

# National Institutes of Health (NIH) Common Forms

**Christie Sayre**

# Agenda

- Introduction
- NIH Biographical Sketch and Other Support document changes
- Other NIH Updates





## Overall Changes for Participants:

- Anyone listed as Senior/Key Personnel or Other Significant Contributors **must** have a CommonsID and that CommonsID **must** be linked to the ORCID ID they link in [SciENcv](#)
- All Biographical Sketch and Other Support Common Form documents **must** be created in [SciENcv](#) and certified by the owner of the information
- When required, all Biographical Sketch and Other Support Common Form documents **must** be uploaded in the PDF format generated by SciENcv
- The file name of the PDF may be updated once certified and downloaded from SciENcv. No other alterations may be made to the PDF. Do not [flatten the PDF](#) once certified and downloaded from SciENcv.

## Changes

NIH's implementation of Common Forms for Biographical Sketch and Other Support is effective now.

Certifications at the bottom of the forms will align with the Research Security Training Requirements and provide an annual certification regarding participation in a Malign Foreign Talent Recruitment Program (MFTRP). For additional information [NOT-OD-018](#).

## Planning

If you do not already have your forms in SciENcv, we **strongly suggest** you start the documents now.

For assistance in entering your forms you can add [delegates](#) which will allow your administrative assistant and/or me to assist in filling out initial information. Keep in mind, your profile needs to be completed by you first.

## Additional Planning

If you plan on submitting to NIH, we **strongly suggest** you create your [ORCID ID](#) now if you don't already have one.

Anyone listed as Senior/Key Personnel or Other Significant Contributor **must have a CommonsID and that same CommonsID must be linked to the ORCID ID linked in [SciENcv](#).**

# Required Sections of Commons BioSketch

## A. Professional Preparation

A list of the professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

## B. Appointments and Positions

A list, in reverse chronological order by start date, of all the senior/key person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions 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

Provide a list of: (i) up to 5 products closely related to the proposed project; and (ii) 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 while referencing the other significant products cited in this section.

If you have linked My Bibliography and your ORCID ID into SciENcv, you can pull the publications directly into the document by marking the check boxes.

## Supplement Section

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



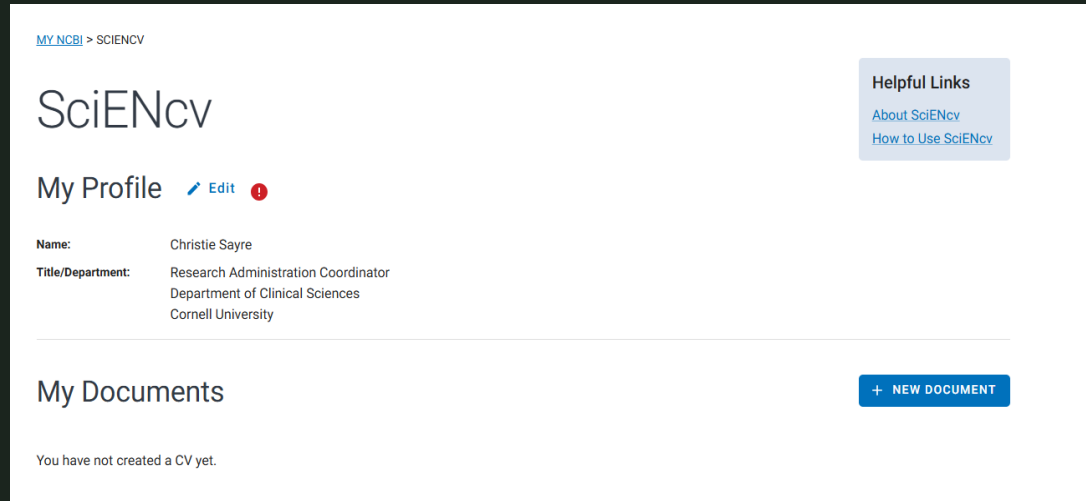
# Demonstration in SciENcv

[Sign into SciENcv](#)

## NIH Biographical Sketch changes

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### SciENCv



MY NCBI > SCIENCv

# SciENCv

My Profile [Edit](#) !

**Name:** Christie Sayre  
**Title/Department:** Research Administration Coordinator  
Department of Clinical Sciences  
Cornell University

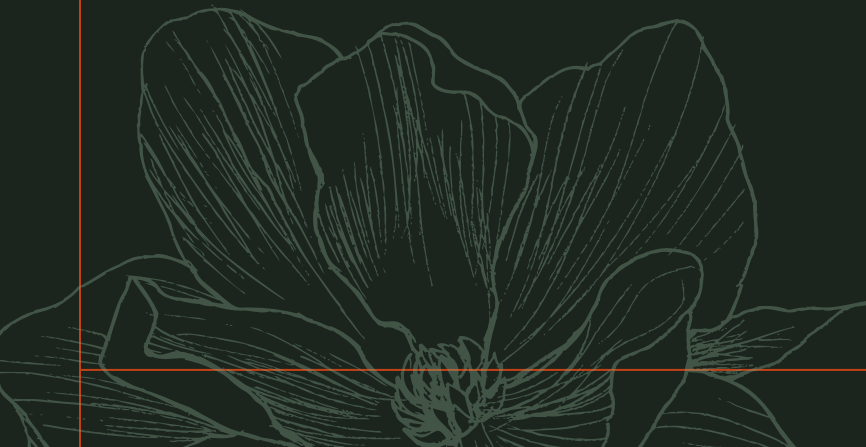
## My Documents

[+ NEW DOCUMENT](#)

You have not created a CV yet.

**Helpful Links**  
[About SciENCv](#)  
[How to Use SciENCv](#)

- Make sure your profile is completed. If you have an exclamation mark next to your profile you need to complete your profile.
- My Documents will show any previous documents you have completed.
- To start a new document, click on the blue box “new document” on the right-hand side.
- Name your document. Some PI’s like to name it the proposal they are submitting to.
- Click the arrow for document type and select “NIH Biosketch Common Form” or “NIH Current and Pending (Other) Support Common Form”.
- Select your data source. If you have an existing document, you can select it and edit for the current submission. If you do not have one select start with a blank document and complete all the sections.



## SciENCv Links

1. SciENCv: <https://www.ncbi.nlm.nih.gov/sciency/>
2. Biographical Sketch Common Form main page:  
<https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>
3. Biographical Sketch Common Form Instructions:  
[https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Biographical%20Sketch\\_FINAL.pdf](https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Biographical%20Sketch_FINAL.pdf)
4. Delegating someone to assist with the forms:  
[https://www.ncbi.nlm.nih.gov/books/NBK53593/#preferences.Account\\_Settings](https://www.ncbi.nlm.nih.gov/books/NBK53593/#preferences.Account_Settings)
5. Linking your ORCID ID to your eRA Commons Account:  
[https://www.era.nih.gov/erahelp/commons/PPF\\_Help/8\\_2\\_orcid.htm](https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm)

### Data Management Plan:

- Trying to reduce burden on PI's by simplifying the process
- [Updated Elements Notice: NOT-OD-26-046](#)
- [Data Management and Sharing Plan Format Page](#) (2026 Pilot DMS Plan format page includes a template)

### RPPRs:

- RPPRs will require ORCID ID linked in eRA Commons. This will be required for all key personnel listed on your proposal.
- RPPRs will require your other support document in the new SciENCv format.

### Domestic Subaward Policy:

- Prior Approval Requirement for [Changes to Domestic Subawards](#)

### Foreign Subaward Policy:

- [General Policy](#)
- [PF5 Submissions](#)

# Thank you

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