

SciENCv Training
Dartmouth College 2026

Presented by

Jill Mortali – Director, Office of Sponsored Projects (OSP)
Stephanie Morgan – Senior Grants Associate, OSP
Josh Brecheen – M&I Department Research Administrator

AGENDA

- **Government-wide Common Forms & NSPM-33**
- **New NIH Requirements**
- **Introduction to SciENcv**
 - Account creation and linking
 - Adding a delegate
 - Completing your NIH Biosketch
 - Completing your Current and Pending (Other) Support
- **Dartmouth XML Upload to SciENcv**
- **Key Action Items**
- **Resources**

National Security Presidential Memorandum 33 (NSPM-33) Implementation

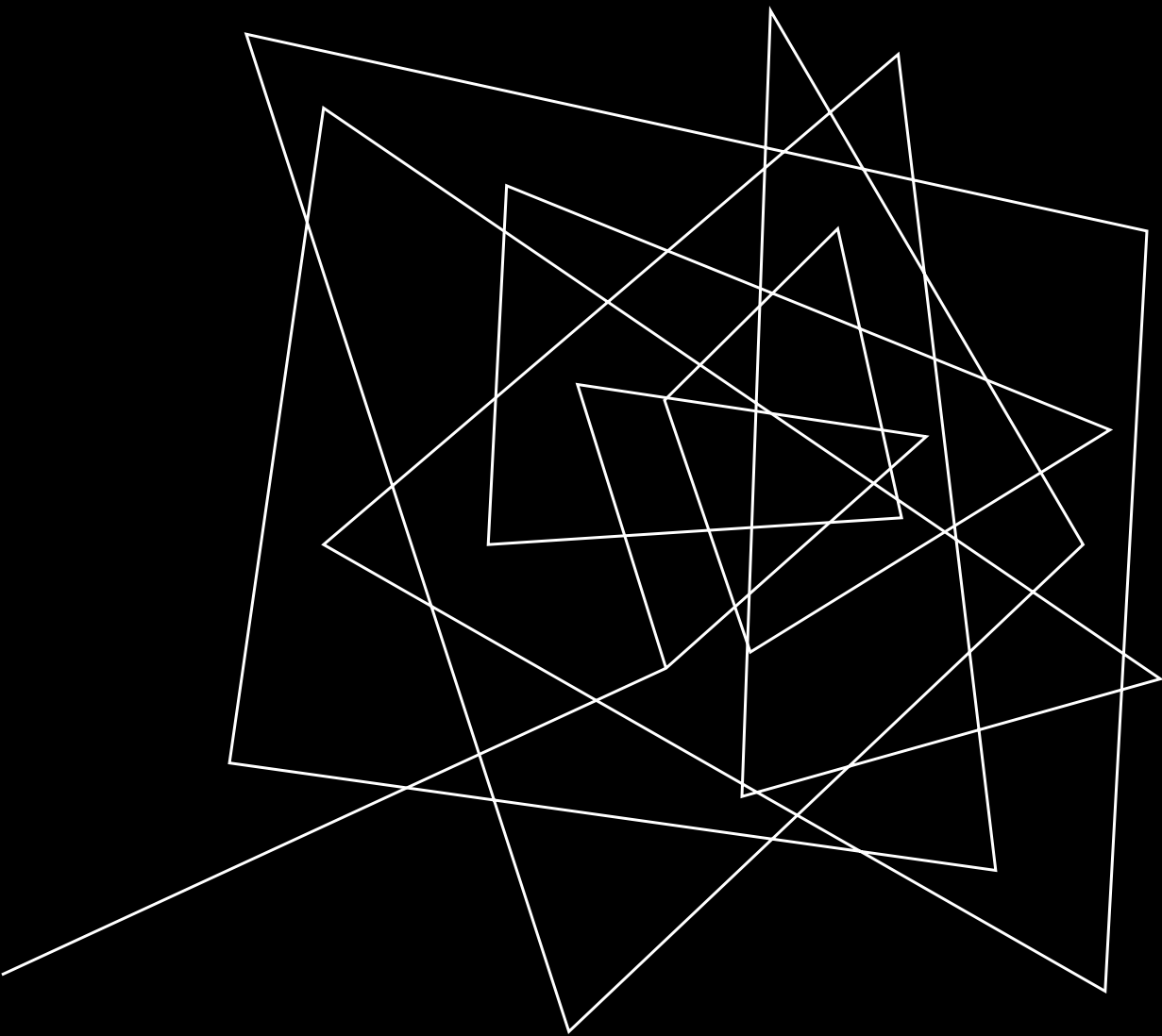
- Goal to “**strengthen protections of United States Government-supported R&D** against foreign government interference and exploitation” while “maintaining an open environment to foster research discoveries and innovation that benefit our nation and the world.”
- Implementation involves **transparent disclosure of relevant activities** and commitment to “**objectivity, honesty, transparency, fairness, accountability, and stewardship**”.
- Research agencies would work together to **standardize proposal forms, requesting the same information in the same manner to reduce administrative burden.**

NSPM 33 Components for Compliance

- **Disclosure Requirements and Standardization**
 - Common Forms for Biosketches and Current and Pending Support (Other Support)
 - SciENCv
- **Digital Persistent Identifiers (DPIs)**
 - ORCID ID
- **Research Security Programs**
 - Canvas Research Security Training
 - Fulfills NIH Other Support training requirement
- **Consequences for Violation of Disclosure Requirements**
- **Information Sharing**

Related NIH Recent Notices & Reminders

- New Policy Requirement to Train Senior/Key Personnel on Other Support Disclosure Requirements
 - Notice Number: NOT-OD-25-133. **Effective October 1, 2025**
 - <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-133.html>
- Research Security Training Requirements
 - Notice Number: NOT-OD-26-017. **Effective May 25, 2026**
 - <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-26-017.html>
- Dartmouth using government's one hour Research Security Training module in Dartmouth's Canvas site
- Dartmouth Canvas Research Security Training will cover OS training



