

Introducing Biographical Sketch Common Form & NIH Biographical Sketch Supplement

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January 2026

- Workshop Objectives
- Common Forms
- SciENcv
- ORCID & My Bibliography
- Demo
- Q & A

- Workshop Purpose

 - Introduce the NIH Biographic Sketch Common Form and Supplement.

- Goals

 - Explain rationale, review new form components, and demonstrate SciENCv.

- Expected Outcomes

 - Participants gain confidence in creating and certifying biographical sketches in SciENCv.

- NIH's adoption of Common Forms: "Use of the Common Forms for Biographical Sketch, Current and Pending (Other) Support and NIH Biographical Sketch Supplement will be required for application due dates and all Just-in-Time, Research Performance Progress Reports, and Prior Approval submissions on or after January 25, 2026." Source - <https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>
- Common Forms in SciENCv are the standardized formats for the Biographical Sketch and Current and Pending (Other) Support documents that federal research agencies are adopting to ensure consistent disclosure requirements across agencies.

Why Common Forms?

- To comply with NSPM-33 requirements
- To support strong collaboration between Federal research agencies,

Major Changes

- Requirement of a PID
- New Form Structure - Narrative sections have been moved to a dedicated supplement
- Character Limits Replace Page Limits - Narrative sections now have character limits instead of page limits
- Mandatory Digital Certification - Using SciENCv as the sole option to prepare a formatted biosketch and digital certification replaces the manual Word template.
- Enhanced Compliance Requirements - Researchers must disclose foreign affiliations and comply with NSPM-33 to ensure transparency.

Comparison of the Forms

Legacy NIH Biosketch (Pre 1/25/2026)	Biographical Sketch Common Form	NIH Biographic 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.

- All individuals required to submit the NIH Biographical Sketch Common Form must:
 - Obtain an Open Researcher and Contributor Identifier (ORCID iD).
 - 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.
 - Confirm their ORCID iD is displayed in the Persistent Identifier (PID) section of the Common Forms.
- NIH will require certification from each individual (not their delegate) of their own form(s) in [SciENCv](#) acknowledging information: 1) current, accurate, and complete, and 2) at the time of submission, they are not a party to a malign foreign talent recruitment program.

Using SciENcv to Create Biosketches

- [SciENcv](#) (Science Experts Network Curriculum Vitae) – a research profile system that can be used to create biographical sketches for grant applications
- Three data sources for a new biographical sketch
 - Use an external source (eRA Commons, ORCID)
 - From an existing document
 - Start with a blank document
- SciENcv is connected to My Bibliography and can also be linked out to ORCID. Users can directly choose their desired citations from either My Bibliography or ORCID into their biosketches

Identifying Information, Organization and Location*

- Name
- Persistent Identifier (PID) of the Senior/Key Person
- Position Title
- **Organization and Location**

A. Professional Preparation*

B. Appointments and Positions*

C. Products

- Products Closely Related to the Proposed Project*
(Select up to 5 products)
- Other Significant Products Highlighting Contributions to Science*
(Select up to 5 products)

- publications, conference papers, and presentations;
- website(s) or other Internet site(s);
- technologies or techniques;
- inventions, patents, patent applications, and/or licenses; and
- other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Each product must follow the [NIH Policy on Use of Hypertext in NIH Grant Applications](#) which restricts use of hypertext (e.g., hyperlinks and URLs) in NIH applications, and include full citation information.

What Is Included in a Full Product Citation?

