RUTGERS UNIVERSITY
Office for Research

Responsible Office

Document Category

National Institutes of Health
Implementation of Common Forms for Biographical Sketch and Current and Pending (Other) Support

Overview

This document provides comprehensive guidance for faculty, staff, and administrators on the implementation of NIH Common Forms and related policy changes effective for all submissions on or after January 25, 2026.

NOT-OD-26-018: NIH's Implementation of Common Forms for Biographical Sketch and Current and Pending (Other) Support for Due Dates on or after January 25, 2026

Important

All individuals required to submit one of the above documents to NIH must:

- Obtain an Open Researcher and Contributor Identifier (ORCID iD).

  https://orcid.org/

- Link their ORCID iD to their eRA Commons account. For information on linking an ORCID iD to the eRA Commons account see the ORCID iD topic in the eRA Commons online help.

  https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm

- Confirm their ORCID iD is displayed in the Persistent Identifier (PID) section of the Common Forms.

Identifying Information, Organization and Location * ✎ EDIT

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

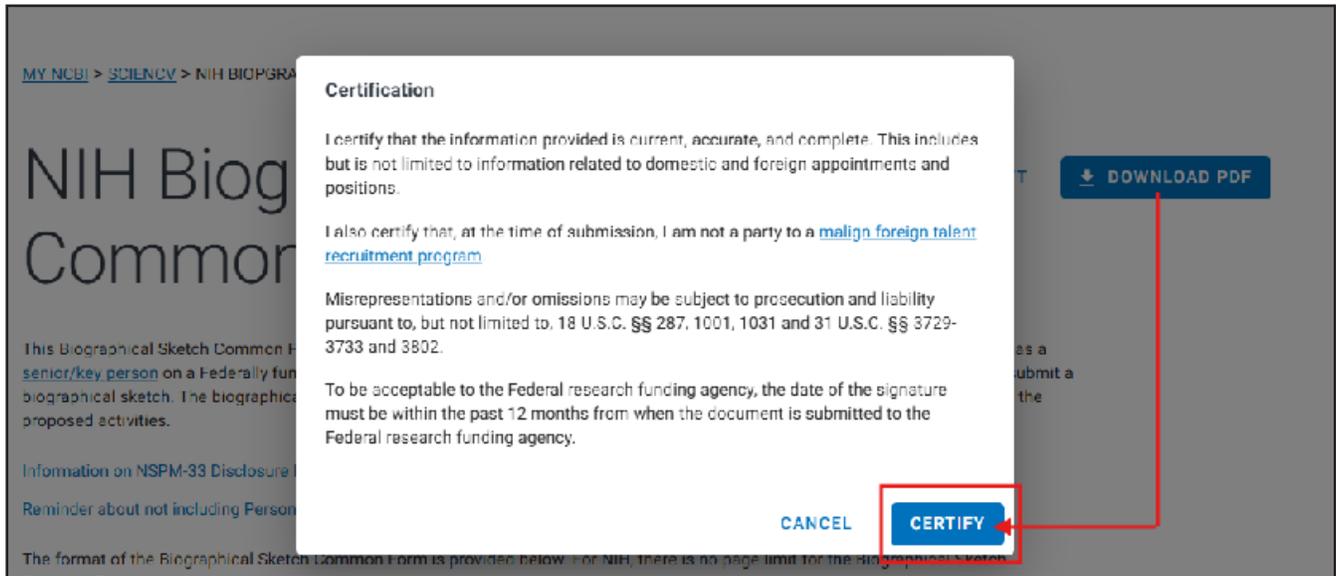|			
Document Name:	NIH Biographical Sketch Common Forms	Persistent Identifier (PID):	https://orcid.org/0000-0002-3200-9881
Name:	Christopher Stastny	eRA Commons ID:	stastnypi
Position Title:	Associate Director, Research and Sponsored Programs Rutgers, The State University of New Jersey Piscataway, New Jersey, United States	Last updated:	December 31, 2025

Key Deadlines and Enforcement

- **Effective Date:** The Common Forms are required for all application due dates, Just-In-Time (JIT) requests, Research Performance Progress Reports (RPPRs), and Prior Approval submissions on or after January 25, 2026.
- **System Validations:** The eRA system will initially issue warnings for incorrect forms. NIH announced a Leniency period through May 2026 after which time these warnings will become errors, preventing submission and potentially causing applications to be withdrawn..
- **Transition Period:** Use of SciENcv is strongly encouraged, however through May 2026 NIH will not reject applications that do not use the correct format.