NIH New Requirements

NIH Disclosure Responsibilities

Institution

- Required to establish and maintain effective controls to ensure individuals fully disclose all OS information
- OSP submission of documents as Authorized Organizational Representative (AOR)
- Provide information and training to ensure compliance

Faculty (Senior/Key Personnel)

- Responsible for disclosing all required information per NIH guidance
- Certify that Other Support is accurate and all disclosures have been made
- Provide contract copies of foreign appointments in English, when applicable



NIH Policy Change – Effective Jan 25, 2026

- Mandatory use of SciENcv Common Forms for all Application, RPPR, JIT, and Prior-Approval submissions
 - NIH Application Validations
 - Warnings will be generated starting Jan 25, 2026
 - **Errors preventing submission starting Feb 6, 2026**
 - Non-compliant submissions will be withdrawn
 - Notice Number: NOT-OD-26-018
 - <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-26-018.html>
 - Jointly Issued by: NIH, AHRQ, CDC, VA
-

New Form: NIH Biographical Sketch Supplement

- Collects three required NIH specific data elements per NIH's Peer Review Regulations at [42 Code of Federal Regulations Part 52h](#)
 - Personal Statement
 - Contributions to Science
 - Honors
- Information is used to assess an individual's qualifications and experience for a specific role in a project.
- **NIH Biographical Sketch Supplement:** <https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>

Major Changes to the Biosketch: One Form Split Into Two

Current NIH Biosketch	Biographical Sketch Common Form	NIH Biographical Sketch Supplement
Education/Training	Professional Preparation	Not Applicable
A. Personal Statement: Narrative and 4 product citations.	Products: <i>Products Most Closely Related to the Proposed Project</i> , limit 5 citations.	Personal Statement: No citations allowed. Can provide narrative for <i>Personal Statement</i> including information on the <i>Products Most Closely Related to the Proposed Project</i> , cited in the <i>Products</i> section of the Biographical Sketch Common Form. Field is limited to 3,500 characters.
B. Positions, Scientific Appointments and Honors	Appointments and Positions: Must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period up to three years from the date the applicant submits the application to the agency for funding consideration.	Honors: Limited to no more than 15 entries.
C. Contributions to Science: Up to 5 narrative contribution descriptions, each allowed to include citations for up to 4 products.	Products: Can provide up to 5 other significant products that highlight the senior/key person's Contributions to Science. The NIH Biographical Sketch Supplement will provide the opportunity to describe these contributions in more depth.	Contributions to Science: No citations allowed. Can provide up to 5 narrative contributions to science. Each entry is limited up to 2,000 characters. You may refer to products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section.

Biosketch & Supplement Forms Generate Together

Data Entry on one page

Certification generates one PDF with both Forms

MY NCBI > SCIENCE > NIH COMMON FORM BIOSKETCH

NIH Biographical Sketch Common Form

VIEW DRAFT

DOWNLOAD PDF

Identifying Information, Organization and Location * [EDIT](#)

A. Professional Preparation *

B. Appointments and Positions *

C. Products

Products Closely Related to the Proposed Project *

Other Significant Products Highlighting Contributions to Science *

NIH Biographical Sketch Supplement

A. Personal Statement * [EDIT](#)

B. Honors *

C. Contributions to Science *

OMB No. 3145-0279 (Expiration Date 10/31/2026)

NIH Biographical Sketch Common Form

Name: Morgan, Stephanie

Persistent Identifier (PID) of the Senior/Key Person: <https://orcid.org/0009-0000-2627-9220>

Position Title: Senior Grants Associate

Organization and Location: Trustees of Dartmouth College, Hanover, New Hampshire, United States

PROFESSIONAL PREPARATION

INSTITUTION AND LOCATION	DEGREE	Start Date	Completion Date	FIELD OF STUDY
University of Edinburgh, Edinburgh, Not Applicable, N/A, Scotland	MASTER OF SCIENCE	09/1995	08/1997	Gender Studies

OMB No. 0925-0001 (Expiration Date 12/31/2027) and No. 0925-0002 (Expiration Date 11/30/2027)

NIH BIOGRAPHICAL SKETCH SUPPLEMENT

Name: Morgan, Stephanie

Persistent Identifier (PID) of the Senior/Key Person: <https://orcid.org/0009-0000-2627-9220>

Position Title: Senior Grants Associate

Organization and Location: Trustees of Dartmouth College, Hanover, New Hampshire, United States

Personal Statement
I think I would make an excellent PI for this project.



Major Changes to Current & Pending (Other) Support

Current NIH Other Support	Current and Pending (Other Support) Common Form
<p>Person Months: Effort is classified as either calendar or academic/summer months.</p>	<p>Person-Month(s) (or Partial Person-Months): Effort is classified only in person months not calendar or academic/summer. For example: an individual's effort currently expressed as 1.2 calendar months, or 0.9 academic and 0.3 summer would be expressed as 1.2 person months on the Current and Pending (Other) Support Common Form.</p>
<p>Major Goals:</p>	<p>Overall Objectives: The field label changed, and the field is limited to 1,500 characters.</p>
<p>Estimated Dollar Value of In-Kind Contribution: An estimate always needed to be reported regardless of time commitment or dollar value.</p>	<p>US Dollar Value of In-Kind Contribution: The field label changed and an In-Kind Contribution should only be reported if estimated at \$5000 or more and requires a commitment of the individual's time.</p>
<p>Overlap Section: Currently Overlap is summarized at the end of the document rather than for each Other Support Entry.</p>	<p>Statement of Potential Overlap: Each Proposal, Active Project or In-Kind Contribution entry will have its own Statement of Potential Overlap rather than being summarized at the end.</p>
<p>Supporting Documentation: Currently, provided/appended as a PDF following the Other Support form.</p>	<p>Supporting Documentation: This document will not be attached to the Current and Pending (Other) Support document produced in SciENcv. It will be attached in a separate field alongside the Current and Pending (Other) Support document when submitting via the Just-In-Time, RPPR, or Prior Approval modules.</p>

SciENcv Instructions & Embedded Links to Guidance

In-Kind Contributions

In this section, disclose ALL in-kind contributions with an estimated dollar value of \$5000 or more **and** that require a commitment of the individual's time. An in-kind contribution is a non-cash contribution provided by an external entity that directly supports the individuals' research and development efforts. An in-kind contribution may include but is not limited to: real property; laboratory space; equipment; data or data sets; supplies; other expendable property; goods and services; employee or student resources. In-kind contributions with an estimated value of less than \$5000 need not be reported.

