

CNMS New Principal Investigator:

Mandatory Trainings and Account set up

1. Update Google Profile Account

- o log in to <https://my.umbc.edu/> and click on Profile in the top menu you should see little blocks of info. Under the About section, click "View More"
- o That should take you to a more detailed view of your directory info. Scroll down and click on the blue "edit" buttons on the right to edit any info that's needed.
- o It should take you to a WebAdmin page where you can add more detailed information and upload profile photos. Make sure to click "Submit Changes" when finished.

2. Mandatory Principal Investigator and Research Regulatory Trainings

UMBC Training [Procedures for Principal Investigator Status](#) Reference:

- o [Principal Investigator Research Administration Training and Education \(PIRATE\)](#)
- o [PeopleSoft Finance Security Access form](#)
- o [PI Eligibility \(PIE\)](#)
- CITI Trainings- Click below for to set up and access CITI account.
<https://research.umbc.edu/education-training/>
 - o [New Federal Research Security Training Requirement](#) -effective 10/10/2025.
To be completed later than 10/01/25 for grant submissions.*
 - o **NSF- RCR training requirement.** This training requirement can be fulfilled under [CITI](#)
 - [Responsible Conduct of Research Training – Research & Creative Achievement – UMBC](#)
 - o **Human and Animal subjects** can be fulfilled under [CITI](#)

Please forward these documents to compliance@umbc.edu for review

3. Required Accounts Set for PI's:

- o ORCID ID: [ORCID Information – Research & Creative Achievement – UMBC](#)- required for all grant applicants
 - o How to link your eRa commons ID with your ORCID ID- Click here: [The ORCID iD](#) *(Effective Jan 25, 2026)*
- o [Research.gov registration for NSF](#)- required for all NSF applicants

- o eRA commons ID required for all senior key personnel participating in NIH AHRQ, FDA, and ORD/VA applications. *Contact [Sarah Jackson](#), [Ghina Arif](#), or [OSP](#) or for this request*

4. **Myncbi**

- o Creating SiENcv in my NCBI: [Obtaining-a-PMCID.pdf \(umbc.edu\)](#)

SciENcv (Science Experts Network Curriculum Vitae) is a free tool made available through the National Library of Medicine's National Center for Biotechnology Information (NCBI) platform. Researcher's profiles are associated with the individual, and not their institution.

Use SciENcv to create compliantly formatted NIH, NSF, and IES Biographical Sketch and Current and Pending Support documents.

NIH eRA Commons, NSF, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, NSF, 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.

- Login: [SciENcv: Science Experts Network Curriculum Vitae \(nih.gov\)](#)
- [SciENcv - My NCBI Help - NCBI Bookshelf \(nih.gov\)](#) and [My NCBI \(youtube.com\)](#)
- [SciENcv Instructions](#)

5. **Biosketches**

- o NSF: [Using SciENcv Frequently Asked Questions \(research.gov\)](#)
- o NIH: [Biosketch Format Pages, Instructions and Samples | grants.nih.gov](#)
 - o [NIH Common Form Instructions](#)
 - o [NIH Biosketch Supplement Instructions](#)