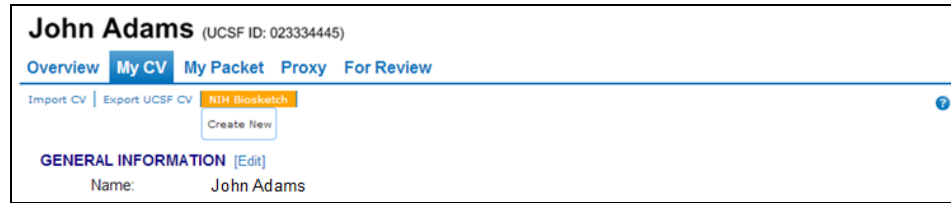


Customer Support

For help understanding Biosketch requirements, contact your Research Service Coordinator; find him/her at <http://osr.ucsf.edu/find-my-osr-staff>. For help with Advance, contact AdvanceProject@ucsf.edu.

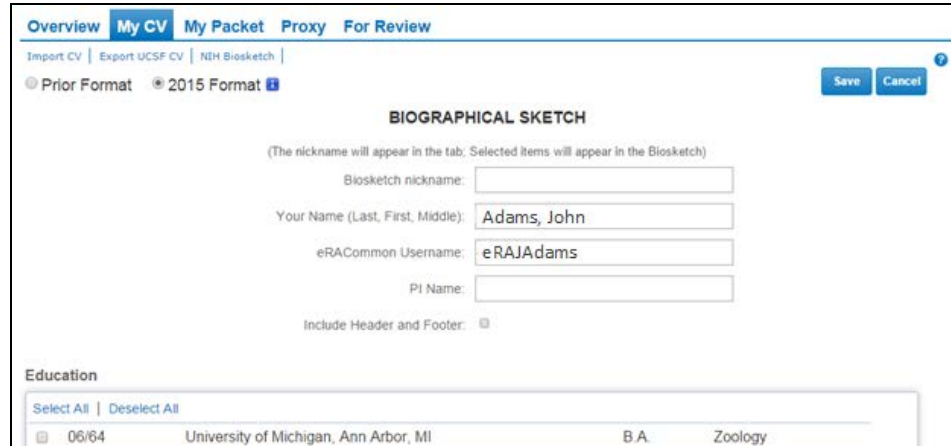
Getting Started

1. Advance works best when using the **Firefox** or **Chrome** browsers.
2. Login to MyAccess (<https://myaccess.ucsf.edu/>)
3. Select Advance from the applications within MyAccess
4. Click the My CV tab
 - a. IMPORTANT: The information for the Biosketch comes from My CV; makes sure your My CV data is up to date before beginning this process
5. Mouse over the NIH Biosketch sub tab to create a new Biosketch



The Biosketch

- Advance displays the Biosketch in Edit mode



- The new Biosketch defaults to the 2015 Format required by NIH
 - Your name and eRACommon name will appear from prior Biosketches
- To save the Biosketch, enter a Biosketch nickname and click the Save button
- To go back to My CV, click the My CV tab
- To select a saved Biosketch, mouse over the NIH Biosketch sub tab and select the Biosketch you want to view, edit, copy or delete

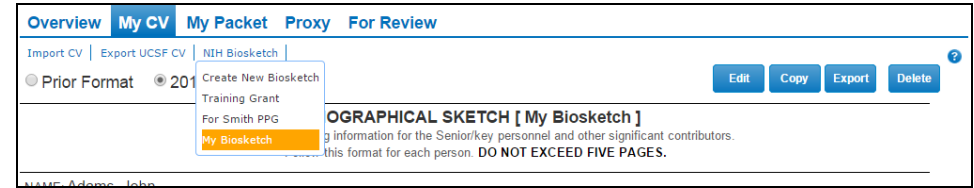
Working with the NIH Biosketch

The display of the NIH Biosketch is designed to resemble the printed form; the precision of the resemblance will depend somewhat on your browser settings.

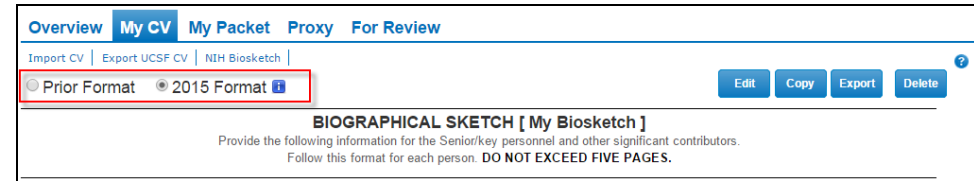
Best practice: Position your cursor over the **i** for information from NIH about what goes into each section of the Biosketch

Functionality within a saved Biosketch includes:

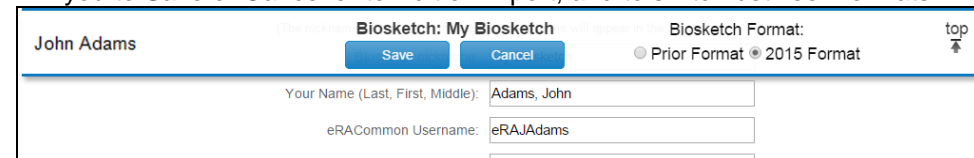
- Mouse over the NIH Biosketch sub tab to display an existing Biosketch, or to Create a New Biosketch



- Switch between the Prior Biosketch Format and the 2015 Biosketch Format
 - Only Sections A and C are different between the two formats
 - Saved data is viewable in either format



