

How do I generate a Common Form Biosketch in SciENcv?

1. In your SciENcv dashboard, click on the 'New Document' button:

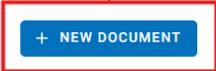
[MY NCBI](#) > SCIENCV

SciENcv

My Profile [Edit](#)

User profile has not yet been set up.

Helpful Links
[About SciENcv](#)
[How to Use SciENcv](#)



My Documents

Last Updated ↓	Title	Format	Delete
12/17/25	Tooba CV	NIH Biographical Sketch Common Form	

2. In the 'Document Type' field, select 'NIH Biographical Sketch Common Form':

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

- DOE Biographical Sketch
- DOE Current and Pending (Other) Support
- NIH Biosketch
- NIH Fellowship Biosketch
- NIH Biographical Sketch Common Form**
- NIH Current and Pending (Other) Support Common Form
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- USDA Biographical Sketch
- USDA Current and Pending (Other) Support

Proposal Development Office: Common Form Biosketch Instructions for SciENcv

3. If you have an existing Biosketch in SciENcv in the old format, select the 'Use an existing document in SciENcv' option. Otherwise, either select 'Use an External Source', which pulls from your eRA Commons, or select 'Start with a Blank Document':

Create a New Document

Asterisks () indicate required fields.*

Document Name *

Document type *

NIH Biographical Sketch Common Form

Data source *

Use an external source

Use an existing document in SciENcv

Start with a blank document

What does the Common Form look like in SciENCv?

Please see screenshots below for the various sections of the Common Forms Biosketch in SciENCv:

Identifying Information, Organization and Location

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

Identifying Information, Organization and Location

Asterisks (*) indicate required fields.

Document Name *

This field is required.

First Name *

Middle Name

Last Name *

Position Title *

Name of Primary Organization *

City *

Country * 

State/Province * 

Start Year *  yyyy

End Year  yyyy

Leave blank for present

Persistent Identifier (PID) of the Senior/Key Person: * 
[Link your ORCID iD](#)

CANCEL

SAVE

A. Professional Preparation

A list of the senior/key person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

Add Professional Preparation

Asterisks () indicate required fields.*

Type Degree Training

<input type="text" value="Organization *"/>	
<input type="text" value="City *"/>	
<input type="text" value="Country *"/> United States ▼	<input type="text" value="State/Province *"/> ▼
<input type="text" value="Degree *"/> ▼	
<input type="text" value="Field of Study *"/>	
<input type="text" value="Start Date *"/>  mm/yyyy	<input type="text" value="End Date *"/>  mm/yyyy

B. Appointments and Positions

A list, in reverse chronological order by start date, of all the person's [academic](#), [professional](#), or [institutional](#) appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Proposal Development Office: Common Form Biosketch Instructions for SciENCv

Personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period up to three years from the date the applicant submits the proposal to the agency for funding consideration.

Add Appointment/Position

Asterisks (*) indicate required fields.

Primary appointment or position

Note: Only one can be marked as primary.

Appointment or Position Title *	
Name of Organization/Department (if applicable) *	
City *	
Country * United States	State/Province *
Start Date * 📅 yyyy	End Date 📅 yyyy

Leave blank for present

CANCEL

SAVE & ADD ANOTHER ENTRY

SAVE

C. Products

Provide a list of: (i) up to five products closely related to the proposed project; and (ii) up to five other significant products that highlight the senior/key person's Contributions to Science. The NIH Biographical Sketch Supplement will provide the opportunity to describe these contributions in more depth while referencing the other significant products cited in this section.

It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project. Acceptable products must be citable and accessible including but not limited to:

What are acceptable products?

