

To begin building your NIH Biosketch for the CDE P2C renewal, login to [SciENcv](#). Click on “New Document” and Save document name as “**last name_CDE P2C renewal**” then from the drop down be sure to select “**NIH Biographical Sketch Common Form**”.

Bio Sketch Contents - There are two required sections that must be certified by the senior/key person

Section 1: NIH Biographical Sketch Common Form

Identifying Information, Organization and Location This section will automatically load from your MyNCBI profile - these items should all be listed- if you do not see your PID in this section- it means your accounts are not linked and **this could block validation and proposal submission**.

- Document Name
- Key Person Name
- Position Title
- Persistent Identifier (PID) (this is your ORCID ID)
- eRA Commons ID
- Last updated

- 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.
- B. **Appointments and Positions** - A list, in reverse chronological order by start date, of all the senior/key 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).

Senior/key 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.

- C. **Products** - Using the linked My Bibliography and ORCID options in the Common Forms Biosketch, select up to five products closely related to the proposed project; and up to five other significant products that highlight the senior/key person's Contributions to Science. **NOTE: Be sure that publications are cited uniformly and include a PMCID or DOI whenever possible. The NIH Biographical Sketch Supplement will provide the opportunity to describe your contributions to science 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.

Section 2: NIH Biographical Sketch Supplement

- 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. The personal statement is ***limited to 3,500 characters***.
- B. **Honors** - List relevant academic and professional achievements and honors. This section is limited to 15 entries.
- List relevant achievements and honors
 - Scholarships
 - Traineeships
 - Fellowships
 - Development awards
 - Teaching Awards
 - Committee Memberships
- C. **Contributions to Science**
- Describe up to 5 of your most significant contributions
 - Each contribution is ***limited to 2,000 characters***
 - Include for each contribution:
 - Historical background that frames the scientific problem
 - Central findings
 - Influence of the findings
 - Your role in the work
 - Do not include figures or tables
 - You may reference up to **five** of the products that were listed in the “Other Significant Products” section of your Biographical Sketch Common Form- use the title, author name, publication, and or year- **do not provide the citation in this section.**
 - Contributions do not need to be related to proposed project
 - NOTE FOR GRAD STUDENTS & EARLY CAREER FACULTY - graduate students should highlight 2–3 key "Contributions to Science," focusing on technical expertise, research findings, and specific roles. Instead of just publications, define impact through conference presentations,

developed datasets, code, or mentorship, ensuring descriptions demonstrate broader scientific impact.

At the bottom of the supplement you will see the certification section - To certify the document, press the “Download” button. Only the Key Person can certify. Once the Key Person has certified the Biosketch & Supplement they may download the final version and send it to their RA for submission.

Important note: no edits can be made after PI/Key Person certification. Attempting to edit the document will break the certification and the Biosketch will not validate during submission.

CERTIFICATION:

Each senior/key 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.

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.