

Edits to Biosketch Instructions from Page I-76/77 in the General SF424(R&R) Application Guide (Forms C)

Additional NIH and Other PHS Agencies Instructions for a Biographical Sketch

Use the sample *format* on the [Biographical Sketch Format Page](#) to prepare this section for **all** (modular *and* other) grant applications. Include biographical sketches of all **senior/key personnel and Other Significant Contributors**. The Biographical Sketch may not exceed five pages per person. This 5-page limit includes the table at the top of the first page. See the sample of a [completed Biographical Sketch](#). If the individual is registered in the eRA Commons, include the Commons User Name. This data item is required for the PD/PI but is currently optional for all other senior/key persons. In other federal forms this information is referred to as “Credential, e.g., agency login.” For information on the eRA Commons, see <https://commons.era.nih.gov/commons/index.jsp>.

Complete the educational block at the top of the format page beginning with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training, separately referencing residency training when applicable. For each entry provide the name and location of the institution; the degree received (if applicable); the month and year the degree was received, and the field of study. For residency entries, the field of study section should reflect the area of residency.

Following the educational block, complete sections A, B, C, and D as described below.

- A. Personal Statement.** Briefly describe why you are well-suited for your role in the project described in this application. The 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 your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.
- B. Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.
- C. Contributions to Science.** Briefly describe up to five of your most significant contributions to science. For each contribution, indicate 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. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can list 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. The description of each contribution should be no longer than one half page including figures and citations. Please also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.
- D. Research Support.** List both selected ongoing and completed (during the last three years) research projects (Federal or non-Federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the senior/key person identified on the Biographical Sketch. *Do not include number of person months or direct costs.*

Don't confuse “Research Support” with “Other Support.” Though they sound similar, these parts of the application are very different. As part of the biosketch section of the application, “Research Support” highlights your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each individual's qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team. In contrast, “Other Support” information is required for all applications that are selected to receive grant awards. NIH staff will request complete and up-to-date “other support” information from you after peer review. This information will be used to check that the proposed research has not already been Federally-funded.

Edits to Biosketch Instructions From Page I-136/7 in the General SF424(R&R) Application Guide (Forms C):

7.4.4.1 The Candidate

For all K applications the K candidate is considered the Project Director/Principal Investigator (PD/PI). Therefore the candidate must be registered in the eRA Commons and be assigned the PI role within the Commons. Follow the instructions in Part I.2 which provides information regarding required registration in the eRA Commons.

Note that agency policies concerning “Multiple PIs” are not applicable to K applications. Therefore, do not use the PD/PI role for any other senior/key personnel.

Candidate’s Biographical Sketch

A biographical sketch attachment (limited to 5 pages) is required for the K candidate.

A biosketch for the K applicant should follow the instructions below:

Position Title: If the candidate is not currently located at the applicant organization, include both “current” and “projected” position titles, labeling each accordingly.

Education: Complete the educational block at the top of the format page beginning with the baccalaureate or other initial professional education, such as nursing, and include postdoctoral training; separately referencing residency training when applicable. For each entry provide the name and location of the institution; the degree received (if applicable); the month and year the degree was received, and the field of study. For residency entries, the Field of Study section should reflect the area of residency. For non-degree education, indicate the time period covered. List professional certifications received within the last 10 years.

Personal Statement: Briefly describe why your experience and qualifications make you particularly well-suited to receive the K award for which you are applying.

Research and/or Professional Experience:

Use the headings given below instead of the instructions on the Biographical Sketch Format Page. Identify each heading.

Employment

Start with the first position held following the baccalaureate and give a consecutive record to date. Indicate the department and organization, department head or supervisor, rank, tenured or non-tenured, status (full- or part-time), and inclusive dates (month and year). When applicable, include information on military service, and, if not referenced under Education above, internships, residencies, research assistantships, fellowships, etc. If the candidate is not currently located at the applicant organization, include the projected employment position in this section as well.

Honors

List academic and professional honors chronologically, including research grants and competitive fellowships awarded to the candidate.

Professional Societies and Public Advisory Committees

Identify professional societies and related organizations in which membership has been held within the last 10 years, giving dates. Include present membership on any Federal Government public advisory committee.

Contributions to Science.

Briefly describe up to five of your most significant contributions to science. For each contribution, indicate 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. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can list 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. The description of each contribution should be no longer than one half page including figures and citations. Please also

provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

Research Support

List both selected ongoing and completed (during the last three years) research projects (Federal or non-Federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the senior/key person identified on the Biographical Sketch. *Do not include number of person months or direct costs.*

Don't confuse "Research Support" with "Other Support." Though they sound similar, these parts of the application are very different. As part of the biosketch section of the application, "Research Support" highlights your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each individual's qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team. In contrast, "Other Support" information is required for all applications that are selected to receive grant awards. NIH staff will request complete and up-to-date "other support" information from you after peer review. This information will be used to check that the proposed research has not already been Federally-funded.