The Status of Support types are defined as:

Current – all in-kind contributions obligated from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – all in-kind contributions currently under consideration from potential funding organizations irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Consulting Activities

Consulting activities must be disclosed under the proposals and active projects section of the form when any of the following scenarios apply:

- The consulting activity will require the senior/key person to perform research as part of the consulting activity;
- The consulting activity does not involve performing research, but is related to the senior/key person's research portfolio and may have the ability to impact funding, alter time or effort commitments, or otherwise impact scientific integrity; or
- The consulting entity has provided a contract that requires the senior/key person to conceal or withhold confidential financial or other ties between the senior/key person and the entity, irrespective of the duration of the engagement.



Introduction to SciENcv

Science Experts Network Curriculum Vitae (SciENcv)

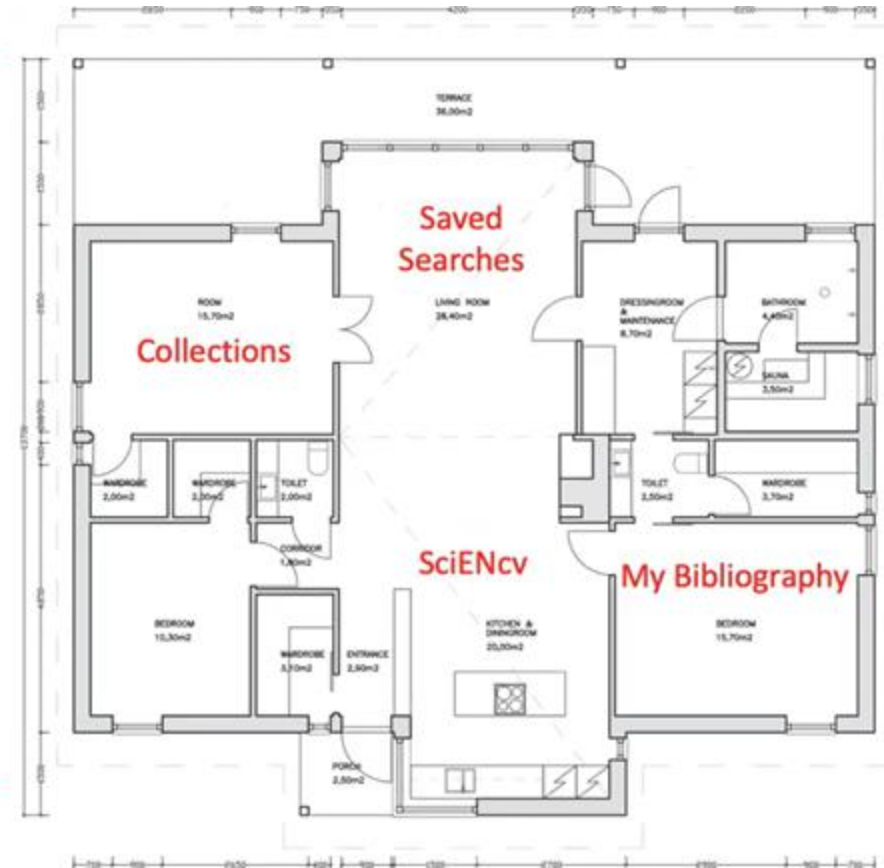
SciENcv is a free profile service offered by MyNCBI to reduce burden for researchers by **leveraging data from multiple systems:**

- Pulls down information from multiple sources to assist you with creating forms.
- Assists with filling out sponsor-specific forms utilizing agency-specific application guides to complete forms correctly.
- Stores as many version of these forms as you like (e.g., NIH biosketch tailored to specific expertise for different proposal types).
- Uses a common data model so it can copy your information from an NIH biosketch to an NSF biosketch completing around 85% of the fields.

MyNCBI – Free portal hosting PubMed, MyBibliography, Collections, and SciENcv

- Think about myNCBI as a house and your logins to systems such as research.gov, ORCID and eRA Commons as doors.
- Any of these doors may be used to enter your MyNCBI account to access SciENcv, one of the many tools available to you in MyNCBI.
- Other MyNCBI tools include saved searches, My Bibliography and Collections.

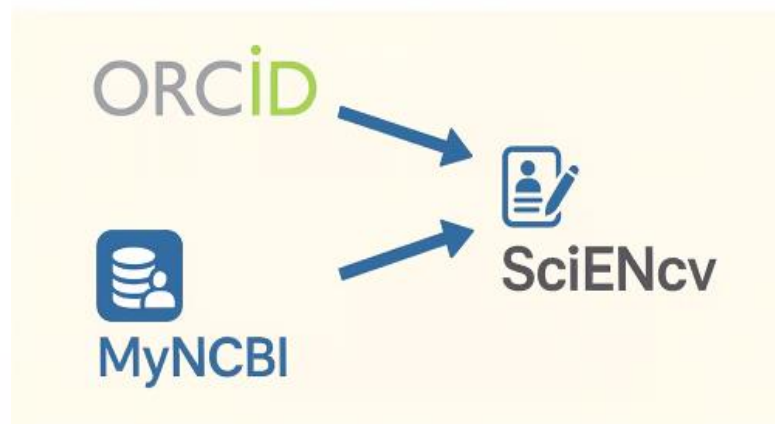
My NCBI



ORCID to SciENCv

Category	Example Data Pulled from ORCID
Personal Identifiers	Name, ORCID iD, and affiliation(s)
Education	Degree, institution, field of study, dates
Employment	Current and past institutional positions
Works (Publications)	Journal articles, conference papers, books, datasets — including DOI, title, citation etc.
Funding	Grants and awards listed in ORCID (with sponsor, title, role, amount if provided)
Professional Activities	Memberships, service, reviewing, invited talks, etc. (if entered in ORCID)

