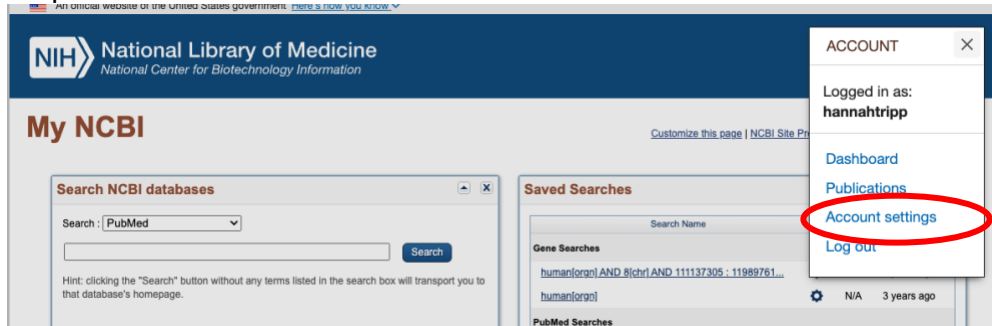




Guide to Adding a Delegate at UT Austin

Last updated 10/24/2023

- 1.) Sign in to <https://www.ncbi.nlm.nih.gov/myncbi/> using your UT credentials OR your researcher.gov credentials.
- 2.) Click on your name in the upper right-hand corner and select **Account settings** from the dropdown menu.



- 3.) Scroll down to the **Delegates** section and click **Add delegate**.
- 4.) Insert the UT email address of the person you are designating as a delegate into the textbox.
- 5.) Let the individual know that they can expect an email message titled [MyNCBI] Delegation request from (*Your Username*).
- 6.) The delegate should now have the permission to create and edit your biosketches and current and pending support documents (for NSF). They will also be able to add items to your My Bibliography account and then add those citations to your biosketches.

Tasks that the PI must complete:

- Add your Orcid identification number.
- NSF Documentation Only: Certification must be completed by the PI, the delegate cannot certify. However, once the PI has certified, the delegate can download.

Note: To support the tasks of a delegate, please provide a listing of authored and co-authored citations to the delegate, such as in a CV. Better yet, if the PI has a copy of citations in an RIS or Bibtext format, provide the file to the delegate. RIS and Bibtext can be easily created by a citation manager (e.g., Zotero or EndNote).