Edits to Biosketch from Page I-39 in the PHS398 Instructions:

4.6 Biographical Sketch

[BIOGRAPHICAL SKETCH FORMAT PAGE](#)

Follow the instructions on the Biographical Sketch Format Page. This section must contain the biographical sketches of all individuals listed as **Senior/key Personnel and Other Significant Contributors**, following the order as listed on Form Page 2.

All individuals who have the PD/PI role **must** be registered in the eRA Commons, and **must** include the assigned Commons User Name. This information is required, and is equivalent to the "Credential, e.g., agency login" in the federal-wide SF 424 (R&R) Senior/Key Person Profile. For information on the eRA Commons, see <https://commons.era.nih.gov/commons/index.jsp>.

Use the sample format on the Biographical Sketch Format Page to prepare this section for **all** grant applications. The Biographical Sketch may not exceed 5 pages. This 5-page limit includes the table at the top of the first page. (See sample of a completed Biographical Sketch: <http://grants.nih.gov/grants/funding/phs398/phs398.html#biosample>.)

Complete the educational block at the top of the format page beginning with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training, separately referencing residency training when applicable. For each entry provide the name and location of the institution, the degree received (if applicable) the month and year the degree was received; and the field of study. For residency entries, the field of study section should reflect the area of residency.

Following the educational block, complete sections A, B, C and D:

A. **Personal Statement.**

Briefly describe why you are well-suited for your role in the project described in this application. The 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 your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

B. **Positions and Honors.** List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. **Contributions to Science:** Briefly describe up to five of your most significant contributions to science. For each contribution, indicate 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. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can list 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. The description of each contribution should be no longer than one half page including figures and citations. Please also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

D. **Research Support.** List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

Do not confuse "Research Support" with "Other Support." Though they sound similar, these parts of the application are distinctly different. As part of the biosketch section of the application, "Research Support" highlights your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each individual's qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team. In contrast, "Other Support" information is

required for all applications that are selected to receive grant awards and includes detailed financial information (see Part I, 4.6.1). NIH staff will request complete and up-to-date "Other Support" information *after* peer review. This information will be used to check that the proposed research is not already funded through other sources.

Edits to the Biosketch Instructions from the SBIR_STTR Application Guide, Page I-93/4 (Forms-C):

Additional NIH and Other PHS Agencies Instructions for a Biographical Sketch

Use the sample *format* on the [Biographical Sketch Format Page](#) to prepare this section for **all** (modular *and* other) grant applications. Include biographical sketches of all **senior/key personnel and Other Significant Contributors**. The Biographical Sketch may not exceed five pages per person. This 5-page limit includes the table at the top of the first page. See the sample of a [completed Biographical Sketch](#).

If the individual is registered in the eRA Commons, include the Commons User Name. This data item is required for the PD/PI but is currently optional for all other senior/key persons. In other federal forms this information is referred to as “Credential, e.g., agency login.” For information on the eRA Commons, see <https://commons.era.nih.gov/commons/index.jsp>.

Complete the educational block at the top of the format page beginning with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training, separately referencing residency training when applicable. For each entry provide the name and location of the institution; the degree received (if applicable); the month and year the degree was received, and the field of study. For residency entries, the field of study section should reflect the area of residency.

Following the educational block, complete sections A, B, C, and D as described below.

A. **Personal Statement.**

Briefly describe why you are well-suited for your role in the project described in this application. The 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 your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

B. Positions and Honors. List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. **Contributions to Science**

Briefly describe up to five of your most significant contributions to science. For each contribution, indicate 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. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can list 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. The description of each contribution should be no longer than one half page including figures and citations. Please also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

D. Research Support. List both selected ongoing and completed (during the last three years) research projects (Federal or non-Federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the senior/key person identified on the Biographical Sketch. *Do not include number of person months or direct costs.*

Don't confuse “Research Support” with “Other Support.” Though they sound similar, these parts of the application are very different. As part of the biosketch section of the application, “Research Support” highlights your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each individual's qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team. In contrast, “Other Support” information is required for all applications that are selected to receive grant awards. NIH staff will request complete and up-to-date “other support” information from you after peer review. This information will be used to check that the proposed research has not already been Federally-funded.

