# Biosketch Guidelines (Non-Fellowship)

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***Guidelines***

1. *Biosketches are required for all key personnel, other significant contributor, and mentors*
2. *May be included for Consultants, Advisory Board members, community/patients, etc. depending on whether they meet the definition of* [*Key Personnel*](https://grants.nih.gov/grants/glossary.htm#SeniorKeyPersonnel)*.*
3. ***Format:***
   1. *Utilize* [*Forms-G Version*](https://grants.nih.gov/grants/forms/biosketch-blank-format-rev-12-2020-exp-02-28-2023.docx) *– Look for header: OMB No. 0925-0001 and 0925-0002*
      1. *Fellowship Format is different*
   2. *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).*
   3. *The biosketch may not exceed five pages per person. This five-page limit includes the table at the top of the first page.*
4. ***Content:***
   1. *The instructions below follow the format of NIH’s*[*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://public.era.nih.gov/commonsplus/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%3A443%2Fcommons%2FcommonsInit.do), fill in the eRA Commons User Name in the "eRA Commons User Name" field of the Biosketch Format Page.

* NEW REQUIREMENT: The "eRA Commons User Name" field is required for *all* persons listed on the R&R Senior/Key Person Profile (see [NOT-OD-21-109](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-109.html)).

## 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.

* 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.
* You are allowed to cite interim research products. **Note:** interim research products have specific citation requirements.
* You may list relevant research support from the last three years, both ongoing and completed.

**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.

## B. Positions, Scientific Appointments, and Honors

List in reverse chronological order (most recent at top) the positions you've held that are relevant to this application.

List any relevant academic and professional achievements and honors.

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

## C. Contributions to Science

**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.

**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; and
* your specific role in the described work.

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.
* You are allowed to cite interim research products. Note: interim research products have specific citation requirements.

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.