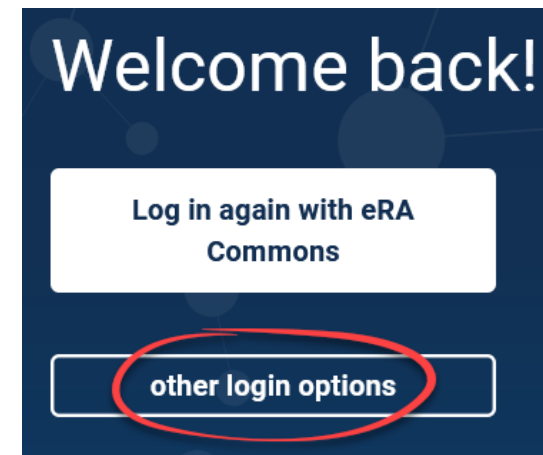
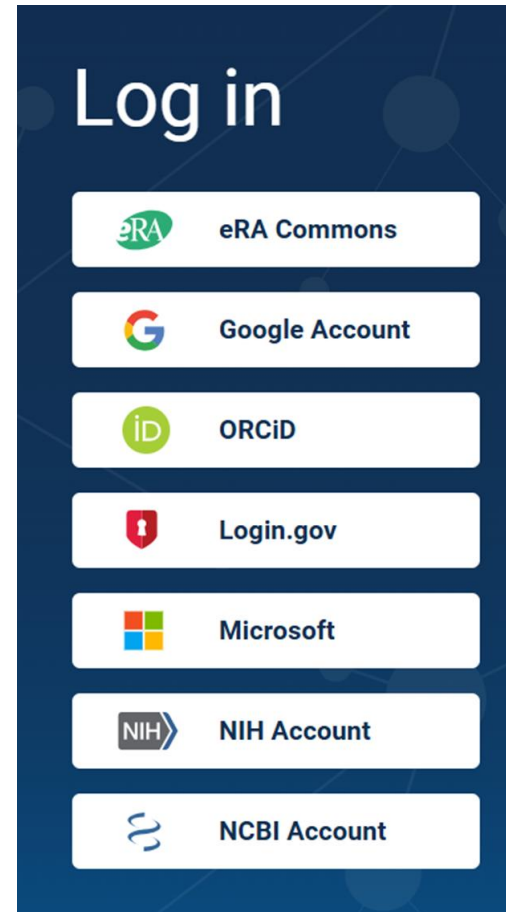
Data Flow and Persistent Identifiers



Only data that you have made public (or that you specifically authorize for sharing) is transferred. Nothing private moves automatically.

Creating / Accessing Your MyNCBI Account

- Navigate to:
<https://account.ncbi.nlm.nih.gov/>
- Choose ORCiD so that you can create your account and link your ORCiD ID
- Use ORCiD as your SciENcv log in each time
 - Using a different log in each time will mean that you will not have access to what you previously created/edited



My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

Search NCBI databases

Search : PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

Saved Searches

You don't have any saved searches yet.

Go and [create some saved searches](#) in PubMed or our other databases.

[Manage Saved Searches >](#)

My Bibliography

Your bibliography contains [40 items](#).
Share your bibliography with this URL:
<https://www.ncbi.nlm.nih.gov/myncbi/stephanie.morgan/bibliography/public/>

Delegated Bibliographies

Bibliography	Items	Sharing
jill.m.mortali@dartmouth.edu's bibliography		private
Steven Leach's bibliography	2084	private

[Manage My Bibliography >](#)

Collections

All bibliographies and Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections >](#)

Filters

Filters for: PubMed

You do not have any active filters for this database.
[Add filters for the selected database.](#)

[Manage Filters >](#)

Recent Activity

Time	Database	Type	Term
4:38 PM	Books	record	SciENcv - My NCBI Help
4:38 PM	Books	record	Working with Filters - My NCBI Help

[Clear](#) [Turn Off](#)

[See All Recent Activity >](#)

SciENcv

Name	Last Update	Sharing	Type
Test CV	12-Nov-2025	Private	NIHBIosketch3
NIH Biosketch Test	12-Nov-2025	Private	NIHBIosketch3
NIH PREVIEW Test Biosketch	15-Dec-2025	Private	NIH-BGS25-1
NIH Common Form Biosketch v1	17-Dec-2025	Private	NIH-BGS25-1
NIH CPS Common Form	17-Dec-2025	Private	NIH-CPOS25-1

Delegated CVs :
[jill.m.mortali@dartmouth.edu](#)

[Manage SciENcv >](#)

Once logged in, you will land on the dashboard

Navigate to the lower right-hand corner to the box marked "SciENcv"

First time users will see a link to create a new CV:

SciENcv

[Click here to create a new CV.](#)

Delegated CVs :

Landing page where ORCID ID will display when linked. If it is not appearing, click on Edit in My Profile and click on the link, 'Select here to link your ORCID ID'

[MY NCBI](#) > [SCIENCv](#)

SciENCv

My Profile

Name: Stephanie Morgan
Title/Department: Senior Grants Associate, Office of Sponsored Projects
Trustees of Dartmouth College
Hanover, New Hampshire, United States
ORCID ID: <https://orcid.org/0009-0000-2627-9220>
eRA Commons ID: smorgan101

Helpful Links

[About SciENCv](#)
[How to Use SciENCv](#)

Edit My Profile

Last Name *

Start Year * End Year
Leave blank for present




ORCID ID: [Select here to link your ORCID ID](#)

NSF ID: [Select here to link your NSF ID](#)

[CANCEL](#) [SAVE](#)

My Documents

[+ NEW DOCUMENT](#)