- names of authors;
- product title;
- date of publication or release;
- website URL;
- other persistent identifier (if available); and
- other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).
- If any of the items specified above is not applicable, enter N/A



Products Closely Related to the Proposed Project *

Select up to 5 products

My Bibliography

ORCID

50 citations

Sort by: Publication Date ▾

REFRESH FROM ORCID

- Chandrani Bose, Natalia Gontarczyk Uczkowski, Krishna Sukla, Nilixa Raval, Mohammed Monzoorul Haque, Yingting Zhang, Binuja Varma, Jaya M. Satagopan. Breast cancer and microbiome: a systematic review highlighting challenges for clinical translation. BMC Women's Health. 2025 August. doi: 10.1186/s12905-025-03843-8. EDIT AUTHORS
- Yingting Zhang. A decade of systematic review services: experiences, challenges, and lessons learned from a health sciences librarian's perspective. Medical Reference Services Quarterly. 2025 October. doi: 10.1080/02763869.2025.2595571. EDIT AUTHORS
- Finlan M, Goyal A, Zhang Y, Berghella V, Brandt JS. [The impact of ACOG's 39-week rule on fetal death rates in the United States: A systematic review](#). Eur J Obstet Gynecol Reprod Biol. 2025 Mar; 306:181-184. doi: 10.1016/j.ejogrb.2025.01.022. Epub 2025 Jan 17. PubMed PMID: 39848072. EDIT AUTHORS
- Shreel Parikh, Yingting Zhang, Zohaib Sherwani, Ritesh Kumar, Nisha Ohri, Imraan Jan, Irina Vergalasova, Salma EDIT AUTHORS

Other Significant Products Highlighting Contributions to Science

My Bibliography

ORCID

50 citations

Search citations



Sort by:

Publication Date ▾



REFRESH FROM ORCID

- Cadet T, Cusimano J, McKearney S, Honaker J, O'Neal C, Taheri R, Uhley V, Zhang Y, Dreker M, Cohn J. Describing the evidence linking interprofessional education interventions to improving the delivery of safe and effective patient care: a scoping review. *Journal of Interprofessional Care*. 2023 December; 38(3):476-485. doi: 10.1080/13561820.2023.2283119.  EDIT AUTHORS
- Zhang Y. Managing Your Digital Research Identity with ORCID. In: Dreker M, Downey K, editors. *Building Your Academic Research Digital Identity [Internet]* Cham: Springer Nature Switzerland; 2023. Chapter Chapter 4; 35-49p. Available from: https://link.springer.com/10.1007/978-3-031-50317-7_4.  EDIT AUTHORS
- Chandrani Bose, Natalia Gontarczyk Uczkowski, Krishna Sukla, Nilixa Raval, Mohammed Monzoorul Haque, Yingting Zhang, Binuja Varma, Jaya M. Satagopan. Breast cancer and microbiome: a systematic review highlighting challenges for clinical translation. *BMC Women's Health*. 2025 August. doi: 10.1186/s12905-025-03843-8.  EDIT AUTHORS

The NIH Biographical Sketch Supplement collects three required NIH specific data elements (i.e., Personal Statement, Contributions to Science, and Honors)

“[SciENcv](#) must be used. Provide NIH Biographical Sketch Supplement information in the second section of the [NIH Biographical Sketch Common Form](#) interface. You complete both forms through one user interface. Download the completed PDF forms from SciENcv, then attach the forms to your applications and progress reports.”

Source: <https://grants.nih.gov/grants-process/write-application/forms-directory/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.

[Note the following additional instructions for ALL applicants/candidates:](#) ▼

[Note the following instructions for specific subsets of applicants/candidates:](#) ▼

The Personal Statement is limited to 3,500 characters.

Personal Statement *

B. Honors *

List any relevant academic and professional achievements.

- Students, postdoctorates, and junior faculty should include information on any applicable.
- Clinicians should include information on any applicable.

The Honors Section is limited to no more than 15 entries.

ADD HONOR

C. Contributions to Science

Add Honor

Asterisks (*) indicate required fields.

Honor *

Name of Organization *

Year *

End Year

Optional, for date range

CANCEL **SAVE & ADD ANOTHER** **SAVE**

C. Contributions to Science *

All senior/key persons should complete the "Contributions to Science" section. Please enter N/A in the text field if no Contributions to Science will be provided.

Briefly describe up to five of your most significant contributions to science. While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant.

[For each contribution, indicate the following:](#) 

You may reference up to five products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section. There is no specific format for referencing the products in this section, however, it is recommended to refer to the title, use the author's last name, publication, and/or year of publication for ease of reference. Do not provide citations on the NIH Biographical Sketch Supplement.

