Updates to the NIH Biosketch and Other Support documents:

*What an early career researcher needs to know*

12/12/2021

**K-Club**

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Survey Drawing
K-Club Special - PeRSEVERE

• Program for Retaining, Supporting, and EleVating Early-career Researchers at Emory (PeRSEVERE)
• $30K award designed to help clinical scientists persevere through professional challenges
• Eligibility
  – Emory SOM full-time faculty, instructor or assistant professor or who are within one year of appointment/promotion to associate professor.
  – Must have 50% research FTE and dedicated to clinical/translational research
  – Must hold an MD, MBBS, or DO degree (PhD clinical degree may also be eligible upon review and approval)
• Application due date: January 18, 2022 by 5:00 p.m.

https://www.med.emory.edu/about/faculty/faculty-development/career-development/doris-duke.html
Today’s Presentation

Updates to the NIH Biosketch &
Other Support documents:
What an early career researcher needs to know

Holly Sommers
Assistant VP for Research Administration
Office of Sponsored Programs
&
Stacy Heilman, PhD
Associate Vice Chair for Research
Department of Pediatrics
NIH Changes to Biosketch & Other Support Forms & Processes

Effective January 25, 2022

Holly Sommers
Assistant Vice President for Research Administration
Purpose & Summary of NIH Notice

- NIH released [NOT-OD-21-073](#) and [NOT-OD-21-110](#) detailing significant changes to the Biosketch format and Other Support reporting requirements.

- Details what **faculty and all senior/key personnel** should know about NIH’s changes to the Biosketch and Other Support documents.

- These updates reflect the need for applicants and recipients to provide full transparency and disclosure of **all research activities**, foreign and domestic.

- Use of the updated format pages will be required for proposals and Research Performance Progress Reports (RPPIRs) submitted **for due dates on or after January 25, 2022**.
# Highlights of Core Changes

## Biosketch

- New biosketch template available at: [https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm)
- **Section B, Positions, Scientific Appointments and Honors** must include **all** positions and scientific appointments
  - Including adjunct, visiting, and honorary
  - Including full-time or part-time
  - Including positions for which no remuneration or compensation is received
- Must list appointments in reverse chronological order
- **Research Support (Section D) has been removed (for all but fellowship applicants);** Section D remains for fellowship applicants, but will only include Scholastic Performance
- If an investigator would like to highlight current or past projects (formerly included in Section D) to draw attention to a particular area of expertise or past performance, this information should now be included in Section A, Personal Statement
Highlights of Core Changes

Other Support

• Must include all resources for all R&D activities, whether funded support, in-kind contributions, or cost-share
• Is NOT LIMITED to your NIH work or to funding received through Emory University
• Includes traditional project-based support, including Active and Pending support. Completed support is not required.*
• Additionally, Other Support can include:
  o Resources and/or financial support for research; laboratory space/personnel, equipment, or high-value supplies (biologics, chemicals, model systems, etc.) that are not freely available
  o Resources afforded to you through the appointments listed on your biosketch
  o Students, trainees, and/or visiting scholars working in your laboratory, if they are supported by an external source
  o Research paid for through a consulting agreement; consulting agreements which do not support research do not need to be included as Other Support
A Note on In-Kind Resources

• If in-kind contributions are intended for use on the project being proposed, they should be included in the Facilities and Information part of an application rather than as Other Support
• If in-kind contributions are not intended for use on the project being proposed, they should be included in Other Support
• In-kind contributions included in Other Support must include the time commitment or dollar value of the resource, as appropriate. If this is not readily available, a reasonable estimate must be provided.
Highlights of Core Changes

Other Support

- If your Other Support include foreign resources, submit copies of contracts, grants or any other agreement specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. Copies of such contracts must be in English.
- Each PD/PI and Key Personnel must electronically sign the Other Support document to certify accuracy.
- RAS will draft an updated Other Support page for faculty based upon the information available within Emory’s financial systems (e.g., primarily current awards along with pending proposals submitted through EPEX).
- Faculty will provide RAS with additional information to complete the Other Support page.

