

SciENcv NIH Biosketch Common Form

Guidance and Demo

Allison Gottlieb, GCO Communication and Education Director

January 13, 2026



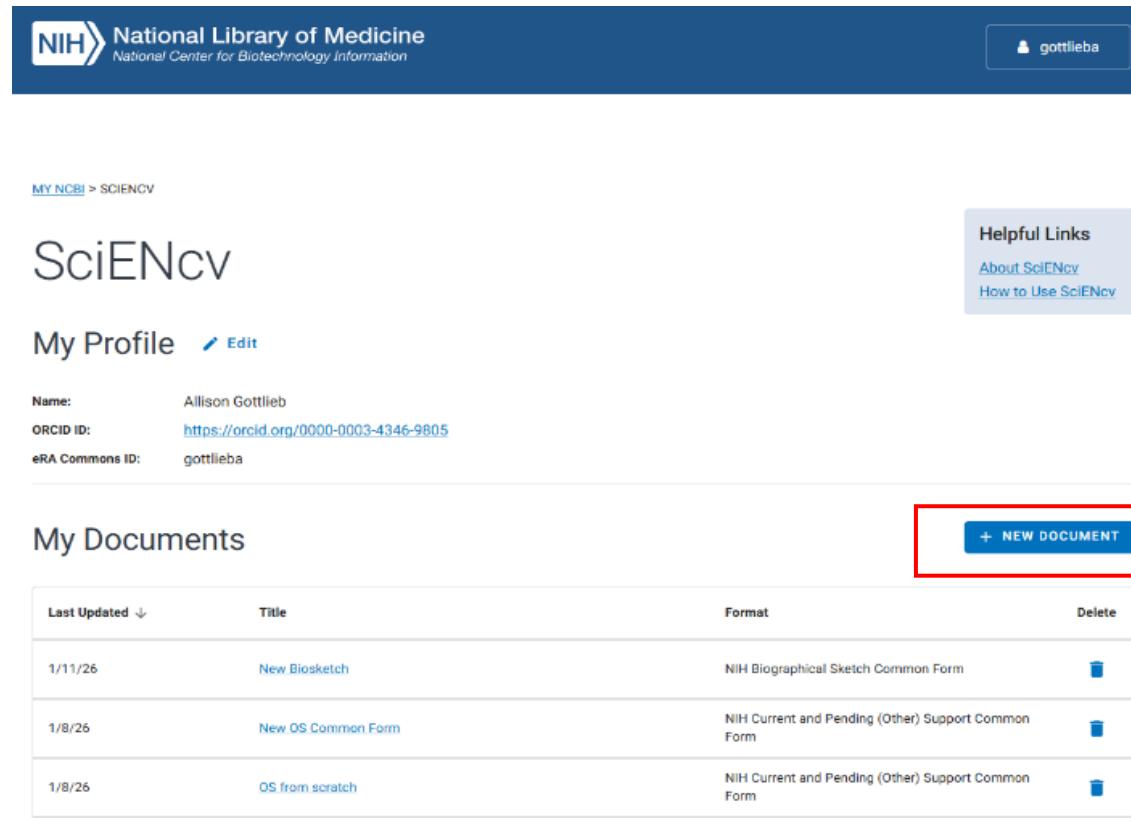
**Icahn School
of Medicine at
Mount
Sinai**

GOAL

**Demo the SciENcv NIH Biosketch Common Form
and Supplement while providing key guidance and
technical tips**

Demo

SciENcv Home



The screenshot shows the SciENcv Home page. At the top, there is a header with the NIH National Library of Medicine logo and the text "National Center for Biotechnology Information". A user profile icon for "gottlieba" is on the right. Below the header, the page title "SciENcv" is displayed. A "My Profile" section shows the user's name (Allison Gottlieb), ORCID ID (https://orcid.org/0000-0003-4346-9805), and eRA Commons ID (gottlieba). A "Helpful Links" sidebar includes "About SciENcv" and "How to Use SciENcv". A large blue arrow points from the "NEW DOCUMENT" button in the "My Documents" section to the "Document type" dropdown in the "Create a New Document" dialog.

