



Learning with Purpose

Instructions for NIH Common Forms - Biographical Sketch

Common Form requirements per NIH: [NIH FAQ Updated 1/27/26](#) and NIH Guide Notice [NOT-OD-26-033 issued 2/4/26](#).

NIH Biographical Sketch Common Form Instructions

NOTE: To create Common Forms in SciENcv, investigators must **1)** link their ORCID ID and their eRA Commons ID **2)** link their eRA commons ID and ORCID ID to their SciENcv account. **You must link your accounts BEFORE you create the common form in SciENcv.**

There are two common forms now required for the biosketch (prepared in SciENcv) – the Biographical Sketch Common Form and the Biographical Sketch Supplement. SciENcv has created one user interface so PIs can complete both forms at one time.

Biographical Sketch Common Form:

- Identifying information
- Organization and location
- Professional preparation
- Appointments and positions
- Products
- Certification

Biographical Sketch Supplement:

- Identifying information
- Organization and location
- Personal statement
- Honors
- Contributions to science
- Certification

Initial Steps:

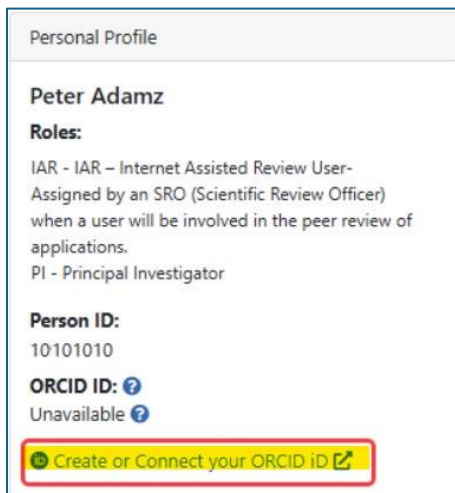
- Create an account in [SciENcv](#) if you don't already have one.
- Get an [ORCID ID](#) if you don't already have one.
- If you don't have an [eRA commons ID](#), reach out to your GCA and ask them to create one for you.

LINKING ACCOUNTS:

Linking eRA Commons and ORCID ID – Create an ORCID ID prior to this step

Accounts are linked through the eRA Commons interface.

1. Login to eRA Commons, then click on Personal Profile.
2. Click on “Create or Connect Your ORCID ID”

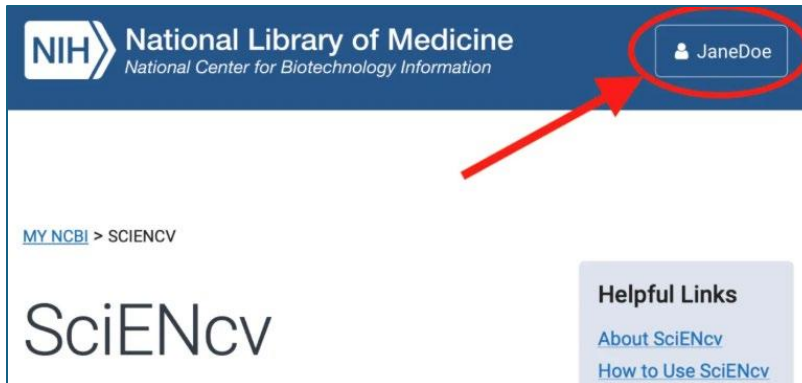


3. Sign in to ORCID to associate the ORCID ID with your Commons account.

Linking eRA Commons to SciENcv

Accounts are linked through the SciENcv interface

1. In SciENcv, click on your username in the upper right corner and then choose *Account Settings*.



2. Scroll down to the Linked Accounts section, click on *Add Account*.

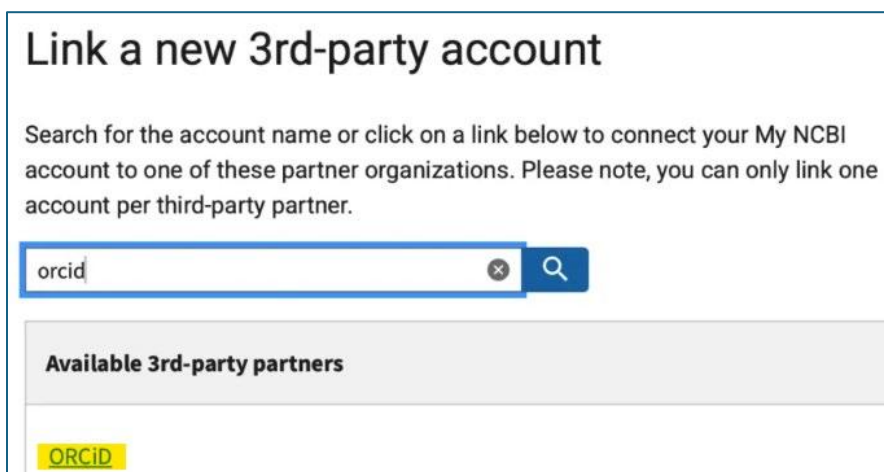


3. Scroll down to or search for "eRA Commons."
4. Complete the authentication steps to link the accounts.

Linking ORCID ID to SciENcv

Accounts are linked through the SciENcv interface

1. Follow the same first two steps as above
2. Search for "ORCID" and click the link



3. You will be redirected to the ORCID login page. Enter your ORCID username and password.
4. If you are linking your ORCID account for the first time, you will see a prompt asking if you want to authorize NCBI to access your ORCID record. Click "**Authorize Access**".