- REMINDER: Other support does not include training awards, prizes, gifts or start-up support provided to the individual by the applicant organization.
Highlights of Core Changes

Other Support

• The Other Support Format Page is now divided into 4 sections:
  – Project/Proposal Section
    • Projects are grouped together based on “Status of Support” in the order Active then Pending
  – In-Kind Contributions Section
    • In-Kind Contributions are grouped based on “Status of Support” in the order of Active and Pending support
  – Overlap Section
    • A summary for each individual of any potential overlap with the active or pending projects and activities, other positions, affiliations, and resources listed in the Other Support document to the activities of application under consideration.
    • “Overlap” is considered in terms of the science, budget, or an individual’s committed effort.
  – Supporting Documentation
    • Provided as a PDF following the Other Support form
# Highlights of Core Changes

## Other Support

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (#,##)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[enter year 1]</td>
</tr>
<tr>
<td>2</td>
<td>[enter year 2]</td>
</tr>
<tr>
<td>3</td>
<td>[enter year 3]</td>
</tr>
<tr>
<td>4</td>
<td>[enter year 4]</td>
</tr>
<tr>
<td>5</td>
<td>[enter year 5]</td>
</tr>
</tbody>
</table>
## Highlights of Core Changes

### When Completing Just-In-Time Documents for NIH

**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*

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (###)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. [enter year 1]</td>
<td></td>
</tr>
<tr>
<td>2. [enter year 2]</td>
<td></td>
</tr>
<tr>
<td>3. [enter year 3]</td>
<td></td>
</tr>
<tr>
<td>4. [enter year 4]</td>
<td></td>
</tr>
<tr>
<td>5. [enter year 5]</td>
<td></td>
</tr>
</tbody>
</table>

*Estimated Dollar Value of In-Kind Information:
Highlights of Core Changes

When Completing Just-In-Time Documents for NIH

*Overlap* (summarized for each individual):

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*Signature: ________________________________
Date: ________________________________
## Highlights of Core Changes

### Immediate Disclosure of Other Support For Current NIH Awardees

**Beginning May 25th and Going Forward**

- NOT-OD-21-073 also includes a requirement that grant recipients provide immediate notification for previously undisclosed Other Support
- Must submit updated Other Support that follows the new requirements
  - Must include **all** resources for **all** R&D activities, whether funded, in-kind support, or cost-share
  - Is NOT LIMITED to your NIH work or to funding received through Emory University
  - Could include:
    - Resources and/or financial support for research; laboratory space, equipment, or high-value supplies
    - Resources afforded to you through the appointments listed on your biosketch
    - Students, trainees, and/or visiting scholars working in your laboratory, if they are supported by an external source
    - Research paid for through a consulting agreement
  - If your Other Support includes foreign resources, submit copies (in English) of contracts, grants or any other agreement specific to foreign appointments and/or employment with a foreign institution
What Do Faculty Need To Do and When?

- New Awards
  - Proposal
  - Just-In-Time
    - Biosketch
    - Other Support

- Current Awards
  - Research Performance
    - Progress Reports
      - Biosketch
      - Other Support

- Immediat
  - Disclosure
Questions

Do I need to disclose?

I was given an honorary appointment by a former institution. I receive no salary or other compensation from the institution. I am not expected to commit any time to the institution. Do I need to include this honorary appointment on my NIH biosketch?

• Yes
• No
Questions

Do I need to disclose?

Answer: Yes, NIH instructions read, “This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).”
Do I need to disclose?

I have recently appointed a post-doc to work in my lab. She is supported by her home institution. She is currently supporting my work on research funded by an internal Emory pilot award. She is not currently working on any federally-funded research projects. Do I need to report this on NIH Other Support documentation?

• Yes
• No
Questions

Do I need to disclose?

Answer: Yes. Per NIH instructions, Other Support “includes all resources made available to researchers or senior key personnel in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant.”
Highlights of Core Changes

Resources for Upcoming Biosketch and Other Support Requirements

Biosketch
• Instructions and Format Pages: https://grants.nih.gov/grants/forms/biosketch.htm
• Sample Biosketch (Non-Fellowship): https://grants.nih.gov/grants/forms/biosketch-blank-format-rev-10-2021.docx
• Frequently Asked Questions: https://grants.nih.gov/faqs#/biosketches.htm

Other Support
• Instructions and Format Pages: https://grants.nih.gov/grants/forms/othersupport.htm
• Sample Other Support: https://grants.nih.gov/sites/default/files/other-support-sample-7-20-2021.docx
• Frequently Asked Questions: https://grants.nih.gov/faqs#/other-support-and-foreign-components.htm
Highlights of Core Changes

