

Common Form Implementation Guidance

Creating and Formatting a Common Form Biosketch & Supplement

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Guidance provided by RASP on implementation. Last updated 3/13/26

See [NOT-OD-26-018](#) for full implementation details and [NIH Biosketch Instructions](#) for downloadable instructions.

Create a New Biosketch

- From the [SciENCv](#) home page, click “ + New Document”
- Add a document name that will only be used to identify it (i.e., “2026 biosketch for Jan proposal”)
- Select the Document Type
 - Critical to choose the option ending in **‘Common Form’**
 - Supplement sections are included in this template

NIH National Library of Medicine
National Center for Biotechnology Information

hnlachance@saalib...

MY NCBI > SCIENCE

SciENCv

My Profile [Edit](#)

User profile has not yet been set up.

My Documents

[+ NEW DOCUMENT](#)

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

Use Existing or Start Blank Document

1. The first time a biosketch is created, select “Start with a blank document”
2. If an older biosketch version is listed on this profile, you can copy its information into the new format by selecting ‘Use an Existing Document in SciENcv’
 - Documents can only be copied within their profile
 - Select the document to copy from the drop down
3. Click Create

4. If you see a yellow warning bar (possibly behind an ‘Edit Personal Information’ pop-up) you are using an old format.
5. Cancel the pop-up box, and in the warning box, click “use this link to copy the information”

****If you converted an older biosketch, check the sections carefully.** Text and citations will have moved between sections. All sections are described in depth below. See these [additional instructions](#) on formatting jumbled text.

Sections of the Biosketch Common Form and Supplement

Each section is described below. Use the links for more detailed guidance on each section. Notice [NOT-OD-26-108](#) provides the crosswalk below to assist with understanding changing sections

Current NIH Biosketch	Biographical Sketch Common Form	NIH Biographical Sketch Supplement
Education/Training	Professional Preparation	Not Applicable
A. Personal Statement: Narrative and 4 product citations.	Products: <i>Products Most Closely Related to the Proposed Project</i> , limit 5 citations.	Personal Statement: No citations allowed. Can provide narrative for <i>Personal Statement</i> including information on the <i>Products Most Closely Related to the Proposed Project</i> , cited in the <i>Products</i> section of the Biographical Sketch Common Form. Field is limited to 3,500 characters.
B. Positions, Scientific Appointments and Honors	Appointments and Positions: 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 application to the agency for funding consideration.	Honors: Limited to no more than 15 entries.
C. Contributions to Science: Up to 5 narrative contribution descriptions, each allowed to include citations for up to 4 products.	Products: Can provide up to 5 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.	Contributions to Science: No citations allowed. Can provide up to 5 narrative contributions to science. Each entry is limited up to 2,000 characters. You may refer to products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section.

Common Form Sections

Identifying Information, Organization and Location

Information in this section is displayed from your SciENcv profile and NCI account. If information here cannot be changed, try going to the SciENcv profile (from the home page) or the NCI account settings (from clicking your username). The home institution and main appointment will display here.

A. Professional Preparation

- Click 'Add Professional Preparation' to add degrees obtained or trainings completed.
- Use reverse chronological order

B. Appointments and Positions

- Click 'Add Appointment / Position' to add other academic or scholarly appointments.

- Enter the primary academic appointment first.
- Add all faculty appointments.
- Add all outside appointments active in the prior three years.
 - Allows more 'if relevant'
- Use reverse chronological order.
- In the displayed table, only the top entry (primary) will be listed as 'yes' for current.
 - Others will say 'no'
 - Leave end date blank to display as " – present" on form
- See this [FAQ](#) for more clarification from NIH on appointments.
- From an older biosketch, the appointments and positions will copy here.
- Honors from a previous biosketch will be copied to the honors section of the supplement

- **Primary academic appointments for "a period that covers the duration of one's professional career"** (from NIH FAQ released 1/21/26)
 - **Associate Professor, 2024 – present** (marked **current**)
 - Assistant Professor, 2020-2024
 - Postdoctoral Fellowship, 2016-2020
- **All outside appts active in prior three years**
 - Older not required, can be added if relevant
 - None will be marked current even if the end date is 'present'

C. Products

- Nothing will copy in from a prior biosketch
- **Related Products** – copy from the personal statement
- **Other Significant Products** – copy from the contribution to science narrative.
- Use the Select buttons for each set of products

Products Closely Related to the Proposed Project *

Select up to 5 products

SELECT RELATED PRODUCTS ← From personal statement

Other Significant Products Highlighting Contributions to Science *

Select up to 5 products

SELECT OTHER PRODUCTS ← From contributions to science

- Acceptable 'products' include:
 - Publications, conference papers, and presentation
 - Websites or other internet sites
 - Technologies or techniques
 - Inventions, patents, patent applications, or licenses
 - Other products such as data, datasets, physical collections, curriculum, software, models, etc. See [NOT-OD-26-108](#) for additional details on products
- Click "Select Products"
- Tabs will show lists from your NCBI 'My Bibliography' and your ORCID publications
 - Select up to five
 - Click 'Continue'

