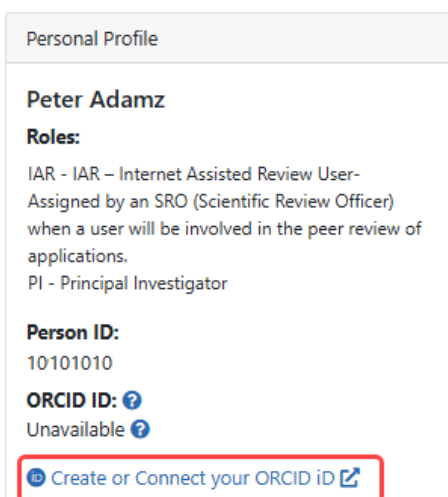


INSTRUCTIONS – NIH COMMON FORMS FOR BIOSKETCH AND BIOSKETCH SUPPLEMENT (ALL PIs and Senior/Key Persons for grant proposals, RPPRs, JITs, Prior Approval requests, effective **1/25/26**)

- I. **Create** and **link** your ORCID iD to your eRA Commons Account (easiest done on your eRA Commons account). Confirm that your ORCID iD appears in the Personal Profile section.
- II. Create your **Common Form NIH Biosketch** in SciENcv (easiest done by navigating to SciENcv and signing on ORCID)

Creating and Linking your ORCID iD on eRA Commons. Complete instructions can be found here: https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm

- Login to eRA Commons, click the **Personal Profile** button on the left side of the screen. Click on the Create or Connect your ORCID iD link (red square below). This will display the ORCID site



Personal Profile

Peter Adamz

Roles:

IAR - IAR – Internet Assisted Review User-
Assigned by an SRO (Scientific Review Officer)
when a user will be involved in the peer review of
applications.

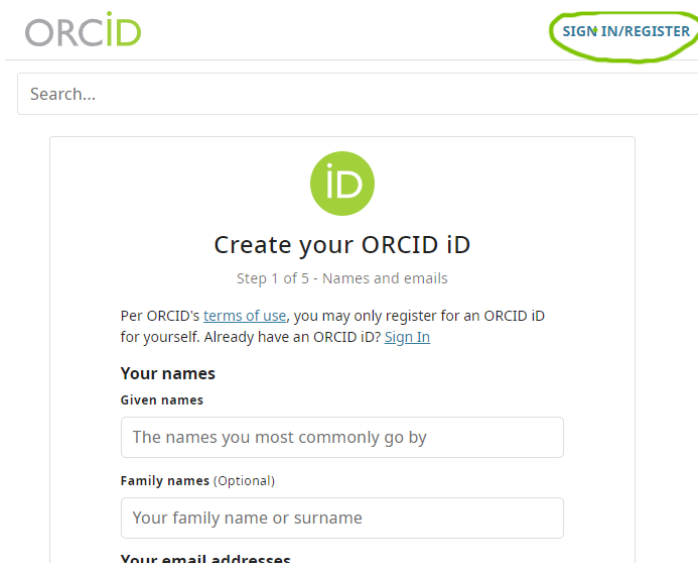
PI - Principal Investigator

Person ID:
10101010

ORCID ID: ?
Unavailable ?

[Create or Connect your ORCID iD](#)

- If you already have an ORCID iD, you sign in to ORCID, then follow instructions to associate the ORCID iD with your Commons account. If you do **not** have an ORCID iD, click the **Register now** link at the top of the



ORCID

SIGN IN/REGISTER

Search...

id

Create your ORCID iD

Step 1 of 5 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

Your names

Given names

The names you most commonly go by

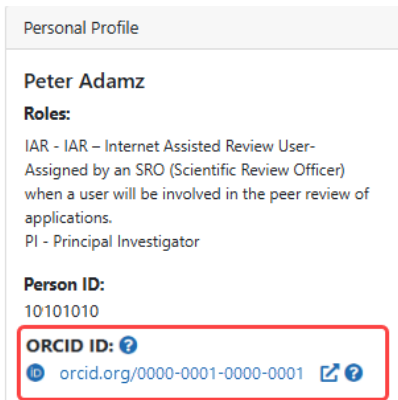
Family names (Optional)

Your family name or surname

Your email addresses

ID section to open the *Create Your ORCID iD* screen. Enter required info: name, emails, etc, CAPTCHA, then hit the **Complete Registration** button.

