**NIH CHANGES TO THE BIOGRAPHICAL SKETCH AND OTHER SUPPORT FORMAT**

Following are formatting changes for NIH Proposals due on or after May 25, 2021.  These changes affect both proposal and annual progress report submission (RPPR).

Note: although these changes go into effect on May 25. 2021, the NIH is providing a grace period until 1/25/2022. After that time proposals which do not have compliant biographical sketches will be withdrawn without review.

**Please read NIH Notice  NOT-21-073:** [**https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html**](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html)

KEY CHANGES TO THE BIOGRAPHICAL SKETCH FORMAT PAGE

**Access the new form:** [**https://grants.nih.gov/grants/forms/biosketch.htm**](https://grants.nih.gov/grants/forms/biosketch.htm)

Section B “Positions and Honors” has been renamed “Positions, Scientific Appointments, and Honors”

* For the non-Fellowship Biosketch, Section D has been removed
* For the Fellowship Biosketch, Section D has been updated to remove ‘Research Support’

As applicable, all applicants may include details within the personal statement (Section A) on ongoing and completed research projects from the past three years to which they want to draw attention.

**Additional Resources:**

FAQs, sample biosketches, and more are on the NIH page, [Biosketch Format](https://grants.nih.gov/grants/forms/biosketch.htm) [Pages](https://grants.nih.gov/grants/forms/biosketch.htm), [Instructions and Samples](https://grants.nih.gov/grants/forms/biosketch.htm).

Visit the [NIH’s All About Grants podcast page](https://nexus.od.nih.gov/all/2015/03/31/new-podcasts-on-the-nih-biosketch-and-sciencv/) to listen to “Understanding NIH’s Biosketch Requirements” and “Using SciENcv to Create an NIH Biosketch”.

CHANGES TO THE OTHER SUPPORT FORMAT PAGE

**Access the new form:** [**https://grants.nih.gov/grants/forms/othersupport.htm**](https://grants.nih.gov/grants/forms/othersupport.htm)

The format page has been reorganized to separate funded projects from in-kind contributions.

A signature block has been added for the Principal Investigator or Other Senior Key Personnel to certify the accuracy of the information being submitted.  Each PI or senior/key person must electronically sign their respective Other Support Form as a PDF prior to submission.

**Note:**  *For Other Support submissions that include foreign activities and resources, recipients are required to submit copies of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution as supporting documentation. If documents are not in English, recipients must provide translated copies. This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page.*

Please contact the [OSP Preaward team](https://uthsc.edu/research/sponsored-programs/index.php) if you have questions.

**INSTRUCTIONS FOR A BIOGRAPHICAL SKETCH**

**UPDATED MARCH 2021 – SEE GUIDE NOTICE** [**NOT-OD-21-073**](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html)

These instructions apply to Research (R), Career Development (K), Training (T), Fellowship (F), Multi-project (M), and SBIR/STTR (B). Hyperlinks and URLs are only allowed when specifically noted in funding opportunity announcement (FOA) and form field instructions.

Who must complete the "biographical sketch" section

All senior/key personnel and [other significant contributors (OSCs)](http://grants.nih.gov/grants/glossary.htm#OtherSignificantContributors(OSCs)) must include biographical sketches (biosketches).

Format

Use the sample format on the [Biographical Sketch Format Page](http://grants.nih.gov/grants/forms/biosketch.htm) 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 5 pages per person. This 5-page limit includes the table at the top of the first page.

Attach this information as a PDF file. See the [Format Attachments](http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm) page.

Content

Note that the instructions here follow the format of [Biographical Sketch Format Page](http://grants.nih.gov/grants/forms/biosketch.htm).

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

If the individual is registered in the [eRA Commons](https://commons.era.nih.gov/commons/index.jsp" \t "_blank), fill in the eRA Commons User Name in the "eRA Commons User Name" field of the Biosketch Format Page.

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.

The "eRA Commons User Name" field is optional for other project personnel.

**The eRA Commons User Name should match the information provided in the**[**Credential field**](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm#Credenti)**of the R&R Senior/Key Person Profile (Expanded) Form in your grant application.**

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)

Following the education block, complete Sections A-D of the biographical sketch.

**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 to which you want to draw attention (previously captured under Section D. Research Support).

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 [Frequently Asked Questions](http://grants.nih.gov/grants/interim_product_faqs.htm) 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 "A. 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.

**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 "A. Personal Statement" section.
* 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 FOA.
* Candidates for research supplements to promote diversity in health-related research should, in addition to addressing the points noted above, also include a description of their general scientific achievements and/or interests, specific research objectives, and career goals. Indicate any current source(s) of educational funding.

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

List in reverse chronological order all 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.

**C. Contributions to Science**

**Who should complete the "Contributions to Science" section:**

All senior/key persons should complete the "Contributions to Science" section except candidates for research supplements to promote diversity in health-related research who are high school students, undergraduates, and post-baccalaureates.

**Format**

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](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.3.7_policies_affecting_applications.htm#Post-Sub)); 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 [Frequently Asked Questions](http://grants.nih.gov/grants/interim_product_faqs.htm) for more information.

You may provide a URL to a full list of your published work. This URL must be to a Federal Government website (a .gov suffix). NIH recommends using [My Bibliography](http://www.ncbi.nlm.nih.gov/books/NBK53595/). 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**

***\*Note: only the following types of applicants must complete this section:***

* applicants for predoctoral and postdoctoral fellowships
* applicants to dissertation research grants (e.g., R36)
* candidates for research supplements to promote diversity in health-related research from the undergraduate through postdoctoral levels

**Predoctoral applicants/candidates (including undergraduates and post-baccalaureates):** List by institution and year **all** undergraduate and graduate courses, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.

**Postdoctoral applicants:** List by institution and year **all**graduate scientific and/or professional courses with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.

**Additional Instructions for Multi-Project:**

Each Senior/Key Person, including the PD/PI, is allowed one biosketch for the entire application. If an individual will participate on multiple components, attach the biosketch to any single component.