Descriptions of contributions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application.

Each Contribution to Science is limited to 2,000 characters.

ADD CONTRIBUTION TO SCIENCE

[For each contribution, indicate the following:](#) ^

- the historical background that frames the scientific problem;
- the central finding(s);
- the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
- your specific role in the described work.
- Figures, tables, or graphics are not allowed.

You may reference up to five products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section. There is no specific format for referencing the products in this section, however, it is recommended to refer to the title, use the author's last name, publication, and/or year of publication for ease of reference. Do not provide citations on the NIH Biographical Sketch Supplement.

Descriptions of contributions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application.

Each Contribution to Science is limited to 2,000 characters.

Certification

VIE

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](#).

I also certify that, as [senior/key personnel](#) listed within this application, I have taken the required research security training consistent and in compliance with Section 10634 of the CHIPS and Science Act of 2022.

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.

Privacy Act and Burden Statement

Public reporting burden for this collection of information is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

NIH, Project Clearance Branch
ATTN: PRA (3145-0279, 0925-0001, 0925-0002)
6705 Rockledge Drive, MSC 7974
Bethesda, MD 20892-7974

Do not return the completed form to this address.

[MY NCBI](#) > [SCIENCEV](#) > YINGTING'S BIOSKETCH-20251224

NIH Biographical Sketch Common Form

[VIEW DRAFT](#)

 [DOWNLOAD PDF](#)

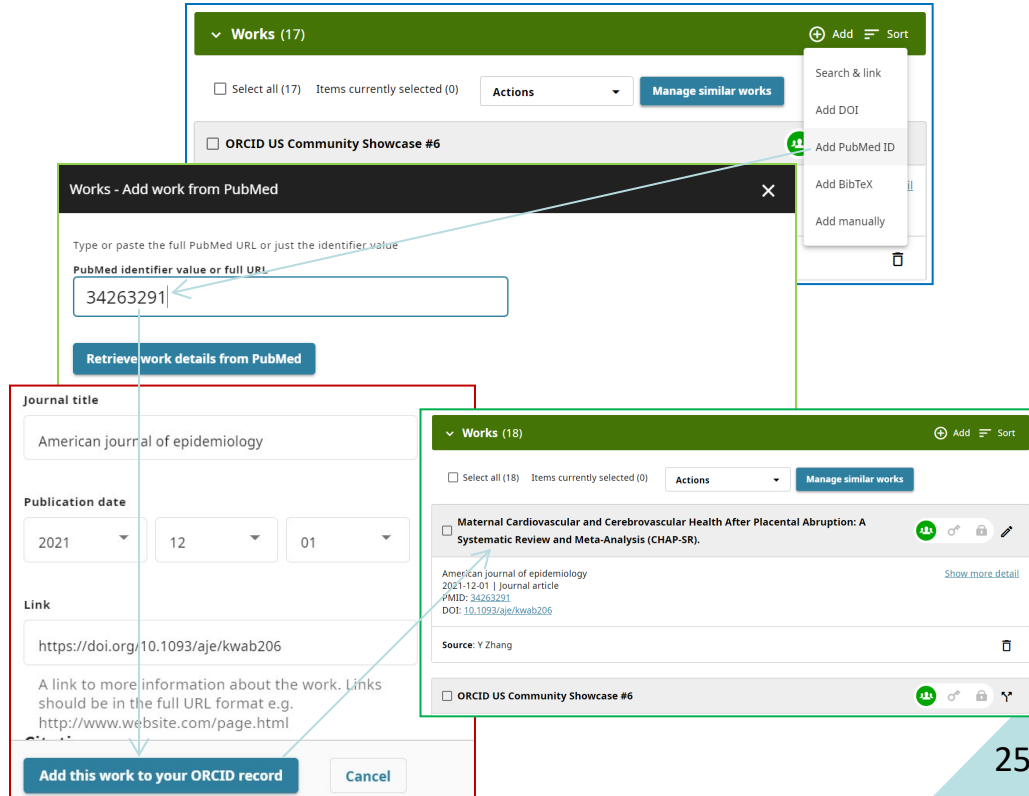
Please provide the required information in order to certify and download the document.

