

NIH and Common Forms

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Sponsored Projects Office

Agenda

NIH Common Forms & SciENcv

ORCID iD

NIH & Common Forms

- **Biographical Sketch & NIH Biographical Sketch Supplement**
- **Current and Pending (Other) Support (CPOS)**

SciENcv & Delegate Access

Certification & Annual Research Security Training

Resources

NIH is Transitioning to Common Forms

Effective for due dates on/after January 25, 2026

Applies to:

- Applications
- RPPRs
- Just-in-Time (JIT)
- Prior Approval Requests

Common Forms Required for:

- Biographical Sketch
- Biographical Sketch Supplement
- Other Support (Current & Pending)

Additionally:

- **SciENcv must be used** to generate/certify forms
- **ORCID iD required** for senior/key personnel
- **Old NIH form pages will not be accepted** after January 25, 2026

Why It Matters:

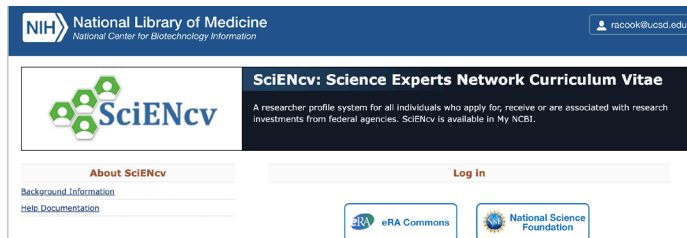
- Standardizes disclosure across federal agencies

Common Forms & SciENcv

The **Common Forms** must be created in **SciENcv**.

SciENcv is the only platform that collects, formats, certifies, validates, and tracks Common Forms in a way federal systems can trust and accept.

You **cannot flatten** the certified PDF. Upload the file **exactly as downloaded** from SciENcv. Flattened files will trigger errors in ASSIST/eRA Commons. The only change you can make is to rename the PDF file, nothing else. (See FAQ: <https://grants.nih.gov/faqs#/common-forms-biographical-sketch-current-pending-support.htm?anchor=57854>)



SciENcv: Science Experts Network Curriculum Vitae – NCBI: <https://www.ncbi.nlm.nih.gov/sciencv/>

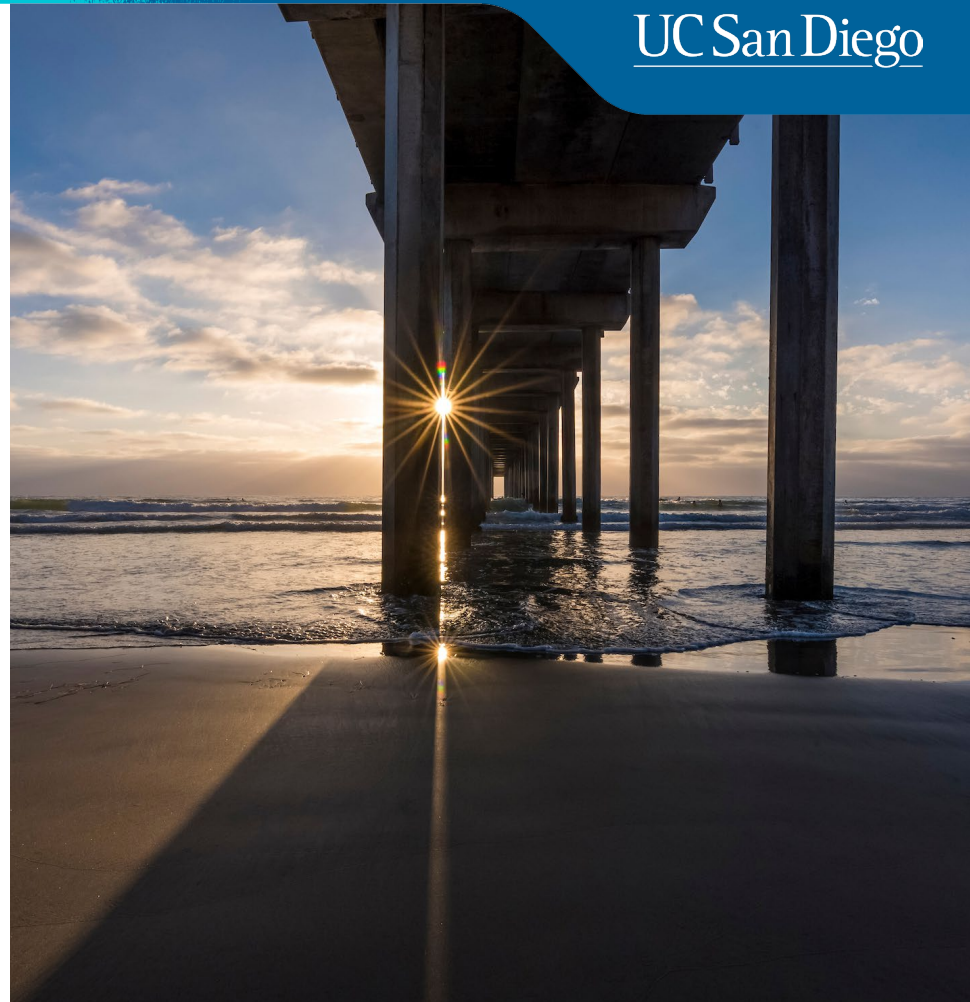
The top screenshot shows the ORCID website homepage. It features a navigation bar with links like 'ABOUT', 'FOR RESEARCHERS', 'MEMBERSHIP', 'DOCUMENTATION', 'RESOURCES', and 'NEWS & EVENTS'. The main content area has a dark blue header with the ORCID logo and the text 'ORCID + Researchers'. Below this, there's a section titled 'Don't have an ORCID yet?' with a prominent green button that says 'REGISTER FOR YOUR ORCID NOW'. A red arrow points from this button to the first bullet point in the list. Below the registration button, there's a section titled 'Why get an ORCID?' with a link to 'Learn how ORCID can help you spend more time conducting your research and less time managing it.'

