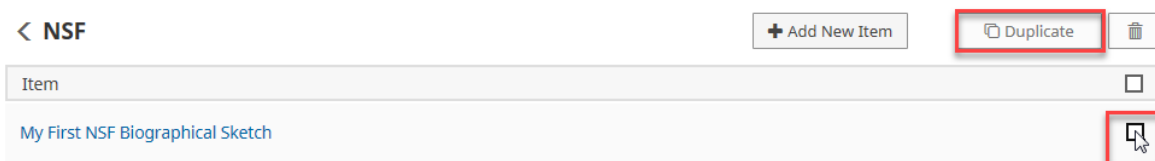
2. To create a new biosketch, click on “+ Add New Item”. Otherwise, you can choose to edit an existing biosketch by clicking on the corresponding entry that has already been completed.



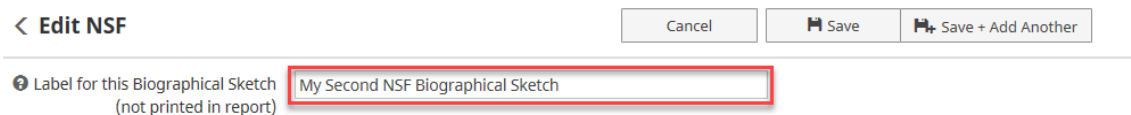
To delete an existing biosketch, click on the small box to the right of the entry, then click on the “Trash Can” icon button.



To duplicate an existing biosketch, click on the small box to the right of the entry, then click on the “Duplicate” button.

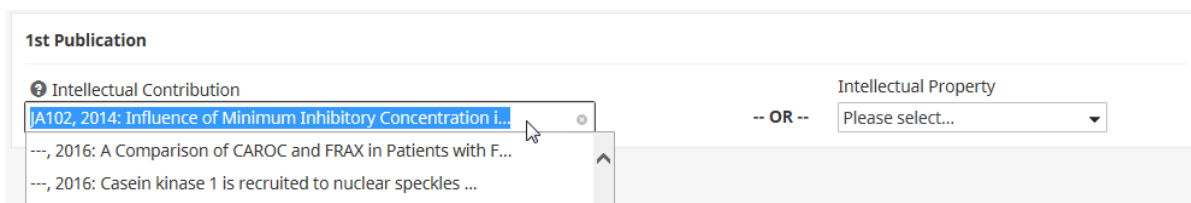


3. After clicking on the “+Add New Item” button, enter a new personal label for the biographical sketch, this will serve as a locator for your biosketch (personal labels will not appear in printed reports). This will allow you to save unique biographical sketches, and will be used when generating a proper biographical sketch.

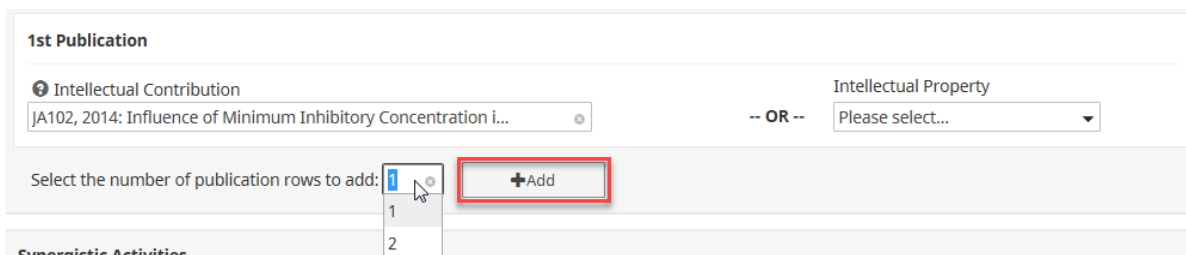


4. You may enter up to 10 publications or Intellectual Property (patents) from the “Intellectual Contribution” drop down menu or the “Intellectual Property” drop down menu. This drop-down list will display all of the Intellectual Contribution records in your myData database, regardless of current status. The NSF Biographical Sketch report will include selected Intellectual Contributions with a Current Status of "Submitted", "Accepted" (In Press), or "Published". Please note that although you will be able to add up to 11 publications, only the top 10 will appear in the NSF Biographical Sketch. The first five publications or patents will appear as the five "most relevant" products on the NSF Biographical Sketch report.

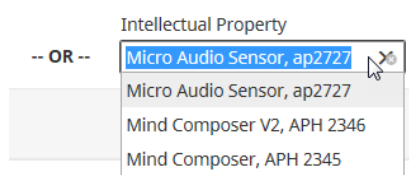
Intellectual Contributions that currently exist in your database will appear in a drop down menu with the Permanent Chronological Number, Year and the Title of Contribution (if entered correctly in the database).



