

Biographical Sketch
Last updated: 6/22/20

A separate biographical sketch (*limited to two pages*) must be provided, through the use of an [NSF-approved format](#), for each individual identified as [Senior Project Personnel](#). Specific NSF funding solicitations may require or permit Biosketches to be submitted for individuals other than Senior Personnel; please refer to the solicitation instructions for guidance.

Between **June 1, 2020**, the effective date of PAPPG 20-1, and **October 5, 2020**, proposers are encouraged to transition to use of SciENCv or the NSF Fillable PDF form (see more below) to prepare their Biosketches but use of one of these two methods will not be required by NSF.

For proposals submitted or due on or after **October 5, 2020**, Biosketches previously created in Word or other software systems **may not be used** even if they appear to comply with the new NSF-approved format requirements. As of October 5, only two NSF-approved options will be available for creating Biographical Sketches:

- 1) [SciENCv](#) - NSF has partnered with the National Institutes of Health (NIH) to use SciENCv: Science Experts Network Curriculum Vitae as an NSF-approved format for use in preparation of the biographical sketch section of an NSF proposal. Adoption of a single, common researcher profile system for Federal grants reduces administrative burden for researchers. SciENCv will produce an NSF-compliant PDF version of the biographical sketch. Proposers must save these documents and submit them as part of their proposals via FastLane, Research.gov or Grants.gov.

FAQs on using SciENCv: <https://www.research.gov/common/attachment/Desktop/SciENCv-FAQs.pdf>

- 2) [NSF Fillable PDF](#) - NSF is providing a fillable PDF for use in preparation of the biographical sketch. Proposers will be able to download it from this page, complete the form, and upload it as part of their proposal via FastLane, Research.gov or Grants.gov.

FAQs on using NSF Fillable PDF:
<https://www.research.gov/common/attachment/Desktop/NSFPDF-FAQs.pdf>

As outlined in the [PAPPG 20-1](#), the following information must be provided in the order and format specified below. Inclusion of additional information beyond that specified below may result in the proposal being returned without review.

(a) Professional Preparation

A list of the individual's undergraduate and graduate education and postdoctoral training (including location) as indicated below:

Undergraduate Institution	Location	Major	Degree and Year
Graduate Institution	Location	Major	Degree and Year
Postdoctoral Institution	Location	Area	Inclusive Dates (years)

(b) Appointments

In reverse chronological order, list the individual’s academic, professional, or institutional appointments beginning with the current appointment. Appointments include any titled academic, professional, or institutional position, whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

(c) Products [*this section may be titled **Publications** if only publications are included*]

(i) List up to five (5) publications/products most closely related to the proposed project

and

(ii) List up to five (5) other significant publications/products, whether or not related to the proposed project.

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of 10 will be used in the review of the proposal. *Unpublished documents submitted/accepted for publication are acceptable and should include likely date of publication.*

Citation format: Each product must include full citation information including (where applicable and practicable – *see the following paragraph for more information*) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL or other Persistent Identifier.

The PAPPG requires that publication citations "include full citation information, including (where applicable and practicable) the names of all authors..." Senior personnel that wish to include publications in the products section of the biographical sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al." in lieu of including the complete listing of authors' names. See the [PAPPG Chapter II.C.2.f\(i\)\(c\)](#) for complete information.

(d) Synergistic Activities

A list of up to **five distinct examples** that demonstrate the broader impact of the individual’s professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Synergistic activities should be specific and **must not include multiple examples** to further describe the activity.

Examples may could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual’s immediate organization.

Sample Synergistic Activities examples and format:

- Served as Co-Chair of Academic Conference (2016)
- Member of the National Academy of Sciences (2012-present)
- Served as NIH Peer Reviewer (2014-2015)
- Organized summer workshop to deliver training to undergraduates interested in research (2012)
- Served on editorial board of Academic Journal (2013-2015)

Additional Instructions for Other Personnel (i.e. individuals not classified as Senior Personnel)

For the personnel categories listed below, the proposal also may include information on exceptional qualifications that merit consideration in the evaluation of the proposal. Such information should be clearly identified as “Other Personnel” biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.

- (a) Postdoctoral associates
- (b) Other professionals
- (c) Students (research assistants)

Additional Instructions for Equipment Proposals

For equipment proposals, the following must be provided for each auxiliary user:

- (a) Short biographical sketch; and
- (b) List of up to five publications most closely related to the proposed acquisition.

Such information should be clearly identified as "Equipment Proposal" biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.