The bottom screenshot shows a 'Personal Profile' page in the eRA Commons system. It displays the name 'Rachel' and her roles: 'BO - Business Official' and 'SO - Signing Official'. Under the 'Person ID' section, the 'ORCID ID' is listed as 'orcid.org/0009-0003-7567-3728'. A red arrow points from the 'ORCID ID' link to the second bullet point in the list. To the right of the profile, there's a 'WARNING' box that says 'If you use a web browser' and an 'IMPORTANT' note about changes to the profile. Below these, there's a 'PLEASE NOTE' section.

All **Senior/Key Personnel** must:

- Do you have an **ORCID iD**?
- You can go here to create your **ORCID iD**:
<https://info.orcid.org/researchers/>
- **ORCID iD MUST** be linked to your **eRA Commons** account & your **SciENcv** account
- For more information on how to add your ORCID iD to your Personal Profile, in eRA Commons, go here:
https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm

Biographical Sketch & NIH Biographical Sketch Supplement



1. Educated and Informed University of California, San Diego Faculty, Post Docs, and Research Administration Staff on pre-award research administration via in-person one-on-one and large group presentations, virtual Zoom presentations, workshops,

Helpful Comparison Table

Current NIH Biographical Sketch	Common Form: Biographical Sketch	Common Form: Supplement Form
Name, eRA Commons ID , Position/Title	Name, ORCID iD , Position/Title, Organization and Location (pre-populates)	Name, ORCID iD , Position/Title, Organization and Location (pre-populates)
Education & Training	Professional Preparation	N/A
Personal Statement a) Allowed to list up to 4 products (publications)	N/A	Personal Statement a) Max of 3,500 characters allowed b) No products (publications) are allowed
B. Positions, Scientific Appointments, and Honors a) Current positions and scientific appointments only	Appointments and Positions a) Outside of primary organization, only list for a period up to 3 years from the submission date other appointments and positions	Honors a) Max of 15 entries allowed
C. Contributions to Science a) Max of 5 contributions allowed b) Max 4 products (publications) per contribution allowed c) Link to Complete List of Published Work in MyBibliography allowed	Products (Publications, Patents, etc.) a) Up to 5 products closely related to the proposed project allowed b) Up to 5 other significant products that highlight contributions to science allowed	Contributions to Science a) Max of 5 contributions allowed b) Each contribution is limited to 2,000 characters allowed c) No products (publications) are allowed
Limited to 5 pages	No page limit	No page limit
N/A	Senior/Key Person required to certify to download secure PDF	Senior/Key Person required to certify to download secure PDF

Instructions: https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Biographical%20Sketch_FINAL.pdf

