Visual guidance
New key personnel sections for Prior Approval, Just-in-Time, and RPPR
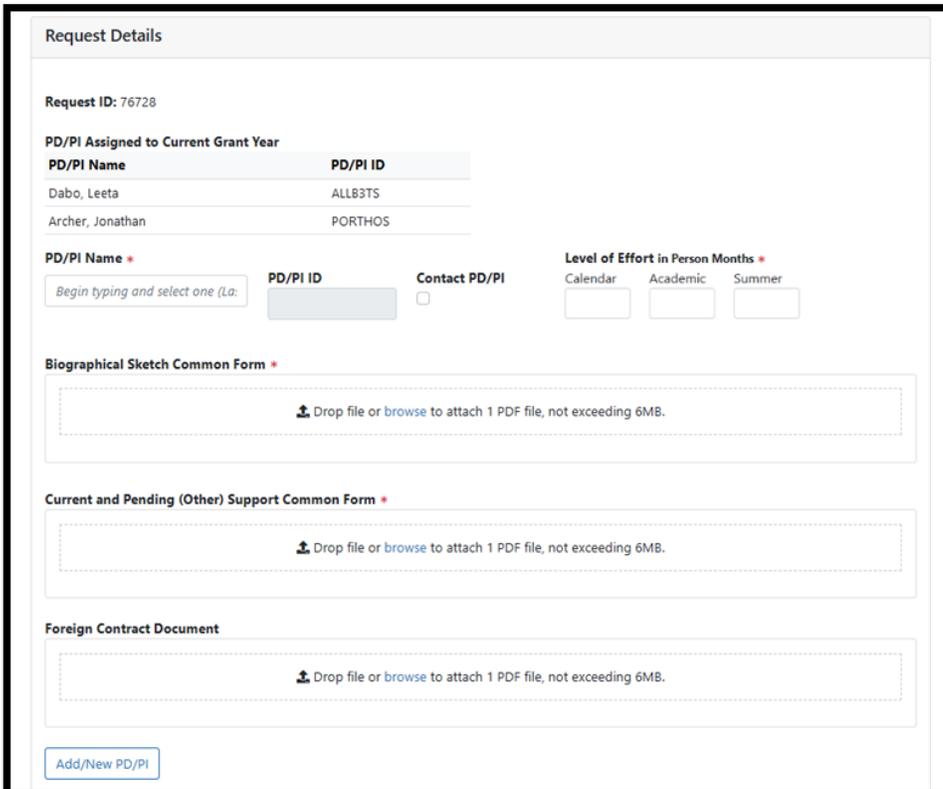
The NIH has made changes to the Prior Approval Change of PD/PI Request, Just-in-Time (JIT), and Research Performance Progress Report (RPPR) Participants in eRA Commons to align with the use of the Biographical Sketch and Other Support Common Forms.

Overall Changes:
- All people listed as Senior/Key Personnel or Other Significant Contributors must have a CommonsID, which must be linked to the ORCID iD they use in SciENcv
- All Biographical Sketch and Other Support Common Forms must be created in SciENcv and certified by the owner of the information
- When required, all Biographical Sketch and Other Support documents must be uploaded in the PDF format generated by SciENcv.
- The file name of the PDF may be updated once certified and downloaded from SciENcv. No other alterations may be made. Do not flatten the PDF once certified and downloaded from SciENcv

Prior Approval for Change of PD/PI Request:
Users must upload SciENcv-created and certified, not-flattened PDF documents for the Biographical Sketch and Other Support for any new PD/PI being requested. If the PD/PI has Supporting Documentation that needs to be reported (e.g., copies of contracts specific to foreign appointments and/or employment with a foreign institution), it must be uploaded separately as a flattened PDF file in the Foreign Contract Document attachment field. The system will use the ORCID ID to validate the documents and ensure compliance.

Just-in-Time

All Other Support documents or Biographical Sketch updates must be SciENcv-created and certified PDF documents. If a Foreign Contract Supporting Document is needed it must be uploaded separately as a flattened PDF file. A new Biographical Sketch, Other Support, and Foreign Contract section will be available for all JITs. The system will use the ORCID ID to validate the documents and ensure compliance.

In addition, the revised personnel section allows users to add Key Personnel details for each person, and eRA Commons User ID, ORCID and Name are required for each person, as seen below

Add Participant Details   ✕

*Required Field

eRA Commons User ID *

| ex: 123456 | Populate from Profile |

ORCID *

ex: 1234-1234-1234-1234

First Name *

Middle Name

Last Name *

Upload any needed updates for the above person's Biographical Sketch Common Form, Current and Pending (Other) Support Common Form or Foreign Contract CPS documents:

> ⓘ **Note:** Biographical Sketch Common Form and Current and Pending (Other) Support Common Form are required to be produced in **SciENcv.** ↗ Please do not alter or flatten these files.

