**Instructions for a Biographical Sketch**

For many reviewers, the Biosketch is where they start; it is the first thing they read. It sets the stage for their review of the rest of the application. Send time preparing this, concentrating on the Personal Statement.

**Format:**

Use the sample format on the Biographical Sketch Format Page to prepare this section for all grant applications.

Figures, tables (other than those included in the provided format pages), or graphics are not allowed in the biosketch. Do not embed or attach files (e.g. video, graphics, sound, data).

The biosketch **may not exceed five pages**. This five-page limit includes the table at the top of the first page.

**Content:**

**Name:**

Fill in the name of the senior/key person or other significant contributor in the “Name” field of the Biosketch Format Page.

**eRA Commons User Name:**

The “eRA Commons User Name” field is required for the PD/PI (including career development and fellowship applicants), primary sponsors of fellowship applicants, all mentors of candidates for mentored career development awards, and candidates for diversity and reentry research supplements.

**NOTE:** The eRA Commons User Name should match the information provided in the Credential field of the R&R Senior/Key Person Profile (Expanded) Form in your grant application.

If you do not have an eRA Commons User Name, contact Research Administration or Sponsored Projects.

You will also need an ORCID ID. You can set this up yourself at <https://libguides.library.arizona.edu/c.php?g=1006468&p=7308092>.

**Position Title:**

Fill in the position title of the senior/key person or other significant contributor in the “Position Title” field of the Biosketch Format Page.

**Education/Training**

Complete the education block. Begin with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral, residency, and clinical fellowship training, as applicable, listing each separately.

For each entry provide:

the name and location of the institution

the degree received (if applicable)

the month and year of end date (or expected end date). For fellowship applicants only, also include the month and year of start date.

the field of study (for residency entries, the field of study should reflect the area of residency training)

**A. 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 draw attention to .

You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. Use of hyperlinks and URLs to cite these items is not allowed.

You are allowed to cite interim research products. **Note:** interim research products have specific citation requirements. See related Interim Research Product FAQs for more information.

**Note the following additional instructions for ALL applicants/candidates:**

If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, disability, or military service, you may address them in this “ Personal Statement” section.

Indicate whether you have published or created research products under another name.

You may mention specific contributions to science that are not included in Section C. Do not present or expand on materials that should be described in other sections of this Biosketch or application.

Figures, tables, or graphics are not allowed.

**B. Positions, Scientific Appointments, and Honors**

List in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). High school students and undergraduates may include any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.

List any relevant academic and professional achievements and honors. In particular:

Students, postdoctorates, and junior faculty should include scholarships, traineeships, internships, fellowships, and development awards, clinical licensures, as applicable.

Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

**C. Contributions to Science**

Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations.

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.

Content:

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

your specific role in the described work

Figures, tables, or graphics are not allowed.

For each contribution, you may cite up to four publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was. Note that while you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cite only published papers to support each contribution. Research products can include audio or video products (see the NIH Grants Policy Statement, Section 2.3.7.7: Post-Submission Grant Application Materials); conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. Use of hyperlinks and URLs to cite these items is not allowed.

You are allowed to cite interim research products. Note: interim research products have specific citation requirements. See related Interim Research Product FAQs for more information.

You may provide a hyperlinked URL to a full list of your published work. This hyperlinked URL must be to a Federal Government website (a .gov suffix). NIH recommends using My Bibliography. Providing a URL to a list of published work is not required.

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.

**D. Scholastic Performance**

No longer required for NIH applications. Enter “N/A” or leave blank. See NOT-OD-24-107 and Changes to Fellowship Applications.

**TIPS FOR WRITING THIS SECTION**

* ***Use the EXACT headings for each section***
* ***Write in the first person… “I, my”***
* ***Make sure it is accurate*** – reviewers may check on items you list
* ***Put everything in*** – even if there are gaps in time, etc. These can be explained and addressed in the narrative *(don’t commit the sin of omission). This can be explained in your Personal Statement*
* ***Be accurate*** *- If you have produced products under another name, indicate that.*
* ***Be concise -*** do not present or expand on materials that should be described in other sections of the Biosketch or application