A Little Bit of a Change: Positions and Scientific Appointments

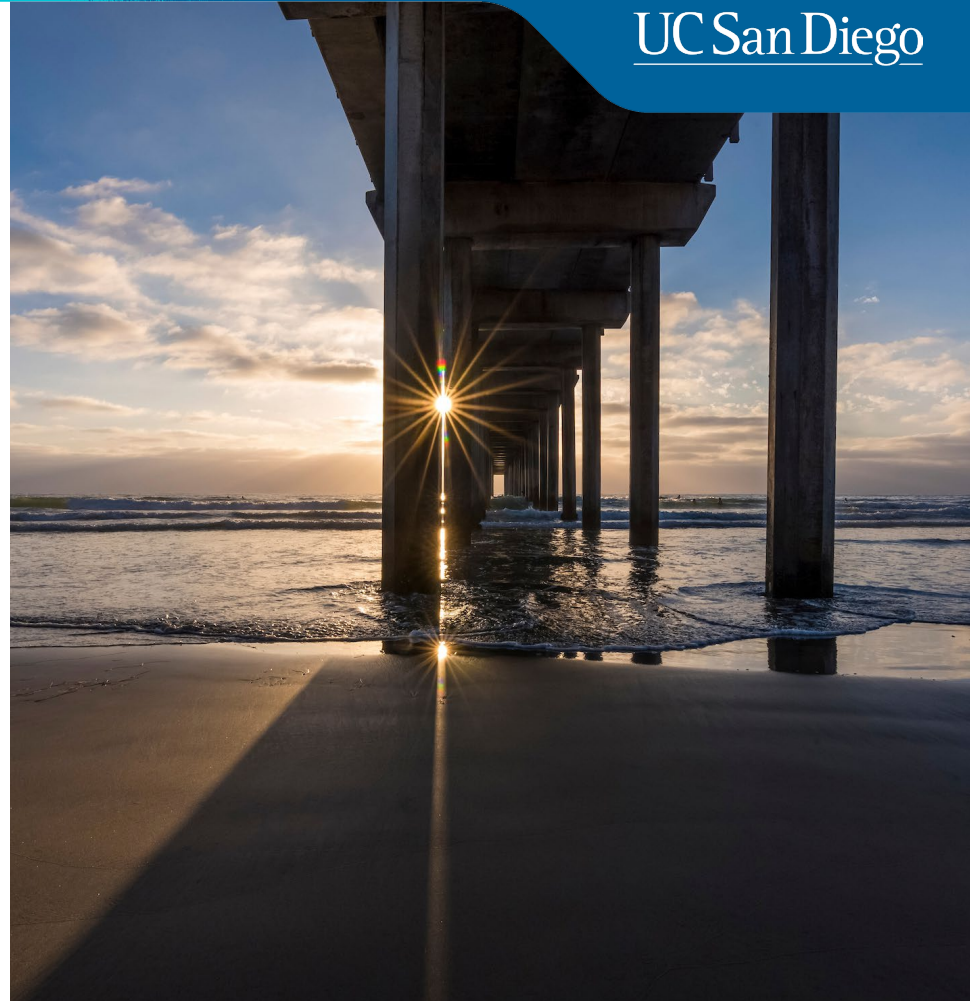
List, in **reverse chronological order** by start date, **all of the senior/key person's individual academic, professional, or institutional appointments and positions, beginning with the current appointment** (including the associated organization and location).

- **SciENCv does this for you while you enter the data!**

Appointments and positions **include any titled academic, professional, or institutional position whether or not remuneration is received**, and whether **full-time, part-time, or voluntary** (including **adjunct, visiting, or honorary**), as well as **domestic or foreign**.

Senior/key persons 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.

Other Support



Change, But Not Too Much Change

The information previously provided in the Current and Pending (Other) Support (CPOS) is largely unchanged. **The main changes:**

- Limited to 1,500 characters** for the Overall Objectives
- Only list **in-kind support** if it is **at or over \$5,000** and requires **commitment of time**
- Overlap** is listed after each project
- Supporting documentation is not attached** to the end of the Other Support PDF.

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

PHS OTHER SUPPORT For All Application Types – DO NOT SUBMIT UNLESS REQUESTED

There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.

