Populating your My Bibliography Publication List from VIVO
(For Inclusion in the NIH Biosketch)

- **Publication List for NIH Biosketches**
  - In the new NIH Biosketch format (that was required starting with May 25, 2015, grant applications), at the end of “Section C. Contribution to Science,” you can include a link to a full list of your publications.
  - Starting with grant applications due **May 25, 2016**, the link to a publication list must be to a government web site (.gov) such as My Bibliography. You will no longer be allowed to link to the VIVO publication list.
  - To easily populate the My Bibliography, you can export your curated publication list from VIVO and import it into My Bibliography. This guide will show you how.

C. Contribution to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, in recent years, many older adults have become drug abusers during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These studies found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
   d. Hunt, M. C., Marks, A. E., Tortorici, R., Crenshaw, W., & Rottenstreich, A. (2007). Community-based ...  

2. Methadone maintenance has been used to treat narcotics addicts for many years but little research that has shown that over the long term, those in methadone treatment view themselves negatively and they gradually begin to view treatment as an intrusion into normal life. Elderly narcotics users were shown in carefully constructed ethnographic studies to be especially responsive to tailored social support networks that allow them to eventually reduce their maintenance doses and move into other forms of therapy. These studies also demonstrate the policy and commercial implications associated with these findings.

Complete List of Published Work in My Bibliography:

- **VIVO List of Publications**
  - VIVO is already populated with only publications where the faculty member is an author.
  - VIVO is curated by Library Staff. If something is missing, email helplib@scripps.edu.
My Bibliography

- **Starting with May 25, 2016 due dates**, the link to a publication list **must** be to My Bibliography.
- You may already use My Bibliography for RPPR progress reports.
- My Bibliography is not automatically updated. You must populate it!
- Add records directly from PubMed (via search or from VIVO).
- Articles not indexed in PubMed must be added manually.
- You may have citations in My Bibliography where the researcher is not an author. These need to be moved to “Other Citations.”
- All of these steps to prepare your My Bibliography are described below.

1. **Login to My NCBI**
   - Go to [PubMed](https://pubmed.ncbi.nlm.nih.gov/) and click “Sign in to NCBI” in the upper right corner.
   - Click the “eRA Commons” button, and sign in using the researcher’s eRA Commons username and password. (Do **not** use the “Sign in directly to NCBI” boxes to sign in.)
   - This will return you to PubMed.
   - Click “My NCBI” in the upper right corner of the screen.

2. **Move Citations Where the Researcher is Not an Author**
   - Because My Bibliography is used for RPPR progress reports, there may be citations to articles in your My Bibliography where the researcher was not an author, but where his/her grant supported the research. We want the My Bibliography to be a list of publications where the researcher is an author, so we need to move these non-authored papers to the “Other Citations” list in My NCBI, where they will still be available for progress reports and Biosketches.
   - It is easiest to do this step before importing citations from VIVO.
1. Look through the citations that are already in My Bibliography.
2. Check the box next to any citations where the researcher is not an author.
3. Click the “Move” button near the top of the screen.
4. When asked if you would like to move the citations to “Other Citations,” click “OK.”
5. You will see a “Move successful” message in the upper left corner of the screen.
6. Repeat this to move all citations where the researcher is not an author to “Other Citations.”

3. Populating My Bibliography from VIVO
   - Export citations from VIVO to PubMed.
     - Go to [http://vivo.scripps.edu](http://vivo.scripps.edu) and search for the faculty member. Click on his/her name. (VIVO currently includes only TSRI faculty.)
       - Note: Firefox and Chrome work better than Internet Explorer for this.
     - Note the number of “Publications in VIVO” under the photo. (In the example below, it is 94.)
     - Scroll down to the “Publications” tab.
     - Click the “PubMed Display for Export” link to export all PubMed citations to PubMed.
A new browser window will open showing a PubMed results list with all of the researcher’s papers that are indexed in PubMed.

Notice that there are 89 PubMed results in the example. That means there are five \[94 \text{ publications} - 89 \text{ indexed in PubMed}\] publications in the researcher’s VIVO publication list that are not indexed in PubMed. We will add these 5 papers to My Bibliography manually. But first, let’s add the 89 papers.

Don’t worry if some of the 89 papers are already in your My Bibliography. This process will not create duplicates.

Note: If there are more than 500 papers in your search results, contact the library for help in adding them to My Bibliography, as you can only add 500 at a time.

Click “Send to:” and then choose “My Bibliography.”

Then click the “Add to My Bibliography” button.
• PubMed will ask you to confirm that you want to send the citations to My Bibliography. Make sure the “My Bibliography” radio button is selected and click “Save.”

• You will see the confirmation message: “New items were added to your bibliography.” Click the “Edit your bibliography” link.

• This will open “My Bibliography” in your My NCBI account. (Alternatively, you can get to the same place by clicking on “My NCBI” in the upper right corner of the PubMed screen, and then clicking “Manage My Bibliography.”)
4. **Manually Add Citations That Are Not Indexed in PubMed.**
   - Recall that only 89 of the 94 citations in our example were exported from VIVO to PubMed. To identify the 5 publications that were not exported, click the “Publications without PubMed PMIDs” link in the VIVO profile.
   - This will show you the citations you need to add manually to My Bibliography.
   - To manually add a citation, click the “Add manually” button on the My Bibliography page.
   - In the “Add Citation Manually” window that opens, choose “Journal article that does not appear in PubMed” from the list. (Or choose another category, if appropriate, such as “Books and chapters” or “Patents.”)
• Fill in the required fields. Note that you must click “Add Another Author” to add the second, third, and all additional authors.

• Click “Add Citation” when you are finished.

• You will see the confirmation message: “Citation added successfully.”

• Repeat this process to add any additional citations manually.
• If your professor has many publications without PMIDs, ask a librarian about an option to upload a file of these non-PubMed papers.
• Now you have a complete list of the professor’s publications in My Bibliography.

5. Add the My Bibliography publication link to the NIH Biosketch.
• Click “make it public” at the top of your My Bibliography page to see the URL you can copy and paste into your NIH Biosketch.

• Another way to see the URL is to click “Edit settings” at the top of the My Bibliography page. Note that you must have the Bibliography Sharing setting set to “Public” in order for others (including NIH administrators) to see the bibliography.
The bibliography is set to sort the publications in ascending order by date (with the oldest articles at the top). To create a URL that will link to your bibliography with the newest articles at the top, uncheck the “Reverse” box to sort the citations in descending order.

Click “Save” at the bottom of the page to save changes.

Once you copy the URL, you can paste it at the end of Section C of your NIH Biosketch. You can do this in the MS Word version of your Biosketch as shown below.

Complete List of Published Work in My Bibliography:

Alternatively, you can add the link to My Bibliography while creating your Biosketch within SciENcv. To do this, check the box at the bottom of Section C. Click “Done” at the top of Section C when you are finished editing the section. This will insert the default URL (sorted with the oldest articles at the top of the list) at the end of Section C.
Complete List of Published Work in My Bibliography:

- See the Kresge Library’s PDF about SciENcv for more information about using this optional tool to create your Biosketch.
- Always save the final NIH Biosketch as a PDF file, per NIH guidelines, to be attached to the grant application.