MY NCBI > SCIENCV

SciENcv

My Profile

Name: Allison Gottlieb
ORCID ID: <https://orcid.org/0000-0003-4346-9805>
eRA Commons ID: gottlieba

My Documents

Last Updated	Title	Format	Delete
1/11/26	New Biosketch	NIH Biographical Sketch Common Form	
1/8/26	New OS Common Form	NIH Current and Pending (Other) Support Common Form	
1/8/26	OS from scratch	NIH Current and Pending (Other) Support Common Form	

+ NEW DOCUMENT

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

NIH Biographical Sketch Common Form

Data source *

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

Three Choices

CANCEL

CREATE

Demo and Guidance

1. Review and Edit Sections
 - A. Professional Preparation
 - B. Appointments and Positions
 - C. Products

Supplement

- A. Personal Statement
- B. Honors
- C. Contributions to Science

2. Investigator certifies by clicking on “Download PDF.”

Demos Time Permitting

1. Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

NIH Biographical Sketch Common Form

Data source *

Use an external source

Source *

eRA Commons

ORCID

Start with a blank document

2. Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

NIH Biographical Sketch Common Form

Data source *

Use an external source

Use an existing document in SciENcv

Document *

New Biosketch

from scratch

eRA Commons Biosketch

ORCID ID Biosketch

Sample Biosketch Sept 9 2025

3. Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Document type *

NIH Biographical Sketch Common Form

Data source *

Use an external source

Use an existing document in SciENcv

Start with a blank document

CANCEL **CREATE**

Date of Use – Competitive Applications

Competitive Application submissions with due dates on or after January 25, 2026

Even if you submit before January 25, you are still required to use the new biosketch if the official deadline is on or after January the 25th.

In the uncommon circumstance when a biosketch is required because you are adding a new senior/key personnel to an already existing application, please see instructions on the following slide.

We will also review the small period of leniency for training and center grants.

Adapted from: [NOT-OD-26-018: NIHs Implementation of Common Forms for Biographical Sketch and Current and Pending \(Other\) Support for Due Dates on or after 1/25/2026](#)

Up Until When Can I Use My Current Biosketch?

- **Competitive Application submissions with due dates BEFORE January 25, 2026**
Must use current biosketch version. See [NOT-OD-26-018](#).
- **For Just in Time (JIT), Prior Approval Request, and Research Performance Progress Report (RPPR) for Submissions on or after January 25, 2026**

Please submit to the GCO BEFORE January 19th, 2026 so that GCO is able to submit by January 24th. This due date is right around the corner ...

Otherwise, you will need to use the New SciENcv NIH Biosketch Common Form and Supplement

Biosketches in Training and Center Grants

- 5. Will my Training or Center Grant application submitted for the January 25, 2026 due date be withdrawn if it does not use the Common Forms?

To allow for a small period of leniency given the size of Training and Center grant applications, NIH will withdraw any application that does not comply with the use of the Common Forms beginning with the February 5, 2026 standard application due date.



Training and center grants due 1/25/2026 will not be withdrawn for using either biosketch version.

Adapted from: NIH [Frequently Asked Questions \(FAQs\) | Grants & Funding](#)

Biosketch Cut and Paste

Can I take my Current Biosketch and Paste All of the Information into the New Form?



No. While much information is the same or similar, the instructions are different and you will need to read them thoroughly to determine what to include.

Single User Interface

SciENcv will be used to complete both the Biographical Sketch Common Form and the NIH Biographical Sketch Supplement forms in a single user interface.

There will be a **single** certification to certify both forms and a single PDF output containing both forms for application submission.

Why is there a Biosketch Supplement?

This information is collected on the new NIH Biographical Sketch **Supplement** in accordance with NIH's Peer Review Regulations at [42 Code of Federal Regulations Part 52h](#). NIH plans to continue collecting three required agency specific data elements

- A. Personal Statement
- B. Honors
- C. Contributions to Science

Adapted from: NIH [Frequently Asked Questions \(FAQs\) | Grants & Funding](#)

New and Re-Conceptualized

We will review the biosketch sections and note “may” versus “required” language.

- ORCID ID requirement
- Character limits in Personal Statement and Contributions to Science (No page limits!)
- Education/Training folded into Professional Preparation - “(e.g., education and training)”
- Products – Citation of Publications/Products information was in the Personal Statement. It has its own separate Projects section in SciENcv Biosketch form.
- New Products section organized in two subsections
 - Products Closely Related to the Proposed Project
 - Other Significant Products Highlighting Contributions to Science
- Increase to **five** publications/products
 - Placement in the “Products Closely Related to the Proposed Project”
- Supplement > Honors section - limited to no more than 15 entries
- Supplement > Contributions to Science section
 - Provides the opportunity to describe contributions in more depth while referencing the other significant products.
- Contract Disclosures – see NSPM-33 slide
- Certification required

Contract Disclosure

Information on NSPM-33 Disclosure Requirements: [^](#)

Consistent with NSPM-33, individuals are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, [including foreign government-sponsored talent recruitment programs](#). Further, if individuals receive direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Individuals must also report other foreign government sponsored or affiliated activities. In accordance with 42 USC § 19232, individuals are prohibited from being a party in a [malign foreign talent recruitment program](#).

