

Biosketch Format Checklist

BIOSKETCHES for faculty Key Personnel and OSC, non-fellowship (forms H):

[https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.240-r&r-seniorkey-person-profile-\(expanded\)-form.htm#Instructions](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm#Instructions)

eRA System Validation Checks

- Biosketch is required for each Key person and OSC listed in the application.
- Five-page limit for each biosketch.
- PDF format.

Review:

1. Make sure they are using the current biosketch format. Should say this in the header:
OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 01/31/2026)
2. 5 pages maximum
3. Remove extra headers and footers.
4. Margins are at ½" on all sides. Double check headers and footers so there are no extra spaces.
5. **NAME:** Last name, First name MI
6. **eRA COMMONS USERNAME:** REQUIRED
 - a. eRA Commons name should be in all CAPS.
 - b. If included no need to check accuracy.
 - c. If not included, look up in commons and add to document.
 - d. If individual does not have an eRA Commons, ask the department admin of faculty member to create one.
7. **POSITION TITLE:** May list multiple but use “;” between each.
8. **EDUCATION/TRAINING:**
 - a. Oldest to newest (baccalaureate first).
 - b. In the INSTITUTION AND LOCATION section, if location is omitted, that is fine.
 - c. For degree, do not include periods. PhD, not Ph.D.
 - d. If month is missing on the completion date, that is fine. If asking individual for other information for any reason, can include request for month of completion.
9. Arial 11 font, single spacing, left justification for items A-C.
10. No figures, tables or graphics allowed.
11. **A. Personal Statement**
 - a. Review content and edit, as necessary.
 - b. Written in first person.
 - c. Focus on role for this specific application. This section should start with what they do and end with why they are particularly suited to this role. “Sell” your role for this proposal. *Why are you a good fit? What strengths do you have specifically suited for this proposal?*
 - d. Up to 4 publications/other research products are allowed at the end of the personal statement.
12. Verify Sections B, C are in correct order within each section.
13. **B. Positions, Scientific Appointments, and Honors**
 - a. Should be in reverse chronological order, newest to oldest for both sections.
 - b. Two sub-headings:
 - i. **Positions and Scientific Appointments**
 - ii. **Honors**
14. **C. Contributions to Science**
 - a. Describe Up to 5 of most significant contributions to science - do not need to be proposal-specific.
 - b. Each should not be longer than ½ page (including citations)
 - c. For each, include:
 - i. historical background that frames the scientific problem,
 - ii. central findings,
 - iii. the influence of finding(s) on the progress of science, health, or technology
 - iv. specific role.
 - d. May include citations for up to 4 research products maximum.
 - e. Citations:
 - i. Article titles: first word capitalized, other words lower case unless proper noun.
 - ii. No italics or “.”
 - iii. Author names should not be bolded.

- iv. Do not include PMID, DOI, epub date, or NIHMSID.
- v. Publications must include PMCID, if qualifies per NIH Access policy.
- vi. Citations can be reused among contributions.
- vii. Applicants do not need to be an author to a citation noted for a contribution.
- viii. To save space, 'et al' may be used in lieu of listing all authors in a citation.
- f. **Complete List of Published Work in MyBibliography.**
 - i. Optional but we typically include.
 - ii. If included, the URL must be to a **.gov** website (My Bibliography).
 - iii. Check that the URL is active and that it is accurate.

****Note:** there are different rules for career development, fellowship, and mentor biosketches.