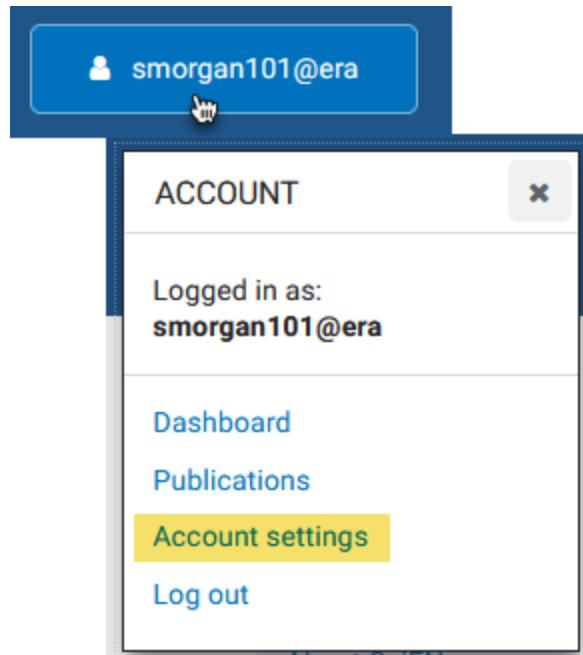
Last Updated ↓	Title	Format	Delete
12/17/25	NIH CPS Common Form	NIH Current and Pending (Other) Support Common Form	
12/17/25	NIH Common Form Biosketch v1	NIH Biographical Sketch Common Form	
12/15/25	SM PATCH TEST BIOSKETCH	NSF Biographical Sketch	

Log In Sharing is Prohibited

- Sharing Log In information is prohibited
 - Users may not allow other unauthorized users to access resources under their credentials
 - Large settlements for non-compliance (e.g., Cleveland Clinic Foundation)
- Faculty need to create their MyNCBI account and link to their ORCID ID initially
- Only faculty can add a delegate

Adding a Delegate in SciENcv

- Click on your Log In icon in the top right corner and select "Account Settings"
- Scroll down to Delegates and select "Add delegate"

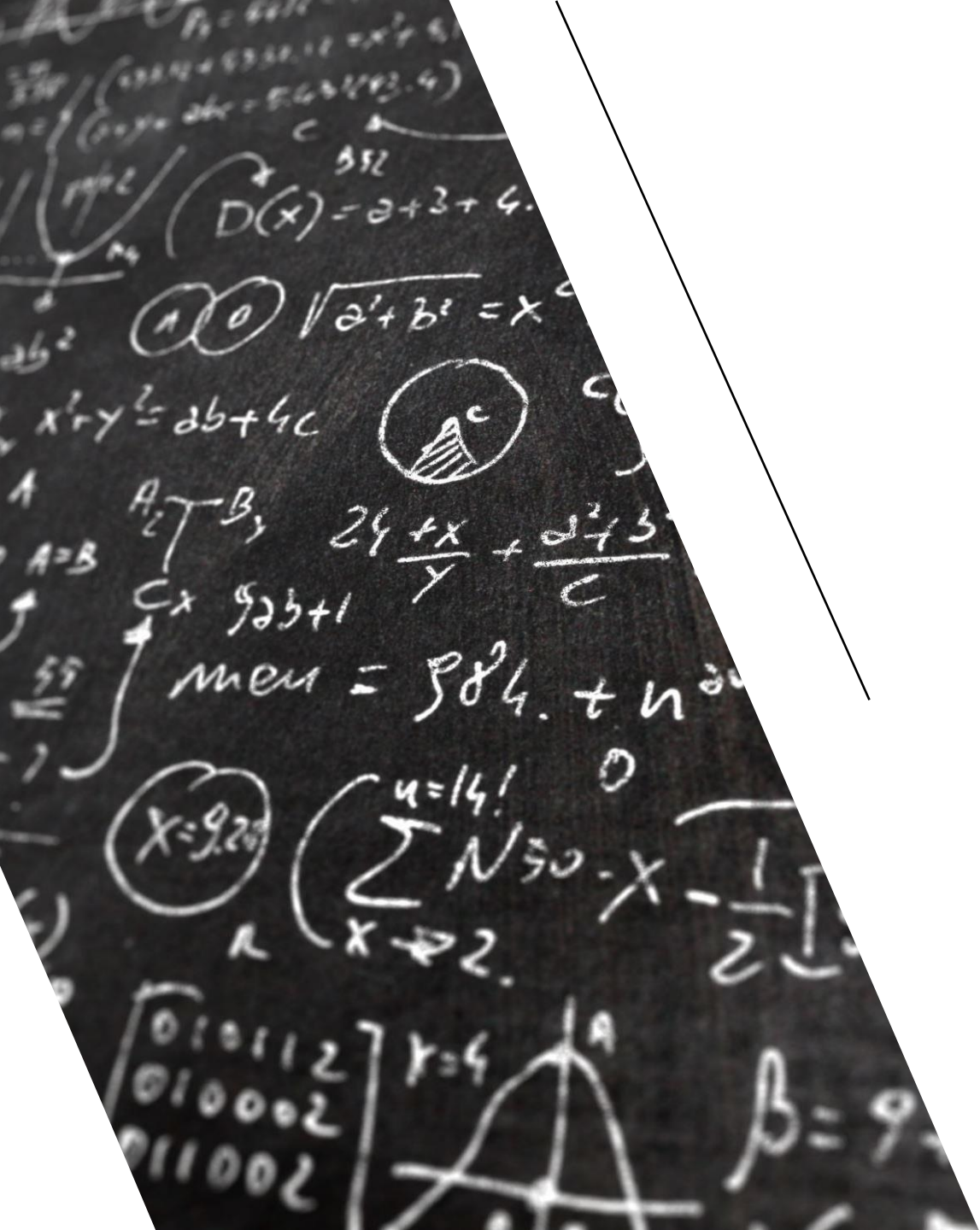


Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

Add delegate

A screenshot of a dialog box titled "Add a Delegate" with a close button (X) in the top right corner. The dialog contains the text "Enter the delegate's email address" above a text input field containing "jill.m.mortali@dartmouth.edu". Below the input field is a green checkmark icon. The text "What will happen:" is followed by a bulleted list: "Your delegate will receive an e-mail notifying them of access.", "Your delegate will click a link in the e-mail to activate access.", and "If your delegate does not have a My NCBI account, they will be invited to register." At the bottom of the dialog, there are two buttons: "Save" (highlighted with a red circle) and "Cancel".



