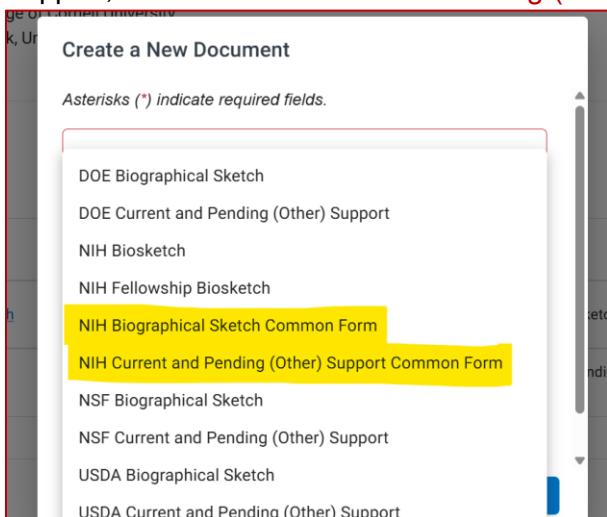


Creating Common Forms in SciENcv

1. Navigate to [SciENcv](#)
2. Scroll down to the **My Document** section to either modify an existing or create a new document. To create new, select '**+ New Document**'

My Documents			
Last Updated	Title	Format	Delete
1/7/26	Biosketch	NIH Biographical Sketch Common Form	
1/5/26	OS	NIH Current and Pending (Other) Support Common Form	

3. Name the document and select the appropriate Document Type. For the new NIH Biosketch Common Form, select '**NIH Biographical Sketch Common Form**' and for Other Support, select '**NIH Current and Pending (Other) Support Common Form**'.



4. Select if you will use **an existing document in SciENcv** or **start a blank document**. **We do not recommend 'use an external source' or 'Upload as XML file' as it does not function well.**
 - a. Use of an Existing Document in SciENcv allows you to further modify an existing file and save for a new project.
 - b. Start a blank document allows you to start from scratch.

Continue to pages 2-4 for steps and visuals for Biosketch and Other Support

BIOSKETCH

Once created, you'll be brought to a screen with an overview of the Biosketch instructions and requirements.

1. Click 'Edit' to add or update information within the 'Identifying Information, Organization, and Location' section. If your ORCID is properly linked to SciENcv, you'll see the Persistent Identifier (PID) listed.

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: NIH Biosketch for Feb 5 R01 Deadline

Persistent Identifier (PID): <https://orcid.org/0009-0006-5192-1928>

Name: Felicia Sosa	eRA Commons ID: fdandrade
Position Title: Associate Director	Last updated: January 8, 2026
Well Medical College of Cornell University New York, New York, United States	

2. Add and/or edit Professional Preparations

A. Professional Preparation *

A list of the senior/key person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

[ADD PROFESSIONAL PREPARATION](#)

3. Add and/or edit Appointments/Positions

B. Appointments and Positions *

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

Senior/key personnel 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 proposal to the agency for funding consideration.

[+ ADD APPOINTMENT/POSITION](#)

Date	Current	Title	Organization/Department	Location	Edit	Delete
2010 - Present	Yes	Associate Director	Well Medical College of Cornell University	New York, New York		

4. Select up to 5 Related Projects and 5 Other Significant Products

C. Products

Provide a list of: (i) up to five products closely related to the proposed project; and (ii) up to five 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 while referencing the other significant products cited in this section.

It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project. Acceptable products must be citable and accessible including but not limited to:

[What are acceptable products? ▾](#)

Each product must follow the [NIH Policy on Use of Hypertext in NIH Grant Applications](#) and include full citation information:

[What is included in a full product citation? ▾](#)

Senior/key persons who wish to include publications in the products section of the biographical sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then 'et al' in lieu of including the complete listing of authors' names.

Products Closely Related to the Proposed Project *

Select up to 5 products

[SELECT RELATED PRODUCTS](#)

Other Significant Products Highlighting Contributions to Science *

Select up to 5 products

[SELECT OTHER PRODUCTS](#)

The next section is the NIH Biographical Sketch Supplement

5. Add Personal Statement for the given proposal/project. **Max of 3,500 characters.**

A. Personal Statement *

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 highlight.

[Note the following additional instructions for ALL applicants/candidates:](#) ▾

[Note the following instructions for specific subsets of applicants/candidates:](#) ▾

The Personal Statement is limited to 3,500 characters.

[ADD PERSONAL STATEMENT](#)

6. Add Honors. Max of 15 entries.

B. Honors *

List any relevant academic and professional achievements and honors. In particular:

- Students, postdoctorates, 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.

The Honors Section is limited to no more than 15 entries.

[ADD HONOR](#)

7. Add Contributions to Science narratives. Max of 5 – 2,000 characters each

C. Contributions to Science *

All senior/key persons should complete the "Contributions to Science" section. Please enter N/A in the text field if no Contributions to Science will be provided.

Briefly describe up to five of your most significant contributions to science. While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant.

[For each contribution, indicate the following:](#) ▾

You may reference up to five products listed in the Other Significant Products section of your Biographical Sketch Common Form that are relevant to the contributions described in this section. There is no specific format for referencing the products in this section, however, it is recommended to refer to the title, use the author's last name, publication, and/or year of publication for ease of reference. Do not provide citations on the NIH Biographical Sketch Supplement.

Descriptions of contributions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application.

Each Contribution to Science is limited to 2,000 characters.

[ADD CONTRIBUTION TO SCIENCE](#)

8. Once complete, users can view a draft. Once the researcher has completed the Certification, the pdf can be downloaded by either the research or their delegate. Delegates cannot download the PDF until the document is certified. **Certification cannot be delegated.**

Certification

[VIEW DRAFT](#)

[!\[\]\(a25a22d88c5882f4a20f36103df86562_img.jpg\) 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.

OTHER SUPPORT

Once created, you'll be brought to a screen with an overview of the Current & Pending (Other) Support instructions and requirements.

1. Click 'Edit' to add or update information within the 'Identifying Information, Organization, and Location' section. If your ORCID is properly linked to SciENcv, you'll see the Persistent Identifier (PID) listed.

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: NIH Biosketch for Feb 5 R01 Deadline	Persistent Identifier (PID): https://orcid.org/0009-0006-5192-1928
Name: Felicia Sosa	eRA Commons ID: fdandrade
Position Title: Associate Director	Last updated: January 8, 2026
Weill Medical College of Cornell University New York, New York, United States	

2. Add Proposals and Active Projects

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

3. Add In-Kind Contributions

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.

Asterisks (*) indicate required sections or fields.

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.

ADD IN-KIND CONTRIBUTION

4. Once complete, users can view a draft. Once the researcher has completed the Certification, the pdf can be downloaded by either the research or their delegate. Delegates cannot download the PDF until the document is certified. **Certification cannot be delegated.**

Certification

[VIEW DRAFT](#)

[DOWNLOAD PDF](#)

Each senior/key person is required to complete the following certifications regarding the information provided in their Current and Pending (Other) Support:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

I also certify that, at the time of submission, I am not a party in 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.