

PR-INBRE RETREAT 2018

MY NCBI A Tool for Tracking your Manuscript

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INTRODUCTION

My NCBI Tool to Replace eRA Commons for Bibliography Management

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) to link NCBI's personal online tool, MyNCBI, to eRACommons (<u>Notice Number: NOT-OD-10-103</u>). As of July 23, 2010, PD/PIs are unable to enter citations manually into eRA Commons. They must use MyBibliography in MyNCBI.

My NCBI (account)

My NCBI is a free tool that retains user information and database preferences to provide customized services for many NCBI databases (i.e. PubMed, GenBank). MyNCBI require registration if you don't have an eRA Commons ID. My NCBI allows you to access the tools of **My Bibliography** and **SciENcv.**

Science Experts Network Curriculum Vitae (SciENcv)

The SciENcv is a tool in My NCBI to create, download and share biosketches for NIH grant applications, NSF, and IES format. The SciENcv is integrated with the **My**

Bibliography citation tool, which is required for NIH extramural grantees to demonstrate compliance with the NIH Public Access Policy. The NIH public access policy requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to PubMed Central immediately upon acceptance for publication (Click here to learn more)

My Bibliography

My Bibliography is a reference tool that helps you save your citations from PubMed or citations entered manually; provides a centralized place where citations are easily accessed, exported as a file, and made public to share with others.



PAGE 2

My Bibliography allows investigators to:

- populate citation data from PubMed, PubMed Central, and the NIH Manuscript Submission
- determine whether their publications are compliant with the NIH Public Access Policy
- assign delegates to manage their bibliography
- populate the Research Performance Progress Report (RPPR): Section C Products, C.1 Publications
- associate NIH awards with their publications

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Sign Into My NCBI using an eRA Commons ID (First Time)

- 1. Go to PubMed or any other NCBI database (i.e. Nucleotide, BLAST, Protein).
- 2. Use the NCBI link to sign in to My NCBI
- 3. Sign into NCBI through PubMed using your eRA Commons ID
- 4. Select Create a new NCBI account
- 5. Confirm email address

If you don't have an eRA Commons ID, create a free NCBI account (Click here to learn more)

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Forgot NCBI username or password? Register for an NCBI account	Documentation for using these features is located in the <u>Managing Compliance to the</u> <u>NIH Public Access Policy</u> section of the NCBI Help Manual.
	Information about the NIH Public Access Policy is located at https://publicaccess.nih.gov.
	Account Troubleshooting FAQ
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SNCBI Resources 🖂 How To 🖂

My NCBI » Link login to an NCBI account

Sign in to NCBI



My NCBI

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		SciENcv				(2

Your Email <u>My NCBI</u> Sign Out

MyNCBI Homepage

Search NCBI databases

This feature allow users search the NCBI databases.

MyBibliography

This is a reference tool that helps you save your citations from PubMed or citations entered manually; provides a centralized place where citations are easily accessed, exported as a file, and made public to share with others.

Recent Activity

This feature provides users a history of their searches and records in NCBI databases for the last 6 months.

Saved Searches

This feature facilitates saving search queries for NCBI databases, and provides automatic e-mail updates for saved searches, which can be set up on a daily, weekly, or monthly basis.

Collections

This includes MyBibliography, Favorites and Other Citations.

Filters

NCBI databases search results can be narrowed down to smaller groups of data using filters.

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Customize MyNCBI Homepage

1. Click Customize this page

2. Check or uncheck any of the functions that you want to see or don't want in your My

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C	Recent Activity	A record of your searches and record views within NCBI databases while you are signed into My NCBI. You can: Find and rerun searches Find and go to records you've looked at before Turn Recent Activity on or off 		
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	Filters	Use filters to group your NCBI database search results into subsets. You can: Add additional filters specific to your areas of interest Browse the library of filters or create custom filters Use filters to easily identify citations with full text available through your institution 		
	SciENCV	Use SciENcv application to create, manage and share your scientific curriculum vitae.		
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	BLAST History	Use BLAST History tool to access your most recent BLAST searches.		
		Done		

Collections

In Collections you can save the search results from many NCBI databases. There is no limit to the number of collections you may store in My NCBI. The Collections can be private or made public to share with others.

- Favorite: A permanent collection to store your favorite citations
- My Bibliography: A permanent collection to store your authored works in
- Other Citations: A permanent collection to store citations you **contributed** to, but did not necessarily authored

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Creating Additional Collections using PubMed

- 1. Use the SEARCH in the SEARCH NCBI databases window or Go to PubMed
- 2. Search for the publication you want
- 3. Click the check box next to the publication you want to save
- 4. In Choose Destination select Collection
- 5. Select Create a new collection, enter a name for your new collection and SAVE

Cont. Creating Additional Collections using PubMed

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Cont. Creating Additional Collections using PubMed

Your Email My NCBI Sign Out

My NCBI

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Customize this page | NCBI Site Preferences | Video Overview | Help

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Make Collections Private or Public

My NCBI collections are set as Private by default. To change the settings:

- 1. Click the wheel icon on the Collection you want to change the setting
- 2. In Collection Sharing select the option you prefer (public or private) and click SAVE

**If you change the setting to Public a confirmation message will appear and a link to share the collection

3. Return to MyNCBI Homepage to see the changes in the Collection window

Search NCBI databases		Saved Searches	
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My Bibliography

A permanent collection to store your authored works in.

