**PERSONAL BIOGRAPHY TEMPLATE**

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| 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.** | | | | |
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| NAME | | POSITION TITLE | | |
| era COMMONS USERNAME | |
| EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)* | | | | |
| INSTITUTION AND LOCATION | DEGREE  *(if applicable)* | | YEAR(s) | FIELD OF STUDY |
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A. Personal Statement

“Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application.” NIH Biographical Sketch Guidelines.

We suggest limiting this section to one third to one half of a page, dependent on space available. The goal of this section is to clearly and concisely describe the qualities that make you best suited to fulfilling your role in the proposed research activity. Write this in the first person.

Suggested points to address:

* Brief (1-3) sentence outline of the proposed work.
* Your scientific experience highlighting specific skills, training, or grants that are applicable to your leadership or participation in this project. How does your formal education, training and experience contribute to the feasibility of the project?
* How is your expertise complementary to the expertise of the other members of the team? How does your role integrate into the team structure?
* Your background in directing, coordinating, and supervising clinical studies, and how this makes you well-qualified to lead the proposed work. Give specific examples of the studies you have previously coordinated, highlighting specific experience applicable to this work demonstrating why you are highly qualified for your role. (For example, if you will be responsible for managing recruitment of subjects in the proposed study, describe how you have been successful in this role in other clinical trials.)
* State what role, if any, you had in generating the preliminary data in the proposal.
* If you have co-published with the PI or any other members of the team, highlight this. It is evidence of an existing, productive collaboration.
* *Without being defensive, make statements that address any critiques received in prior review related to the Investigator review criterion.* (However, do not specifically reference, “in response to the critique of reviewer so-and-so…”)
* End with a summary (one sentence) that generalizes why your experience has prepared you for this project.



**B. Positions**

xxxx-xxxx Name of Position

**Honors (selected)**

xxxx-xxxx Name of award

**C. Selected peer-reviewed publications (Selected from XX peer-reviewed publications)**

“NIH encourages applicants to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research.” NIH Biographical Sketch Guidelines.

We suggest using the format found below, which is taken from the NIH’s example bio sketch. Include your five publications that are most *relevant to this application*. Underneath, include ten additional recent publications of importance to the field. Both sections should be presented in chronological order. \* When selecting which publications to include, consider the three things that reviewers will scrutinize:

1) have you been productive in the recent past?

2) what is the quality of the publications selected?

3) are the selected publications relevant to what you have been recruited to do in the proposed project?

**Most relevant to the current application (in chronological order)**

**Additional recent publications of importance to the field (in chronological order)**



**D. Research Support**

**CURRENT**

Grant number PI Name (PI) xx/xx/xxxx-xx/xx/xxxx

Title of Grant

Description of Grant

Your role

**COMPLETED (last three years)**

Grant number PI Name (PI) xx/xx/xxxx-xx/xx/xxxx

Title of Grant

Description of Grant

Your role