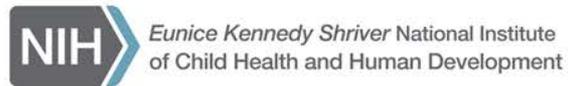


NIH BIOSKETCH

Denise Russo, PhD

NICHD

7 December 2016



- **NIH typically requires use of the biosketch in applications for grants and cooperative agreements.**
- **A biosketch is used to highlight each individual's qualifications for a specific role in the proposed project.**
- **This is an NIH format, but it is used by many sponsors including federal, state and private.**

New Biographical Sketch Format Required

for Grant Applications Submitted for Due Dates on or After January 25, 2015

Notice Number:NOT-OD-15-024

Key Dates Release Date: November 26, 2014

Background

The transition to the new biosketch format follows a [Request for Information](#) and a series of pilot Funding Opportunity Announcements (FOAs) using the new format over the last year. Input from the pilots suggests that the instructions for the new forms were clear and that a majority of the applicants and reviewers felt that the new format would be helpful in describing the past experience and qualifications of researchers.

New Format

The revised forms and instructions are now available on the [SF 424 \(R&R\) Forms and Applications page](#). The new format extends the page limit from four to five pages, and allows researchers to describe up to five of their most significant contributions to science, along with the historical background that framed their research. Investigators can outline the central findings of prior work and the influence of those findings on the investigator's field. Investigators involved in Team Science are provided the opportunity to describe their specific role(s) in the work. Each description can be accompanied by a listing of up to four relevant peer-reviewed publications or other non-publication research products, including audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware that are relevant to the described contribution. In addition to the descriptions of specific contributions and documentation, researchers will be allowed to include a link to a full list of their published work as found in a publicly available digital database such as [MyBibliography](#) or [SciENCv](#).

Tool to Help Build the New Biosketch

The Science Experts Network ([SciENCv](#)), which serves as an interagency system designed to create biosketches for multiple federal agencies, will be updated and available within a few weeks to support the new biosketch format. SciENCv pulls information from available resources making it easy to develop a repository of information that can be readily updated and modified to prepare future biosketches. A [YouTube video](#) provides instructions for using SciENCv.

Reminder: NIH Biosketch Requirements On or After May 25, 2015



Purpose

The National Institutes of Health (NIH) and the Agency for Health Research and Quality (AHRQ) require the new biosketch format ([NOT-OD-15-032](#)) for all competing and non-competing applications submitted for due dates on or after May 25, 2015. Biosketch format pages, instructions, samples and [FAQs](#) are available on the SF 424 (R&R) Forms and Applications page (<https://grants.nih.gov/grants/funding/424/index.htm#format>).

Applicants can use Science Experts Network Curriculum Vitae ([SciENcv](#)) to generate their biosketches faster and in the right format.

A [YouTube video](#) provides instructions for using SciENcv.



New Format

- Revised forms & instructions are available on the [SF 424 \(R&R\) Forms and Applications page](#) and adjustments have been made to improve their usability.
- Individual fellowships, R36 dissertation grants, and diversity supplements should use the [Fellowship Application Biographical Sketch Format Page](#) and related [pre-doc](#) and [post-doc instructions and samples](#),
- Research grant applications, career development, training grant, and **all other application types** should use the general [Biographical Sketch Format Page](#) and [instructions and sample](#).



- **FEATURES:**

- Extends the page limit for the biosketch from four to five pages,
- Allows researchers to describe up to five of their most significant contributions to science, along with the historical background that framed their research.
- Investigators can outline the central findings of prior work and the influence of those findings on the investigator's field.
- Investigators involved in Team Science are provided the opportunity to describe their specific role(s) in the work.



- **ADDITIONAL FEATURES**

- Each description can be accompanied by a listing of up to four relevant peer-reviewed publications or other non-publication research products, including audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware that are relevant to the described contribution.
- In addition to the descriptions of specific contributions and documentation, researchers will be allowed to include a link to a full list of their published work as found in a publicly available digital database such as [MyBibliography](#) or [SciENcv](#).