My Bibliography ORCID

Search PubMed

1 citation Search citations Q Sort by: Publication Date

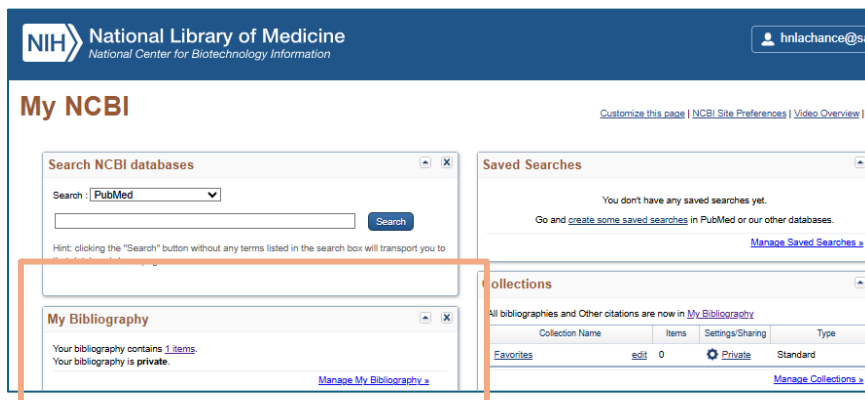
☐ Smith, Test Title. test2025.

0 products saved **CONTINUE**

ADD PRODUCT **MANAGE MY BIBLIOGRAPHY**

- If your ORCID publication list is not displaying, try clicking “Refresh ORCID”
- To search for and find products from PubMed:
 - Click ‘Select Products,’ and then ‘Add Product’
 - Search by title or author
 - Select and click ‘Add to My Bibliography’
 - Now you can select from the ‘My Bibliography’ tab along with other products

- To add a citation manually, you must first go to ‘Manage My Bibliography’. You can also manage from your NCBI dashboard.



- Click ‘add new citations’ and manually enter at least the required fields.
- Return to the ‘select products’ screen and refresh connection if necessary.
- [Reach out your research library](#) for assistance with your ORCID account or NCBI My Bibliography
- If you already work with an informationist or librarian on your publications, reach out to them for assistance connecting these accounts.

Biographical Sketch Supplement Sections

A. Personal Statement

- This section will copy in **without formatting**
 - See [additional instructions](#) for using HTML code or an HTML converter to format.
- You can refer *only* to the 5 publications listed under “Products Closely Related”
 - Reference those products by their author/year, rather than using the full citation
- The statement is limited to 3500 characters, which may require shortening personal statements from a prior biosketch

B. Honors

- Honors will be copied in from the old Positions, Appointments, and Honors section
- Only 15 honors are allowed

C. Contributions to Science

- The narrative sections of prior contributions to science will be copied here if you started with a prior biosketch, the entire narrative section may have copied here.
- Up to five contributions can be discussed, but each entry is limited to 2,000 characters:
 - You can refer to *only* the products listed under “Other Significant Products”
 - Reference those products by their author/year, rather than using the full citation
 - You are not required to align each product to each contribution to science. But the five “other significant products” are the *only* publications this section can refer to.
- If these sections are difficult to format, see [additional instructions on formatting text entries](#).

Viewing the Draft Biosketch and Supplement

- Click 'View Draft' to view and download the document in its current form.
- Ensure all chronological lists are in reverse order (newest on top).
- Ensure no hyperlinks or citations exist outside of added products in section C.
- Ensure the name and ORCID id are visible and accurate
- Ensure that the eRA Commons and SciENCv accounts are linked

Certifying the Biosketch and Supplement

Each senior personnel must log into their account to certify and print. **No delegates or anyone else can certify a biosketch on another's' behalf.**

The 'Download PDF' button will remain gray/inactive until all required fields are complete.

Once the 'Download PDF' button is blue/active, a delegate can use it send an email notification, or to print the certified version if already completed.

Once the 'Download PDF' button is blue/active, and the individual certifying is logged into their own account, the certification screen will appear.

Click 'Download PDF' and review carefully.

Clicking 'Certify' will create a digitally certified PDF.

At this point, the only allowable change is to the file name. **Do not flatten the PDF** or append any other documentation. Some sources have reported issues with changing the file name on a mac computer, in which case the original file name should be used.

Certification Required

The PI/co-PI or Other Senior/Key Person must certify this document in order for you to generate a PDF.

Each PI/co-PI or Other Senior/Key Person must electronically certify their Biographical Sketch and Current and Pending (Other) Support documents prior to submission. Delegates are not able to perform this step, but may download documents once they are certified.

You can send an email to the Senior/Key Person (jeski@...edu) asking them to certify this document by selecting "Send Notification" below.

CANCEL

SEND NOTIFICATION

Certification

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](#).

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.

CANCEL

 CERTIFY