

Preparing Forms for Your ATE Proposal: Creating Your Biosketch

This instruction sheet is derived directly from the Preparing Personnel Budgets and Forms for your NSF ATE Proposal, presented on May 21, 2025. The full webinar is available for viewing at: <https://tinyurl.com/MCFormsPersonnelWebinar>. A comprehensive version of the Quick Reference Guide can be accessed at: <https://tinyurl.com/MCPersonnelForms>

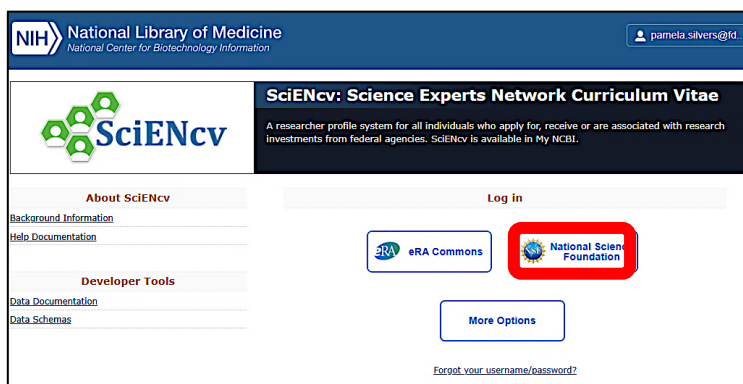
Creating your Biosketch

Biosketches are created in SciENcv, a federal grant support system that is external to NSF.

Before using the SciENcv website, make sure you are registered in Research.gov. If you already have a SciENcv account, check and update your forms to ensure that they match the current version (ending in 24-1).

To create a new account, go to <http://www.ncbi.nlm.nih.gov/sciencv> and click on the National Science Foundation tab on the opening page. This will allow you to sign in with your Research.gov credentials. (Note that you may also designate a delegate, like your grants professional or a Co-PI, to help you prepare the SciENcv documents.) If you have used the system before, SciENcv will take you to a page of saved documents that also has a tab for creating a new document. If you are using the system for the first time, you will go directly to a page where you will create your first document.

Click on New Document, give it a meaningful name (e.g. Biosketch_Jane_Doe_2025), click on Document Type, and select NSF Biographical Sketch from the drop-down menu. Complete and save the forms and upload them as pdfs on the Research.gov Control Page.

The diagram illustrates the process of creating a new document in SciENcv. It starts with a screenshot of the "My Profile" page, where a red arrow labeled "1" points to the "+ NEW DOCUMENT" button. This leads to a "Create a New Document" form. In this form, a red arrow labeled "2" points to the "Document type" dropdown menu. A second red arrow labeled "3" points to the "NSF Biographical Sketch" option in the dropdown list. The form also includes fields for "Document Name", "Data source", and radio buttons for "Use an external source", "Use an existing document", and "Start with a blank document". "CANCEL" and "CREATE" buttons are at the bottom.

Biosketches: Complete a separate biosketch form for each member of your Senior Personnel by providing information in the following categories:

- Professional Preparation: Names of undergraduate, graduate, and post-doctoral institutions (as applicable), in reverse chronological order. For each institution provide: location, major discipline, degree, and the year the degree was awarded.
- Appointments: Academic and professional appointments with dates, position title, organization, and location, in reverse chronological order.
- Products: Do not be concerned if you have no products to list. They are not an ATE requirement. This format was created to serve the university research community, which has a stronger need to stress products and publications in grant proposals. If you do have products to list, provide a list of up to five that are closely related to the proposed project and a list of up to five other significant products, that may or may not be related to the project.
 - Acceptable products must be citable and accessible, including but not limited to publications, data sets, software, patents, and copyrights.
 - Unacceptable products are unpublished documents, invited lectures, and additional lists of products beyond the two lists identified above.
 - Each product must include full citation information, including names of the authors, product title, publication or release date, website URL or other persistent identifier if available, and other relevant citation information (e.g., in the case of publications, title of the enclosing work such as a journal or book with information about volume, issue, and pages as appropriate).