

NIH Biographical Sketch Common Form (must be completed using [SciENcv](#) and digitally certified)

1. Identifying Information, Organization, and Location (below info will appear automatically if eRA Commons, ORCID, and SciENcv are linked)

- Name: Enter the name of the senior/key person (Last name, First name, Middle name, including any applicable suffix).
- ORCID ID: Enter the ORCID ID of the senior/key person.
- Position Title: Enter the current position title of the senior/key person.
- Organization Name: Enter the name of the primary organization of the senior/key person.
- Location: Enter the City, State/Province, and Country where the primary organization is located.

2. Professional Preparation

- Provide a list of the senior/key person's professional preparation (e.g., education and training), listed in **reverse chronological order** by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.
- For each entry provide:
 - the name of the organization;
 - the location of the organization: Enter the City, State/Province, and Country where the organization is located. If the State/Province is not applicable, enter N/A.
 - the degree received (if applicable);
 - the start date of the degree or fellowship program (xx/xxxx);
 - the month and year the degree was received or expected receipt date (xx/xxxx); and
 - the field of study.

3. Appointments and Positions

*Professional appointments are formal appointments outside of one's primary place of employment that are due to one's professional expertise and generally temporary in nature. Common examples include **editorial service for journals, serving on municipal, state, or federal advisory boards, and holding offices in professional societies**. Senior/key persons must report on all professional appointments that have been active in the last three years. Professional appointments that concluded more than three years ago are not required to be reported on the NIH Biosketch Common Form but may be included if relevant to the specific application. By contrast, other types of appointments that are typically with one's primary place of employment (i.e., academic and institutional appointments), must be listed for a period that covers the duration of one's professional career.*

- Provide a list, **in reverse chronological order** by start date, of all the senior/key person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).
- Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period of up to three years from the date the proposer submits the proposal for funding consideration.
- For each entry provide:
 - Start date: YYYY
 - End date: YYYY
 - Appointment or Position Title

- Name of organization
- Department (if applicable)
- Location of organization: City, State/Province, Country

4. Products (*Only the list of **ten** will be used in the review of the proposal; hyperlinks generated through MyBibliography or ORCID are allowed in this section*)

- Provide a list of: (i) up to **five** products most closely related to the proposed project; and (ii) **up to five other significant products***, whether or not related to the proposed project that demonstrate the senior/key person's qualifications to carry out the project. It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project. Acceptable products must be *citable and accessible*, including but not limited to:
 - publications, conference papers, and presentations;
 - website(s) or other Internet site(s);
 - technologies or techniques;
 - inventions, patents, patent applications, and/or licenses; and
 - other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.
- Each product must include full citation information including:
 - names of authors;
 - product title;
 - date of publication or release;
 - website URL;
 - other persistent identifier (if available); and
 - other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).
 - If any of the items specified above is not applicable, enter N/A.
- Senior/key personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

**Think carefully on what to include as Other Significant Products because this list determines what you can include as Contributions to Science in the Biographical Sketch Supplement.*

Certification

NIH Biographical Sketch Supplement

1. Personal Statement

- Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to highlight.
- The personal statement is limited to 3,500 characters (including spaces).

- Do **not** use italics, bolding, hyperlinks. Do **not** include citations.

2. Honors

- List any relevant academic and professional achievements and honors. In particular:
 - Students, postdoctorates, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
 - Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

3. Contributions to Science (required for all senior/key persons)

- Briefly describe **up to five** of your most significant contributions to science. While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant.
- For each contribution, indicate the following:
 - the historical background that frames the scientific problem;
 - the central finding(s);
 - the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
 - your specific role in the described work.
 - Figures, tables, or graphics are not allowed.
- You may reference up to five products listed in the **Other Significant Products** section of your Biographical Sketch Common Form that are relevant to the contributions described in this section, *to provide context* for your narrative.
- There is no specific format for referencing the products in this section, however, it is recommended to refer to the title, use the author's last name, publication, and/or year of publication for ease of reference. Do **not** provide **citations** on the NIH Biographical Sketch Supplement. You *may include* the PMID or PMCID as part of the short reference to the product from the Biographical Sketch common Form, but do **not** provide the full text of the bibliographic citation or a link to the full citation,
- Each Contribution to Science is limited to **2,000** characters (including spaces). **Important:** you can only have *up to 5 narrative contributions* to science, and they may **only** reference the 5 other significant products listed in your Biographical Sketch Common Form.
- You may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application.

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