

## NIH Biosketch: **Harvard FAQs**

Please review the National Institutes of Health (NIH) Frequently Asked Questions (FAQs) on [Biosketches](#). The Harvard responses below include requirements and instructions effective for due dates on or after **January 25, 2022** and are meant to supplement the NIH FAQs.

Note that NIH Biosketches must be reviewed and authorized by an AOR (authorized organizational representative) in your school's central submitting office (OSP, HMS ORA, or SPH SPA) prior to submission to NIH or to the prime submitting/awardee institution when Harvard is a subrecipient. Therefore, **proposals and RPPRs for all awards, including those where Harvard is a subrecipient under an NIH prime award, must be entered into GMAS for review, in accordance with your school's/submitting office's deadline policy and procedures.**

### BIOSKETCH FAQs

#### **Should Section D be incorporated into Section A of the Biosketch?**

Per NIH instructions, Section A **Personal Statement** may now include highlighted ongoing and completed (from the past three years) research projects.

#### **What appointments should be listed on the Biosketch, Section B?**

All academic or research appointments, foreign and domestic, including but not limited to visiting, adjunct, honorary or temporary appointments with an academic, governmental, or non-profit research institution AND any fiduciary (e.g., board of directors) or executive appointment with a for-profit entity, should be listed on the Biosketch. Any resources associated with the scientific appointment should be disclosed as in-kind contributions in the Other Support format pages. For appointments or employment with foreign entities agreements (in English) will also need to be attached.

Harvard's definition of "Appointment" is any academic or research appointment, including visiting, adjunct or temporary appointments with an academic, governmental, or non-profit research institution AND any fiduciary or executive appointment with a for-profit entity.

#### **Should an affiliation with an NIH-funded Center at another Harvard school be listed on the Biosketch?**

Yes, all appointments should be listed on the Biosketch.

#### **Should advisory board appointments be listed on Biosketches?**

Yes, they should be reported on the Biosketch. They also need to be listed on Other Support if the individual will be conducting research or has access to resources for use in their own research endeavors as part of the appointment.

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**Should we update Biosketches annually, immediately when there is a change, or is there some other action that should trigger this?**

Biosketches must be updated prior to each submission to NIH.

**For Section B of the new Biosketch, department/central office personnel may not have access to all appointments a PI/Key Personnel may have, and they are not required to "sign" the Biosketch form. How do we know that researchers are fully disclosing everything that needs to be on their Biosketch?**

Each reporting individual (Key Personnel) is responsible for the information reported on their Biosketch, and for adhering to all NIH disclosure requirements.

### Additional Resources:

**Does Harvard have SciENCv training for faculty and staff?**

Yes, several online courses providing instruction about using SciENCv and related online tools are available in the Harvard Training Portal (HTP) at <https://trainingportal.harvard.edu/>. Log into HTP and search for “*SciENCv*” to view all related courses under the series “[SciENCv, Biosketches and More](#),” including specific tutorials addressing how to create compliant NIH and NSF Biosketches.

**Where can PIs & Grants Managers find more information and who to contact for help answering questions?**

Contact the AOR who reviews Biosketches in your school’s central submitting office (OSP, HMS ORA or SPH SPA). If you don’t know who your central office reviewer is, check the OVPR website for general contact information at <https://research.harvard.edu/faculty-disclosure-federal-funding-agencies/>