- Click the Edit button to open all sections so you can select items you want to include in your Biosketch.
 - Be sure to click the Save button before leaving the Biosketch
- Click the Copy button to make a duplicate of the Biosketch you're viewing – this is designed to make it easier to modify an existing Biosketch for a different proposal.
- Click the Export button to export the content in the Biosketch you're viewing into a Word document that can be used in support of a grant proposal
 - All text will export as Arial 11 pt, the font/size required by NIH
- Click the Delete button to delete the Biosketch you're viewing
 - Alternatively, rename the Biosketch using the Edit button, rather than delete; after renaming, modify selections for a different proposal
- When you scroll through the Biosketch, a toolbar appears at the top to enable you to Save or Cancel or to Edit or Export, and to switch between formats

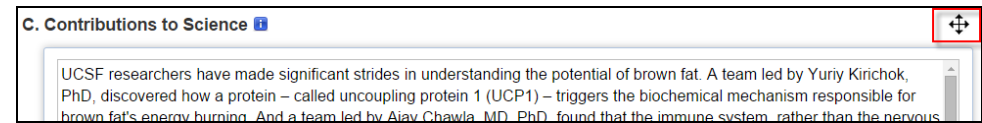


2015 Format Tools

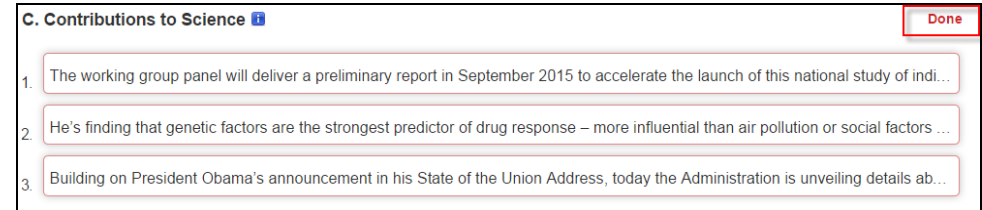
- In the 2015 Format, Sections A and C include tools to help you comply with the NIH Biosketch requirements
 - Section A allows you to add up to four Peer Reviewed Pubs
 - Section C is no longer a list of Pubs, but is in two parts:
 - Up to five “Contributions to Science”, each of which allows you to include up to four publications or other creative activity to support your “Contributions to Science”
 - A URL to a publically accessible list of your publications
 - Because Section C allows you to add up to five “Contributions to Science”, click on the blue “ADD NEW CONTRIBUTION” button below that section to add a second, third, etc., “Contribution”

The screenshot shows a text input field with the placeholder text "Open/Close Select List" and a blue button labeled "Add New Contribution" to its right. Below the input field is a link that says "Complete List of Published Work".

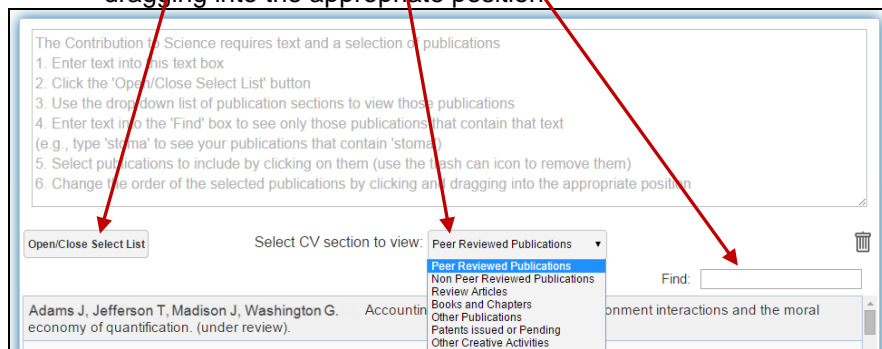
- After you have created your “Contributions to Science”, you can reorganize them by clicking on the icon to the right of the “Contributions to Science” section header. You must be in Edit mode to reorganize the items.



- Your list of contributions will collapse to one line each and you can drag and drop them within the list
- Click “Done” when you are satisfied with the order.



- For both sections (A and C), follow the instructions appearing in the text field before you begin (this text disappears when you click in the field)
 - Enter text into this text box
 - Click the “Open/Close Select List” button
 - Use the drop down list of publication sections to view those publications (Section A only allows Peer Reviewed Pubs)
 - Enter text into the “Find” box to see only those publications that contain that text (e.g., type “stoma” to see your publications that contain “stoma”)
 - Select a publication to include by clicking on it (use the trash can icon to remove it)
 - Change the order of the selected publications by clicking and dragging into the appropriate position



Things to consider

- When you edit text within My CV, if those items have been included in a Biosketch, the Biosketch will update as well
 - While viewing a Biosketch, click Copy to make a copy of that Biosketch
- Each Biosketch begins as either a copy of the items you’ve selected within you’re My CV, or a copy of selections with an existing Biosketch. You can select items for the Biosketch in two ways
 - From My CV, select items within the sections identified with a green check mark (✓) on the Short Cut menu
 - These items will be included in a new Biosketch when you select “Create New” from the NIH Biosketch sub tab
 - After creating a Biosketch, additional items selected within My CV will NOT be automatically included in existing Biosketches
 - Items selected from the Peer Reviewed Publications will appear in the Prior Format, but not in the 2015 Format
 - While viewing a Biosketch, click Copy to make a copy of that Biosketch
- To add new CV items to an existing Biosketch, while viewing the Biosketch
 - Click the Edit button, select/deselect items you want included in that Biosketch, and then click Save