This Biographical Sketch Common Form provides instructions for submission of a biographical sketch by each individual identified as a [senior/key person](#) on a Federally funded research project. For NIH, these instructions also apply to all other individuals required to submit a biographical sketch. The biographical sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities.

- Open Researcher and Contributor ID
- Provides a free digital persistent identifier (PID) that is unique, distinguishing researchers from others - <https://orcid.org/>
- Connects researchers and their research & Innovation activities throughout their careers
- ORCID is an organization
- ORCID iD is an identifier
- Sample ORCID iD (16 digits): 0000-0003-0757-1837
- Interoperable -

- **ORCID iD & Name**
- **Biography**
- **Employment**
- **Education & qualifications**
- **Professional Activities**
- **Funding**
- **Featured Works**
- **Works**
- Peer review (added only by trusted parties)
- Research resources (added only by trusted parties)

- Once registered, an ORCID iD will be assigned, e.g. orcid.org/0000-0003-0757-1837
- Add your information (Biography, Employment, Education and qualifications, Professional Activities)
- Add scholarly works:
 - Search & link
 - Add DOI
 - Add PubMed ID
 - Add BibTeX
 - Add manually



The screenshot illustrates the ORCID interface for adding a work. At the top, a 'Works (17)' list shows an entry for 'ORCID US Community Showcase #6'. A dropdown menu is open, showing options: 'Search & link', 'Add DOI', 'Add PubMed ID', 'Add BibTeX', and 'Add manually'. A modal window titled 'Works - Add work from PubMed' is active, with a text input field containing '34263291' and a 'Retrieve work details from PubMed' button. Below this, a form for manual entry is shown with fields for 'Journal title' (American journal of epidemiology), 'Publication date' (2021, 12, 01), and 'Link' (https://doi.org/10.1093/aje/kwab206). A final modal window shows the work details for 'Maternal Cardiovascular and Cerebrovascular Health After Placental Abruption: A Systematic Review and Meta-Analysis (CHAP-SR)' with fields for 'Source: Y Zhang' and 'Add this work to your ORCID record' button.



SciENCv (Science Experts Network Curriculum Vitae) – a research profile system that can be used to create biographical sketches in grant applications

Access SciENCv in My NCBI or go directly to:

<https://www.ncbi.nlm.nih.gov/sciencv/>


National Library of Medicine
National Center for Biotechnology Information

 yingtingzhang

My NCBI

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 [NCBI Site Preferences](#) |
 [Video Overview](#) |
 [Help](#)

My Bibliography

Your bibliography contains [60 items](#).
 Share your bibliography with this URL:
https://www.ncbi.nlm.nih.gov/myncbi/yingting.zhang_1/bibliography/public/
6 of your citations require attention. Please click here to resolve the issues.

Delegated Bibliographies

Bibliography	Items	Sharing
	66	public
	86	public

[Manage My Bibliography >](#)