*Name of Individual:

Commons ID:

Other Support – Project/Proposal

*Title:

*Major Goals:

*Status of Support:

Project Number:

Name of PD/PI:

*Source of Support:

*Primary Place of Performance:

Project/Proposal Start and End Date: (MM/YYYY) (if available):

*Total Award Amount (including Indirect Costs):

*Person Months (Calendar/Academic/Summer) per budget period:

Year (YYYY)	Person Months (###.###)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

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

Name of Individual:

Commons ID:

IN-KIND

*Summary of In-Kind Contribution:

*Status of Support:

*Primary Place of Performance:

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period:

Year (YYYY)	Person Months (###.###)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

*Estimated Dollar Value of In-Kind Information:

*Overlap (summarized for each individual):

As with the current forms and the common forms, you only add effort for the current year and future/proposed years.

In-Kind Contributions

*Status of Support: Pending

*Source of Support: World Health Organization

*Receipt (or Anticipated Receipt) Date of In-Kind Contribution: (MM/YYYY) 06/2026

*Summary of In-Kind Contribution: [enter description of contribution]

*U.S. Dollar Value of In-Kind Contribution: \$80,000

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

Year	Person Months
2026	1.2

*Statement of Potential Overlap: None.

NIH Current and Pending (Other) Support Common Form

OMB-3145-0279

CURRENT AND PENDING (OTHER) SUPPORT INFORMATION

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person.

*NAME: COOK, [enter initials]

*PERSISTENT IDENTIFIER (PID): <https://orcid.org/0009-0003-7567-3728>

*POSITION TITLE: Director, [enter details]

*ORGANIZATION AND LOCATION: University of California, San Diego, La Jolla, California, United States

Proposals and Active Projects

*Proposal/Active Project Title: Strengthening Research Administration Infrastructure for HIV Research in Nigeria

*Status of Support: Current

Proposal/Award Number: 5 G11 [enter details]

*Source of Support: NIH

*Primary Place of Performance: University of California, San Diego

*Proposal/Active Project Start Date: (MM/YYYY) 09/2022

*Proposal/Active Project End Date: (MM/YYYY) 02/2026

*Total Anticipated Proposal/Project Amount: \$ [enter amount]

*Months per budget period Devoted to the Proposal/Active Project:

Year	Person Months
2025	0.05
2026	0.05

Objectives: This is a collaborative partnership between the University of Nigeria (UNN) and of California San Diego (UCSD) to strengthen UNN research administration and infrastructure to manage HIV research funds. The program builds research capacity at UNN by understanding the needs and gaps in research administration and management at UNN; strengthening the grants management and proposal development knowledge, skills, and proficiency of UNN research administrators and HIV implementation researchers; and 3) strengthening the ability of UNN research administrators and HIV implementation researchers to submit successful COI, CDC, and donor-funded HIV grant applications by providing mentorship, ongoing coaching and online resources from UCSD program administrators.

*Statement of Potential Overlap: None

Instructions: <https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20C>

Helpful Comparison Table

Current NIH Other Support	Common Form: Current and Pending (Other) Support Form
Person Months: Effort is classified as either calendar or academic/summer months	Person Months: Effort is classified only in total person months not calendar or academic/summer
Major Goals	Overall Objectives a) Limited to 1,500 characters
Estimated Dollar Value of In-Kind Contribution a) An estimate always needed to be reported regardless of time commitment or dollar value.	US Dollar Value of In-Kind Contribution a) In-Kind Contribution should only be reported if estimated at \$5000 or more and requires a commitment of the individual's time
Overlap Statement a) Summarized at the end of the document rather than for each Other Support Entry	Statement of Potential Overlap a) Each Proposal, Active Project or In-Kind Contribution entry will have its own Statement of Potential Overlap rather than being summarized at the end
Supporting Documentation a) Currently, provided/appended as a PDF following the Other Support form	Supporting Documentation a) This document will not be attached to the Current and Pending (Other) Support document produced in SciENCv b) 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
Senior/Key Person required to sign in DocuSign or Adobe Acrobat	Senior/Key Person required to certify to download secure PDF

What if the Individual Has a Joint VA Appointment?

Reporting Effort:

- If the individual has a joint UC/VA Appointment, **effort should be listed based on their UC Pay Rate** and NOT their Overall Professional Rate (UC and VA combined effort).

Organizing CPOS entries by Appointment of the individual:

- All Proposal/Active Project and/or In-Kind Contribution should be organized by the appointment of the individual. List all UC San Diego support first, then VA support.
- To indicate the appointment affiliated with each Proposal/Active Project or In-Kind Contribution, enter “**UC San Diego Appointment**” or “**VA Appointment**” as the first text in the “Overall Objectives” of each entry.