Update: New Biographical Sketch Format Required



- **Tool to Help Build the New Biosketch**
- The Science Experts Network Curriculum Vitae ([SciENCv](#)), which serves as an interagency system designed to create biosketches for multiple federal agencies, will be updated to support the new biosketch format and to address some issues found in testing. SciENCv pulls information from available resources making it easy to develop a repository of information that can be readily updated and modified to prepare future biosketches.
- A [YouTube video](#) provides instructions for using SciENCv.
- **Additional Information**
- **Note that having a different biosketch format than other applications being reviewed in the same panel is not grounds for appeal.**
- See [FAQs](#) for additional information.

Contributions to Science: Advice for New Scientists



- In general, reviewers base their expectations for contributions based on the seniority of the person filling out the biosketch.
- A scientist with one publication may want to summarize the key finding of the paper and its importance in a short contribution.
- Scientists with no publications may wish to provide a contribution describing their efforts on other peoples' papers and projects (e.g., I used this method, I conducted the literature review for this paper, I care for all the animals in this lab, etc.).
- If a new scientist has *no* actual research or thesis experience, they might just want to list one contribution about their training to date.
- You might want to consult with your colleagues who serve as reviewers in your area of science.



All biosketches included in applications submitted for due dates on/after May 25, 2015 must be formatted per the instructions in the [application guide](#) (and repeated in [online resources](#)), including:

Completing each section (A - Personal Statement; B – Positions and Honors; C – Contributions to Science; D – Research Support or Scholastic Performance)

Including no more than 5 contributions to science with no more than 4 citations per contribution

Ensuring that if you include the optional link to a full list of your published work in a site like [My Bibliography](#) that the URL is .gov

Refraining from including information, such as preliminary data, that belongs elsewhere in the application

Following NIH guidance on font type, font size, paper size, and margins (See [Format Attachment](#) instructions)

Using PDF format for your biosketch attachment

Limiting the length of your biosketch to 5 pages or less

Failure to follow the policy means NIH may withdraw your application from consideration ([NOT-OD-15-095](#)).



What application submission validations will eRA systems enforce for biosketches?

eRA systems validate:

Whether a biosketch is attached for each and every Sr/Key person listed in the application

That each biosketch is less than or equal to 5 pages

That your biosketch attachment is PDF format

Failure to meet these conditions will result in **an error** preventing successful submission.

All other aspects of biosketch compliance are manually checked post-submission.

PAGE LIMIT:

- Biosketches using the new format are limited to 5 pages. See [Table of Page Limits](#) for details and exceptions.



General FAQs

BIOSKETCH

What format is used for the Biosketch?



- See [Biosketch Format Pages, Instructions and Samples](#) for details on the required biosketch format.
- The required format applies to all programs (e.g., research, training, fellowship) and all types of applications (e.g., new, resubmission, revision, renewal, progress reports).

Where can samples of Format be found?



The [samples](#) provided are simply examples of compliant biosketches.

Applicants must follow [application guide](#) instructions for pdf attachments (font, paper size, margins, etc.), as well as, the biosketch instructions themselves.

Biosketches created using SciENcv conform to all the application guide instructions and format requirements, though there are slight differences from the provided samples.

Does the PD/PI have to be an author on a PUB used in the Contributions to Science



No, the publication does not need to be their own.

It is up to the applicant to describe their contributions.

Listing a key publication that builds on their work is one way of doing so.

Can manuscripts not yet published be used?



No. Only published or accepted for publication material can be included.

Nothing in preparation or under review can be cited (but could be described in the narrative portions - e.g. “ I am preparing a manuscript for Journal on my work about X”).

Is the use of SciENcv required?



Not at this time.

Although SciENcv can be used to create biosketches in the NIH format, applicants can also use other programs to create NIH formatted biosketches and convert them to PDF format on their own.

Can Biosketch be updated post submission?



No. A new biosketch attachment is only allowed post-submission if it is related to a **change in senior/key personnel due to the hiring, replacement or loss of an investigator.** When allowed, the new format must be used on/after May 25, 2015.

