Populating your My Bibliography Publication List for Inclusion in the NIH Biosketch
(For Those Who Do Not Have VIVO Profiles)

- 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.
  - This guide will show you how to population your My Bibliography publication list.

Example Biosketch with Link to Publication List

C. Contribution to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised 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 publications 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 the 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.

2. Methadone maintenance has been used to treat narcotics addicts for many years but I led 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 MyBibliography:
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 a PubMed search.
- 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.)*

   ![Sign in to NCBI](image)

   - This will return you to PubMed.
   - Click “My NCBI” in the upper right corner of the screen.

   ![My NCBI](image)

   - At the bottom of the “My Bibliography” box, click on “Manage My Bibliography.”
   - Now you can see the list of article citations in your “My Bibliography.”

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.
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.”
   - On the My Bibliography page, click the “Add from PubMed” button.
   - In the window that opens, enter a search term, such as the researcher’s name, and click “Search Pubmed.”
   - Check the boxes next to the citations written by this researcher. If there are additional pages, click “Next” to go to the next page. When you are finished selecting all of the citations, click “Add To My Bibliography.”
• You will see a confirmation message at the bottom of the window.

![Confirmation message]

• When you are finished adding citations, close the “Add PubMed Citations to My Bibliography” window using the X in the upper right corner.

• Now you are back at your My Bibliography list of publications. If there are any more publications you want to add that you couldn’t find in PubMed, we’ll add them manually in the Step 5.

4. Populating My Bibliography Using PubMed Search (alternate method)

• Another way to add publications to My Bibliography is to search PubMed as you normally would. When you find a citation to add, check the box next to it and click “Send to.” Choose “My Bibliography” and click “Add to My Bibliography.”

![PubMed search results]

• It will ask you again. Just make sure “My Bibliography” is selected, and click “Save.”

![Save to Bibliography]
- You will know the article was added because the page will say “New items were added to your bibliography.”

- Repeat this until you have added all of the researcher’s papers that you can find in PubMed to the My Bibliography.
- Then click on “My NCBI” in the upper right corner of the PubMed screen, and click “Manage My Bibliography” to go back to your list of publications. If there are any more publications you want to add that you couldn’t find in PubMed, we’ll add them manually in the next step.

5. **Manually Add Citations That Are Not Indexed in PubMed.**
   - 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.

• Now you have a complete list of the researcher’s publications in My Bibliography.

6. 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.

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.
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.