When your **AOR/SO submits** your CPOS to NIH, they are **certifying**: 1. that the individual has a **current MOU** between UC San Diego the VA, and 2. that the individual is **not receiving dual compensation** for the same work as well as there is **no conflict of interest**.

What if the Individual Has a Mentored Career Development Award (CDA)?

When the individual is reporting complementary effort without salary support on other research grants that include related research between the CDA and the research grant, and there is scientific overlap, the percent effort on the research grant is subsumed within the required effort of the CDA.

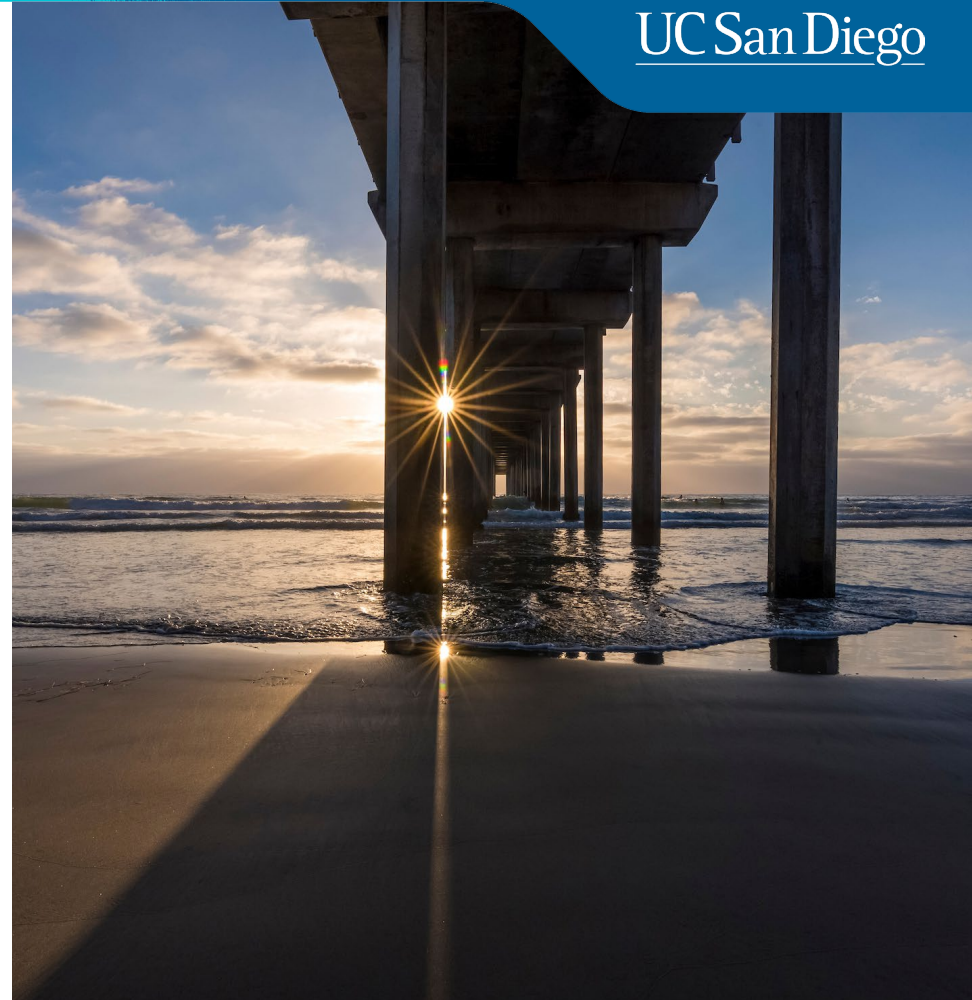
Reporting Effort:

- To report this subsumed effort, indicate “Effort Subsumed Under <insert full Proposal/Active Project Award Number of CDA>” as the first text in the “Statement of Potential Overlap” field of the applicable Research Grant.

What if you are a Consortium or Involved in a Multi-Project Award?



Indicate the proposal/active project award number, and source of Support for the overall project. Provide all other information (e.g., total anticipated proposal/project amount, person months, etc.) for the consortium or subproject only.

SciENcv & Delegate Access



1. **Access My NCBI Settings:** Log in to your My NCBI account and navigate to the "Account Settings" page.
2. **Add Delegates:** Under the "Delegates" section, you can add authorized users by entering their email addresses. These individuals will then be able to edit or create SciENCv documents on your behalf.

