

NIH / PHS Senior/Key People Biosketches for PIs and Scientists



Life Sciences' Manfred Auer and group

Learn 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**



NIH / PHS Senior/Key People Biosketches for PIs and Scientists



Life Sciences' Manfred Auer and group

Presenters:

**Jeff Weiner, SPO Manger
Cynthia Ernest, Contracts Officer
Susan Hedley, Contracts Officer
Phyllis Gale, Contracts Manager**



Who Should Include a Biosketch

- **Required by NIH**
 - PI
 - Key Personnel
 - Other Significant Contributors
- **Optional** (make sure to indicate in the Application Package Profile they are not “key”)
 - Postdocs (not recommended by LBNL SPO)
 - Others involved



Biosketch for “potential candidates”

- You can include a biosketch for “potential candidates” in the budget justification – not in the biosketch section
 - 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

If you have questions
about what role
to assign a specific individual,
discuss with Division staff
who have experience
with many 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 – Post Docs

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



Why is determination of “key personnel” so important?

- If people are listed in the Notice of Award as being “key”
 - If incorrectly determined by NIH as “key”
 - Can slow down acceptance of an award while negotiating the issue
 - Need NIH approval to remove them as “key” and reissue the Notice of Award
 - NIH has the final determination
 - If people are correctly determined as “key”
 - Need NIH approval to remove them in out years (such as the end of a Postdoc’s appointment)
 - Need NIH approval for reduction of effort



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



Is Order Important ?

Note: Adding Biosketches

If a biosketch is added after biosketches have been uploaded into the application package, another biosketch can only be added at the end.

To add a biosketch into a specific location in the order would required deleting all biosketches after the insertion point and re-entering the profile information for each person as well as re-uploading their biosketch.



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