ORCID Guide for Emory Researchers

- ORCID iDs are unique researcher identifiers increasingly utilized and often required by publishers and funders
- Scholarly works can be added to your ORCID iD record using automated tools
- Education, affiliation, and other biographical information can be added
- Once your ORCID iD record is complete, use of an ORCID iD is an easy way to populate a SciENcv biosketch for NIH or NSF
- ORCID is interoperable with numerous publisher, funder, and institutional data systems, so using it allows you to achieve the dream: enter once, reuse often

- The SciENcv template is currently available for use in the new format and NIH anticipates the SciENcv template for Other Support to be available in early 2022
- Emory Libraries maintains a comprehensive guide for creating and maintaining an ORCID iD: https://guides.libraries.emory.edu/orcid

Additional Resources
Today’s Presentation – Part II – Content and Strategy

Updates to the NIH Biosketch & Other Support documents:
What an early career researcher needs to know

Holly Sommers
Assistant VP for Research Administration
Office of Sponsored Programs

&

Stacy Heilman, PhD
Associate Vice Chair for Research
Department of Pediatrics
Tell your story with you as the protagonist

• Describe who you are and why that makes you perfectly suited for your role in the research project

• Emphasize your training; your previous experimental work; your technical expertise; your collaborators or scientific environment; your past performance

• Draw attention to your ongoing and completed research projects (esp funded)

• Highlight peer reviewed publications and other research products that showcase your experience and qualifications

• May explain impediments to your past productivity
A. Personal Statement – Official Instructions

• Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to (previously captured under Section D. Research Support).

• You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. Use of hyperlinks and URLs to cite these items is not allowed.

• You are allowed to cite interim research products. Note: interim research products have specific citation requirements. See related Frequently Asked Questions for more information.
A. Personal Statement – Official Instructions

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NIH Biosketch – Format

Heading:

Name, eRA commons, Position, Education & Training

A. Personal Statement
B. Positions, Scientific Appointments, and Honors
C. Contribution to Science
D. Research Support (before 1/25/2022 only)
A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with substance use disorders. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of substance use disorders. As PI or co-investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability relevant to older people with substance use disorders, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g., staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2015-2016, my career was disrupted due to family obligations. However, upon returning to the field, I immediately resumed my research projects and collaborations and successfully competed for NIH support. In summary, I have the expertise, leadership, training, expertise, and motivation necessary to successfully carry out the proposed research project.

Ongoing and recently completed projects that I would like to highlight include:

- R01 DA942367
  Hunt (PI)
  09/01/16-08/31/21
  Health trajectories and behavioral interventions among older people with substance use disorders

- R01 MH922731
  Merrylee (PI), Role: co-investigator
  12/15/17-11/30/22
  Physical disability, depression, and substance use among older adults

Citations:

A. Personal Statement – Official Instructions

• Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to (previously captured under Section D. Research Support).

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R01 DA942367
Hunt (PI)
09/01/16-08/31/21
Health trajectories and behavioral interventions among older people with substance use disorders

R01 MH922731
Merry (PI), Role: co-investigator
12/15/17-11/30/22
Physical disability, depression, and substance use among older adults

Citations:
Definition of a Research Product

Research products can include audio or video products; conference proceedings such as meeting abstracts, posters or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.
All about YOU!

- **LENGTH**— Should aim for ½ page and ideally do not exceed 1 page for the narrative (citations okay to go on 2nd page)
- **CUSTOMIZE** for each new grant application so that it speaks *directly* to the specific grant proposal
- **HIGHLIGHT** past accomplishments and strengths in narrative format — *past success is the best predictor of future success*
- **SELL** your role in the proposed research and how you are perfectly poised to accomplish it (mention mentors, resources, environment)
A few other dos and don’ts for the Personal Statement

• Indicate whether you have published or created research products under another name.

• Figures, tables, or graphics are not allowed.

• You may use the personal statement to explain factors that affected your past productivity, such as family care responsibilities, illness, disability, or military service. (See note on tone on next slide)

• Tailor/adjust for every application
Tone

• Be accessible – you may use 1st person writing
• Be aspirational. Show excitement/passion for your research
• If referencing impediments, be brief and nondramatic. Try to turn into a strength and do not over explain or apologize.
Word Choice

• Avoid weaker and passive words such as “worked,” “participated,” “studied”
• Aim to use stronger more active words such as “evaluating,” “supervising,” “managing”
• Use present tense, verbs when it makes sense – “evaluating” or “evaluate” instead of “evaluated” but be consistent with reality
• Write like you are engaged in your science; you may use descriptive character words such as “tenacious,” “driven,” “resourceful”
Personal Statement Example – Use of 1st person and aspirational

