

## NIH Biographical Sketch (Biosketch) Checklist

The biosketch is required for NIH grant applications and progress reports. For detailed instructions, click [here](#).

NIH Biographical Sketch Common Form	
GENERAL INFORMATION	
	Meet the definition of Senior/Key personnel or Other Significant Contributor and therefore completed a biosketch. Click <a href="#">here</a> for definitions of each.
	Used Common Form with current expiration date (10/31/2026)
	For NIH, there is no page limit for the Biographical Sketch Common Form
	Click on the Persistent Identifier (PID) link and verify it links in ORCID to the respective person. Verify that the ORCID page is public. If not, a link will populate with instructions for the S/K personnel and how to make their account public.
	Listed education/training in reverse chronological order starting with the most recent training including postdoc or residency and concluded with undergraduate education
	No figures, tables, graphics, embedded or attached files (e.g., video, graphics, sound, data) were included
	System generated hyperlinks automatically generated in the Biographical Sketch Common Form from SciENCv are allowable
	Hyperlinks not automatically generated by SciENCv should not be included
	Do not flatten the PDF once certified and downloaded from SciENCv
APPOINTMENTS AND POSITIONS	
	Listed positions, paid or unpaid, both foreign appointments and domestic, and positions outside of the primary organization (including adjunct, visiting, or honorary). Only list them from a period up to three years from the date the applicant submits the application, in <b>reverse chronological order</b> with current position first
	Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period of up to three years from the date the proposer submits the proposal for funding consideration.
PRODUCTS	
	List of up to five products <i>closely related to the proposed project</i>
	List of up to five <i>other significant products</i> that highlight the Senior/Key person's Contributions to Science
	Each product includes a full citation
CERTIFICATION	
	Biosketch is electronically signed and dated by the Senior/Key personnel

## NIH Biographical Sketch Supplement

### GENERAL INFORMATION

- Meet the definition of Senior/Key personnel or Other Significant Contributor and therefore completed a biosketch. Click [here](#) for definitions of each.
- Used Common Form with current expiration date (11/30/2027)
- For NIH, there is no page limit for the Biographical Sketch Supplement Common Form.
- No citations are allowed in the NIH Biographical Sketch Supplement
- No figures, tables, graphics, embedded or attached files (e.g., video, graphics, sound, data), or hyperlinks were included except the Persistent Identifier (PID)

### PERSONAL STATEMENT

- Included a justification for researcher's role in the project and why they are well-suited for the role
- If they wish to highlight research projects, the researcher includes ongoing and completed research projects from the past **three years** (Federal and Non-Federal) following their personal statement
- If research projects are included, monetary amounts, effort, project start/end dates, and number of person months are NOT included
- Personal Statement is limited to 3,500 characters (including spaces)

### HONORS

- Listed positions and honors, paid or unpaid, both foreign appointments and domestic, since completion of most recent degree in **reverse chronological order** with current position first
- If a Clinician, they included information on any clinical licensures and specialty board certifications
- If students, postdocs, or junior faculty, included scholarships, traineeships, fellowships, and development awards
- Including Other Experience, Professional Memberships and Honors when applicable
- Limited to no more than 15 entries

### CONTRIBUTIONS TO SCIENCE

- If Senior/Key personnel, they completed this section of the biosketch unless Candidates for a Diversity Supplement
- Listed no more than **five contributions** to science
- Graduate students and postdocs may wish to list two or three contributions they consider most significant
- Each contribution included: 1) historical background, 2) central findings, 3) influence of the findings on science, health, technology, and 4) specific role in the described work
- Figures, tables, or graphics are not allowed
- Each contribution was no longer than ½ page and limited to 2,000 characters (including spaces)
- No specific format for referencing these contributions. Recommended to refer to the title, use of the author's last name, publication, and/or year of publication.

### CERTIFICATION

- Biosketch Supplement is electronically signed and dated by the Senior/Key personnel