Delegates

My NCBI Username	Email	MyBib	SciENcv	Remove
(Awaiting confirmation)	 @ucsd.edu			

Delegated SciENCv Accounts



Email Regarding Delegation in SciENcv

You will receive this email when a faculty member delegates access to their SciENcv account.

Click on the link and this will take you to SciENcv and you will see that this has been delegated to you.

Delegates

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

My NCBI Username	Email	MyBib	SciENcv	Remove
(Awaiting confirmation)	 @ucsd.edu			

-----Original Message-----

From: myncbi@ncbi.nlm.nih.gov <myncbi@ncbi.nlm.nih.gov>

Sent: Tuesday, December 9, 2025 3:13 PM

To:

Subject: [MyNCBI] Delegation request from PI@era

Dear

My NCBI is a free user account system that allows you to create and manage documents in support of grant applications with participating agencies, manage NIH Public Access Compliance, store data (such as PubMed citations), searches, and website preferences.

The My NCBI user: PI@era has requested that you be granted permission to view and manage their bibliography and SciENcv documents. You will have the ability to perform these functions as if you were PI@era.

To accept this responsibility, please create or log in to your NCBI account. Then click the link below.

[https://urldefense.com/v3/_https://www.ncbi.nlm.nih.gov/account/delegation/?token=Gdr1aCq3de5ec6ee&delegateOf=PI*40era_;JQ!!LLK065n_VXAQ!ihSMXkTpnTpDIISZO_7xrdbo764oEUvIAi-buQ5uA_QHf74_r5ZxkbY3HAU9BoaBpshUF_0OLqWv3AXFLsialwb4ow\\$](https://urldefense.com/v3/_https://www.ncbi.nlm.nih.gov/account/delegation/?token=Gdr1aCq3de5ec6ee&delegateOf=PI*40era_;JQ!!LLK065n_VXAQ!ihSMXkTpnTpDIISZO_7xrdbo764oEUvIAi-buQ5uA_QHf74_r5ZxkbY3HAU9BoaBpshUF_0OLqWv3AXFLsialwb4ow$)

- This link expires in 72 hours. If more than 72 hours have passed, please contact the requestor to issue a new delegation request.

- If you believe you have received this message in error, you may either ignore it or contact the requestor at PI@era for clarification.

- If you experience any problems or have questions, please send a message to info@ncbi.nlm.nih.gov.