To add an additional Intellectual Contribution / Intellectual Property to your biosketch, select the number of additions that you wish to make from the “Select the number of publication rows to add” dropdown and then click the “+Add” button.



Intellectual Property that currently exist in your database will appear in a drop down menu with the Patent Title and the Patent/Copyright Number/ID (if entered in the database correctly).



5. You may enter up to 5 synergistic activities by either selecting from the “Intellectual Contribution” drop down menu, or by entering information into the “Other Activity” text box provided. To add additional activities, select the number of additions that you wish to make from the “Select the number of publication rows to add” dropdown and then click the “+Add” button.

6. Once you are finished, you can select “Save” and be sent back to the preview page, or you can select “Save + Add Another” to add another biographical sketch.

Now that you have prepared a biographical sketch, you will be able to generate a full NSF Biographical Sketch Report. Please follow the steps below.

## Generating the NSF Biographical Sketch Report

1. After the information has been entered and saved in your NSF section in myData, you will be able to generate a report by clicking on “Run Reports,” located on the upper left hand side of the screen.

2. Select **NSF Biographical Sketch** from the “Report” drop down menu.

**Run Reports** Run Report

1 **Report**

Select...

- ABET
- Faculty Biosketch
- NIH Biographical Sketch
- NSF Biographical Sketch**
- Review Profile
- Review Profile\_Rank History
- Vita\_1
- Vita\_1\_Permanent\_Number
- Vita\_1\_Reverse Chronological Order

Create a new report

3. Select the Start and End Date of the report in the “Date Range” section by using the month, day and year drop down.

2 **Date Range**

Start Date Jan 01 2012

End Date Dec 31 2016

4. If you are a staff member, you must select which faculty member you wish to run the report for by clicking on “Change Selection” (Keep “Include These Accounts” drop down menu to “Enabled Only”).

3 **Whom to Include**

Users Selected by **All** Change Selection

Include These Accounts Enabled Only

This will prompt a pop up screen that will let you select among the faculty for which you have been granted access to manage. Click on the “Individual” chevron icon, select the faculty member, then click the “Save” box.

**Individuals or groups to include**

- Associated ORU/Center/Program
- College
- Department
- Individual

Cancel Save

**Individuals or groups to include**

- Anderson, Aileen J: aja
- Anderson, Charlene: canderson
- Anderson, Cynthia T: ctanders
- Anderson, Eric R: eranders
- Andrade, Rosa M: rmandra1
- Andricioaei, Ioan: andricio
- Angulo, Marco A: mangulo
- Anteater, Peter: panteater
- Anton-Culver, Hoda: hantoncu
- Antonelli, Gian A: aldo
- Aphasizhev, Ruslan: ruslan
- Apkarian, Ara: aapkarla
- Apkistian, Ara: xaapkis
- Appel, Kevin H: kappel
- Aprati, Taren M: taprati
- Arasasingham, Ramesh D: rdarasas
- Arastotle, Ramesh D: xrarast
- Arditti, Joseph: jarditti

Cancel Save

5. Select the label for the Biographical Sketch you would like to generate.


Faculty screen example:

3 Additional Filters

Contribution Type

- Articles, Journal
- Books, Edited
- Books, Sections (Forewords/Introductions/Conclusions, etc.)
- Commentaries/Perspectives/Other Reviews
- Letters/Notes
- Other
- My First NSF Biographical Sketch
- My Second NSF Biographical Sketch

Label for this Biographical Sketch (not printed in report)




Staff screen example:

4 Additional Filters

Contribution Type

- Abstracts, Published
- Articles, Journal
- Articles, Miscellaneous
- Books, Authored
- Books, Chapters
- Books, Edited
- Books, Reviewed
- Multi-camera system for in-vivo blood perfusion imaging
- My First NSF Biographical Sketch
- My Second NSF Biographical Sketch
- My Very Own Fellowship
- NIH
- NIH/RO1 Application for 09/30/13
- NRT TRAINING

Label for this Biographical Sketch (not printed in report)



6. If you would like to change the file format or page size, feel free to do so under the options “File Format”, and “Page Size” drop down menus.

5 File Format

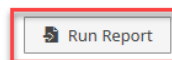
File Format

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

Otherwise, click the “Run Report” box (top right of the screen).

Run Reports



1 Report

[Download this report's template](#)

Within a few seconds, your NSF Biographical Sketch will be generated. Thank you for using myData to generate your NSF Biographical Sketch. If you have any questions, please contact [mydata@uci.edu](mailto:mydata@uci.edu).