NIH Biographical Sketch Form

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Getting to the NIH Biographical Sketch Form
Go to: https://www.digitalmeasures.com/login/ilstu/faculty/

1. Follow the link above.
2. Log in using your ULID and password.
3. Under the Activities Database general header, go to Scholarship/Research sub header.
4. Click NIH Biographical Sketch.
5. Click Add a New Item located at the top of the page.

Filling Out the NIH Biographical Sketch Form

Biographical Sketch Label
The first textbox is for the Title of your NIH Biographical Sketch. To keep the system organized, please title your reports as: ULID-UniqueFileName.

For more information, click the Question Mark Icon next to the textbox.

eRA Commons Username
The second text box is for the User Name you use for the National Institutes of Health eRA Commons.
**Personal Statement**
The third textbox is for a brief description of why you are well-suited for the role in the project with relevant factors such as:

- Training;
- Previous experimental work on this specific topic or related topics;
- Technical expertise; your collaborators or scientific environment;
- Past performance in this or related fields (you may mention specific contributions to science that are not included in in your Contributions to Science).

You may identify up to four peer reviewed publications that **Specifically Highlight Your Experience and Qualifications** for this project.

For more information, click the **Question Mark Icon** next to the textbox.

**Relevant Publications**
In this section, you are able to upload up to four peer reviewed publications that show your qualifications for this project. Only publications that have been added to your **Intellectual Contributions/Publications** can be selected from the drop down menu.

To add multiple publications, click the **Add** button.

![Add Publication](image)

Note: **Intellectual Contributions/Publications** is located below the **Scholarship/Research** header on the **ISU Digital Measures Home page**.

**My Publication Isn't Appearing in the Drop Down Menu**
If others have created Intellectual Contribution records for publications you worked on, and they have linked these records to your account, these **Publications will NOT be Available for Selection** from the drop-down list.

If you would like to include one or more of these linked publications in report, select the **Linked Records** checkbox at the bottom of the page. This will include an appendix at the bottom of your report **Listing All Intellectual Contribution Records You Are Linked to**. You can then copy and paste the relevant citations into the body of the report (in Microsoft Word), and remove the appendix before submitting it.

**Your Full List of Publications**
In the fourth text box, please provide a **URL to the Full List of Your Published Works** as found in a publicly available digital database such as PubMed or My Bibliography, which are maintained by the US National Library of Medicine.
Contributions to Science
In this section, briefly describe up to Five of Your Most Significant Contributions to Science. For each contribution:

- Indicate the historical background that frames the scientific problem;
- The central finding(s);
- The influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology;
- Your specific role in the described work.

Each contribution may reference up to Four Peer-reviewed Publications relevant to the contribution. The description of each contribution should be no longer than one half page (including figures and citations).

To add another contribution, click the Add button.

To add a publication to your contribution, click the Add button within the contribution box.

Click Save and Return to go back to the NIH Biographical Sketch page.

NIH Biographical Sketches Copy Function
Once you have created an NIH Biographical Sketch, you can click the Copy icon next to the sketch to quickly make a new file with personal information already filled out. You can also select the Edit icon to edit the form.

Creating the Report
Once you have completed the NIH Biographical Sketch form, you can have Digital Measures create the final form for you.

1. Click Run Custom Reports on the left sidebar (it should be highlighted red).
2. Select NIH Biographical Report from the first drop down menu.
3. Next, put in the Start and End Date. Only data within this range will be included in the report.
4. The third menu is for selecting the File Format you want the report to be exported to.
   a. Choosing Microsoft Word will allow you to make changes to the exported document (changes won’t affect the Digital Measures system data).
5. Choose the Page Size for the custom report from either Letter or A4.
6. Click Build Report. Once clicked, a file will automatically be downloaded to your computer.
NIH Biographical Sketch Template

This section shows you where data will be placed once a custom report has been created.

Notes:
- “Screen” refers to the Digital Measures page where the data is stored.
- Black Text is text that is part of the format of the final report.
- Blue Text refers to what information goes in each field.

NIH BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Last Name, First Name Middle Name

eRA COMMONS USER NAME (credential, e.g., agency login): eRA Commons Username

POSITION TITLE: This field is for your Faculty Title and Staff Rank

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training and residency training if applicable.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>Completion Date MM/YYYY</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Institutions you have attended along with the Institutions’ Locations</td>
<td>Degree received from the institution or explanation for “Other”</td>
<td>When you completed the degree [MM/YYYY]</td>
<td>The Major or Emphasis of your studies at the Institution</td>
</tr>
</tbody>
</table>

A. Personal Statement

A personal Statement should be a brief description of why you are well-suited for the role in the project with relevant factors such as training; previous experimental work on this specific topic or related topics; technical expertise; your collaborators or scientific environment; past performance in this or related fields (you may mention specific contributions to science that are not included in your Contributions to Science).

Screen: Relevant Publications > Intellectual Contributions/Publications

Note: Only shows items from Intellectual Contributions/Publications that are "Accepted", "In Press", "Published" AND is either: "Yes" or "Editorially Reviewed" for the "Was this peer-reviewed/refereed?" field.