Thank you,

The My NCBI Team

How to Create a New Document in SciENcv

Create a New Document

Asterisks () indicate required fields.*

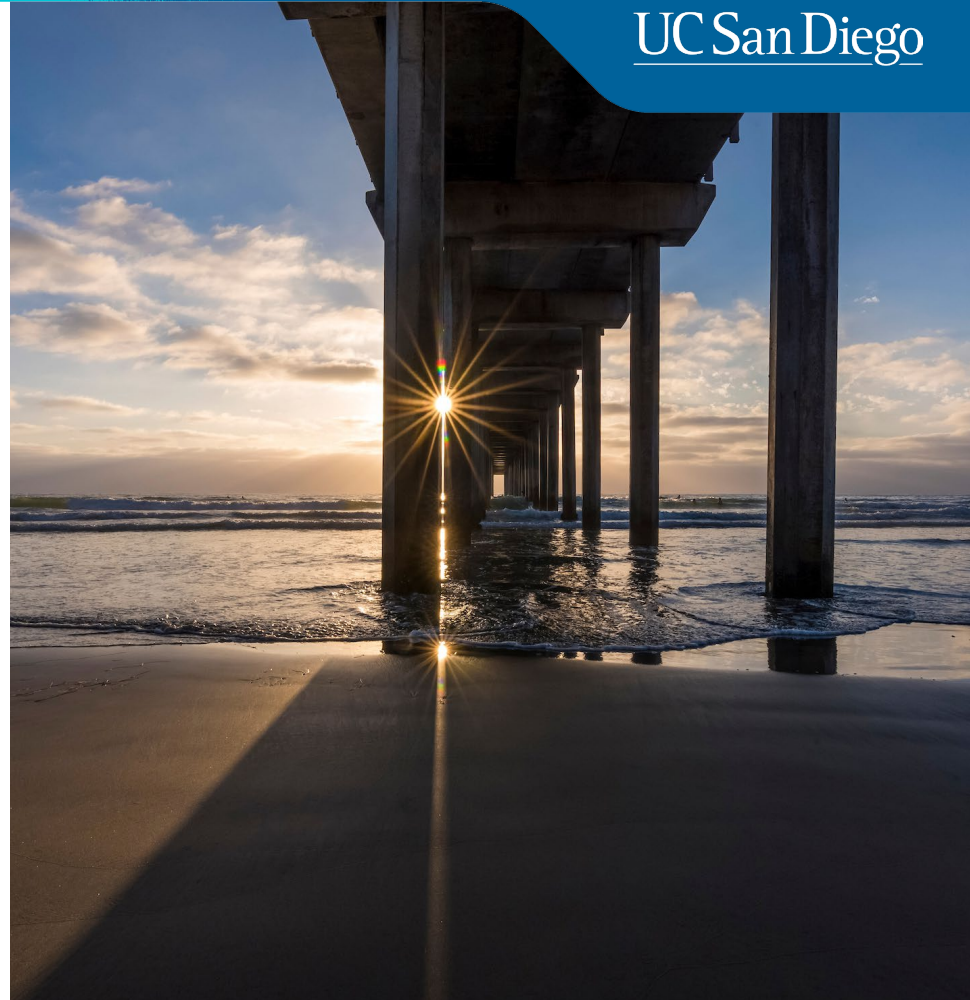
Document Name *
Test Skeleton 1-2026

Document type *
NIH Biographical Sketch Common Form

- 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

Login into SciENcv and go here, if it does not take you there already: <https://www.ncbi.nlm.nih.gov/labs/sciencv/>

Certification & Annual Research Security Training



Recent Requirement for Training on Other Support Disclosure

NIH Notice (NOT-OD-25-133): Requires **training for all senior/key personnel** on Other Support disclosures

UC Implementation:

- Updated [Research Security at UC](#) course is available at UC Learning
- Aligns with NIH requirements

NIH Implementation Requirement:

- Effective Oct 1, 2025, all senior/key personnel must complete the training before submitting a proposal or participating on one.

Key Point: NIH considers this part of **mandatory Research Security Training**

Proposal submission
= SPO certifies
training to NIH

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-133.html>

Certification of NIH Common Forms

Certification

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.

CANCEL

CERTIFY

When the senior/key person certifies their Biographical Sketch & NIH Biographical Sketch Supplement Form and/or the Other Support, they are certifying the following:

1. That the information is accurate and complete.
2. That they are not involved in a maligned foreign talent recruitment program.
3. Moreover, when your SO/AOR submits the application, they are also certifying to the above items for all the senior/key persons in the application.

Research Security Training

Link to **UC Research Security Training** can be found [here](#).

- This **will be required** for all applications, RPPRs, and JIT with **due dates on or after May 25, 2026**, and will be incorporated into the NIH Common Forms certification language in SciENCv.
- UC San Diego **will require annual completion of this training** for all senior/key personnel.
- This **training also covers** the NIH **required Other Support Training** that was posted in [NOT-OD-25-133](#) (effective October 1, 2025).
- The training should only take about 30-40 minutes.

Did you know that there is a [Research Security Training report](#) on who has taken the required training and who still needs to take it?

Kuali PD certification for the PI now has language that infers that the PI is certifying that all senior/key personnel in the application have taken the required trainings – this includes the new Research Security Training.

Certification

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 [maligned foreign talent recruitment program](#).

I also certify that, as senior/key personnel listed within this application, I have taken the required research security training consistent and in compliance with Section 10634 of the CHIPS and Science Act of 2022.

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.