Biographical Sketch Common Form

☁ Drop files here to upload
Max File Count: 1 Accepted File Types: PDF **Max File Size:** 6MB

⬆ Upload

Current and Pending (Other) Support Common Form

☁ Drop files here to upload
Max File Count: 1 Accepted File Types: PDF **Max File Size:** 6MB

⬆ Upload

Foreign Contract CPS

☁ Drop files here to upload
Max File Count: 1 Accepted File Types: PDF **Max File Size:** 6MB

⬆ Upload

Cancel   **Add Participant Details**

RPPR – Section D. Participants:

The RPPR Participants section has been updated to move questions related to New Senior/Key Personnel, Changes (previoulsy Questions D.2.b, D.2.c, and D.2.d) into a Participant Modal.

The modal will responsively present questions and require file uploads based on the users' answers.

Participant Modal when the participant is selected as Senior/Key Personnel and a change in Other Support is indicated (previously, Question D.2.c.):

Senior/Key Personnel? *

ℹ For a definition of Senior/Key Personnel See the NIH Grants Policy Statement **Section 1.2 Definition of Terms** ↗

○ Yes
○ No

New Senior/Key Personnel *
Is this Senior/Key Person contributing measurable effort and:
(1) new to the project since the last reporting period;
(2) currently participating on the project but was elevated to a Senior/Key Role during the last reporting period;
(3) will be new to the project for the next reporting period; or
(4) currently participating on the project but will be elevated to a Senior/Key Role during the next reporting period?
○ Yes
○ No

Changes in Current and Pending (Other) Support *
Has there been a change in the active Current and Pending (Other) Support of this Senior/Key person since the last reporting period?
○ Yes
○ No

Please provide the following documentation:

ℹ Submit this documentation using the required forms and instructions found in **SciENcv: Science Experts Network Curriculum Vitae.** ↗ For additional information on the Common Forms see our **Frequently Asked Questions (FAQs) - Common Forms for Biographical Sketch and Current and Pending (Other) Support** ↗

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

☁ Drop files here to upload, or browse.
Max File Count: 1 **Accepted File Types:** PDF **Max File Size:** 6MB

Foreign Contract Document

☁ Drop files here to upload, or browse.
Max File Count: 1 **Accepted File Types:** PDF **Max File Size:** 6MB

Is the individual's primary affiliation with a foreign organization? *

Select "no" if the individual's primary affiliation is with a foreign organization but the individual is working on this award solely while in the U.S.
○ Yes
○ No

Cancel   **+ Add Participant**

Participant Modal when the participant is selected as both Senior/Key Personnel and "New" (previously, Question D.2.b):

Person Months *

Calendar

Academic
3

Summer
1.5

Number between 0.0 and 12.0

Number between 0.0 and 9.0

Number between 0.0 and 3.0

Senior/Key Personnel? *

ⓘ For a definition of Senior/Key Personnel See the NIH Grants Policy Statement Section 1.2 Definition of Terms ↗

◉ Yes
○ No

New Senior/Key Personnel *
Is this Senior/Key Person contributing measurable effort and:
(1) new to the project since the last reporting period
(2) currently participating on the project but was elevated to a Senior/Key Role during the last reporting period
(3) will be new to the project for the next reporting period; or
(4) currently participating on the project but will be elevated to a Senior/Key Role during the next reporting period?
◉ Yes
○ No

Please provide the following documentation:

ⓘ Submit this documentation using the required forms and instructions found in **SciENcv: Science Experts Network Curriculum Vitae.** ↗ For additional information on the Common Forms see our **Frequently Asked Questions (FAQs) - Common Forms for Biographical Sketch and Current and Pending (Other) Support** ↗

Biographical Sketch Common Form *

☁ Drop files here to upload, or browse.
Max File Count: 1 **Accepted File Types:** PDF **Max File Size:** 6MB

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

☁ Drop files here to upload, or browse.
Max File Count: 1 **Accepted File Types:** PDF **Max File Size:** 6MB

Foreign Contract Document

☁ Drop files here to upload, or browse.
Max File Count: 1 **Accepted File Types:** PDF **Max File Size:** 6MB

Is the individual's primary affiliation with a foreign organization? *

Select "no" if the individual's primary affiliation is with a foreign organization but the individual is working on this award solely while in the U.S.
○ Yes
○ No

Cancel   **+ Add Participant**

Participant Modal when the participant is selected as not Senior/Key Personnel and is a New Other Significant Contributor (previously, Question D.2.d).

Important Notes:
- While the changes have already been implemented, the system validations have been postponed and will be required starting May 2026.
- The participant modal will now accept values of 0.0 person months to accommodate the inclusion of New Other Significant Contributors in the list of Participants, who by definition do not contribute any measurable effort.

Resources:
- OSRA NIH Common Forms implementation [resources page](#)
- RPPR Online [Help](#)
- RPPR Instruction [Guide](#)
- [Link Your ORCID iD to Your eRA Commons Account](#)
- SciENcv [Workshop](#)
- Common Forms for Biographical Sketch and Current and Pending (Other) Support [FAQ](#)
- [NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support](#)