Applicant/Fellow Biosketch Instructions From Page I-73/74 in the Fellowship SF424(R&R) Application Guide (Forms C):

Provide a biographical sketch for the PD/PI (Fellowship Applicant). Recommended information includes: Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. Save the information in a single file and attach. This is required information.



For Fellowship applications, the PD/PI is the Fellowship applicant. Biographical sketches should follow the format described below.

PD/PI (Fellowship applicant) Biographical Sketch ([MS Word](#))

The Fellowship Applicant Biographical Sketch Format Page is available only in MS Word format.

The biographical sketch for you, the Fellowship applicant, is very similar to the traditional biographical sketch format used by your sponsor. However, there are notable differences so follow these special instructions and use the special sample format provided.

If you are applying for a predoctoral or postdoctoral fellowship, [use this custom biographical sketch format page](#).

If you are applying for a Senior Fellowship, use the traditional [Biographical Sketch Format Page](#).

The Fellowship Applicant Biographical Sketch for all fellowship levels may not exceed four pages per person. This 4-page limit includes the table at the top of the first page. See a sample of a [completed Biographical Sketch](#).

Complete the information at the top of the form. Include the assigned eRA Commons User Name for the Fellowship applicant (PD/PI), as required in Part I, [Section 2.2.2.2](#). This data item is the same as provided in the Credential field on the Senior/Key Person Profile form and is required for the Fellowship applicant.

Education/Training

List all degree programs beginning with baccalaureate or other initial professional education and licensure, such as nursing (RN). Include all dates (month (mm) and year (yyyy)) of degrees received or expected, in addition to other information requested.

A. Personal Statement

Briefly describe why you are well-suited to receive the award for which you are applying. The 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 your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer-reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

B. Positions and Honors
List in chronological order all non-degree training, including postdoctoral research training, all employment after college, and any military service. Clinicians should include information on internship, residency and specialty board certification (actual and anticipated with dates) in addition to other information requested. This information is used in reviewing the application and in determining the stipend level for Postdoctoral Fellowships. State the Activity/Occupation and include start/end dates, field, name of institution/company, and the name of your supervisor/employer.

List any academic and professional honors that would reflect upon your potential for a research career and qualifications for an Individual Fellowship. Include all scholarships, traineeships, fellowships, and development awards. Indicate sources of awards, dates, and grant or award numbers. List current memberships in professional societies, if applicable.

C. Contributions to Science

Considering your level of experience, briefly describe your most significant contributions to science. While all applicants may describe up to five contributions, graduate students and postdoctorates are encouraged to consider highlighting two or three they consider most significant. These may include research papers, abstracts, book chapters, reviews, as well as non-publication research products, such as materials, methods, models, or protocols. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the relevance of the finding(s) to science,

technology, or public health; and your specific role in the described work. For each contribution, you may reference up to four peer-reviewed publications or other non-publication research products (can list 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. The description of each contribution should be no longer than one half page including figures and citations. Please also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine. Manuscripts listed as “pending publication” or “in preparation” should be included and identified.

D. Scholastic Performance

Predoctoral applicants: Using the chart provided, list by institution and year all undergraduate and graduate courses with grades.

In addition, in the space following the chart, explain any marking system if other than 1-100, A, B, C, D, F, or 0-4.0 if applicable. Show levels required for a passing grade. Postdoctoral applicants: Using the chart provided, list by institution and year all undergraduate courses and graduate scientific and/or professional courses germane to the training sought under this award with grades. In the space following the chart, explain any marking system if other than 1-100, A, B, C, D, F, or 0-4.0 if applicable. Show levels required for a passing grade.

Predoctoral and postdoctoral applicants may be asked to send transcripts prior to award. Unless specified in a particular announcement (RFA/PA), do not include transcripts with the application.

Indicate if you previously used another name that is reflected in any of the citations. Manuscripts listed as “pending publication” or “in preparation” should be included and identified.

Edits to the Biosketch Instructions from the Fellowship Application Guide for the Sponsor, Page I-78/9 (Forms C): Sponsor (Required) and Co-Sponsor (if applicable) Instructions for a Biographical Sketch

The Sponsor and Co-Sponsor(s) click on **Senior/Key Person**. Use the sample *format* on the [Biographical Sketch Format Page](#) to prepare this section for all Fellowship applications. Include biographical sketches of all **senior/key personnel**. The Biographical Sketch may not exceed four pages per person. This 4-page limit includes the table at the top of the first page. See the sample of a [completed Biographical Sketch](#).

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Following the educational block, complete sections A, B, C, and D as described below.

- A. Personal Statement.** Briefly describe why you are well-suited to receive the award for which you are applying. The 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 your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.
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