Completing Your NIH Biographical Sketch in SciENcv

NIH Biosketch Common Form – Step-by-Step

Choose "NIH Biographical Sketch Common Form"

[MY NCBI](#) > SCIENCv

SciENCv

My Profile [Edit](#)

Name: Stephanie Morgan
Title/Department: Senior Grants Associate, Office of Sponsored Projects
Trustees of Dartmouth College
Hanover, New Hampshire, United States
ORCID ID: <https://orcid.org/0009-0000-2627-9220>
eRA Commons ID: smorgan101

Helpful Links

[About SciENCv](#)
[How to Use SciENCv](#)

My Documents

[+ NEW DOCUMENT](#)

Last Updated ↓	Title	Format	Delete
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Create a New Document

Asterisks (*) indicate required fields.

Document Name *
NIH New Biosketch Jan 2026

Document type *
▲

- DOE Biographical Sketch
- DOE Current and Pending (Other) Support
- NIH Biosketch
- NIH Fellowship Biosketch
- NIH Biographical Sketch Common Form**
- NIH Current and Pending (Other) Support Common Form
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- USDA Biographical Sketch
- USDA Current and Pending (Other) Support

Create a New Document from:

- External source
- Existing document in SciENcv
- Blank document

Or convert from a previously created old form into the new Common Form via this link:

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

NIH New Biosketch Jan 2026

Document type *

NIH Biographical Sketch Common Form

Data source *

- Use an external source
- Use an existing document in SciENcv
- Start with a blank document

My NCBI » SciENcv » NIH Biosketch Test

SciENcv: [About](#) | [Using](#)

CREATE

Profile name: NIH Biosketch Test [[Edit](#)]

Download: [PDF](#) [Word](#) [XML](#)

Profile type: NIH Biosketch [NIH Biographical Sketch Instructions](#)

Last Updated: 12 November 2025

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 01/31/2026)

⚠ This is an outdated version of the NIH Biographical Sketch.

NIH will no longer accept this version of the Biographical Sketch as of 01/25/2026. You can use [this link](#) to copy the information from this document to the Common Form version.

You can then create your bio and enter or update sections A, B, and C:

Identifying Information, Organization and Location * EDIT

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

Document Name: LIAO TEST BIO COPY

Name: Chen Liao

Position Title: Assistant Professor/Microbiology and Immunology
Dartmouth College

NIH Biographical Sketch Common Form

Identifying Information, Organization and Location * EDIT

A. Professional Preparation *

B. Appointments and Positions *

C. Products

Products Closely Related to the Proposed Project *

Other Significant Products Highlighting Contributions to Science *

A – Professional Preparation

Add Professional Preparation

Asterisks (*) indicate required fields.

Type Degree Training

Organization *

City *

Country *
 United States

State/Province *

Degree *

Field of Study *

Start Date *
 mm/yyyy

End Date *
 mm/yyyy

CANCEL

SAVE & ADD ANOTHER ENTRY

SAVE

B – Appointments and Positions

Add Appointment/Position

Asterisks (*) indicate required fields.

Primary appointment or position

Note: Only one can be marked as primary.

Appointment or Position Title *

Name of Organization/Department (if applicable) *

City *

Country *
 United States

State/Province *

Start Date *
 yyyy

End Date
 yyyy

Leave blank for present

CANCEL

SAVE & ADD ANOTHER ENTRY

SAVE

Products Closely Related to the Proposed Project *

Select up to 5 products

My Bibliography ORCID

40 citations Search citations Sort by: Publication Date ADD PRODUCT MANAGE MY BIBLIOGRAPHY

- Collins-McMillen D, De Oliveira Pe and host network analysis of the 10.1073/pnas.2416114122. Epub
- Kline I, Mokry RL, Xi Y, Manzano M early virus replication. bioRxiv. 20
- Holmes EC, Krammer F, Goodrum PMID: 39303682; PubMed Centra

3 products saved CONTINUE

My Bibliography **ORCID**

0 citations Search citations Sort by: Publication Date REFRESH FROM ORCID

An ORCID account needs to be linked with this Biosketch or citations need to be entered in ORCID to display. Click REFRESH FROM ORCID after this information has been updated.

5 products saved CONTINUE

Chaganty V, Chen

You can only select a total of 5 citations within this section. Please remove one to continue and add a different citation.

Other Significant Products Highlighting Contributions to Science *

Select up to 5 products

My Bibliography ORCID

40 citations Search citations Sort by: Publication Date ADD PRODUCT MANAGE MY BIBLIOGRAPHY



Completing NIH
Current and
Pending Support in
SciENCv

NIH Current & Pending (Other) Support – Step-by-Step

Choose "NIH Current and Pending (Other) Support Common Form"

[MY NCBI](#) > SCIENCv

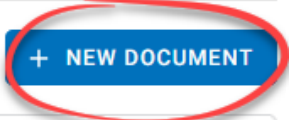
SciENCv

My Profile [Edit](#)

Name: Stephanie Morgan
Title/Department: Senior Grants Associate, Office of Sponsored Projects
Trustees of Dartmouth College
Hanover, New Hampshire, United States
ORCID ID: <https://orcid.org/0009-0000-2627-9220>
eRA Commons ID: smorgan101

My Documents

Helpful Links
[About SciENCv](#)
[How to Use SciENCv](#)



Last Updated ↓	Title	Format	Delete
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Create a New Document

Asterisks (*) indicate required fields.

