

## PROPOSED INSTRUCTIONS FOR SUBMISSION OF THE BIOGRAPHICAL SKETCH

### Instructions for Completion of the Biographical Sketch Template

This template provides instructions for submission of the biographical sketch by each individual identified as senior/key personnel on Federally funded research projects. The biographical sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities.

For purposes of this template, senior/key personnel include the individuals designated by the applicant/awardee organization and approved by the Federal research funding agency who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award.

A table entitled, [\*NSPM-33 Implementation Guidance Pre- and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending \(Other\) Support\*](#)<sup>1</sup> 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 application, as well as when updates are required in the application 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. The Federal research funding agency is not responsible or in any way liable for the release of such material.

The format of the biographical sketch is as follows:

**\* = required**

#### **Identifying Information**

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

**Persistent Identifier (PID) of the Senior/Key Person:** Enter the PID of the senior/key person. The PID is a unique, open digital identifier that distinguishes the individual from every other researcher with the same or a similar name.

**\*Position Title:** Enter the current position title of the senior/key person.

#### **\*Organization and Location**

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<sup>1</sup> This table supersedes in its entirety, Table 2a and Paragraph 7 of the Disclosure Requirements and Standardization Section of the NSPM-33 Implementation Guidance.

**Name:** Enter the name of the primary organization of the senior/key person.

**Location:** Enter the City, State/Province, and Country where the primary organization is located. If the State/Province is not applicable, enter N/A. Indicate “virtual” if the project is not based in a physical location.

**\*Professional Preparation**

A list of the individual’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 month and year the degree was received (or expected receipt date). For fellowship applicants only, also include the start date of the fellowship; and
- the field of study.

**\*Appointments and Positions**

A list, in reverse chronological order by start date, of all the individual’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).

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

With regard to professional appointments, senior/key personnel must only identify all current domestic and foreign professional appointments outside of the individual’s academic, professional, or institutional appointments at the proposing organization.

**\*Products**

A list of products that demonstrate the individual's qualifications to carry out the project as proposed. 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, 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.

Note: agencies may elect to specify other types of products relevant to the mission of the agency.

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.

Note: Federal research funding agencies may add agency specific categories which must be cleared by OMB/OIRA prior to implementation.

### **Certification**

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. 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:**