Updating Your Biosketch

What is a Biosketch?

A biosketch, or bibliographical sketch, is a document required by the NIH to be submitted for all senior/key personnel and other significant contributors on a federal grant application. It provides information on an investigator's research experience, as well as the extent and significance of their scientific contributions. In other words, the biosketch is an important opportunity for you as an investigator to showcase why you're the right person to lead or co-lead the proposed project. Because the form provides a comprehensive look at a researcher's career, many other entities have adopted the NIH-style biosketch, or a similar format, for their grant application opportunities.

It is vital – especially if you frequently apply to federal grant opportunities – to keep your biosketch as up-to-date as possible. This document will highlight two ways you can do so. *(Note: In March 2021, the NIH revised the requirements and formatting for the federal application biosketch page. These instructions follow the updated guidelines.)*

Updating Your Biosketch Using SciENcv

1) Go to www.ncbi.nlm.nih.gov/account/ and log in using your eRA Commons credentials.
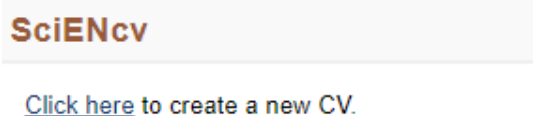2) Locate the SciENcv portlet on your NCBI homepage and click the link to create a new CV.

Figure 1: SciENcv portlet

3) Fill out the following information in the next window:
   - Document name – for easy reference, choose a title unique to the project for which are applying or the time frame of its creation.
   - Format – ensure the newest format (March 2021) is selected.
   - Data source – if this is your first biosketch using SciENcv, start with a blank document. Otherwise you can choose an existing version to edit, or have SciENcv upload your information from eRA Commons, ORCID, or NSF.
   - Sharing – choose whether you'd like your biosketch to be public or private.
4) Click Create.
5) If you are starting a biosketch from scratch, first click the link under your name to connect your eRA Commons account to the new document – this will automatically attach all publications stored in My Bibliography to your biosketch. Follow the prompts in the pop-up window to complete this process.
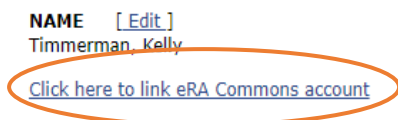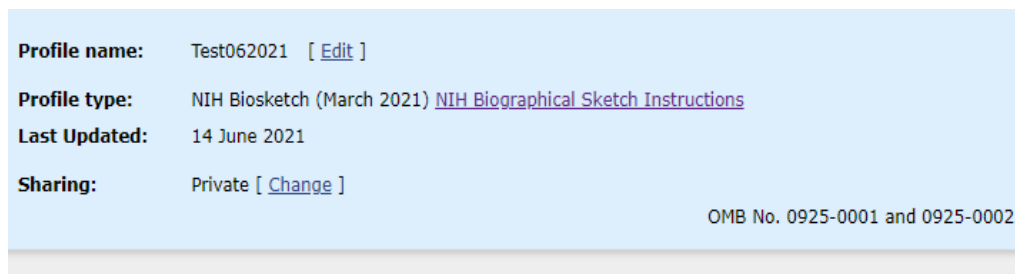

Figure 3: eRA Commons link

6) Add or edit information in the Education/Training segment, and sections A-C following the Instructions for Bibliographical Sketch found [here](#).
7) When completing Section C, be sure to check the box marked "Include link to complete list of published work in My Bibliography" so that reviewers have easy access to your entire list of publications.

Updating Your Biosketch Using Microsoft Word

1) Download a blank copy of the biosketch format page from the [NIH website](#).

Due dates on/after January 25, 2022	Due dates on/before January 24,2022

Form Name	**Biographical Sketch Format Page (non-fellowship) - Due Dates on/after January 25, 2022**
Description	Prepare biographical sketches for applications and progress reports for all applications and awards, except fellowships.
How to Access	Non-fellowship Biosketch (blank format page, Word)

Figure 4: Biosketch Word document

2) Add information to the Education/Training segment and sections A-C following the Instructions for Bibliographical Sketch found [here](#).
   - For Section B – Positions, Scientific Appointments, and Honors – any honors should be listed under a separate heading.
   - For any publication citations included in sections A and C, the NIH recommends the following format:

     Sala-Torra O, Gundacker HM, Stirewalt DL, Ladne PA, Pogosova-Agadjanyan EL, Slovak ML, Willman CL, Heimfeld S, Boldt DH, Radich JP. Connective tissue growth factor (CTGF) expression and outcome in adult patients with acute lymphoblastic leukemia. Blood. 2007 April 1; 109(7): 3080–3083. PubMed Central ID: PMC1852221

Notes

Section D on Research Support has been removed from the 2021 revised biosketch format. Instead, per the NIH [NOT-OD-21-073](#), "all applicants may include details on ongoing and completed research projects from the past three years that they want to draw attention to within the personal statement, Section A."

Biosketches cannot exceed five pages in length and must be submitted in PDF format.

For more information on the NIH biosketch format page, please visit their website [here](#). If you have any questions please contact the Grants and Contracts office at researchinquiry@hhrinstitute.org.