**BIOGRAPHICAL SKETCH** viceprovost.tufts.edu/.../files/NIH\_BiosketchTemplate.docx

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 |
| --- | --- | --- | --- |
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**NOTE: The biographical sketch may not exceed five pages. Follow the formats and instructions below.**

1. **Personal Statement**

“Briefly describe why you are well-suited for your role in the project described in this application. The 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 your past performance in this or related fields (***you may mention specific contributions to science that are not included in section C***). You may also identify **up to four (4) peer reviewed publications** that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.” NIH Biographical Sketch Guidelines. Figures, tables and graphics are not allowed.

Suggested points to address:

* Brief (1-3) sentence outline of the proposed work.
* Your scientific experience highlighting specific skills, training, or grants that are applicable to your leadership or participation in this project. How does your formal education, training and experience contribute to the feasibility of the project?
* How is your expertise complementary to the expertise of the other members of the team? How does your role integrate into the team structure?
* Your background in directing, coordinating, and supervising clinical studies, and how this makes you well-qualified to lead the proposed work. Give specific examples of the studies you have previously coordinated, highlighting specific experience applicable to this work demonstrating why you are highly qualified for your role. (For example, if you will be responsible for managing recruitment of subjects in the proposed study, describe how you have been successful in this role in other clinical trials.)
* State what role, if any, you had in generating the preliminary data in the proposal.
* If you have co-published with the PI or any other members of the team, highlight this. It is evidence of an existing, productive collaboration.
* ***Without being defensive, make statements that address any critiques received in prior review related to the Investigator review criterion.***(However, do not specifically reference, “in response to the critique of reviewer so-and-so…”)
* End with a summary (one sentence) that generalizes why your experience has prepared you for this project.

• For institutional research training, institutional career development, or research education grant applications, faculty who are not senior/key persons are encouraged to complete this section, but not required to do so.

• Applicants for dissertation research awards should include a description of their career goals and intended career trajectory and their interest in the specific areas of research designated in the FOA, in addition to the information outlined above.

• Candidates for Research Supplements to Promote Diversity in Health-Related Research should include a description of their general scientific achievements and/or interests, as well as specific research objectives and career goals, in addition to the information outlined above. Indicate any current source(s) of educational funding.

• If there are factors affecting your past productivity that you wish to explain, such as family care responsibilities, illness, disability, or military service, you may address them in your personal statement.

• Indicate if you have published or created research products under another name.

• You may mention specific contributions to science that are not included in Section C. Do not present or expand on materials that should be described in other sections of this biosketch or the application.

• Figures, tables and graphics are not allowed.

1. **Positions and Honors**

List in chronological order positions held since the completion of your most recent degree, concluding with your present position. High school students and undergraduates may include any previous positions. For individuals, such as fellowship applicants or career development award candidates, who are not currently located at the applicant organization, include the expected position at the applicant organization, with the expected start date.

List any relevant academic and professional achievements and honors. In particular:

• Students, postdoctorates, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.

• Clinicians should include information on clinical licensure and specialty board certification, if applicable.

• Include present membership on any Federal Government public advisory committee.

xxxx-xxxx Name of Position

**Honors (selected)**

xxxx-xxxx Name of Award

1. **Contribution to Science**

Briefly describe up to **five (5)** of your most significant contributions to science. Each description should be no longer that one half (1/2) page including figures and citations. You may reference **up to four (4) peer-reviewed publications or other non-publication research products for each of your five (5) scientific contributions for a total**  (including audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) that are relevant to the described contribution***.*** These citations do not have to be authored by you.

For each contribution, indicate:

* 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.

Candidates for Research Supplements to Promote Diversity in Health-Related Research who are high school students, undergraduates, and postbaccalaureates are not required to complete this section.

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 are encouraged to consider highlighting two or three they consider most significant. Descriptions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication.

**Complete List of Published Work in MyBibliography**:

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

1. **Research Support**

List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). Begin with the projects that are most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

**Ongoing Research Support**

**Grant Number** PI Name (PI) xx/xx/xxxx-xx/xx/xxxx

Title of Grant

Description of Grant

Role:

**Completed Research Support (last three years)**

**Grant Number** PI Name (PI) xx/xx/xxxx-xx/xx/xxxx

Title of Grant

Description of Grant

Role:

Note the following instructions for specific types of applicants/candidates:

• High school students are not required to complete this section.

• Applicants for predoctoral and postdoctoral fellowships, dissertation research grants, and candidates for Research Supplements to Promote Diversity in Health-Related Research from the undergraduate through postdoctoral levels should use this section to provide information about their scholastic performance, following the instructions below. In situations where applicants/candidates in these categories also have research support, they should complete both parts of this section.

Research Support

For all other individuals required to complete a biosketch, list selected ongoing and completed research projects for the past three years (Federal or non-Federal support). Briefly indicate the overall goals of the projects and your responsibilities. Do not include number of person months or direct costs.

Do not confuse “Research Support” with “Other Support.” Though they sound similar, these parts of the application are very different.

• As part of the biosketch section of the application, “Research Support” highlights your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each individual’s qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team.

In contrast, “Other Support” information is required for all applications that are selected to receive grant awards. NIH staff will request complete and up-to-date “other support” information from you after peer review.

Scholastic Performance

Predoctoral applicants/candidates (including undergraduates and postbaccalaureates): List by institution and year all undergraduate and graduate courses, with grades. In addition, in the space following the chart, explain any grading system if other than 1-100, A, B, C, D, F, or 0-4.0. Show levels required for a passing grade.

Postdoctoral applicants: List by institution and year all undergraduate courses and graduate scientific and/or professional courses germane to the training sought under this award, with grades. In the space following the chart, explain any grading system if other than 1-100, A, B, C, D, F, or 0-4.0. Show levels required for a passing grade.