You can also list up to four publications that highlight your skills for this project.

1. [list of Authors] as "[Last Name], [F. N.] [M. N.]" [(Year Published)]. [Title of Contribution.] In [Editor(s)] [(Ed.),(s.),)] [If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] [(Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages)][.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.] [Web Address] PubMed Central ID Number: [PubMed Central ID Number]
### B. Positions and Honors

#### Positions and Employment

<table>
<thead>
<tr>
<th>Screen: Academic, Government, Military and Professional Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Only Experience Types starting with the text &quot;Academic&quot; will be listed.</td>
</tr>
</tbody>
</table>

A list of all positions you had by:

<table>
<thead>
<tr>
<th>Start Year - End Year</th>
<th>Title/Rank/Position</th>
<th>Organization</th>
</tr>
</thead>
</table>

#### Other Experience and Professional Memberships

<table>
<thead>
<tr>
<th>Screen: Academic, Government, Military and Professional Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: This section will NOT records items displayed in Positions and Employment.</td>
</tr>
</tbody>
</table>

| Screen: Professional Memberships |

<table>
<thead>
<tr>
<th>Screen: Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Only posts Positions/Roles containing one of the substrings: &quot;Board of&quot;, &quot;Editor&quot;, &quot;Reviewer&quot;.</td>
</tr>
</tbody>
</table>

Other experiences and Professional Memberships are listed the same way:

<table>
<thead>
<tr>
<th>Start Year - End Year</th>
<th>Title/Rank/Position/Explanation</th>
<th>Organization/Committee/Club</th>
</tr>
</thead>
</table>

#### Honors

| Screen: Awards and Honors |

List any honors/awards you have received by:

<table>
<thead>
<tr>
<th>Year Received</th>
<th>Award/Honor Name</th>
<th>Organization/Sponsor</th>
</tr>
</thead>
</table>

### C. Contribution to Science

#### Screen: Contributions to Science

In this section, briefly describe up to Five of Your Most Significant Contributions to Science. For each contribution indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; your specific role in the described work.

#### Screen: Relevant Publications > Intellectual Contributions/Publications

Note: Only shows items from Intellectual Contributions/Publications that are "Accepted", "In Press", "Published" AND is either: "Yes" or "Editorially Reviewed" for the "Was this peer-reviewed/refereed?" field.

For each contribution, you can list up to four publications relevant to the contribution.

1. [list of [Authors] as "[Last Name], [F. N.] [M. N.]" (Year Published). [Title of Contribution.] In [Editor(s)] [[Ed.),(s.),]] [If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages])[[.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.] [Web Address] PubMed Central ID Number: [PubMed Central ID Number]
Complete List of Published Work in MyBibliography:
Copy and paste a link to a full list of your publications through a digital database such as PubMed or My Bibliography.

D. Research Support
Note: Records included in this section are displayed in reverse chronological order. Projects should be listed in order from most relevant to least relevant to the given proposal, you may need to adjust the order in which your records display to meet this requirement.

Ongoing Research Support
Screen: Contracts, Fellowships, Grants and Sponsored Research
Note: Current (ongoing) Status is given to items that are "Funded", "Awarded" and also have a Record End Date (an item listed in Contracts, Fellowships, Grants and Sponsored Research) greater than or equal to their Report End Date (the end date from the Run Custom Report page).

This section is for any on-going research you are a part of in the following format:

Last Name of the Principle Investigator
Sponsoring Organization name
Title of the research project
Abstract of the goals of the research
Your role in the research

Completed Research Support
Screen: Contracts, Fellowships, Grants and Sponsored Research
Note: Current (ongoing) Status is given to items that are "Funded", "Awarded" and also have a Record End Date (an item listed in Contracts, Fellowships, Grants and Sponsored Research) that was active within 3 years of the Report End Date (the end date from the Run Custom Report page).

This section is for any completed research you have taken part of in the past:

Last Name of the Principle Investigator
Sponsoring Organization name
Title of the research project
Abstract of the goals of the research
Your role in the research
APPENDIX: Linked Publications

This is NOT part of the NIH Biographical Sketch form. An appendix will only be placed here if you check the Linked Records checkbox at the bottom of the NIH Biographical Sketch form on Digital Measures. Any citations in this section may be copied and pasted into the appropriate section of the form above, if you wish, before printing. Delete any unnecessary citations.

Screen: Intellectual Contributions/Publications

Note: Record Creator is equal to "No" while the Current Status is "Accepted", "In Press", or "Published" AND was a "Yes" or "Editorially Reviewed" for the "Was this peer-reviewed/refereed?" field.

[list of [Authors] as "[Last Name], [F. N.] [M. N.]" [(Year Published)]. [Title of Contribution.] In [Editor(s) [(Ed.),(s.),]] (If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work) [(Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages)](]. [City and State of Journal/Publisher]: [(Journal/Publisher/Proceedings Publisher)]#[]. [Web Address] PubMed Central ID Number: [PubMed Central ID Number]