**NSF Biographical Sketch Guidelines**

*Reference: NSF PAPPG 2017*

**Please see page 2 for a Biosketch example**

**Senior Personnel**

A biographical sketch (limited to two pages) is required for each individual identified as senior personnel. (See Exhibit II-7 for the definitions of Senior Personnel.) Proposers may elect to use third-party solutions, such as NIH’s SciENcv to develop and maintain their biographical sketch. However, proposers are advised that they are still responsible for ensuring that biographical sketches created using third-party solutions are compliant with NSF proposal preparation requirements.

The following information must be provided in the order and format specified below. Inclusion of additional information beyond that specified below may result in the proposal being returned without review.

**Do not submit any personal information in the biographical sketch.** This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver’s license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material. (See also Chapter III.H).

**(a) Professional Preparation**

A list of the individual’s undergraduate and graduate education and postdoctoral training (including location) as indicated below:

|  |  |  |  |
| --- | --- | --- | --- |
| Undergraduate Institution(s) | Location | Major | Degree & Year |
| Graduate Institution(s) | Location | Major | Degree & Year |
| Postdoctoral Institution(s) | Location | Area | Inclusive Dates (Years) |

1. **Appointments**

A list, in reverse chronological order, of all the individual’s academic/professional appointments beginning with the current appointment.

1. **Products**

A list of: (i) **up to five** products most closely related to the proposed project; and (ii) **up to five** other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL, or other Persistent Identifier.

If only publications are included, the heading “Publications” may be used for this section of the Biographical Sketch.

1. **Synergistic Activities**

A list of **up to five** examples that demonstrate the broader impact of the individual’s professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual’s immediate organization.

**In FastLane, Biographical sketches for all senior project personnel must be uploaded as a single PDF file associated with that individual.**

**Biosketch Example**

**Name of PI or Co-PI**

# Professional Preparation

|  |  |  |  |
| --- | --- | --- | --- |
| Undergraduate Institution(s) | Location | Major | Degree & Year |
| Graduate Institution(s) | Location | Major | Degree & Year |
| Postdoctoral Institution(s) | Location | Area | Inclusive Dates (Years) |

# Appointments

Start Date – Present:

Start Date – End Date:

# Products

***Most Relevant Products:***

1. \*\*\*
2. \*\*\*
3. \*\*\*
4. \*\*\*
5. \*\*\*

**Other Significant Products:**

1. \*\*\*
2. \*\*\*
3. \*\*\*
4. \*\*\*
5. \*\*\*
6. **Synergistic Activities**
7. \*\*\*
8. \*\*\*
9. \*\*\*
10. \*\*\*
11. \*\*\*