Search NCBI databases

Search : PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

Recent Activity

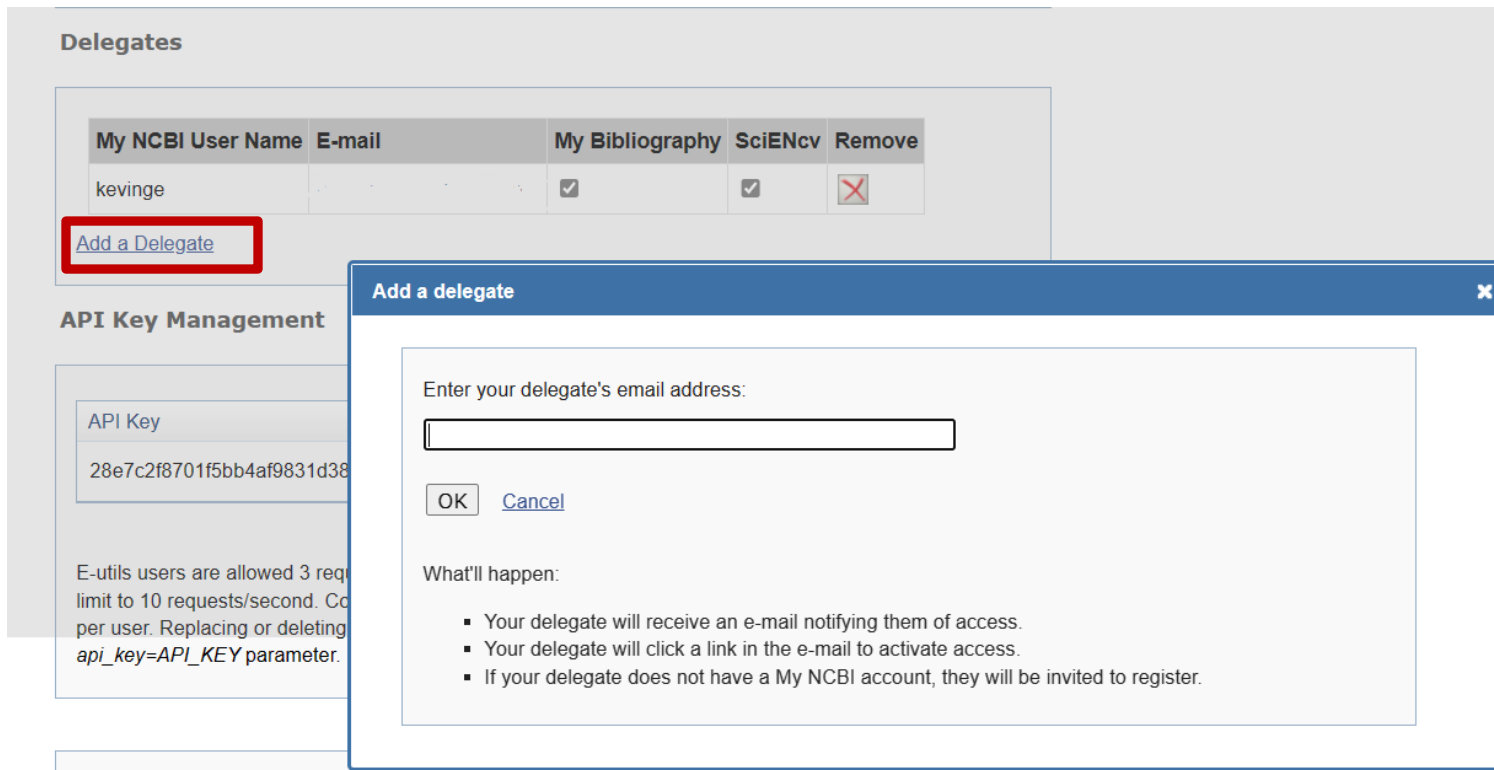
SciENcv

NIH Biosketch class zuz11027	2021	Private	NIHBiosketch3
New NIH Biosketch class 20211029	29-Oct-2021	Private	NIHBiosketch3
Class20201220	20-Dec-2021	Private	NIHBiosketch3
ABC's Biosketch	13-Jan-2022	Private	NIHBiosketch3
ABC test	03-Aug-2022	Private	NIHBiosketch3
Y zhang	04-Oct-2022	Private	NIH Fellowship Biosketch
test1130	30-Nov-2022	Private	NIHBiosketch3
Biosketch	30-Nov-2022	Private	NIH Fellowship Biosketch
test11302	30-Nov-2022	Private	NIHBiosketch3
Demo of NSF Current and Pending Support	28-Feb-2023	Private	CPOS23-1

Delegated CV :

[Manage SciENcv >](#)

Under NCBI Account Settings → Delegates:



Delegates

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
kevinge		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

[Add a Delegate](#)

API Key Management

API Key

28e7c2f8701f5bb4af9831d38

E-utils users are allowed 3 requests per second. A hard limit of 10 requests/second. Cc per user. Replacing or deleting `api_key=API_KEY` parameter.

