

Steps for Navigating and Troubleshooting NIH Common Forms in SciENcv

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How do I connect my ORCID ID to eRA Commons?

1. **Log into eRA Commons** (<https://public.era.nih.gov/commons/>)
Visit the standard eRA Commons login and sign in with your eRA Commons username and password.
2. **Open Your Personal Profile**
Once logged in, click the **Personal Profile** button on the left side of the eRA Commons landing page.
3. **Find the ORCID Link**
In the Personal Profile section, locate the link labeled “**Create or Connect Your ORCID iD**” (usually near the top of that page).
4. **Authenticate with ORCID**
Clicking that link will open the ORCID website.
 - **If you already have an ORCID iD:** sign in with your ORCID credentials.
 - **If you don't have one yet:** you can create a free ORCID iD on the ORCID site during this step.
5. **Authorize NIH/eRA Commons Access**
Once logged into ORCID, you'll be asked to **authorize NIH/eRA Commons to access your ORCID iD**. Click **Authorize** to grant permission.
6. **Confirm the Link**
After authorizing, you should be returned to your eRA Commons Personal Profile and see your ORCID iD listed there.

IMPORTANT NOTE: ****One ORCID per eRA Commons account:** An ORCID iD can only be linked to *one* eRA Commons account. If you get an error that your ORCID is already linked elsewhere, you must contact the **eRA Service Desk** for help.

How do I connect my ORCID ID to My NCBI (SciENcv)?

1. **Log into My NCBI** (<https://www.ncbi.nlm.nih.gov/myncbi/>)
 - Use your **NIH, eRA Commons**, or **institutional** login if possible (recommended).
2. In the top-right corner, click your **name** and then **Account Settings**.
3. Find the **Linked Accounts** section.

4. Click **“Connect to ORCID”**
 - You’ll be redirected to ORCID.org.
 - Sign in to your ORCID account.
 - Click **Authorize** to allow My NCBI access.
5. You’ll be sent back to My NCBI and should now see your ORCID iD listed as **connected**.
6. **Checkpoint:** ORCID icon appears in My NCBI - Account Settings - Linked Accounts.

IMPORTANT NOTE: SciENcv does *not* connect directly to ORCID—you must go through My NCBI in the steps above, or your biosketch will generate an error and/or warning in NIH ASSIST at time of validation that the ORCID account is not connected.

What if I have already created my NIH Commons Forms (Biosketch or Current & Pending) in SciENcv?

You *must follow the recertification steps* below to avoid your biosketch generating an error and/or warning in NIH ASSIST at time of validation:

1. Open each document in SciENcv.
2. Click **Edit**.
3. Scroll to the bottom.
4. Click **Re-certify**.
5. Re-download the PDF.
6. Re-upload into **ASSIST**.

****** This clears **ORCID-related errors and warnings** in ASSIST for documents created *before* the ORCID link was finalized.