Troubleshooting Technical Issues

- Slowness and Time out Errors reported.
- Cannot edit after the pdf is downloaded. That is by design. Do not edit. It is certified.
- Delegate cannot do the initial download. That is by design. The download is the first step to certification.
- Hyperlinks - Biosketch outputs PMID/PMCIDs for the 10 research products as hyperlinks that cannot be edited or removed. Keep these generated hyperlinks. Do not edit even though this conflicts with NIH policy.
- More than 1 NCBI account?
Do you have an old NCBI account when you were a graduate student and forgot about it? The help desk can help with merging the two accounts. However, tech help has been slow. Workaround: Use “old” NCBI account and generating any biosketches/other support from that account since that one has the ORCID ID linked to it.
- Created your ORCID ID and then chose Using a former SciENcv biosketch option
You may try but it is not advised. Import errors have been reported.

Investigator Be On Call Alert

If the GCO requires any changes, the investigator will need to certify again. Only the investigator, and not the delegate can certify. Please be available if any changes are needed.



I'm a Delegate. How Can I Help?

Here are tasks you can do:

- Create and complete the biosketch as appropriate. Many of the sections are typically completed by the investigator.
- Example of Field You can Check for Accuracy

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: New Biosketch

Persistent Identifier (PID): <https://orcid.org/0000-0003-4346-9805>

Name: Allison Gottlieb

eRA Commons ID: gottlieba

Position Title: GCO Education & Communications Director
Icahn School of Medicine at Mount Sinai
New York, New York, United States

Last updated: January 11, 2026

Technical Assistance

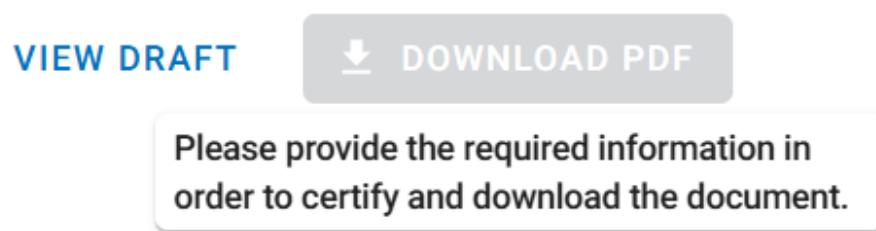
Who do I contact if I have questions about Common Forms?

For NIH SciENcv **technical questions or immediate assistance**, please contact the SciENcv Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays):

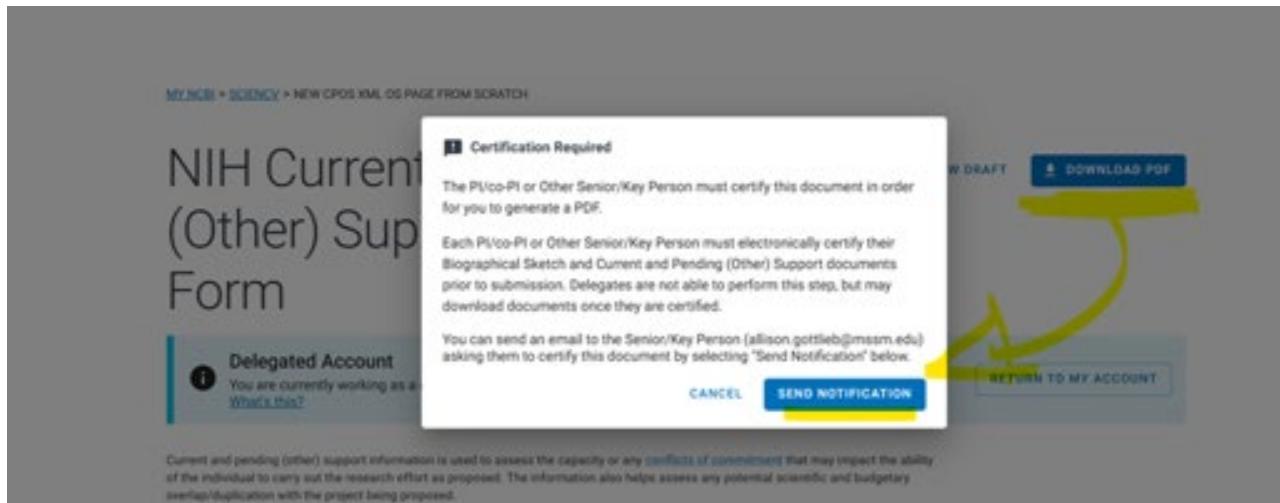
- Email the SciENcv Help Desk: NLMSciencv@mail.nih.gov
- Create a ticket: <https://support.nlm.nih.gov/support/create-case/>

Source: NIH [Frequently Asked Questions \(FAQs\) | Grants & Funding](#)