Under some circumstances, news of a late-breaking article can be submitted following the guidelines in the Post-Submission Application Materials policy (see [NOT-OD-13-030](#)). Videos, products, and other non-traditional application materials (even if those materials became available after submission) are not appropriate as post-submission materials. The intention to submit those materials must be specified in the original application submission according to the instructions in [NOT-OD-12-141](#).

NIH requires a PMID or other evidence of compliance with the [public access policy](#) for papers that [fall under](#) the policy and are authored by the applicant or arise from an applicant's NIH award. Please see <http://publicaccess.nih.gov/include-pmcid-citations.htm> for more details.

NIH encourages applicants to use [SciENcv](#) to generate their biosketches. SciENcv quickly formats everything, including citations, according to NIH rules.



No. Most popular style guides include formats for patents and all formats are acceptable.

SciENCv uses a standard format used by the National Library of Medicine (see [Citing Medicine](#)).

Example of NLM Citation:

Williams, D, inventor; Axxion Group Corporation, assignee. Screw less clip mounted computer drive. United State patent US 6,885,550. 2005 Apr 26.



Applicants may use 'et al' in lieu of listing all authors in a citation.

Same citation referenced multiple times?



Yes.

Link to full List of published work required?



No. A .gov link to a full list of published work is allowed, but not required.

If users want to create this list and link quickly, we advise them to do so through My Bibliography (see <http://publicaccess.nih.gov/communications.htm> for more information).

People can add papers to My Bibliography through PubMed very quickly by using the send function. Please see <http://publicaccess.nih.gov/my-bibliography-faq.htm#l.1.EnteringpublicationsintoMyBibliography> and its associated links for more information.

To generate the URL to share, please see http://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Sharing_My_Bibliography_a.

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Principal Investigator's Responsibilities



Principal Investigators shall maintain publications in [MyNCBI](#). If designated administrative staff are available, assist with section C-Contributions to Science, including looking up [PubMed Central Identifiers \(PMIDs\)](#).

Principal Investigators shall maintain biosketch templates and update with [PMIDs](#), as needed. Review [My bibliography component](#) in MyNCBI for accuracy. Retain versions sent by RSC and work from updated document.

Principal Investigators shall review key personnel biosketches for content.



[Frequently Asked Questions – Biosketches](#)

[FORMS-D: Blank Template - Biosketch Format Page](#)

[Instructions - Biosketch Format Page](#)

[Samples - Biosketch Format Page](#)

[FORMS-D: Blank Template - Fellowship Applicant Biosketch](#)

[Instructions - Fellowship Applicant Biosketch](#)

[Sample - Predoctoral Applicant Biosketch](#)

[Sample - Postdoctoral Applicant Biosketch](#)



[Start Using SciENcv to Create and Maintain Your Biosketch Profiles](#) - Click on the the green button to start creating your biosketch profiles.

[SciENcv Instructional YouTube Video](#) - This video focuses on special features in SciENcv that help users create, share, and maintain NIH Biosketch profiles for federal grant applications. Anyone with a My NCBI account can use SciENcv.

[SciENcv Overview](#) - This page provides a general overview of SciENcv and future direction.

[My NCBI Login](#)

[My NCBI Help](#)

[My NCBI YouTube Tutorials](#)

[**My NCBI Home Page**](#) - Tour the new, customizable My NCBI home page and functions.

[**Save Searches and Set E-mail Alerts**](#) - Save searches and set up e-mail alerts for new results in many NCBI databases.

[**My Bibliography: Public Access Compliance**](#) - Link funding to your citations and manage compliance with the NIH Public Access Policy.

[**My Bibliography**](#) - How to use the My Bibliography component of My NCBI.

[**Save Search Results in Collections, including Favorites**](#) - How to save your search results in Collections, including the Favorites collection.

[RMS Introduction to My NCBI Webinar \(presented by Matthew Gilreath and Valerie Pascual\)](#)



PMC - is a free full-text archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health's National Library of Medicine (NIH/NLM)

What is a PMCID and Why do I need it? - NIH Public Access Policy page provides guidance, training, policy details and FAQs.