Checking Links:

- To make sure that you have linked your accounts successfully, login to your SciENcv account and navigate to “My profile”. If your accounts are successfully linked, your ORCID ID and eRA Commons ID should be listed after your title/department. They should also appear in the “linked accounts” section of your profile.

CREATING A BIOSKETCH IN SCIENCv:

To create a biosketch, click on + *New Document*. The ensuing popup will include multiple fields:

1. *Document Name* - This name will only be used in SciENcv to help organize files, and it will not appear in the exported biosketch. Use a naming convention that is helpful.
2. *Document Type* - Select NIH Biographical Sketch Common Form from the dropdown.
3. *Data Source* - To pull in ORCID information, select *Use an external source* then *ORCID* from the dropdown.

Biographical Information

SciENcv will automatically pull in professional preparation (i.e., education and training) and appointments and positions (i.e., job experience) and load it into the biosketch.

However, you have full control to:

- Add an item that was not included in ORCID (use + Add Professional Preparation or + Add Appointment/Position button)
- Edit an entry to correct an issue (use pen icon in Edit column next to each entry)
- Delete entries entirely if they are not relevant to the position in the project (use trash can icon in the Delete column next to each entry)

Adding Products

Unlike previous formats, the Common Form consolidates citations into a single section (C. Products), including:

- A) publications, conference papers, and presentations; website(s)
- B) technologies or techniques
- C) inventions, patents, patent applications, and/or licenses
- D) 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.

Applicants can select up to five products closely related to the proposed project and five significant products that otherwise highlight their contribution to science. Products cannot be listed in both categories.

To choose products, click on the *Select Related Products* or *Select Other Products* buttons. SciENcv will pull from two locations:

- ORCID and MyBibliography (MyNCBI's built-in bibliography manager)
- Select an item by clicking on its checkbox then choosing *Continue*.

Narrative Sections

The NIH Biographical Sketch Supplement section includes the primary narrative portions of the biosketch as well as the Honors section.

- **A. Personal Statement (3,500 characters max)**
 - Briefly describe why you are well-suited for your role(s) in this project.

- Click the *Add Personal Statement* button to open a text field, then *Save* when finished. The box will not save until you are beneath the character limit.
- **B. Honors**
 - Covers relevant academic and professional activities and honors, including scholarships and fellowships for students and licensures and specialty board certifications for clinicians.
 - This section is not brought over from ORCID - up to 15 items can be added via the *Add Honor* button.
- **C. Contributions to Science**
 - Briefly describe up to five of your most significant contributions to science. You may reference up to five products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section. **Do not provide citations on the NIH Biographical Sketch Supplement as they are no longer allowed.**
 - Create a contribution by clicking the + *Add Another Contribution to Science* button, then clicking on the *Save* button for each item.
 - Each contribution can be edited or deleted individually, and the order of the contributions can be adjusted with the *Up* and *Down* buttons next to each contribution.
- **Certification and Download**
 - All biosketches are certified by SciENcv and within the SciENcv interface, with the certified version then downloaded as a PDF and attached in the application. The certification and associated statement are automatically added to the end of the biosketch.
 - All required sections must be completed before the *certified PDF download* button activates.
 - Applicants can download a watermarked draft version to preview the biosketch, share it with others for feedback purposes, etc., regardless of whether all sections have been completed.

NOTE: once you have certified in SciENcv and downloaded the Biographical Sketch Common Form, DO NOT edit it beyond updating the title (if needed). Editing the document will make it non-compliant with portal error/warning checks.

Tips for linking accounts:

Though Grants.gov will give warnings around misuse of Common Forms through May of 2026, once the proposal gets to the sponsor portal (ASSIST) there are more specific checks performed that can result in a warning or error.

ASSIST is checking three separate data sources, and all three must match to avoid a warning or error:

1. eRA Commons Credential field (from senior/key personnel section in grants.gov)
 2. ORCID ID embedded in the SciENcv Common Form Biosketch
 3. ORCID ID linked in the eRA Commons Personal Profile (it checks to ensure that your eRA commons ID is connected to an ORCID ID).
- ❖ If any of these three are mismatched, the system will throw a warning.

Issues that can lead to a warning include:

- An old ORCID ID
- An ORCID ID that was linked after the Common Form was generated
- A stale SciENcv profile