**School of Public Health, Team 3, Pre-Award  
Guidance on New NIH Biosketch Format, Required as of May 25, 2015**  
(Rev. 3/24/15, v.3)

National Institutes of Health (NIH) will soon require a revised format for Key Personnel Biographical Sketches (Bio‑sketch) that are submitted with NIH grant proposals.

**Use of the new Bio**‑**sketch format is:**

* **RECOMMENDED for applications with due dates on or after January 25, 2015, and**
* **MANDATORY for applications with due dates on or after May 25, 2015.**

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| **The School of Public Health (SPH), Team 3, Pre-Award Research Administrator Team is requesting that all SPH Key Personnel convert their old NIH Biographical Sketch Forms into format no later than May 1, 2015, in order to allow the Bio-sketches to be used in proposals submitted after the NIH May 25, 2015 deadline.** |

**What has and has not changed?**

1. **Bio‑sketch Page Limit (Changed):**  The new NIH Bio‑sketches may now be up to 5 pages long.
2. **Bio‑sketch Header Information (No Change):**  The new NIH Bio‑sketch header information, which includes your Name, ERA Commons User ID, Position Title, and Education information, has not changed, other than for minor layout formatting. You should provide the same information for this section, as you did previously for the old Bio‑sketch format.
3. **Section A – Personal Statement (Changed):**  In your “Personal Statement,” along with describing how you are well-suited for your role in the project, you may now identify up to four peer-reviewed publications that specifically highlight your experience and qualifications for the project. Your “Personal Statement” may also mention specific contributions to science that are not included in the new “Contributions to Science” Section (see below).
4. **Section B – Positions and Honors (No Change):** There have been no changes to the “Positions and Honors” section, in the new NIH Bio‑sketch. You should list your positions and honors as you did previously for the old Bio‑sketch format.
5. **Section C – Contributions to Science (Changed):** In Section C, instead of providing a list of 15 publications relevant to the proposed project, you must now provide narrative descriptions of your most significant contributions to science. You may list up to 5 such contributions. Each description should be no longer than ½ page, including figures and citations. These descriptions should contain:
   1. The historical background that frames the scientific problem;
   2. The influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology;
   3. Your specific role in the described work; and
   4. Bibliographical references for up to 4 peer-reviewed publications or other non-publication research products that are relevant to the described contribution.
6. **Section C – Full List of Your Published Work (Changed):** At the end of Section C, you must provide the URL (web link) to a full list of your published work, as found in a publicly available digital database such as MyBibliography.
7. **Section D – Research Support (No Change):** There have been no changes to the Research Support section, in the new NIH Bio‑sketch. You should list your selected/relevant ongoing and completed research for the past 3 years, as you did previously for the old Bio‑sketch format.

**What should I do to prepare my new NIH Bio**‑**sketch?**

Three new aspects of the Bio‑sketch format will require up-front work that you should begin, as soon as possible:

1. **Update Your Personal Statement:** If desired, update your “Personal Statement” to include up to four peer-reviewed publications that specifically highlight your experience and qualifications for the project. Additionally, you may update your “Personal Statement” to mention specific contributions to science that are not included in the “Contributions to Science” section.
2. **Compile Your Contributions to Science:**  Develop brief (up to ½ page) descriptions of your most significant contributions to science. You may list up to 5 such contributions on a given biosketch. If you have more than 5 contributions to science, you should develop descriptions for all of them, so that the relevant ones can be listed selectively in your future bio-sketches. It is recommended that you list each Contribution to Science as a separate, numbered paragraph, as shown on the [SF424 Bio‑sketch Sample](http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx) (see samples provided at [http://grants.nih.gov/grants/funding/424/index.htm#biosketch](http://grants.nih.gov/grants/funding/424/index.htm%23biosketch)).
3. **Establish Your Online Database of Publications:** Establish a full list of your published work in a publicly available, online digital database. NIH recommends using MyBibliography, through National Center for Biotechnical Information (NCBI) for this purpose.
   1. **MyBibliography** (http://www.ncbi.nlm.nih.gov/books/NBK53595/) is a reference tool that helps you save your citations directly from PubMed or, if not found there, to manually enter citations using MyBibliography templates. MyBibliography provides a centralized place where citations are easily accessed, exported as a file, and made public to share with others. Detailed instructions on how to establish and update your bibliography in MyBibliography, are available on the link page. To create an online bibliography, using MyBibliography are:
      * Register for an National Center for Biotechnical Information (NCBI) account at  
        [https://www.ncbi.nlm.nih.gov/account](https://www.ncbi.nlm.nih.gov/account/?back_url=https%3A%2F%2Fwww.ncbi.nlm.nih.gov%2F)
      * Search for your publications in the NCBI databases.
      * For each found citation, use the “Send to” drop-down menu, in the top right corner above the abstract, to send the reference to “My Bibliography.”
      * For any citations not found, choose “Add Citation” from the “Manage My Bibliography” page, then select “Manual Citation” from the drop-down list and manually enter the publication information. (Unfortunately, MyBibliography does not allow for uploads from bibliographical software databases, such as EndNote or RefManager, at this time.)
      * Go to the “Manage My Bibliography” link, and click the “Make it Public” link.
      * Copy the Public URL at the top of the “Manage My Bibliography” page, and paste it into Section C of your NIH biosketch.