Add citations via MyBibliography

- 1. Click <u>My Bibliography.</u> A new window will open with 3 options: Add from PubMed, Add manually or Upload a file
- 2. Click Add from PubMed. A new window will open with a search bar
- 3. Enter your search terms in the query box and click Search
- Select the citations you wish to add to your My Bibliography collection and click "Add to My Bibliography
- 5. Close the window and the newly added citations will immediately display in My Bibliography

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Your bibliography contains no items. Use the Add citation options on the right to populate y	Pour bibliography.



4b

Add citations directly from PubMed

- 1. Go to PubMed
- 2. Search for the publication you want
- 3. Click the check box next to the publication you want to save
- 4. Click <u>Send to and from the dropdown menu select My Bibliography</u> and click <u>Add to My</u> <u>Bibliography</u>
- 5. In the new window choose <u>My Bibliography</u> and click SAVE.
- 6. To see the new citation added click <u>Edit My Bibliography</u> or the link of <u>My Bibliography</u> in the right top corner

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Format: Abstract - New items were added to your bibliography. Edit your bibliography. Clin Transplant. 2018 Jul 31. doi: 10.6002/ect.2017.0254. [Epub ahead of print] Knowledge of the Brain Death Concept Among Latin Americans Residing in Florida (USA).	Send to -	Full text links		
Rios A ¹ , López-Navas AI, Garrido G, Ayala-García MA, Sebastián MJ, Hernández AM, Ramírez P, Parrilla P. Author information		Add to Favorites	•	

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Click **<u>here</u>** to learn how to **add citations manually** or **from a file**

MyBibliography: Display Setting

View

Choose how you want to see the citations

- List:Citations numbered without award information or compliance with the NIH Public Access Policy
- Print: Citations with PMID number
- Award: Citations with funding information and compliance with the NIH Public Access Policy
- PMID List: Only display the PMID numbers of the citations

Sorting

You can choose to sort the citations by date, author, tittle or NIH compliance status

Grouping

You can choose to group the citations by citation type (i.e. journal article, book) or award

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Check Compliance with the NIH Public Access Policy

You can use MyBibliography to track publications compliance with the NIH Public Access Policy. This will only work if the author has logged into NCBi using their eRA Commons account.

- 1. Click <u>Display Settings</u>
- 2. In View select <u>Award</u> and In Sort by select <u>Public Access Compliance</u>
- 3. Click Apply

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Citations area marked with four types of dots: green, yellow, red or gray.

- Green: Articles that are compliant with the NIH Public Access Policy
- Yellow: Articles newly submitted to the NIH Manuscript Submission system that are considered in **process**
- Red: Articles that is non-compliant
- **Gray:** Articles with a question mark indicates that compliance with the NIH Public Access Policy **cannot be determined** without additional information



Gold Lock indicates that the award was associated with the publication via NIHMS **Gray Lock** this publication was officially reported on a progress report via eRA Commons.

Start the Compliance process

The compliance process with the NIH Public Access Policy can be started in MyBibliography.

- 1. In the Non Compliant article click Citation not in NIHMS or PMC [Edit Status]
- 2. Did the NIH support this citation, in whole or in part? Select YES (if apply). A new window will open
- 3. Click Begin submission in the NIHMS and SAVE & CLOSE

S NCBI Resources 🗹 How To 🖂	Your Email My NCBI Sign Out
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In process at NIHMS	Van Belleghem SM, Baquero M, Papa R, Salazar C, McMillan WO, Counterman BA, Jiggins CD, Martin SH. <u>Patterns of Z chromosome</u> <u>divergence among Heliconius species highlight the importance of</u> <u>historical demography.</u> Mol Ecol. 2018 Mar 22. doi: 10.1111/mec.14560. [Epub ahead of print] PubMed PMID: 29569384. [Epub ahead of print]
PMC Journal In Process	Rivera-Robles MJ, Medina-Velázquez J, Asencio-Torres GM, González-Crespo S, Rymond BC, Rodríguez-Medina J, Dharmawardhane S. <u>Targeting Cdc42 with the anticancer</u> <u>compound MBQ-167 inhibits cell polarity and growth in the budding</u> <u>yeast S. cerevisiae.</u> Small GTPases. 2018 Jul 29:1-11. doi: 10.1080/21541248.2018.1495008. [Epub ahead of print] PubMed PMID: 29969362. [Epub ahead of print]
Complete	Sanabria-Ríos DJ, Rivera-Torres Y, Rosario J, Ríos C, Gutierrez R, Carballeira NM, Vélez C, Zayas B, Álvarez-Colón F, Ortiz-Soto G, Serrano V, Altieri-Rivera J, Ríos-Olivares E, Rodríguez JW. Synthesis of novel C5-curcuminoid-fatty acid conjugates and mechanistic investigation of their anticancer activity. Bioorg Med Chem Lett. 2015;25(10):2174-80. doi: 10.1016/j.bmcl.2015.03.065. Epub 2015 Mar 31. PubMed PMID: 25881826; PubMed Central PMCID: PMC4446575.

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