ORA Office Hours:
NIH Common Forms

School of Medicine
Office of Research Administration

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Office Hours Overview

I.   Welcome

II.   NIH Common Form Overview

I.   NIH Forms-I and Common Form implementation

II.   SciENcv

III.   Biographical Sketch Common Form

IV.   Current and Pending (Other) Support Common Form

V.   What you can do to prepare

VI.   Online resources

VII.   SciENcv visuals

III.   Q&A

Forms-I: Changes to NIH Application Forms for Due Dates on or after January 25, 2025

- NIH Common Form Implementation should not be confused with the Application Forms-I changes

- Changes with NIH Application Forms-I:
  - ✓ Updates to OMB Expiration Date on All Forms
  - ✓ Major Updates to PHS Fellowship Supplemental Form
  - ✓ Updates to PHS Assignment Request Form
  - ✓ Updates to Training Data Tables
  - ✓ Mentions the Adoption of NIH Common Forms for Biographical Sketch and Current and Pending (Other) Support – due on May 25, 2025

NOT-OD-24-086: New NIH "FORMS-I" Grant Application Forms and Instructions for Due Dates on or after January 25, 2025

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

- This NIH Guide Notice informs the extramural research community of NIH's adoption of Common Forms for Biographical Sketch and Current and Pending (Other) Support to be used with all applications, JITs, and RPPRs **on or after May 25, 2025**

- The Common Forms represent a collaborative effort between federal research agencies to ensure standard disclosure requirements

- Provides clarity regarding disclosure requirements (who discloses what, relevant limitations and exclusions), disclosure process (updates, corrections, certification, and provision of supporting documentation), and expected degree of cross-agency uniformity

NOT-OD-24-163: NIHs Adoption of Common Forms for Biographical Sketch and Current and Pending Support by May 25, 2025

NIH Common Forms Implementation

- NIH currently plans to continue collecting three required agency specific data elements:
  - Personal Statement
  - Contributions to Science
  - Honors

- These data elements will be collected separately from the Common Forms on a new **NIH Biographical Sketch Supplement**

SciENcv

- [SciENcv](#) is a feature in MyNCBI that creates biosketches for NIH and NSF applications

- Education, employment, research activities, publications, honors, research grants, and other professional contributions can be included in profiles

- Add publications via My Bibliography (PubMed pubs) and ORCiD ID (for pubs not in PubMed)

- NIH will require the use of [SciENcv](#) to complete Common Forms (Biographical Sketch and Current and Pending (Other) Support) and the NIH Biographical Sketch Supplement to produce digitally certified PDF(s) for use in application submission as of May 25, 2025

- All Senior/Key Personnel will be required by NIH to link their ORCiD ID to their eRA Commons Personal Profile

https://nsf-gov-resources.nsf.gov/files/SciENcvFAQs.pdf

Biographical Sketch Common Form

- NIH will require the use of the Common Form for Biographical Sketch effective May 25, 2025

- As of that date, NIH will no longer accept the current NIH Biographical Sketch format page

- Biographical Sketch Common Form provides instructions for submission by each individual identified as a senior/key person on a Federally funded research project

- Used to assess how well qualified the individual, team, or organization is to conduct the proposed activities

- Individuals are required to disclose contracts associated with participation in programs sponsored by foreign governments or entities, including foreign government-sponsored talent recruitment programs

- Individuals are prohibited from being a party in a malign foreign talent recruitment program

- NIH will require the use of a new NIH Biographical Sketch Supplement to collect:
  - Personal Statement
  - Contributions to Science
  - Honors

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Biographical Sketch Common Form Format

- Identifying Information:
  - Name of Individual
  - Persistent Identifier (PID) of Senior/Key Person
  - Position Title
  - Organization Location

- Professional Preparation (degree and field of study)

- Appointments and Positions (academic, professional, and institutional)

- Products (Publications, Presentations, Websites, Technologies, Inventions, Patents, Licenses, Databases, Software, Models, Equipment, Interventions)

- Signed Certification (information is current, accurate, and complete) that shows individual is not a party in a malign foreign talent program

- Privacy Act and Burden Statement

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Current and Pending (Other) Support Common Form

- NIH will require the use of the Common Form for Current and Pending (Other) Support as of May 25, 2025

- As of that date, NIH will no longer accept the current Other Support format page

- Assesses any conflicts of commitment that may impact the ability of the individual to carry out the research effort as proposed

- Assesses any potential scientific and budgetary overlap or duplication with the project being proposed

- A separate submission must be provided for each proposal and active project, as well as in-kind contributions

- No page limitation

- Consulting activities must be disclosed under the active projects section of the form

- Required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs

- Individuals are prohibited from being a party in a malign foreign talent recruitment program

Current and Pending (Other) Support Common Form Format

- Identifying Information
  - Name of Individual
  - Persistent Identifier (PID) of the Senior/Key Person
  - Position Title
  - Organization and Location

- Proposals and Active Projects
  - Title
  - Status of Support
  - Award Number
  - Source of Support
  - Primary Place of Performance
  - Project Start and End Dates
  - Total Anticipated Project Award Amount
  - Person-Months Devoted to Project Per Year
  - Overall Objectives
  - Statement of Potential Overlap

- In-Kind Contributions

- Signed Certification (current, accurate, and complete) shows not a party in a malign foreign talent program

- Privacy Act Burden Statement

Applications and RPPRs due <u>before</u> May 25, 2025

- Continue using the current [NIH Biosketch](#) and [Other Support](#) format pages for applications, Just-in-Time and RPPRs.