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System Requirements and Digital Certification

- **Certification Policy:** Each investigator must personally certify their own forms in SciENcv to confirm the information is accurate and that they are not involved in an MFTRP. While delegates can help populate forms, they cannot perform the final certification.

- If the downloaded copy of the Biosketch is opened in Adobe Acrobat, the signature panel will show the digital certificate. This must be present in the file submitted to the NIH.

Important

Do not Flatten the file, the certificate is a submission requirement. Flattening the PDF file will remove the signature and certificate.

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Biographical Sketch and Supplement Changes

- **Unified Format**: The Biographical Sketch Common Form and the NIH Biographical Sketch Supplement are completed together in SciENcv, resulting in a single PDF output.
- **Content Restrictions**:
  - **Personal Statement & Contributions to Science**: Narratives are now limited by character counts (3,500 and 2,000 respectively), and citations are no longer allowed within these narrative sections.
  - **Positions**: Professional appointments must include all domestic and foreign positions outside the primary organization for the past three years.
  - **Fellowships**: Section D (Scholastic Performance) is no longer required or accepted for fellowship applications.

Current and Pending (Other) Support Changes

- **Effort Reporting**: Effort must be expressed solely in person months; academic and summer month splits are no longer used.
- **In-Kind Contributions**: These should only be reported if they are estimated at $5,000 or more and require a commitment of the individual's time.
- **Overlap Statements**: A Statement of Potential Overlap must now be provided for each individual entry rather than as a summary at the end of the document.
- **Supporting Documentation**: Contracts for foreign appointments must be attached as a separate flattened PDF in the eRA module (JIT, RPPR, or Prior Approval) and are not added within SciENcv.

Malign Foreign Talent Recruitment Program (MFTRP) Compliance

- **Eligibility**: Individuals currently participating in an MFTRP are ineligible to serve as senior/key personnel on NIH grants.
- **Certifications**:
  - **Individual**: Required at the time of application via the Common Form in SciENcv.
  - **Institutional**: The Authorized Organization Representative (AOR) must certify on the SF424 cover form that all senior/key personnel are aware of and have complied with MFTRP certification requirements
  - **Annual**: During the RPPR process, senior/key personnel must upload a flattened PDF certification (named 'MFTRPcert_[Name].pdf') to Section G.1.

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Feature	Legacy NIH Biosketch	New Common Form + NIH Supplement
Education Section	Labeled "Education/Training".	Labeled "Professional Preparation".
Personal Statement	Narrative plus up to 4 product citations.	No citations allowed in the narrative; limited to 3,500 characters.
Positions/Appointments	List of all relevant positions.	Must list all domestic and foreign positions outside primary org for the past 3 years.
Honors	Included in Section B.	Limited to a maximum of 15 entries.
Contributions to Science	5 narratives; each can include 4 citations.	No citations allowed in narrative; 5 entries max, limited to 2,000 characters each.
Citations/Products	Integrated into Sections A and C.	Listed separately in "Products" or "Other Significant Products" sections,.
Fellowship Section	Section D (Scholastic Performance).	No longer required or accepted.
Page/Size Limit	Traditionally 5 pages.	No page limit for the combined PDF output.

Feature	Legacy NIH Other Support	New Common Form
Effort Display	Split by Academic/Summer/ Calendar months.	Expressed only in person months (e.g., 1.2 person months).
In-Kind Reporting	All contributions reported regardless of value.	Only reported if value is $5,000+ and requires a time commitment.
Overlap Statement	Summarized at the end of the document.	Each entry must have its own specific overlap statement.