



**Weill Cornell Medicine**

**06-01-26**

# **Welcome to the RAISE session!**

- We'll begin shortly – Thanks for Joining!
- Please mute your microphone
- A Q&A will follow at the end – feel free to jot down your questions!

# Agenda



NIH Public Access Compliance Updates



NIH Common Forms Implementation



# NIH Public Access Compliance Updates

Samuel J Wood Library

Drew Wright, Scholarly Communications Librarian

# What is the NIH Public Access Policy?

- All peer-reviewed Author Accepted Manuscripts (AAM) that arise from NIH funds must be submitted to PubMed Central (PMC) immediately on publication with no embargo: OPEN ACCESS (OA) NOT REQUIRED.
- However, not all journals allow AAMs to be shared publicly without publishing the article via an OA model.

# Journals where WCM authors can comply with the policy with no fees

- Publishers with no AAM embargo for NIH-funded work via traditional subscription models:
  - Sage
  - American Medical Association
  - more here: <https://med.cornell.libguides.com/nih>
- Publishers with whom WCM has an arrangement to waive Open Access fees (taken from <https://library.weill.cornell.edu/research-support/guide-open-access-publishing> )
  - Cambridge University Press
  - Karger
- Open Access journals that don't charge fees
  - Directory of Open Access Journals - filter by 'Without Fees' and 'Medicine'

# Publishing via other routes

- Negotiate with journals that publish via both the traditional and subscription models to allow for free upload of AAM to PMC
  - Publishing costs can be included in grant budgets as direct or indirect costs
  - Unallowable: Costs for publishing services that are charged differentially because an Author Accepted Manuscript is subject to the NIH Public Access Policy or the work is the result of NIH funding are unallowable because charges must be levied impartially on all items published by the journal, whether or not under a federal award (GPS 7.9.1).

# NIH Common Forms Implementation

Office of Sponsored Research Administration

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# Overview of Changes and Requirements

Common Forms are templates being adopted by federal agencies for both Biographical Sketch and Other Support documents.

Per NIH [NOT-OD-26-018](#), all proposals, JITs, and RPPRs submitted on or after January 25, 2026 must use SciENCv-generated Common Form documents.

## SciENCv Benefits

- Simplify and clarify the completion of the Common Forms
- Allow investigators to store their other support and in-kind support information
- Once access is set up, delegates are able to update the information and download the documents after these have been certified by faculty.



# Implementation Timeline

NIH enforces the use of the Common Forms via eRA system validations immediately as a warning to allow for a small period of leniency for Training and Center grant applications.

Beginning with the February 5, 2026 deadline, the warning will be elevated into an error preventing submission.

01/25/26

02/05/26

JITs, RPPRs, and prior approval requests submitted on/after January 25, 2026 must use SciENcv-generated Common Form documents.



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# The Commons Forms Biosketch and Supplemental Forms

- **The Biographical Sketch Common Form and the NIH Biographical Sketch Supplement** will be required for all individuals listed as **key personnel, mentor, collaborator, or other significant contributor** (i.e., anyone listed on the Senior/Key Person Profile section of an application).
- The **Biographical Sketch Common Form** will collect similar information that is included in current format. However, fields focused on the Personal Statement, Contributions to Science, and Honors will now be collected through a separate new NIH Biographical Sketch Supplement to assess qualifications.
- **SciENcv must be used** to complete both forms in a single user interface. SciENcv will combine the two forms into one PDF document when investigators download and certify.
- **For fellows**, section D. Scholastic Performance is no longer required.
- **There is no page limit** for the combined Biographical Sketch Common Form and NIH Biographical Sketch Supplement PDF.

## \* Notable Changes \*

### **Biographical Sketch Common Form: Professional Preparation, Appointment and Positions, and Products**

- Up to 10 products total will be allowed on the NIH Common Form, categorized into two subsections:
  - Up to 5 products most closely related to the proposed project (aligns with products formerly in Personal Statement).
  - Up to 5 Other Significant Products (aligns with products formerly in Contributions to Science).

