


## HOW TO USE MY CV – NIH BIOSKETCH

### Background

My CV allows you to save several versions of your Biosketch and then export each to a document in the NIH Biosketch format. Before you create your first Biosketch, go through My CV and indicate which items you want to add to the Biosketch. After you create the Biosketch, you may need to review it for formatting issues and to ensure that it conforms to the requirements of the NIH Biosketch.

### Step-by-step process

1. Navigate to your my CV page
2. Indicate which items in My CV you want to include in the Biosketch
  - a. Navigate to those sections that contribute data to the NIH Biosketch
    - i. Education
    - ii. Principal Positions Held
    - iii. Other Positions Held Concurrently
    - iv. Honors and Awards
    - v. Memberships
    - vi. Service to Prof Organizations
    - vii. Research Awards – Current
    - viii. Research Awards – Past
    - ix. Peer Reviewed Publications
  - b. Click Edit to the right of the header to open the edit window
  - c. Within each section, select items to include in the Biosketch by clicking the checkbox on the far left (in the Research Awards sections the check box is in the lower right)
  - d. Click Save in the upper right of the edit window
3. Position your cursor over the NIH Biosketch sub tab (top of My CV) and click Create Biosketch
4. Your Biosketch will appear on its own page showing the selections you made in My CV
  - a. The Biosketch will be in Edit mode and you will need to fill in the blank fields:
    - i. Nickname appears in the NIH Biosketch sub tab so you can select it in the future
    - ii. Your Name and eRACCommon Username will appear on the Biosketch
    - iii. PI Name will only appear on the Biosketch when you click the “Include Header and Footer” checkbox
    - iv. Personal Statement
5. Click Save and scroll through the Biosketch to see that your selections look OK
  - a. Position your cursor over the  for information from NIH about what goes into each section of the Biosketch
6. Click Edit to make modifications to this Biosketch
7. Click Copy to create another version of the Biosketch for another grant proposal
  - a. Be sure to save this new version with a descriptive Nickname so you know which Biosketch is which
8. Click Export to generate a Word version of the Biosketch in Arial 11pt text (required by NIH)
9. Click Delete to delete this version of the Biosketch
  - a. It may be better to just rename the Biosketch for use in another proposal

### Key Issues

- You may have to modify the output from Advance:
  - The output is NOT restricted to four pages, though the NIH requires that the Biosketch be four pages or less – you will need to modify the output to meet this restriction