Weill Cornell Medicine

NIH Common Forms Checklist for Researchers (NOT-OD-26-018)

The new requirement applies to all NIH applications, RPPRS, JITs, and/or Prior Approval requests due on or after January 25, 2026. Investigators are strongly advised to discuss in advance with their research and/or grants administrative support staff about their expected roles in the process and sensible timeline for completion of the documents.

Section 1 – Account Setup
- ☐ SciENcv account created or verified
- ☐ ORCID iD obtained
- ☐ ORCID iD linked to SciENcv
- ☐ eRA Commons ID linked to SciENcv
- ☐ eRA Commons personal profile current (appointments & affiliations)

Section 2 – Biographical Sketch
- ☐ NIH Biographical Sketch Common Form generated in SciENcv
- ☐ Education & Training added
- ☐ Appointments & Positions added
    - ○ *Including all domestic & foreign appointments/positions outside primary organization for a period up to 3 years from the date of application submission*
- ☐ Products added
    - ○ Up to 5 closely related to proposed project
    - ○ Up to 5 other significant products
- ☐ Personal Statement reviewed and updated (3,500-character limit)
- ☐ Honors added (max of 15 entries)
- ☐ Contributions to Science accurate and current (max 5 entries – 2,000 characters each)
- ☐ Certification complete

Section 3 – Current & Pending (Other) Support
- ☐ Current & Pending (Other) Support Common Form generated in SciENcv
- ☐ All active and pending support disclosed
- ☐ Foreign support disclosed (all sources)
- ☐ In-Kind Contributions disclosed (value of $5,000 or more and estimated time commitment)
- ☐ Effort reported in person months with a minimum of 0.1 person months
- ☐ Overlap statements completed for each entry
- ☐ Certification complete

Full list of NIH disclosure on Biographical Sketches and Other Support should be reviewed here:
https://grants.nih.gov/grants/forms/NIH-Disclosures-Table.pdf

Important Reminders:
- Delegates may help prepare Common Forms in SciENcv, but each senior/key person must certify disclosures from their own account. Delegation of access must not be given to OSRA Grants & Contracts Specialists.

- Once a disclosure is certified, it cannot be edited; any changes require updates in SciENcv and re-certification by the investigator.
- Biosketch and Other Support PDFs can only be generated after investigator certification.