Add a delegate

Enter your delegate's email address:

[Cancel](#)

What'll happen:

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

- To create a new biosketch in SciENcv, go to **Manage SciENcv >>** and click on **Create New Document**
- Choose the appropriate format (NIH Biographical Sketch Common Form, etc.)
- Three options to choose data source for a new biosketch
 - Use an external source (ORCID)
 - From an existing document
 - Start with a blank document
- SciENcv is connected to My Bibliography and can be linked out to ORCID too. Users can directly import the desired citations from either My Bibliography or ORCID into their biosketches

[MY NCBI](#) > SCIENCV

SciENcv

Helpful Links

[About SciENcv](#)

[How to Use SciENcv](#)

My Profile [Edit](#)

Name: Yingting Zhang, MLS, AHIP
Title/Department: Research Services Librarian / Robert Wood Johnson Library of the Health Sciences
Rutgers, The State University of New Jersey
ORCID ID: <https://orcid.org/0000-0003-0757-1837>
eRA Commons ID: yingtingzhang

My Documents

[+ NEW DOCUMENT](#)

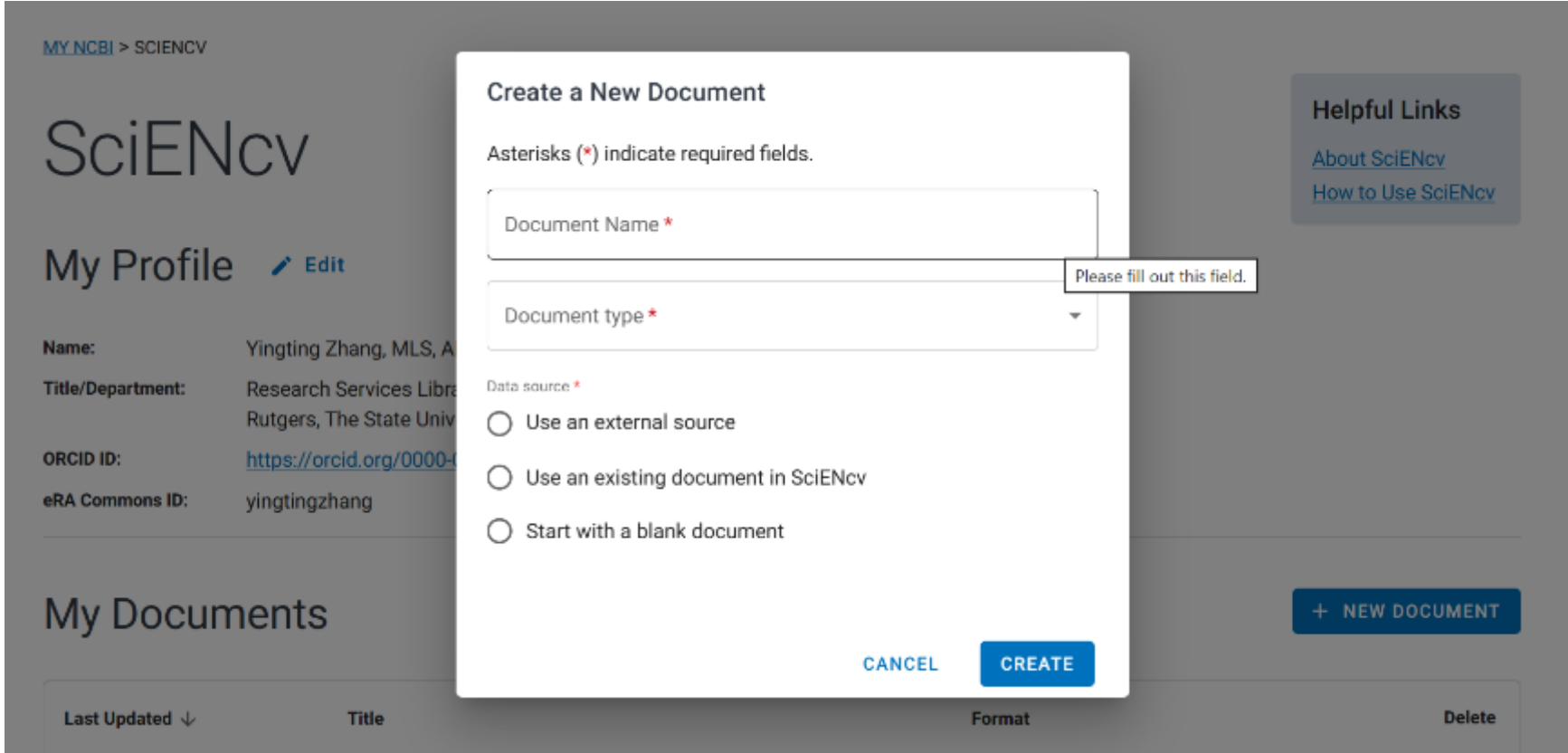
Last Updated ↓

Title

Format

Delete

Sample E
New For
Fellowsh
<https://grants/forrm>



MY_NCB1 > SCIENCv

SciENCv

My Profile [Edit](#)

Name: Yingting Zhang, MLS, A
Title/Department: Research Services Librarian
Rutgers, The State University of New Jersey
ORCID ID: <https://orcid.org/0000-1>
eRA Commons ID: yingtingzhang

My Documents

Last Updated ↓	Title	Format	Delete
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Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

Data source *

- Use an external source
- Use an existing document in SciENCv
- Start with a blank document

[CANCEL](#) [CREATE](#)

Helpful Links

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- [How to Use SciENCv](#)

[+ NEW DOCUMENT](#)

Please fill out this field.

MY NCBI > SCIENCv

SciENCv

My Profile [Edit](#)

Name: Yingting Zhang, MLS, A