Excerpt from Sue Ellen Abdalian, MD,
Professor of Clinical Pediatrics, Tulane University School of Medicine

A. Personal Statement

The Adolescent Medicine research teams assembled by me have demonstrated the ability to successfully support rigorous research, our research volunteers and each other over years of endeavor. This was evident when the work was punctuated by a hurricane disaster that emptied the entire city, closed every single clinical site, community agency, Charity Hospital, Tulane Hospital and displaced all of our community for months to years while also creating widespread homelessness. Research staff and I worked tirelessly to retain study integrity in the face of personal disaster and loss, to close studies, and then to rebuild clinical sites, expand our homeless clinic to serve both homeless and domiciled youth in a city with a dearth of physician offices, help rebuild the community of youth-serving agencies while newly recreating an actively recruiting research site.
**Personal Statement Example**

**Inclusion of peer reviewed citations & other highlights**

*Excerpt from Gary Miller, PhD Biosketch*

A. **Personal Statement** — Identify up to four peer-reviewed publications that specifically highlight your experience and qualifications for this project.

I have also been helping lead an initiative on the concept of the exposome, the environmental equivalent of the human genome. The exposome has been prominently featured in the strategic plan of NIEHS and I lead the first NIH-funded center on the topic. Our center has been providing key scientific leadership to this emerging concept through a variety of mechanisms.

- **Miller GW**, Jones DP. The nature of nurture: refining the definition of the exposome. *Toxicological Sciences*, 2014
- An Introduction to the Exposome, Continuing Education Workshop presented at the 2015 Society of Toxicology Annual Meeting. **Miller GW**, Chair
- I develop and maintain the website for the Human Exposome Project
Sections of the NIH Biosketch

Heading:
Name, eRA commons, Position, Education & Training

A. Personal Statement
B. Positions, Scientific Appointments, and Honors
C. Contribution to Science
Positions, Scientific Appointments, and Honors

- List in reverse chronological order (newest first)
- All current positions and scientific appointments
- Honors: List any relevant academic and professional achievements and honors. In particular:
  - Students, postdocs, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
  - Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

B. Positions, Scientific Appointments, and Honors

Positions and Scientific Appointments

<table>
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<th>Year</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>2021–Present</td>
<td>Associate Professor, Department of Psychology, Washington University, St. Louis, MO</td>
</tr>
<tr>
<td>2020–Present</td>
<td>Adjunct Professor, McGill University Department of Psychology, Montreal, Quebec, Canada</td>
</tr>
<tr>
<td>2019–Present</td>
<td>NIH Risk, Adult Substance Use Disorder Study Section, member</td>
</tr>
<tr>
<td>2015–2017</td>
<td>Consultant, Coastal Psychological Services, San Francisco, CA</td>
</tr>
<tr>
<td>2014–2021</td>
<td>Assistant Professor, Department of Psychology, Washington University, St. Louis, MO</td>
</tr>
<tr>
<td>2014–2015</td>
<td>NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer</td>
</tr>
<tr>
<td>2014–Present</td>
<td>Board of Advisors, Senior Services of Eastern Missouri</td>
</tr>
<tr>
<td>2013–2014</td>
<td>Lecturer, Department of Psychology, Middlebury College, Middlebury, VT</td>
</tr>
<tr>
<td>2011–Present</td>
<td>Associate Editor, Psychology and Aging</td>
</tr>
<tr>
<td>2009–Present</td>
<td>Member, American Geriatrics Society</td>
</tr>
<tr>
<td>2009–Present</td>
<td>Member, Gerontological Society of America</td>
</tr>
<tr>
<td>2009–2013</td>
<td>Fellow, Intramural Research Program, National Institute on Drug Abuse, Baltimore, MD</td>
</tr>
<tr>
<td>2006–Present</td>
<td>Member, American Psychological Association</td>
</tr>
</tbody>
</table>

Honors

<table>
<thead>
<tr>
<th>Year</th>
<th>Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Award for Best in Interdisciplinary Ethnography, International Ethnographic Society</td>
</tr>
<tr>
<td>2019</td>
<td>Excellence in Teaching, Washington University, St. Louis, MO</td>
</tr>
<tr>
<td>2018</td>
<td>Outstanding Young Faculty Award, Washington University, St. Louis, MO</td>
</tr>
</tbody>
</table>
Sections of the NIH Biosketch

