

ORA Office Hours: *NIH Common Forms Implementation – Updates & Reminders*

School of Medicine
Office of Research
Administration

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11 AM



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M E D I C I N E

Office Hours Overview

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- II. Reminder – Application Compliance
- III. Common Forms Overview & Updates
- IV. Implementation Timeline
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Reminder!!

Application Compliance

NOT-OD-26-025 issued 12/17/2025:

- Applicants must comply with NIH application guide (*current: December 2025 version*) and NOFO instructions.
- Non-compliant applications may be withdrawn.

NIH Common Forms Overview

- ([NOT-OD-26-018](#)) – Effective **January 25, 2026**, NIH requires the use of **Common Forms**:
 - Biographical Sketch
 - Current & Pending (Other) Support
 - NIH Biographical Sketch Supplement for all senior/key personnel.
- Individuals **participating in a malign foreign talent program (MFTRP)** are **ineligible** to serve as senior or key personnel on NIH grants or cooperative agreements.
 - Annual Certification by senior/key personnel of non-participation in a MFTRP at application and RPPR.

Certification Requirements

- **Institutional certification**
 - **AOR signature** confirms no senior/key personnel participate in an MFTRP.
- **Individual certifications (by all key persons):**
 - Included in the biosketch via SciENcv.
 - Required annually through RPPR documentation.
 - All key person and PD/PI certifications **must be completed by the individual**—no delegation allowed.

Implementation Timeline

Required for due dates on or after **January 25, 2026**.

- **Grace period until February 6, 2026:** non-compliant applications receive warnings.
- After February 6, non-compliant applications receive errors and may be withdrawn.

Do not use Common Forms before January 25.

Form Changes/Comparisons

Old Forms

- Two Documents:
 - NIH Biosketch + Other Support
- Biosketch page limits, no section limits
- Verifiable electronic signatures *only* for Other Support
- Biosketch sections on one form

New Forms

- Three Documents:
 - Biosketch Common Form
 - Biosketch Supplement
 - Current & Pending Support
 - No page limits
- Signatures required for all documents
- Biosketch sections reordered, removed or moved to a new form

SciENcv Requirements

- All forms must be completed in **SciENcv**
 - Provides digital certification
 - Replaces DocuSign
- **All individuals: ORCID ID** must be linked to Commons account (<https://orcid.org/>)
 - A **Persistent Identifier (PID)**—your **ORCID ID**—must be displayed on all forms.

Biosketch Common Form Key Changes

- **Both forms completed together in SciENCv**
 - certified as a single PDF
- **Sections now have character limits**
 - Goodbye page limits!
- **Section structure changed**
 - No more section A-C.

Biosketch Sections – Key Changes (cont.)

- **Products:** *five (5)* most relevant citations
- **Appointments & Positions:**
 - List only domestic/foreign appointments *outside the primary institution*
 - limit to the last *3 years*
- **Other Significant Products:** *five (5) or less additional* products highlighting contributions.

Biosketch & Supplement Key Changes (cont.)

- **Honors:** *15 entries or less*
- **Contributions to Science:**
 - Narrative *only: no citations*
 - limited to *5 entries, 2,000* characters each.
- **Personal Statement:** *3,500 characters*
 - Moved to the *Biosketch Supplement form*

Other Support Common Form Key Updates

- N/A training grant program directors / faculty
- **Effort in person months**
- **“Overall Objectives”, not Major Goals**
 - 1,500-character limit
- **In-kind contributions reportable if \geq \$5K** and involve committed effort.
- **“Statement of Potential Overlap”, per project**
- OS Supporting documents (*contracts, etc.*) prepared and attached outside SciENcv

Certification, Delegation & File Handling

- Delegates assist with form preparation, but **only the investigator can certify.**
- PDFs should not be flattened unless required by NIH instructions.
- File names must follow NIH application guidelines.
- Existing SciENcv documents (e.g., NSF versions) may be transferred to NIH forms—*confirm accuracy!*

Submission Notes

- Biosketch Common Form + Supplement are uploaded together as **one PDF**.
- Other Support Common Form, when required in applications, is uploaded within the **Key Personnel Profile**.
- ERA modules/user interfaces to be updated and available by ***January 26***.

OS Disclosure Requirements – *In-Kind*

- Disclose if:
 - estimated dollar value of *\$5,000 or more*
 - not intended for use on the project
 - have an *associated time commitment*
- Disclosures must include *estimated value and purpose*.

OS Disclosures – *Monetary Donations*

- New guidance:
 - *Monetary donations* that are given with an expectation that the funds will support an investigator's research activities are disclosable as Other Support.
 - Gifts that are given to the institution or the division/department generally with no expectation of anything in return do not need to be reported as Other Support.

OS Disclosures – Consulting

Required if outside of an individual's appointment; separate from institution's agreement.

- the consulting activity requires senior/key person to perform research as part of the consulting activity
- the consulting activity does not involve performing research, but is related to the senior/key person's research portfolio *and* may impact funding, alter time or effort commitments, or otherwise impact scientific integrity
- the consulting entity has provided a contract that requires the senior/key person to conceal or withhold confidential financial or other ties between the senior/key person and the entity, irrespective of the duration of the engagement

Common Forms Resources

- [NIH Disclosure Table](#)
- [NIH Monetary Donations Scenarios](#)
- [Other Support Common Form Instructions](#)
- [Biosketch Common Form instructions](#)
- [Biosketch Supplement Form instructions](#)
- [Common Form FAQ](#)
- 11/2024 Office Hours/SciENcv demo [recording](#) / [slides](#)

Q&A