Download PDF Functions – Pre and Post Certification

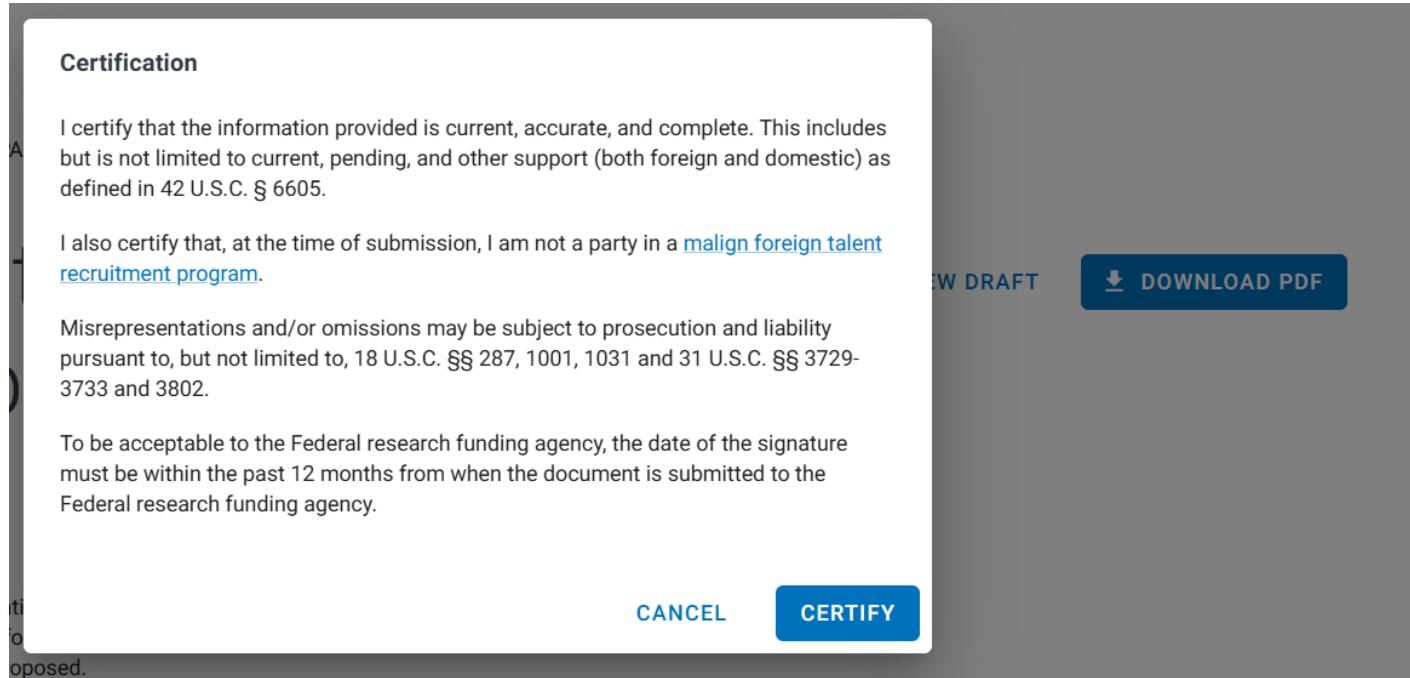


Box “greyed out” indicates the form incomplete.



If you are a delegate, once the form is completed, you can send a notification to the PI to certify.

Download PDF Functions – Pre and Post Certification



The investigator, not the delegate will be prompted to certify. Only the PI can certify.

Once certified, the delegate clicks on download pdf again, and the file is downloaded.

Form Downloaded (i.e., Certified): Now What?

What actions are allowed after downloading a certified PDF file from SciENcv?

- A generated PDF file can be **renamed**. [Click here for Filename Policy](#).
- However, a file must **not be exported or opened and re-saved** in another application.
- Do **not** flatten the PDF once certified and downloaded from SciENcv (unless otherwise noted in the Application Guide or Notice of Funding Opportunity (NOFO) Instructions). This will affect the metadata of the file so that it could not be uploaded to eRA Commons.

Source: NIH [Frequently Asked Questions \(FAQs\) | Grants & Funding](#)

Resources

- [SciENcv Home](#)
- [National Library of Medicine \(NLM\) Help Desk](#)
- [NIH Biographical Sketch Common Form Webpage](#)
- [NIH Biosketch Common Form Instructions \(pdf\)](#)
- [NIH Biographical Sketch Supplement Form Webpage](#)
- [NIH Biosketch Supplement Form Instructions \(pdf\)](#)
- [NIH Biosketch FAQs](#)
- [NOT-OD-26-018: NIHs Implementation of Common Forms for Biographical Sketch and Current and Pending \(Other\) Support for Due Dates on or after January 25, 2026](#)



Questions? How Can We Help You?

Contact me at allison.gottlieb@mssm.edu.



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