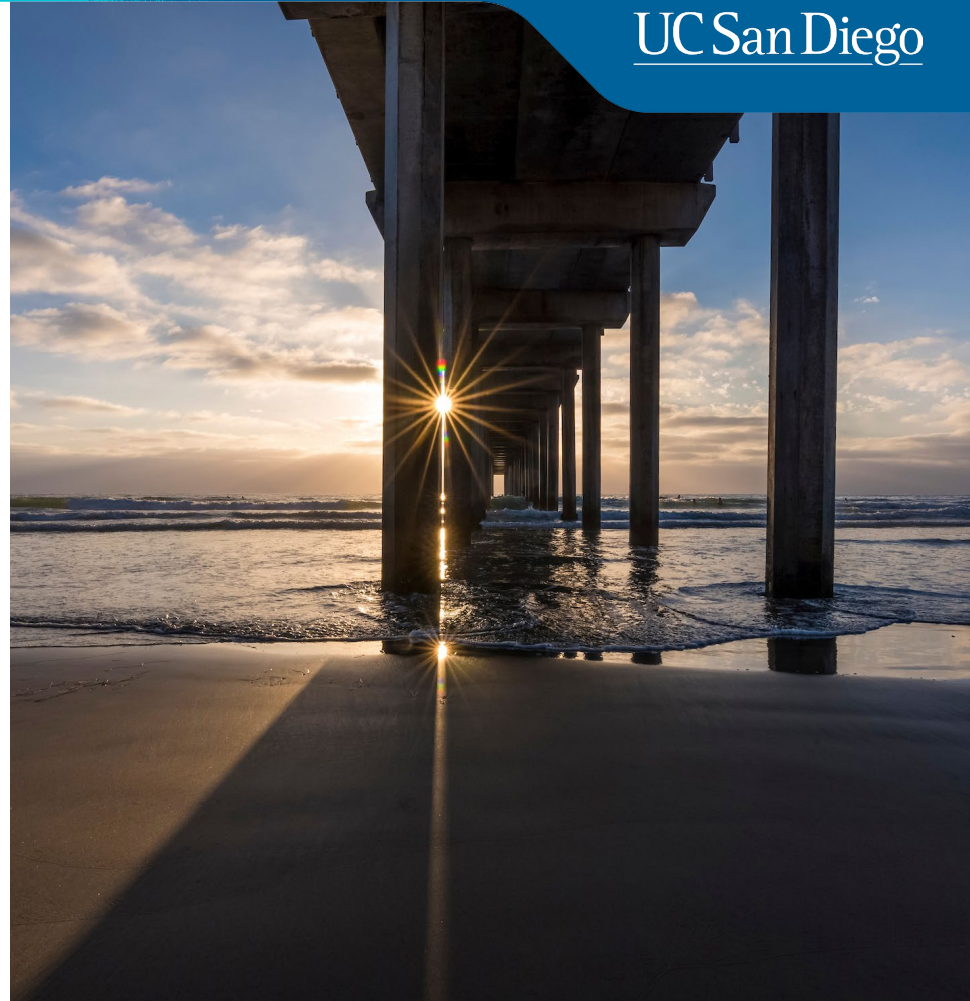
[CANCEL](#) [CERTIFY](#)

Future certification language in the NIH Common Forms

Certification

I hereby certify that (1) the information provided within this application is true, accurate, and complete to the best of my knowledge; (2) I confirm that I and the covered individual(s) in this proposal have completed all educational and training requirements as in all lines of submission; (3) I certify that I and the covered individual(s) in this proposal are NOT part of a Malign Foreign Talent Recruitment Program (MFTRP); (4) I understand that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; (5) that I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is issued as a result of the application; (6) I confirm that neither I nor anyone on my research team is currently Debarred, Suspended, or proposed for debarment or Suspension and I will notify the University immediately if this status changes; (7) I confirm that no federal funds were used for lobbying activities related to this proposal.

Resources



Resources

Common Form Biographical Sketch

1. Relevant web page: <https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>
2. Instructions: https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Biographical%20Sketch_FINAL.pdf

NIH Biographical Sketch Supplement

1. Relevant web page: <https://grants.nih.gov/grants-process/write-application/forms-directory/nih-biographical-sketch-supplement>
2. Instructions: https://grants.nih.gov/sites/default/files/NIH%20Biographical%20Sketch%20Supplement_FINAL.pdf

Common Form Current and Pending (Other) Support (CPOS)

1. Relevant web page: <https://grants.nih.gov/grants-process/write-application/forms-directory/cpos-common-form>
2. Instructions: https://grants.nih.gov/sites/default/files/Common%20Form%20NIH%20Current%20and%20Pending%20%28Other%29%20Support_FINAL.pdf

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

Updates will be posted to a shared Common Forms web page: <https://grants.nih.gov/policy-and-compliance/implementation-of-new-initiatives-and-policies/common-forms-for-biosketch>

NIH Notice on the implementation of Common Forms: NOT-OD-26-018 (December 2, 2025): <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-26-018.html>

An aerial photograph of a coastal town and beach. The town is built on a hillside, with houses and buildings visible. A long pier extends into the ocean. The beach is sandy and has some people on it. The ocean is blue with white waves. The sky is clear and blue.

Any Questions? & Thank You for Attending!