Document Name *
New NIH OS Jan 2026

Document type *
▲

- DOE Biographical Sketch
- DOE Current and Pending (Other) Support
- NIH Biosketch
- NIH Fellowship Biosketch
- NIH Biographical Sketch Common Form
- NIH Current and Pending (Other) Support Common Form**
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- USDA Biographical Sketch
- USDA Current and Pending (Other) Support

Create a New Document from:

- Existing document in SciENcv
 - NSF CPS
- XML file
 - RAPPORT download
- Blank document
 - Manual data entry from scratch

Complete/Update Two Sections:

- Proposals and Active Projects
- In-Kind Contributions

Create a New Document

Asterisks () indicate required fields.*

Document Name *

Document type *

Data source *

Use an existing document in SciENcv

Upload an XML file

Start with a blank document

[CANCEL](#) [CREATE](#)

Proposals and Active Projects *

In this section, disclose ALL proposals and active projects in accordance with the definitions for [current and pending \(other\) support](#).

Asterisks (*) indicate required sections or fields.

The Status of Support types are defined as:

Current – all active projects, or projects with ongoing obligations, from whatever organization or is provided directly to the individual.

Pending – any proposal that is being considered for funding from a potential funding organization or is provided through the proposing organization or is provided directly to the individual.

[ADD PROPOSALS AND ACTIVE PROJECTS](#)

Proposals and Active Projects

Asterisks (*) indicate required fields.

Proposals and Active Projects Title *

Status of Support *

Current Pending

Proposals and Active Award Number (if ...)

Source of Support *

Primary Place of Performance *

Total Anticipated Proposals and Project...

Enter as USD. (Include Indirect Costs)

Proposals and Active Projects Start Date *

mm/yyyy

Proposals and Active Projects End Date *

mm/yyyy

Person-Month(s) (or Partial Person-Months) Per Year Devoted to the Proposal/Active Project

Year *

yyyy

Person Months *

[+ ADD YEAR](#)

Overall Objectives *

Statement of Potential Overlap *

CANCEL

SAVE & ADD ANOTHER ENTRY

SAVE DRAFT

In-Kind Contributions

In this section, disclose ALL in-kind contributions with an estimated value of less than \$5000 need not be reported.

Asterisks (*) indicate required sections or fields.

The Status of Support types are defined as:

Current – all in-kind contributions obligated from whatever source provided directly to the individual.

Pending – all in-kind contributions currently under consideration by the organization or is provided directly to the individual.

ADD IN-KIND CONTRIBUTION

In-Kind Contribution

Asterisks (*) indicate required fields.

Summary of In-Kind Contribution *

Ex: Laboratory space, supplies, employee or student resources, etc.

Status of Support *

Current Pending

Source of Support *

U.S. Dollar Value of In-Kind Contribution *

Enter as USD. (Include Indirect Costs)

Receipt (or Anticipated Receipt) Date of Contribution *

mm/yyyy

Person-Month(s) (or Partial Person-Months) Per Year Devoted to the In-Kind Contribution

Year *

yyyy

Person Months *

[+ ADD YEAR](#)

Overall Objectives *

Statement of Potential Overlap *

CANCEL

SAVE & ADD ANOTHER ENTRY

SAVE DRAFT

i in-kind contribution is a
include but is not limited to:
d contributions with an

i provided directly to the

i gh the proposing

Dartmouth XML Export of RAPPORT Data for OS



Log into RAPPORT → *My Profile* → Generate Current Support Report



Download XML → Save locally



In SciENcv, Create New Document → Choose Upload an XML file



Review information & update as needed

Major Goals & Overlap Statements will be blank



Add missing information that requires disclosure, e.g., in-kind, consulting, foreign support



Download/Certify

Do Not Flatten document

When adding your OS through XML, you will get the following flag:

NIH Current and Pending (Other) Support Common Form

[VIEW DRAFT](#)

[↓ DOWNLOAD PDF](#)



Adjustments Needed

Some required fields are missing. Please provide the required information in order to certify and download the document.

Scroll down to the Proposals and Active Projects Section:

Proposals and Active Projects *

In this section, disclose ALL proposals and active projects in accordance with the definitions for [current and pending \(other\) support](#).

Asterisks () indicate required sections or fields.*

The Status of Support types are defined as:

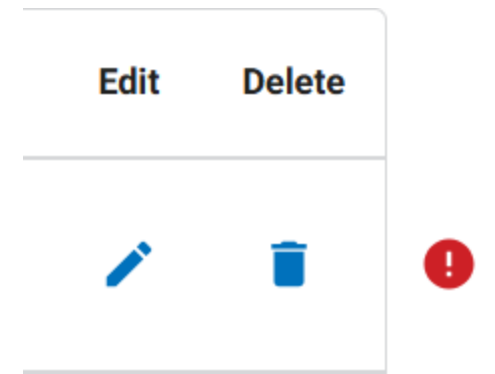
Current – all active projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – any proposal that is being considered for funding from a potential funding organization (including this proposal) irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

[+ ADD PROPOSALS AND ACTIVE PROJECTS](#)

Proposals and Active Projects Title	Source of Support	Status of Support	Total Award Amount	Support Start Date	Edit	Delete
-------------------------------------	-------------------	-------------------	--------------------	--------------------	------	--------

SciENCv will show you which support entries need to be addressed by showing a red indicator next to each one:



Proposals and Active Projects

Year * Person Months *

Year committed should fall within support years.

[+ ADD YEAR](#)

Overall Objectives *

This field is required.

Statement of Potential Overlap *

This field is required.

[CANCEL](#) [SAVE & ADD ANOTHER ENTRY](#) [SAVE DRAFT](#)

You will need to edit each entry whether it is active or pending and add:

- Overall Objectives (formerly Major Goals)
- Statement of Potential Overlap (now listed for each entry)

Certification Step for Both Documents

- Download PDF = Faculty Certification
- View Draft = generates a pdf for review before certification

Certification

VIEW DRAFT

↓ DOWNLOAD PDF

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

To be acceptable to the Federal research funding agency, the date of the signature must be within the past 12 months from when the document is submitted to the Federal research funding agency.