- publications, conference papers, and presentations;
- website(s) or other Internet site(s);
- technologies or techniques;
- inventions, patents, patent applications, and/or licenses; and

Proposal Development Office: Common Form Biosketch Instructions for SciENCv

- other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Each product must follow the [NIH Policy on Use of Hypertext in NIH Grant Applications](#) and include full citation information:

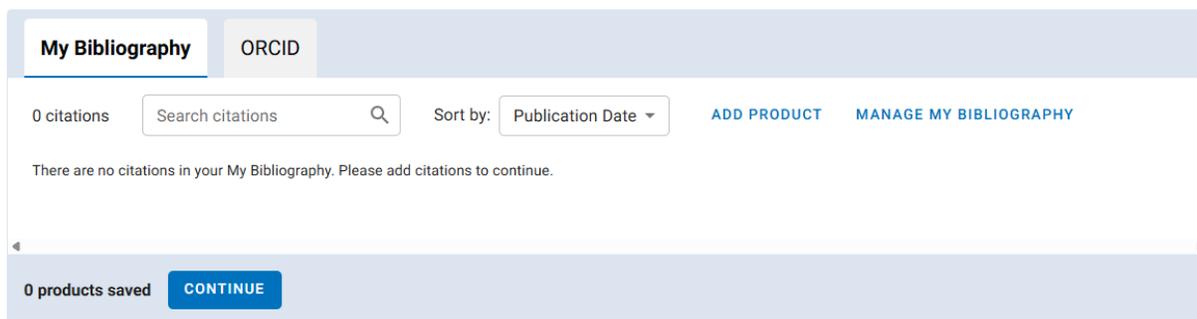
What is included in a full product citation?

- names of authors;
- product title;
- date of publication or release;
- website URL;
- other persistent identifier (if available); and
- other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).
- If any of the items specified above is not applicable, enter N/A

Senior/key persons who wish to include publications in the products section of the biographical sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

Products Closely Related to the Proposed Project

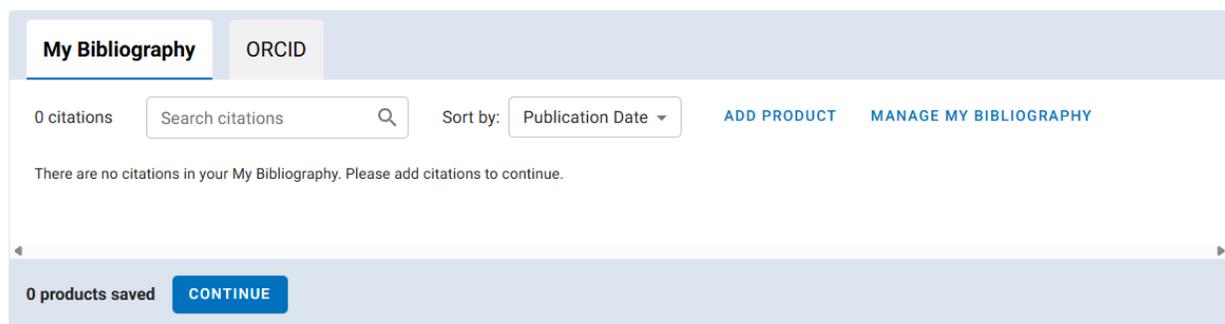
Select up to 5 products



The screenshot shows a web interface for 'My Bibliography'. At the top, there are two tabs: 'My Bibliography' (selected) and 'ORCID'. Below the tabs, there is a search bar with the text '0 citations' and 'Search citations' followed by a magnifying glass icon. To the right of the search bar is a 'Sort by:' dropdown menu set to 'Publication Date'. Further right are two links: 'ADD PRODUCT' and 'MANAGE MY BIBLIOGRAPHY'. Below these elements, a message reads: 'There are no citations in your My Bibliography. Please add citations to continue.' At the bottom of the interface, there is a status bar showing '0 products saved' and a blue 'CONTINUE' button.

Other Significant Products Highlighting Contributions to Science

Select up to 5 products



The screenshot shows a web interface for 'My Bibliography'. At the top, there are two tabs: 'My Bibliography' (selected) and 'ORCID'. Below the tabs, it displays '0 citations' and a search bar with the text 'Search citations' and a magnifying glass icon. To the right of the search bar is a 'Sort by:' dropdown menu set to 'Publication Date'. Further right are two links: 'ADD PRODUCT' and 'MANAGE MY BIBLIOGRAPHY'. Below these elements, a message reads: 'There are no citations in your My Bibliography. Please add citations to continue.' At the bottom of the interface, it shows '0 products saved' and a blue 'CONTINUE' button.

