

NIH's Adoption of Common Forms for Biographical Sketch and Current and Pending (Other) Support

For all grant applications, just-in-time (JIT) requests, and progress reports (RPPRs) due May 25, 2025, and beyond, **all senior/key personnel must** use the new Common Forms for both their Biographical Sketch and Current and Pending (Other) Support documents. **Compliance is mandatory.** As of May 25, 2025, the current versions of the forms will not be accepted. (Until implementation, continue to use the current forms.)

NIH Guide Notice NOT-OD-24-163 (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-163.html>) provides an overview, including a timeline of which forms to use when.

All Key Personnel must:

1. Have an ORCID ID

Go to <https://orcid.org/> to register

2. Link profiles to one another: ORCID ID, NIH eRA Commons ID, and My NCBI.

To link ORCID to NIH eRA Commons:

https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm

To link ORCID and NIH eRA Commons to My NCBI follow these steps:

Log into My NCBI and click on “Account Settings.”

Under “Linked Accounts,”

eRA Commons should already be there.

To add ORCID,

Click "Add Account" and search for “ORCID.”

Click “ORCID” and then click the button to authorize access.

3. Join SciENcv

Log-in page: <https://www.ncbi.nlm.nih.gov/sciencv/>

4. Create Biographical Sketch and Current and Pending (Other) Support documents in SciENcv

SciENcv's help page provides information:

<https://www.ncbi.nlm.nih.gov/books/NBK154494/>

Prior to implementation, please complete Steps 1, 2, and 3 and ensure your My Bibliography (within MyNCBI) is up to date. Then take the opportunity to familiarize yourself with SciENcv.

Suggestions:

- Delegate access to your SciENcv profile to your administrator(s) so that they can help you with the documents.
https://www.ncbi.nlm.nih.gov/books/NBK154494/#sciencv.Adding_Delegates_to_SciENcv
- Create a master version of your Biographical Sketch that includes everything you might possibly want to cite – way more information than what is necessary for a single project’s application – so that you can then clone the master and customize it by deleting entries that aren’t as relevant to specific applications.

More Resources:

- NIH’s Common Forms overview: <https://grants.nih.gov/policy-and-compliance/changes-coming-2025/common-forms-for-biosketch>
- The National Library of Medicine – NCBI’s online Help Manual provides instructions for accessing and using SciENcv: <https://www.ncbi.nlm.nih.gov/books/NBK154494/>
- UIC’s library has a very helpful website with an overview, instructions, and links: <https://researchguides.uic.edu/nihbiosketch>