

NIH / PHS Senior/Key People Profiles for Division Staff



Life Sciences' Manfred Auer and group

Learn about the 40-person expanded component, who should include a biosketch, which roles to use for people, what order to upload the biosketches into the profile, and common problems with LBNL biosketches.

Presented by:
LBNL Sponsored Projects Office
December 2008



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40-Person Expanded Component

- All NIH Grant Application Packages now include expanded profile with the ability to include 40 people.

Close Form Print Page About

RESEARCH & RELATED Senior/Key Person Profile (Expanded)



NIH-required fields



Reminder: Avoid Common eSubmission Errors

- R&R Senior/Key Person Profile(s) form
 - Include eRA Commons Username in the 'Credential, e.g., agency login' field for all individuals assigned a PD/PI role.
 - Include the Organization Name for all Senior/Key Persons listed.



Who Should Include a Biosketch

- **Required by NIH**
 - PI
 - Key Personnel
 - Other Significant Contributors
- **Optional** (make sure to indicate they are not “key”)
 - Postdocs
 - Others involved



Biosketch for “potential candidates”

- **Can include a biosketch for “potential candidates” in the budget justification**
 - Note in the budget justification they are “a potential candidate”
 - Indicate the biosketch is included with the budget justification for information purposes
 - Cannot be construed as a promise of employment



NIH / PHS Roles

- Use drop-down selections
 - Co-PI option not used by NIH or other PHS agencies
 - Almost never use Post Doctoral Associate
 - Rarely use Graduate Student
 - Almost never use Undergraduate Student
- Can use “Other” and then describe the role



NIH / PHS Roles – PD/PI

PD/PI is used
for the prime PI

and **MUST** be
used for the prime PI

(Exception for Multiple-PI applications)



NIH / PHS Roles – Multiple PD/PI

**For Multiple-PI Projects
all PI's must have the PD/PI role
and they share responsibility**

**A Multiple-PI Application has very specific
additional requirements also.**



Biosketch section is for Key People



**People in the
Senior/Key People
section of the budget
will be considered “key”**

**Others might be considered “key”
by NIH if their biosketch is included**



NIH / PHS Roles – Faculty



LBLN does not have “Faculty”

Select “Other” – “Faculty Scientist”



NIH / PHS Roles – Post Docs

- NIH might consider Postdocs as “key” if their biosketch is included
- LBNL does not consider Postdocs to be “key” personnel
 - SPO Guidance:
use the “Other” category and specify “non-key postdoc”



NIH / PHS Roles – Other Professional

Can be used for other key people

But you will not
have the opportunity
to specify or explain their role



NIH / PHS Roles – Technician

For proposals with key people
that are not research
scientists



NIH / PHS Roles – Consultant

For paid consultants



NIH / PHS Roles – Other

If you select “Other” from the drop-down menu, you must then specify or explain their project role

- Non-key scientist
- Other Significant Contributor
- Non-key Postdoc



Is Order Important ?

- **PI always first**
- **Senior/key Person Profiles**
- **Other Significant Contributors**
- **Consultants (if key)**

Note: Reviewers will see the biosketches in the order they are uploaded. NIH recommends alphabetical order within each section, but it is not required



Common Biosketch Problems

- **SPO does not review the Biosketch for content, except, we confirm:**
 - LBNL position title used
 - Current LBNL appointment



Common Problem: LBNL Title

- Position Title should be LBNL Title

BIOGRAPHICAL SKETCH	
Provide the following information for the key personnel and other significant contributors in the order listed on Form Page 2. Follow this format for each person. DO NOT EXCEED FOUR PAGES.	
NAME	POSITION TITLE
eRA COMMONS USER NAME (credential, e.g., agency login)	

- “Professor” is not a job title at LBNL
- Multiple appointments can be listed, but the LBNL title needs to be first



Common Problem: LBNL Appointment

A current LBNL position must be listed in section A



Common Problem: Sequencing

NIH requests
peer-reviewed publications
or manuscripts in press
(in chronological order)



Common Problem: Old (or Other) Forms

- Make sure to use the NIH biosketch format
- Make sure to include NIH-requested information
- Do not use the old PHS398 form containing headers and footers



Questions