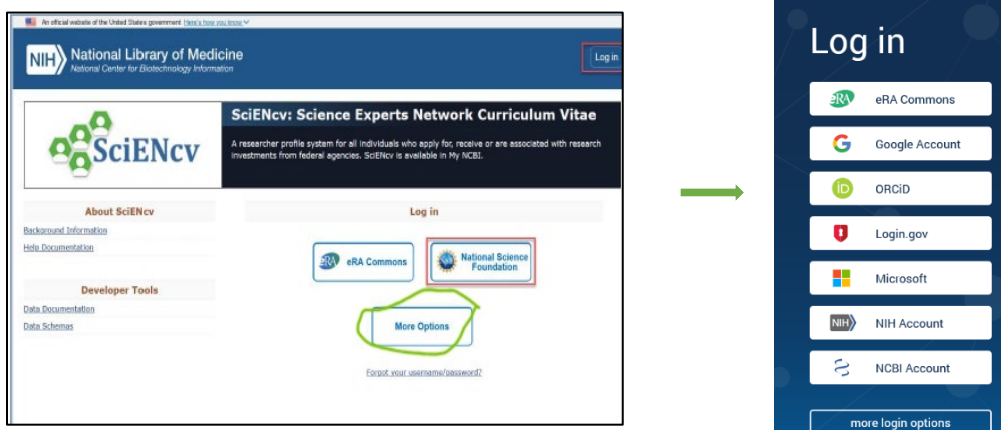
- You will be prompted to authorize NIH to access your personal ORCID profile by clicking the **Authorize Access** button. Do that. This step links your ORCID iD to your eRA Commons account. **Confirm** that your ORCID iD is displayed on your eRA Commons Personal Profile.



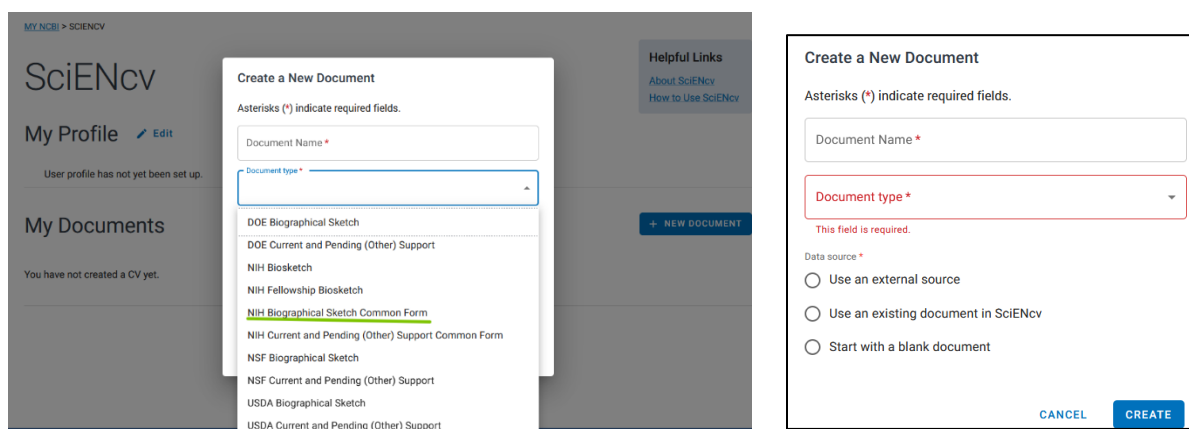
- If you get an error, contact the **eRA Service Desk** (<https://www.era.nih.gov/need-help>)

Creating your Common Form NIH Biosketch in SciENcv

- Go to SciENcv: <https://www.ncbi.nlm.nih.gov/sciencv/> NIH recommends signing in with your ORCID account. Click the Other Options button > click ORCID, enter your credentials



- Once signed in, you will be directed to your SciENcv page. Click the NEW DOCUMENT box. It will open a dialog box where you need to enter a document name, choose a document type, and data source.



Instructions for Common Forms for NIH Biosketch and Supplement can be found here:
<https://grants.nih.gov/grants-process/write-application/forms-directory>

NIH Biographical Sketch Common Form and **Supplement** are completed in a single user interface on SciENcv.

1. Identifying Information, Organization, and Location

- **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;
 - the month and year the degree was received (or expected receipt date); and
 - the field of study.

3. Appointments and Positions

- 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 of proposal submission** to NIH 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

- 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.

NIH Biosketch 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** provide citations in the NIH Biographical Sketch Supplement.
- For institutional research training, institutional career development, or research education grant applications, faculty who are **not senior/key persons** are encouraged, but **not required**, to complete the Personal Statement section of the NIH Biographical Sketch Supplement. Enter N/A in the text field if no Personal Statement will be provided.

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.
 - The Honors section is limited to no more than **15 entries**.

3. Contributions to Science

- All senior/key persons should complete the "Contributions to Science" section. Please enter N/A in the text field if no Contributions to Science will be provided.
- 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. 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.
- Descriptions of contributions 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.
- Each Contribution to Science is limited to **2,000 characters (including spaces)**.

*Certification

- Each senior/key person is required to Certify accuracy of the information provided in their Biographical Sketch.
- There will be a **single certification** to certify both forms and a **single PDF output** containing both forms for application submission.
- Do not flatten the PDF once certified and downloaded from SciENcv (unless otherwise noted in the Application Guide Instructions). This will affect the metadata of the file so that it could not be uploaded to eRA Commons. A generated PDF file can be **renamed**. It must **not** be **exported** or **opened and re-saved** in another application.

Contacts for Questions

For NIH SciENcv technical questions or immediate assistance, please contact the SciENcv Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays):

- Email the SciENcv Help Desk: NLMSciencv@mail.nih.gov
- Create a ticket: <https://support.nlm.nih.gov/support/create-case/>

For questions about NIH Common Form policies, requirements, or what information to include on the form (not technical issues with SciENcv), please email NIH at nihosbiosketch@nih.gov.