### SciENcv Delegate Role

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Delegates play a pivotal role in assisting investigators in managing citations, awards, and public access compliance for researchers using SciENcv, My NCBI, and ORCID ID. They are essential in ensuring that an investigator's bibliographic information is accurate and up to date, as well as in maintaining compliance with NIH policies. Through these efforts, delegates help streamline the submission process for NIH and other funding agencies, making their role crucial to the success of the research process.

**Getting Started: Setting Up Key Accounts**

To get started, investigators must have the appropriate accounts set up. Investigators need to create both their My NCBI and ORCID ID accounts, linking them to their eRA Commons for NIH submissions. Once these accounts are set up, delegates can be added to assist with managing the investigator’s bibliography. By having these accounts properly linked, delegates ensure a smooth workflow for maintaining citations and publications, crucial for submission processes.

**Keeping the Bibliography Spotless: Managing Citations**

Once the accounts are created, the role of the delegate may expand to help maintain the investigator’s My Bibliography. Delegates can help ensure that the investigator’s bibliography is always up-to-date and accurately reflects the publications they have authored. This includes manually adding citations or importing them from PubMed, as well as incorporating other research products such as articles, patents, and software. This role is vital for ensuring the investigator’s portfolio is complete and current.

**Linking Funding to Research: Managing Awards and Grants**

In addition to managing citations, delegates can also assist with managing funding and awards. It is crucial that any relevant funding or awards are linked to the investigator's publications within **My Bibliography**. This step ensures that all publications are properly associated with the appropriate awards, allowing necessary options to appear in the Research Performance Progress Report (RPPR). Delegates may add or update this funding information, and they also play an important role in ensuring that awards are recorded correctly, preventing any issues during the submission of progress reports and just-in-time information.

**Compliance Check: Monitoring Public Access Status**

Equally important is the delegate’s role in helping to monitor public access compliance for research publications. All publications in the investigator’s bibliography need to be compliant with NIH’s public access policies, which require publications to have a PubMed Central ID number. Delegates can check the compliance status of each publication. If a publication is found to be non-compliant, delegates can notify the investigator, as non-compliant items can delay the RPPR submission by several weeks. This step ensures that all publications meet the necessary guidelines, preventing delays in the submission process.

**Supporting NIH Submissions: Biosketches and Support Forms**

Another important aspect of the delegate role is assisting with the creation of Biosketches and Current and Pending Support forms for NIH submissions. Delegates help populate these forms with the appropriate information, including citations and research products from the investigator’s My Bibliography. They ensure that the forms are complete and accurate, helping the investigator streamline the submission process. This support extends to other forms, including the NIH supplemental forms, which delegates assist in preparing.

**ORCID ID: Connecting Researchers for Better Integration**

Finally, delegates can help ensure that both they and the investigator have their ORCID ID accounts set up and linked. ORCID IDs are increasingly required for publications and grants, and they help resolve issues of name disambiguation in research. Ensuring that the ORCID ID is linked to the investigator’s My NCBI account enables seamless integration of bibliographic data, further enhancing the delegate’s ability to support the investigator in managing their portfolio.