### **Biographical Sketch Supplement: Personal Statement, Contributions to Science, and Honors**

- Personal Statement: 3,500 characters limit
- Contributions to Science - up to 5 entries, each no more than 2,000 characters
- Honors - 15 entries max

**Accompanying Factsheet:  
OSRA NIH Common Form Biosketch and Biosketch Supplement**

Current NIH Biosketch	Biographical Sketch Common Form	NIH Biographical Sketch Supplement
<p><b>A. Personal Statement:</b> Narrative and 4 product citations.</p>	<p><b>Products:</b> Products Most Closely Related to the Proposed Project, <b>limited to 5 citations.</b></p>	<p><b>Personal Statement:</b> <b>No citations allowed.</b> Narrative for Personal Statement including information on the Products Most Closely Related to the Proposed Project, cited in the Products section of the Biographical Sketch Common Form. Field is limited to 3,500 characters.</p>
<p><b>B. Positions, Scientific Appointments and Honors</b></p>	<p><b>Appointments and Positions:</b> Must only identify all domestic and foreign professional appointments and positions outside of the primary organization <b>for a period up to three years from the date the applicant submits the application to the agency for funding consideration.</b></p>	<p><b>Honors:</b> <b>Limited to 15 entries.</b></p>
<p><b>C. Contributions to Science:</b> Up to 5 narrative contribution descriptions, each allowed to include citations for up to 4 products.</p>	<p><b>Products:</b> Can provide up to <b>5 other significant products</b> 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.</p>	<p><b>Contributions to Science:</b> <b>No citations allowed.</b> Can provide up to 5 narrative contributions to science. Each entry is limited up to 2,000 characters.  May refer to products listed in the Other Significant Products section that are relevant to the contributions described in this section but not provide entire citation.</p>

# The Commons Forms Other Support

- Other Support is defined as all resources made available to researchers (or other senior/key personnel) in support of and/or related to all 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.
- The Current and Pending (Other) Support Common Form is required for all key personnel on a Federally funded research project. For NIH, these instructions also apply to all other individuals required to submit Current and Pending (Other) Support (most commonly, mentors and co-mentors).
- Copies of contracts specific to foreign appointments and/or employment with a foreign institution may be requested by the agency and will be added as a separate flattened attachment in eRA JIT, RPPR and Prior Approval modules, as applicable.
- Click here to review what must be disclosed to federal agencies:  
<https://grants.nih.gov/grants/forms/NIH-Disclosures-Table.pdf>.
- **What have not changed:** Current and Pending (Other) Support is not required for individuals categorized as Other Significant Contributors (OSC).



## \* Notable Changes \*

- **Effort Report only in Person Months\*** rather than Calendar or Academic/Summer. No changes for WCM as our faculty is appointed per calendar year.
  - Enter the number of person-months (even if unsalaried) for the current budget period and enter the proposed person-months for each subsequent budget period. If the time commitment is not readily ascertainable, a reasonable estimate should be provided.
  - SciENcv requires **at minimum 0.01 person months** to be entered for any person month entry.
  - **To report on more than one calendar year**, you should enter the latter year in SciENcv for each project year for which you are reporting person months. i.e.: for a budget period of July 2025 - June 2026, enter 2026 for the year in SciENcv and report the person months for the July 2025 - June 2026 budget period, and so on for additional budget periods
- **Major Goals changed to Overall Objectives.**
- **In-Kind Contributions** only must be reported if estimated value is at \$5,000 or more and require a commitment of the individual's time.
- **Overlap** is now reportable on an individual entry basis (i.e., for every support listed)

Accompanying Factsheet:  
NIH Common Form Current and Pending (Other) Support

# Action Items for Administrators

## Step 1:

1. Access your SciENcv account and familiarize yourself with the SciENcv user interface
2. Share the new requirements and process with investigators supported
3. Verify that all have active MyNCBI, ORCID, and SciENcv accounts, and that these are linked
4. Verify that you have delegate access for all investigators supported

## For proposal development:

1. The list of key personnel should be known as early as possible to allow for the new process to be observed
2. Contact key personnel to obtain the Biosketch Common Forms in advance
3. If you are assigned the task of building the documents on SciENcv, **start early**. While most information can be transported on to the system, some format and requirements for Common Forms differ from previous versions and input from investigators may be needed.

