

## 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](mailto: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
5. Mouse over the NIH Biosketch sub tab to create a new Biosketch

## The Biosketch

- Advance displays the selected Biosketch in Edit mode

Year	Institution	Degree	Field
1996 - 1970	Northwestern University, Evanston, IL	B.S. with Distinction	Science Engineering
1970 - 1975	Northwestern University, Evanston, IL	Ph.D.	Materials Science and Engineering

- To save the Biosketch, click the Save button
- To go back to My CV, click the My CV tab
- To create a new Biosketch, mouse over the NIH Bio sub tab, or click the Copy button which can be seen on a saved Biosketch
  - Create New will use the CV items selected in My CV
  - Copy will duplicate the displayed Biosketch

## 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
- 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

## 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
- 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
  1. 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
  2. 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