Heading:
Name, eRA commons, Position, Education & Training

A. Personal Statement
B. Positions, Scientific Appointments, and Honors
C. Contribution to Science
Thinking about my 
“Contribution to Science”

• What goes here?
• How do I organize this?
• What do I report?
Section C. Contribution to Science

Official Instructions:
Describe up to 5 of your most significant contributions to science, and for each of these:
• indicate the historical background that frames the scientific problem;
• the central finding(s);
• the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
• your specific role in the described work
• figures, tables, or graphics not allowed
Within Each of the Contributions

More Instructions:

• Each of the 5 ‘contributions’ can be no more than ½ page each including citations

• Cite up to four papers accepted for publication or research products that are relevant to the contribution

• Citations do not have to be authored by you

• Optional but highly recommended - Provide a URL to a full list of your published work. This URL must be to a Federal Government website; NIH recommends using My Bibliography (Create through my NCBI)
Contribution to Science
How to approach?

• The personal statement is about you. Contributions are about what you have done.
• Most of us get into this field so that we can make a contribution to science.
• Make a list. Reflect upon what you have actually accomplished.
• Some ideas
  ✓ In your previous research experiences, what did the team do and what exactly did you do?
  ✓ What did you learn from what you did?
  ✓ Reflect on what you found and how it may have led to the current proposal.
Contribution to Science
Questions you might have

• The directions say I can describe up to 5 of my most significant contributions to science, but how many should I really have?

• Is it better to wow them with substance or volume & style?

• What kind of creative liberties and persuasive language should I be using?
Contribution to Science – list how many?

Guidance for junior investigators/trainees

• “While all applicants may describe up to five contributions, graduate students and postdoctorates are encouraged to consider highlighting two or three they consider most significant. Descriptions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication.”
  
  – Better to have fewer well-documented examples than more less-documented contributions
  
  – Focus on research related accomplishments as much as possible or at least explain to the reader how the accomplishment can be tied to predicted research-related productivity
  
  – Suggest creating a title for each contribution to create a focal/main point and guard against meandering writing
2) Role of plasma membrane monoamine transporters response to psychostimulants

During postdoctoral training in the Caron laboratory I was able to contribute (as co-author) to several important papers on monoamine transporters, which were based on novel mouse gene knockout models including, dopamine transporter, the norepinephrine transporter, and the vesicular monoamine transporter. These papers have been very influential in our understanding of the function of these transporters.


3. A third theme of my research, conducted with the mentors of this K01 application, is focused on quantifying and understanding atypical development of brain and behavior in ASD. Although reduced interest in and engagement with social stimuli is both a defining feature of ASD and a likely contributor to atypical brain development, little is know about what individuals with ASD perceive as being important or salient as they navigate the social world. To address this important need in autism research, I developed a novel method for quantifying viewers’ moment-by-moment implicit assessments of perceived stimulus salience. This method capitalizes on the fact that people spontaneously inhibit eye blinks when processing salient visual information in order to minimize the loss of visual information that occurs during a blink. Thus, by measuring the precise timing of when individuals inhibit their blinking we were able to gain insight into a critical aspect of atypical social experience in ASD: not only what a child is looking at but also how engaged he or she is with what he or she is looking at. Our findings showed that toddlers with ASD are more engaged by physical, rather than social, events in the environment. This methodological discovery not only provides new inroads into quantifying the unique perspectives and experiences of individuals with ASD, but also has far-reaching applications for any field of research where an individual’s subjective assessment of perceived stimulus salience is an important area of investigation.


Contribution to Science: Humility vs. Arrogance

“My lab is the only in the world that does…”

• Extraordinary claims require extraordinary evidence
• The magnitude of your supposed accomplishment must align with your tangible contributions
• Do not misrepresent any facts
  – List all publications as they would appear in any searchable database
Final Thoughts for Your NIH Biosketch

- Read and understand the guidelines
- Sketch out your accomplishments and dedicate time for reflection
- Discuss in mid-size groups within your discipline
- Work with peers and mentors to share, review, and exchange ideas
- Revise, revise, revise
Special thanks related to New Biosketch guidance and contributions from

Sue Ellen Abdalian, MD
Janet Gross, PhD
Gary Miller, PhD
Ravi Patel, MD
Sarah Schultz, PhD

And many others who have provided their perspective and opinions on NIH Biosketch best practices