

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. Spend time preparing this, concentrating on the Personal Statement.

Format:

[SciENcv](#) must be used to prepare the form.

- Provide NIH Biographical Sketch Supplement information in the second section of the [NIH Biographical Sketch Common Form](#) interface. You complete both forms through one user interface.
- Download the completed PDF forms from SciENcv, then attach the forms to your applications and progress reports.

Find additional tips about SciENcv in [NOT-OD-26-018](#).

The SciENcv generated NIH Common Forms format is required. Resources for this requirement follow:

- <https://www.ncbi.nlm.nih.gov/sciencv/>
- [UA Libraries](#)
- [YouTube video](#) tutorial
- [Create/Connect ORCID iD](#)

The biosketch **may not exceed five pages** per person. 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.

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, 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.

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; 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.

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

This NIH Biographical Sketch Supplement provides instructions for submission by each individual identified as a senior/key person on a Federally funded research project submitting a Biographical

Sketch Common Form. For NIH, these instructions also apply to all other individuals required to submit a biographical sketch.

This format page should be appended to the respective Biographical Sketch Common Form of each individual submitting a biographical sketch for NIH.

The format of the NIH Biographical Sketch Supplement is provided below.

Identifying Information

Name: Enter the name of the senior/key person (Last Name, First Name, and Middle Name, including any applicable suffix).

Persistent Identifier (PID) of the Senior/Key Person: Enter the PID of the senior/key person. The PID is a unique, open digital identifier that distinguishes the individual from every other researcher with the same or a similar name. For NIH, the PID used must be an Open Researcher and Contributor ID (ORCID) ID and must be linked to the individuals' eRA Commons Personal Profile.

Position Title: Enter the current position title of the senior/key person.

Organization and Location

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. If the State/Province is not applicable, enter N/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 highlight.

You may provide in-text, parenthetical references for any of the ten products listed in the Products section of your Biographical Sketch Common Form that highlight your experience and qualifications for this project.

There is no specific format for referencing the products in this section, however, recommended styles include listing the lead author and year (e.g., (Collins et al., 2026)) or the PMCID or PMID (e.g., (PMCID0123456)).

Do not provide full bibliographic citations or include hyperlinked references in the NIH Biographical Sketch Supplement.

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

Note the following instructions for specific subsets of applicants/candidates:

- 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. Please enter N/A in the text field if no Personal Statement will be provided.
- Applicants for dissertation research awards (e.g., R36) should, in addition to addressing the points noted above, also include a description of their career goals, their intended career trajectory, and their interest in the specific areas of research designated in the Notice of Funding Opportunity.
- The Personal Statement is limited to 3,500 characters.

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.

If you have no honors to report, enter “Nothing to Report” (without quotations) in the “Honor” and “Name of Organization” fields and the current year (e.g., 2026) in the required “Year” field. Leave the optional “End Year” field blank.

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. The description of each contribution should be no longer than one half page.

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 provide in-text, parenthetical references for any of the ten products listed in the Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section.

See the Personal Statement instructions above for information on how to format these references.

Do not provide full bibliographic citations or include hyperlinked references in 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.

Certification

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

I certify that the information provided is current, accurate, and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

In accordance with Section 10632 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19232), each individual identified as a senior/key person must certify that they are not a party to a malign foreign talent recruitment program.

Research Security Training Requirement for Federal Award Personnel: In accordance with Section 10634 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19234), each individual identified as a senior/key person must certify that they have completed the requisite research security training that meets the requirements specified in Item 2 of Important Notice No. 149 within 12 months prior to proposal submission.

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.