An alternate online digital database resource you may want to explore is:

* 1. **GoogleScholar** (<https://scholar.google.com/intl/en-US/scholar/citations.html>) provides a simple way for authors to keep track of citations to their articles. You can make your profile public, so that it may appear in Google Scholar results when people search for your name. It is quick to set up and simple to maintain. You can add groups of related articles, not just one article at a time; and your citation metrics are computed and updated automatically as Google Scholar finds new citations to your work on the web. You can choose to have your list of articles updated automatically or review the updates yourself, or to manually update your articles at any time. Detailed instructions on how to establish and update your GoogleScholar bibliography, are available on the link page.

**How do I create my new NIH Bio**‑**sketch?**

Your new NIH Bio-sketch can be generated by entering the required information manually into the new NIH Bio-sketch form (MSWord document), available on the SF424 (R&R) website, or you may opt to use NCBI’s SciENcv to generate your NIH Bio-sketch.

1. **SF424 (R&R) Form:** Retrieve and complete the new NIH Bio-sketch form, with instructions from the SF424 (R&R) website: ([http://grants.nih.gov/grants/funding/424/index.htm#format](http://grants.nih.gov/grants/funding/424/index.htm%23format)).

**R**esearch grant applications, career development, training grant, and **all other application type**s should use the **general** Bio-sketch Format Page **and** instructions and sample::

* Biographical Sketch Format Page  
  (<http://grants.nih.gov/grants/funding/424/SF424R-R_biosketch_VerC.docx>)
* Biographical instructions  
  (<http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx>)**.**

Individual fellowships, R36 dissertation grants, and diversity supplements should use the **Fellowship Application** Bio-sketch Sketch Format Page **and related** pre-doc **and** post-doc instructions and samples**.**

* Fellowship Format Page  
  (<http://grants.nih.gov/grants/funding/424/applicant-fellowbiosketch.docx>)
* Pre-doc Instructions  
  (<http://grants.nih.gov/grants/funding/424/predocfellowbiosketchsample.docx>)
* Post-doc Instructions  
  (<http://grants.nih.gov/grants/funding/424/postdocfellowbiosketchsample.docx>)**.**

1. **SciENcv Bio-Sketch Tool:** (<http://www.ncbi.nlm.nih.gov/sciencv/>) SciENcv serves as an interagency system that is designed to create bio‑sketches for multiple federal agencies. 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 bio‑sketches. A YouTube video (<https://www.youtube.com/watch?v=PRWy-3GXhtU&feature=youtu.be>) provides instructions for using SciENcv. If you have established a bibliography using NCBI’s MyBibliography, you can easily pull citations into your Bio-sketch, using SciENcv. To use SciENcv, you will need to:
   * + Log into NCBI at <http://www.ncbi.nlm.nih.gov/myncbi/>
     + On the My NCBI page, click the “Manage SciENcv” link, in the SciENcv box.
     + Create a profile for your Bio-sketch. (Note that you can establish multiple profiles in SciENcv, which is useful if you want to create Bio-sketches in different formats for NIH v.s. NSF, or if you want to create Bio-sketches for difference research foci.)
     + Click on the profile you want to use/edit, and enter the requested information (name, education/training, personal statement, positions and honors, contributions to science, research support) into the interactive fields.
     + When done, click the “Word” Download links, to generate an editable version of your Bio-sketch.

**Useful Links**

1. NOT-OD-15-024:  
   <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-024.html>
2. NOT-OD-15-032:  
   <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>
3. SF424 R&R Forms and Applications:  
   <http://grants.nih.gov/grants/funding/424/index.htm>
4. Biographical Sketch Forms, Instructions and Samples:  
   [http://grants.nih.gov/grants/funding/424/index.htm#biosketch](http://grants.nih.gov/grants/funding/424/index.htm%23biosketch)
5. National Center for Biotechnical Information (NCBI):  
   [https://www.ncbi.nlm.nih.gov/account](https://www.ncbi.nlm.nih.gov/account/?back_url=https%3A%2F%2Fwww.ncbi.nlm.nih.gov%2F)
6. MyBibliography Instructions:  
   <http://www.ncbi.nlm.nih.gov/books/NBK53595/>
7. SciENcv:  
   <http://www.ncbi.nlm.nih.gov/sciencv/>
8. GoogleScholar:  
   <https://scholar.google.com/intl/en-US/scholar/citations.html>

**NOT-OD-15-024**

**NOT-OD-15-032**

**SF424 R&R Forms and Applications Page**

**Biographical Sketch Format Page**

**Biographical Sketch Instructions and Sample**

**MyBibliography Page**

**SciENcv Page**