Title/Department: Research Services Librarian
Rutgers, The State Univ
ORCID ID: <https://orcid.org/0000-0001-9142-1000>
eRA Commons ID: yingtingzhang

My Documents

Last Updated ↓	Title	Delete

Create a New Document

Asterisks (*) indicate required fields.

Document Name *
Yingting's Biosketch-20251224

- 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
- NSF Current and Pending (Other) Support
- USDA Biographical Sketch
- USDA Current and Pending (Other) Support

Helpful Links

- [About SciENCv](#)
- [How to Use SciENCv](#)

[+ NEW DOCUMENT](#)

Choose a Data Source in SciENcv

Create a New Document

Asterisks (*) indicate required fields.

Document Name *
Yingting's Biosketch-20251224

Document type *
NIH Biographical Sketch Common Form

Data source *

Use an external source

Source *
▼

Your eRA Commons and Orcid accounts are linked to SciENcv. For more options, [link additional external accounts](#). [Learn more](#).

Use an existing document in SciENcv

Start with a blank document

CANCEL CREATE

Use an external source

Source *
▼

eRA Commons

ORCID

Helpful Links

- NIH Biographical Sketch Common Form - <https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>
- NIH Biographical Sketch Supplement - <https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>
- Linking Your ORCID iD to Your eRA Commons Account - https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm
- NIH Policy on Use of Hypertext in NIH Grant Applications - <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-174.html>
- SciENcv - <http://www.ncbi.nlm.nih.gov/sciencv/>
- ORCID website - <https://orcid.org/>
- My Bibliography - <https://www.ncbi.nlm.nih.gov/books/NBK53595/>
- RUL NIH Biosketches Research Guide - <https://libguides.rutgers.edu/Biosketch>
- ORCID at Rutgers - <https://www.libraries.rutgers.edu/research-tools-and-services/research-impact/orcid>

Demo



Email: rbhs_librarians@libraries.rutgers.edu
Appointment: <https://libcal.rutgers.edu/appointments/RBHS>