NSF Biographical Sketch
Last updated: May 15, 2024

For proposals submitted or due on or after May 20, 2024, an updated Biosketch must be used to comply with the NSF Proposal & Award Policies & Procedures Guidelines (PAPPG 24-1).

A BIOGRAPHICAL SKETCH MUST BE PROVIDED SEPARATELY FOR EACH INDIVIDUAL DESIGNATED AS A SENIOR/KEY PERSON THROUGH USE OF SCIENCV (SCIENCE EXPERTS NETWORK CURRICULUM VITAE).

SciENcv will produce an NSF-compliant PDF version of the biographical sketch. Senior/key personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov. *** SciENcv is the <u>only</u> format allowed for Biosketch preparation*

Individuals are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. Further, if an individual receives direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Individuals must also report other foreign government-sponsored or affiliated activities. In accordance with 42 U.S.C. § 19232, individuals are prohibited from being a party in a malign foreign talent recruitment program.

A table entitled, *NSPM-33 Implementation Guidance Pre- and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending (Other) Support* [28] has been created to provide helpful reference information regarding pre-award and post-award disclosures. The table includes the types of activities to be reported, where such activities must be reported in the proposal, as well as when updates are required in the proposal and award lifecycle. A final column identifies activities that are not required to be reported.

Individuals are reminded **not to submit any personal information in the biographical sketch**. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material. (See also Chapter III.H).

The format of the Biographical Sketch Common Form is provided below. Except where noted below, there is no page or character limit to this section of the proposal.

*= required

(1) Identifying Information

(i) *Name: Enter the name of the senior/key person (Last name, First name, Middle name, including any applicable suffix).

(ii) ORCID ID[29] (Optional): Enter the ORCID ID of the senior/key person.

(iii) *Position Title: Enter the current position title of the senior/key person.

(2) *Organization and Location

(i) Name: Enter the name of the primary organization of the senior/key person.

(ii) Location: Enter the City, State/Province, and Country where the primary organization is located. If the State/Province is not applicable, enter N/A.

(3) *Professional Preparation

Provide a list of the senior/key person's 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.

For each entry provide:

- the name of the organization;
- the location of the organization: Enter the City, State/Province, and Country where the organization is located. If the State/Province is not applicable, enter N/A.
- the degree received (if applicable);
- the start date of the degree or fellowship program;
- the month and year the degree was received (or expected receipt date); and
- the field of study.

(4) *Appointments and Positions

Provide 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).

Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period of up to three years from the date the proposer submits the proposal to NSF for funding consideration.

For each entry provide:

- Start date: YYYY
- End date: YYYY
- Appointment or Position Title
- Name of organization
- Department (if applicable)
- Location of organization: City, State/Province, Country

(5) *Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior/key person's qualifications to carry out the project. It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project. Acceptable products must be citable and accessible, including but not limited to:

- publications, conference papers, and presentations;
- website(s) or other Internet site(s);
- technologies or techniques;
- inventions, patents, patent applications, and/or licenses; and
- other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including:

- names of authors;
- product title;
- date of publication or release;
- website URL;
- other persistent identifier (if available); and
- other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).

If any of the items specified above is not applicable, enter N/A.

Senior/key personnel who 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.

(6) *Certification

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

Signature:

Date:

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. While the requirement to use [SciENcv](#) for preparation and submission of the biographical sketch is for any individual designated as a senior/key person, the biographical information for 'other personnel' may be freeform. The biographical information must be clearly identified as "Other Personnel" biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.

    (1) Postdoctoral associates
    (2) Other professionals
    (3) Students (research assistants)

Additional Instructions for Equipment Proposals
For equipment proposals, the following must be provided for each auxiliary user:
    (1) Short biographical sketch; and
    (2) 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.