Applications and RPPRs due on or after May 25, 2025

- Use the Common Forms – Biographical Sketch, Current and Pending (Other) Support, and NIH Biographical Sketch Supplement – along with the updated instructions for applications, JITs and RPPRs

- Failure to use the required format pages may cause NIH to withdraw your application from consideration of funding

Availability of NIH Common Forms

- NIH is in the process of aligning specific fields and instructions to the Common Forms and will post the NIH instructions of the Common Forms and NIH Biographical Sketch Supplement once approved

- NIH will update application forms, instructions, and resources to support the need for applicants to provide full transparency and disclosure of all research activities (foreign and domestic)

- NIH is coordinating with SciENcv on the development of the Common Forms for use by NIH applicants

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What Can You Do Now to Prepare

1. Familiarize yourself with **SciENcv**
   - You will be required to use SciENcv to complete NIH Common Forms which will produce digitally certified PDF(s) for use in application submission
   - **PI signatures in SciENcv cannot be delegated**

2. Get an **ORCiD ID**
   - ORCiD ID is a free, unique, persistent identifier for individuals to use as they engage in research
   - All senior/key personnel listed on an application due on or after May 25, 2025, <u>must</u> have an ORCiD ID and it must be linked to eRA Commons Personal Profile
   - You will be required to enter your ORCiD ID in the PI section of the Common Form Biosketch

Common Forms for Biographical Sketch and Current and Pending (Other) Support | Grants & Funding (nih.gov)

Importance of NIH Common Forms

- We can have robust research collaborations, enhanced integrity, and security of NIH funded research at the same time

- For this to happen, full transparency and disclosure of all foreign and domestic research activities is needed

Stay tuned - additional details forthcoming!

Online Resources

- NOT-OD-24-163

- Common Forms for Biographical Sketch and Current and Pending (Other) Support | grants.nih.gov

- Frequently Asked Questions (FAQs) | grants.nih.gov

- Biosketch Format Pages, Instructions and Samples | grants.nih.gov

- Other Support | grants.nih.gov

- SciENcv NIH & NSF Biosketches - MY NCBI, NIH Biosketch, & SciENcv - Subject and Course Guides at University of Illinois at Chicago (uic.edu)

- The ORCID ID (nih.gov)

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SciENcv – Home Page

SciENcv – My Profile

Link your ORCiD ID in your SciENcv My Profile here (and your NSF ID, if you have one)

Creating a new NIH biosketch in SciENcv

Using ORCiD or an existing SciENcv document

or

or...

Starting from a blank biosketch

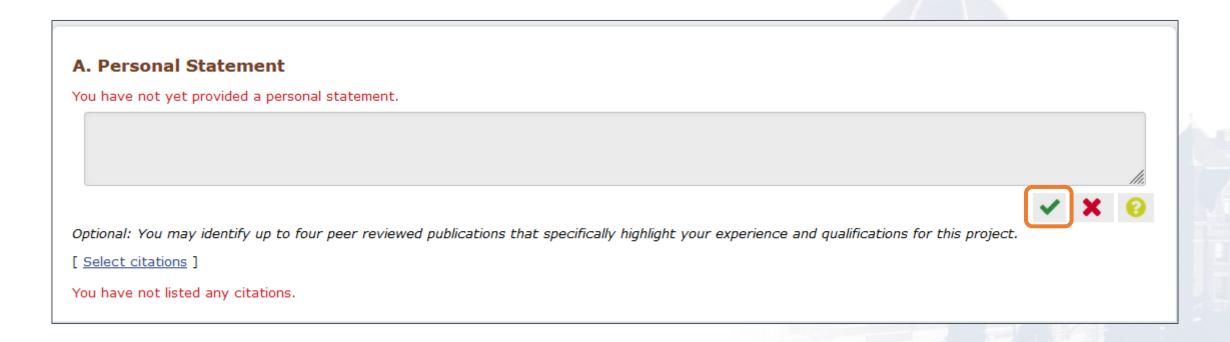# Editing your personal information

eRA Commons and ORCiD IDs show up here

Add degree information

Add a personal statement

Screenshots on how to add citations are included under the Contributions to Science section

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Add positions, scientific appointments, & honors

Add contributions to science

Add contributions to science - publications

Add contributions to science - publications

Exporting your completed Biosketch

Certification example (NSF version)

(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[30]:

Date:

Q & A Panelists

ORA Panelists:

- o Ashley Evans, Assistant Director (Grants)

- o Sharel Brown, Associate Director (Grants)

- o Jessica Atlass Roscoe, Sr. Operations Manager

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