

Crafting your NIH Biosketch

April 19, 2016

Gloria Hoffman, PhD

Mollie Lange, MA

Institutional Development Core
ASCEND Center for Biomedical
Research Morgan State University

Topics to be covered

1. What is a NIH format biosketch and why do I need one?
2. Format and Instructions
3. Using the sample biosketch as a template

What is a biosketch?

- A biosketch is a concise summary of your career as a scientist. It is like a resume or Curriculum Vitae (CV) that meets specific NIH-determined format and content requirements.
- It is a capsule presentation of your qualifications for a given role on a project.
- It is an evolving document that will change according to project, role of the individual and format requirements.
- An up to date NIH biosketch is a necessary component for nearly all applications for research funding from NIH, other federal and state agencies and private foundations.

Who needs a biosketch and why?

- Any scientist (basic, clinical, public health, social scientist) who will participate in funded biomedical and health research activities.
- Traditionally this has included faculty Principal Investigators, CoInvestigators and other senior or key personnel listed on funded projects
- However it is important that graduate students, post-doctoral fellows and research staff personnel develop a biosketch. You may need it for pre-doctoral funding applications, fellowships or just because a senior colleague or collaborator asks for it.



Always have a
current biosketch on
hand!

Who are Key Personnel?

The program director/principal investigator (PD/PI) and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation

http://grants.nih.gov/policy/senior_key_personnel_faqs.htm#1658

Cutting to the chase: What does the biosketch form look like?

- The biosketch has 5 sections.
- It is limited to 5 pages total.

See handout

OMB No. 0925-0001 and 0925-0002 (Rev. 10/15 Approved Through 10/31/2018)

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed five pages. Follow instructions below.

A. Personal Statement

B. Positions and Honors

C. Contribution to Science

D. Research Support

Research Support

Scholastic Performance: for pre-doctoral and post-doctoral applicants only

Biosketch Sections

Refer to handout

- General Information and Education
- Section A: Personal Statement
- Section B: Positions and Honors
- Section C: Contributions to Science
- Section D:
 - Research Support- current and completed in the last 3 years
 - Scholastic Record- pre-doctoral candidates and post-docs only

Crafting the Biosketch: *Words of Experience*

FIND the instructions.

READ the instructions.

FOLLOW the instructions.

It really is that simple.

General Information Section


Header: PAY ATTENTION to this.
This tells you if you have the
current form. As of now, use
ONLY forms of this version.

Name: We hope no explanation
is needed.

eRA Commons Username:
Mandatory. Office of
Sponsored Research at MSU will
get one for you if you don't
have one. .eRA stands for
electronic Research
Administration

Position Title: e.g. Assistant
Professor or Senior Research
Associate, Department of
Biology

Education/Training: Ascending
chronological order



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See handouts



What is eRA Commons?

eRA Commons is an “online interface where grant applicants, grantees and federal staff at NIH and grantor agencies can access and share administrative information relating to research grants.”

Get an eRA Commons username from one of the following:

Dr. Edet Isuk

edet.isuk@morgan.edu

Ext.4340

Ms. Ai Zhang

ailing.zhang@morgan.edu

Ext.3447

Section A: Personal Statement

*The personal statement explains why you are well-suited and qualified for your role on the **particular** project seeking funding.*

The PS will change from project to project depending on the nature of the research and your role on it. Are you PI? Co-PI? Consultant? Technical Manager?

This section takes careful thought. Be concise, specific, and sincere. It's ok to not have the CV of a Nobel Prize winner.

How do you fit into the big picture of the project?

Address the particular goals of the RFA you are responding to, e.g. the goals of the ASCEND pilot research program.

Note that relevant documents, videos, meeting abstracts can be cited.

Confine this section to about half a page.

Section B: Positions and Honors

See Handouts for best discussions.

Positions is an employment history. Ascending chronological order

Honors are awards, elected or appointed relevant leadership roles, memberships in professional organizations.

Section C: Contribution to Science

Replaces Peer Reviewed Publications Section in older formats

Describe up to 5 contributions to science. Junior faculty, fellows, faculty who have had interrupted research programs should discuss 2 or 3 contributions.

Write a paragraph summarizing each contribution.

Cite publications and other research products that best illustrate these contributions . Maximum of 4 citations per contribution.

Half a page for each contribution- text and references.

The Instructions and Sample handouts have clear and helpful information.

Remember: READ and FOLLOW the Instructions.

Section C: Contribution to Science *cont.*

You **may** provide a URL to a full list of your published work.

This URL must be to a Federal Government website (a .gov suffix).

NIH recommends using [My Bibliography](#).

Google My Bibliography.

Pick the link My Bibliography-My NCBI Help-NCBI Bookshelf

The page will have instructions for creating your bibliography

Providing a URL to a list of published work is **not required**, and reviewers are not required to look at the list.

Section D: Research Support

Research Support is a list of current (ongoing) and completed (within the last 3 years) grants and other funding mechanisms that have supported your research.

Examples from Dr. Hoffman's biosketch

Ongoing

1UO1 HD066435

Gloria Hoffman, PI

2010-2016

NIH NICHD

Kisspeptin Regulation and GPR54 Signaling in Reproduction CDPR

This study examines the role of the neurons in the arcuate nucleus that express kisspeptin and establishes how they regulate the reproductive neuroendocrine axis.

Completed

1R21HD071873-01A1

Joshua Johnson, PI

10/2013-9/12015

NIH NICHD

Use of a Fragile X premutation knock-in mouse to study FXPOI

This study examines the underlying mechanisms responsible for ovarian decline in Fragile X premutation carrier mice.

Role: Co-PI

Format for Research Support Citation

1RO1 HD068777

Sally Radovick, PI

2012-2017

NIH NICHD

Sex Steroids, Kisspeptin and Regulation of GnRH

This application examines the gonadal steroid receptors (estrogen and androgen) and their functions in kisspeptin and GnRH systems

Role: PI subcontract

1. Grant number
2. Granting agency
3. Principal Investigator
4. Period of Performance
5. Title of the Project
6. One sentence summary of the goal(s) of the project
7. Role of the Investigator on the funded project

Go forth and craft your biosketch!

Thank you for your time and attention.



Contact Mollie Lange if you have questions.

Mary.lange@morgan.edu

Dixon Research Building Room 222