Investigator Certification Responsibilities

- Faculty must ensure all information is accurate and up to date before signing
- Certification attests to the following:
 - Information is current, accurate, and complete
 - Everything that needs to be disclosed has been added
 - Not a party to a malign foreign talent recruitment program
- The PI *must* login and certify each time a Biosketch or Other Support page is needed
- Delegates can print a draft (watermarked as DRAFT) for review only, they cannot produce a "clean" final version for you to sign
 - The process of using Adobe for digital signature is being deprecated

Key Action Items

Create

- Create SciENcv account by logging into MyNCBI via ORCiD

Add

- Add ORCiD ID to SciENcv

Link

- Link SciENcv account to eRA Commons Account

Complete

- Complete Research Security Training in Canvas
 - Satisfies NIH requirement for OS disclosure training



Resources

NIH Biosketch Resources

Biographical Sketch Common Form

Description

The Biographical Sketch Common Form was developed in response to the [National Security Presidential Memorandum - 33](#)^{CF}.

⚠ Usage Requirements

Use of the Common Forms for Biographical Sketch, Current and Pending (Other) Support and NIH Biographical Sketch Supplement will be required for application due dates and all Just-in-Time, Research Performance Progress Reports, and Prior Approval submissions on or after January 25, 2026.

Note: NIH will enforce the use of the Common Forms via eRA system validations immediately as a warning when the wrong form is used. By February 6, 2026, the warning will be elevated into an error preventing submission of the incorrect or uncertified forms. Failure to utilize the correct forms during the timeframes specified as specified in [NOT-OD-26-018](#) will cause NIH to withdraw your application from consideration.

How to Access

[SciENcv](#)^{CF} must be used to prepare the form. The second section of the interface collects the NIH [Biographical Sketch Supplement](#) information. You complete both forms through one user interface. Download the completed PDF forms from SciENcv, then attach the forms to your applications and progress reports.

Instructions

[Instructions for Biographical Sketch Common Form](#) (PDF, 161KB)

Additional Information

- [Common Forms for Biographical Sketch and Current and Pending \(Other\) Support Frequently Asked Questions \(FAQs\)](#)
- Reminder: Applicants are required to have an [ORCID ID](#)^{CF} and [link](#)^{CF} it with their eRA Commons profiles.

NIH Biographical Sketch Supplement

Description

The NIH Biographical Sketch Supplement collects three required NIH specific data elements (i.e., Personal Statement, Contributions to Science, and Honors) in accordance with NIH's Peer Review Regulations at [42 Code of Federal Regulations Part 52h](#)^{CF}. This information is used to assess qualifications and documents an individual's qualifications and experience for a specific role in a project.

⚠ Usage Requirements

Use of the Common Forms for Biographical Sketch, Current and Pending (Other) Support and NIH Biographical Sketch Supplement will be required for application due dates and all Just-in-Time, Research Performance Progress Reports, and Prior Approval submissions on or after January 25, 2026.

Note: NIH will enforce the use of the Common Forms via eRA system validations immediately as a warning when the wrong form is used. By February 6, 2026, the warning will be elevated into an error preventing submission of the incorrect or uncertified forms. Failure to utilize the correct forms during the timeframes specified as specified in [NOT-OD-26-018](#) will cause NIH to withdraw your application from consideration.

How to Access

[SciENcv](#)^{CF} must be used. Provide NIH Biographical Sketch Supplement information in the second section of the [NIH Biographical Sketch Common Form](#) interface. You complete both forms through one user interface. Download the completed PDF forms from SciENcv, then attach the forms to your applications and progress reports.

Instructions

[Instructions for Biographical Sketch Supplement](#) (PDF, 214 KB)

Additional Information

- [Common Forms for Biographical Sketch and Current and Pending \(Other\) Support Frequently Asked Questions \(FAQs\)](#)
- Reminder: Applicants are required to have an [ORCID ID](#)^{CF} and [link](#)^{CF} it with their eRA Commons profiles.

<https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>

<https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>

Frequently Asked Questions (FAQs)

FAQs

[View All Categories](#)

Reporting

Usage of Person Months

Senior/Key Personnel

Biosketches

Interim Research Product FAQs

Other Support and Foreign Components

Research Misconduct

iEdison & Intellectual Property FAQs and Resources

Research Training Data Tables

Common Forms for Biographical Sketch and Current and Pending (Other) Support

Common Forms for Biographical Sketch and Current and Pending (Other) Support

Got Questions? We've Got Answers! The NIH and its individual Institutes/Centers offer an array of Frequently Asked Questions (and Answers) in response to inquiries on policies and programs affecting the grants process. Bookmark this page for future reference and watch for updates.

Search in: Common Forms for Biographical Sketch and Current and Pending (Other) Support

Search

Featured Questions

Will my Training or Center Grant application submitted for the January 25, 2026 due date be withdrawn if it does not use the Common Forms? +

[Expand/Collapse All Headers](#)

- ✓ **A. General Common Forms**
- ✓ **B. SciENCv**
- ✓ **C. Biographical Sketch Common Form**
- ✓ **D. NIH Biographical Sketch Supplement**
- ✓ **E. Current and Pending (Other) Support Common Form**

<https://grants.nih.gov/faqs#/common-forms-biographical-sketch-current-pending-support.htm>

Additional SciENCv Resources & NIH Resources

OSP Resources:

- OSP email questions to sponsored.projects@dartmouth.edu
- OSP SciENCv website https://www.dartmouth.edu/osp/pre-award-development/writing_a_proposal/sciencv/sciencv.php

NIH Resources & Notices

- [NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support](#) (useful table showing what is required for each form)
- [NIH's Implementation of Common Forms for Biographical Sketch and Current and Pending \(Other\) Support for Due Dates on or after January 25, 2026](#)
- <https://grants.nih.gov/policy-and-compliance/implementation-of-new-initiatives-and-policies/common-forms-for-biosketch>