

Instructions for a Biographical Sketch  
Updated March 2021 – See Guide Notice [NOT-OD-21-073](#)

(Located in the SF424 R&R Instructions, G.240 R&R Senior/Key Person Profile Expanded)

- x Complete the education block. Begin with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral, residency, and clinical fellowship training, as applicable, listing each separately.
- x For each entry provide:
  - x the name and location of the institution
  - x the degree received (if applicable)
  - x the month and year of end date (or expected end date). For fellowship applicants only, also include the month and year of start date.
  - x the field of study (for residency entries, the field of study should reflect the area of residency training)

#### A. Personal Statement

- x 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 draw attention to (previously captured under Section D. Research Support).
- x **You may cite up to four publications or research products that highlight your experience and qualifications for this project.** Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. Use of hyperlinks and URLs to cite these items is not allowed.
- x You are allowed to cite interim research products. Note: interim research products have specific citation requirements. See related Frequently Asked Questions for more information.

Note the following additional instructions for ALL applicants/candidates:

- x If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, disability, or military service, you may address them in this "A. Personal Statement" section.
- x Indicate whether you have published or created research products under another name.
- x 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 application.
- x Figures, tables, or graphics are not allowed.

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their general scientific achievements and/or interests, specific research objectives, and career goals. Indicate any current source(s) of educational funding.

#### B. Positions, Scientific Appointments and Honors

- x List in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).
- x High school students and undergraduates may include any previous positions.
- x For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.
- x List any relevant academic and professional achievements and honors. In particular:
  - x Students, postdoctorates, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
  - x Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

#### C. Contributions to Science

- x Who should complete the "Contributions to Science" section:
  - x All senior/key persons should complete the "Contributions to Science" section except candidates for research supplements to promote diversity in health-related research who are high school students, undergraduates, and post-baccalaureates.
- x Format:
  - x Briefly describe up to **five of your most significant contributions to science**. The description of each contribution should **be no longer than one half page, including citations**.
  - x 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.
- x Content:
  - x For each contribution, indicate the following:
    - x the historical background that frames the scientific problem;
    - x the central finding(s);
    - x the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
    - x your specific role in the described work.
  - x Figures, tables, or graphics are not allowed.
- x **For each contribution, you may cite up to four publications or research products that are relevant to the contribution.**
  - x If you are not the author of the product, indicate what your role or contribution was. Note that while you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cite only published papers to support each contribution.
  - x Research products can include audio or video products (see the NIH Grants Policy Statement, Section 2.3.7.7: Post-Submission Grant Application Materials); conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.