NIH Biographical Sketch Supplement

The NIH Biographical Sketch Supplement provides instructions for submission by each individual.

This format page should be appended to the respective Biographical Sketch Common Form of each individual submitting a biographical sketch for NIH. The format of the NIH Biographical Sketch Supplement is provided below.

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 that you want to highlight.

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 section.
- Indicate whether you have published or created research products under another name.

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 Personal Statement section of the NIH Biographical Sketch Supplement. Please enter N/A in the text field if no Personal Statement will be provided.
- 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 NOFO.

The Personal Statement is limited to 3,500 characters.

Personal Statement *

3500 characters left

SAVE

CANCEL

B. Honors

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.

The Honors Section is limited to no more than 15 entries.

Add Honor

Asterisks (*) indicate required fields.

Honor *

Name of Organization *

Year *

 yyyy

End Year

 yyyy

Optional, for date range

CANCEL

SAVE & ADD ANOTHER

SAVE

C. Contributions to Science

All persons should complete the "Contributions to Science" section. Please enter N/A in the text field if no Contributions to Science will be provided.

Briefly describe up to five of your most significant contributions to science. 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.

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.
- Figures, tables, or graphics are not allowed.

You may reference up to five products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section. There is no specific format for referencing the products in this section, however, it is recommended to refer to the title, use the author's last name, publication, and/or year of publication for ease of reference. Do not provide citations on the NIH Biographical Sketch Supplement.

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.

Each Contribution to Science is limited to 2,000 characters.

Contribution to Science 1

EDIT DELETE UP DOWN

Description

2,000 characters left

SAVE CANCEL

+ ADD ANOTHER CONTRIBUTION TO SCIENCE

How do I certify my Common Form biosketch?

When there are no errors (indicated by red exclamation points on an incomplete/incorrect section) in your Common Form biosketch, the 'Download PDF' button below will appear blue.

The PI (and **not** the Delegate) can click on the 'Download PDF' button in order to certify it.

Please Note: NIH will not accept any Biosketch that has not been certified by the PI. While an admin may help transfer your Biosketch into SciENCv, you must certify it to comply with NIH requirements.

Certification

VIEW DRAFT

↓ DOWNLOAD PDF

Each person **is required** to complete the following certifications regarding the information provided in their Biographical Sketch:

- I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.
- I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).
- I also certify that, as [senior/key personnel](#) listed within this application, I have taken the required research security training consistent and in compliance with Section 10634 of the CHIPS and Science Act of 2022.
- Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

To be acceptable to the Federal research funding agency, the date of the signature must be within the past 12 months from when the document is submitted to the Federal research funding agency.

How do I share my Common Form biosketch for inclusion in grant applications?

Once you have certified your Common Form Biosketch, click on the download PDF button near the Certification section. You can send this generated pdf to your grant liaison for inclusion in a grant application.

Certification

VIEW DRAFT

↓ DOWNLOAD PDF

How do I add formatting to my SciENcv Biosketch?

SciENcv uses "Markdown" syntax which allows you to add simple formatting to your personal statement, if necessary.

SciENcv does NOT support HTML tags.

Phrase Emphasis

italic

****bold****

Headers

Title = First level header

Title = Second level header

Title = Third level header

Lists (lists can be nested)

Ordered, without paragraphs:

Item1

Item2

Unordered, with paragraphs:

* A list item.

With multiple paragraphs.

* Bar

Manual Line Breaks

Use
 for next line,

 to skip a line.

Adding an Indent

Use "
 " to create a line break and indent the next section.

"Escaping" formatting characters

If you want to type a formatting character and have it treated as text not formatting, type a backslash first \. This means *** gives *, _ gives _ etc.

Superscript

number^number, e.g. 10^6 would display as 106