## For upcoming RPPRs, JITs, and prior approvals:

1. Make a list of key personnel involved in the project/action item for which Commons Forms will be needed.
2. Contact key personnel to verify if they have completed all steps and will be able to provide compliant documents by OSRA internal review deadline (for RPPRs and JITs) and any applicable timeline for other requests.



# Action Items for Investigators

**Step 1:** Link both eRA Commons ORCID accounts to the SciENcv account. This is required to be able to complete NIH Common Forms.

1. Navigate to the SciENcv login page.
2. Login with your eRA Commons account.
3. Click on your username in the top-right corner of the screen. From the ACCOUNT menu that opens, click Account Settings.
4. Scroll down to Linked Accounts and click Add Account. A Link a new 3rd-party account pop-up window will open. Search for either eRA commons or ORCID. Select whichever you'd like to link first and proceed with the on-screen instructions. Repeat the Add Account function for whichever account you did not add initially/already.

## Important Changes

- NIH Biosketches generated via SciENcv will display **eRA Commons Person ID #** and NOT the eRA Commons Username.
- All hyperlinks in the document are allowed.



# Action Items for Investigators – Cont'

**Step 2:** Grant your grants support staff delegate access to your SciENCv account:

1. Log into your My NCBI account
2. Go to Account Settings > Delegates
3. Enter staff email.
4. Staff will receive an invite email to accept

The delegate must log in with **their own NCBI account** and accept the request **within 3 days**, otherwise investigator will need to create a new request.

Administrators can assist with the preparation of investigator disclosure documents through SciENCv delegate access, **BUT certification of disclosure documents must be completed by each senior/key person from their own SciENCv account and may NEVER be delegated.**

Once a disclosure document is certified, no changes may be made. **If edits are needed**, these must be made on SciENCv and then the investigator must re-certify the document.

# Research Security Training (RST)

- **All senior/key personnel listed on applications for federal funding support must complete the 1-hour training to be compliant with Research Security requirements.**
- The CITI's Program "*Research Security Training (Combined)*" module is available for WCM faculty and researchers, and completion of RST is flagged in the WRG record.
- Different from other CITI-based training, RST certification is required at the time of application submission. For records subject to detailed review, OSRA Specialist will flag key personnel missing RST training.
- **The application will only be submitted if all key personnel listed on the record have completed the training.**

# Resources

- **Creating an ORCID ID:** <https://orcid.org/register>
- **Linking ORCID and eRA Commons credentials:**  
[https://www.era.nih.gov/erahelp/commons/PPF\\_Help/8\\_2\\_orcid.htm](https://www.era.nih.gov/erahelp/commons/PPF_Help/8_2_orcid.htm)
- **NIH Common Forms FAQs:** <https://grants.nih.gov/faqs#/common-forms-biographical-sketch-current-pending-support.htm?anchor=11952>
- **YouTube ORCID and SciENcv tutorial:**  
[https://www.youtube.com/watch?v=G\\_cKSRr7TJ4&t=9s](https://www.youtube.com/watch?v=G_cKSRr7TJ4&t=9s)
- **Creating an NIH or NSF Biosketch with SciENcv:**  
[https://www.nlm.nih.gov/ncbi/workshops/2023-10\\_SciENcv/workshop-video.html](https://www.nlm.nih.gov/ncbi/workshops/2023-10_SciENcv/workshop-video.html)



# Thank you



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