



TUTORIAL 24

What Format Should I Use for Biographical Sketches?

Sometimes applicants are confused about the placement of biographical sketches as information is requested in the Work plan about the qualifications of the team including the principal investigators, key personnel, subcontractors, and consultants. Although a cursory introduction of the team is important in the work plan, the “biographical sketches” are submitted separately through grants.gov in the **Research and Related (R&R) Senior/Key Person Profile** section. It is important to note that there have been many recent modifications to the format of the biographical sketches. In the section of the Funding Opportunity Announcement entitled “How to Prepare a Biosketch” it states that the Office of Science “requires the use of the format approved by the National Science Foundation (NSF) to reduce the administrative burden to researchers by promoting the use of common formats.”

Be aware that it is important to review this information carefully and look at the links to the templates provided. Each biographical sketch may be no longer than two pages in length and must contain information related to the areas DOE has specified including:

- » Education and Training,
- » Research and Professional Experience,
- » Collaborators and Affiliations,
- » Publications and Synergistic activities.

In addition, to reviewing the section in the FOA called “How to Prepare a Biosketch”, be sure to review the document that DOE provides entitled **“Instructions for Completing a DOE SBIR/STTR Phase I Grant Application”** to see where the biosketches are uploaded.



Biosketches are required for the Principal Investigator, Key Personnel and **Other Significant Contributors**. It is important that you understand the distinction between these three. The **Principal Investigator (PI)** is the individual designated by the applicant to direct the project and that he or she must be knowledgeable in all technical aspects of the application and be capable of leading the research effort. A **senior/key person** is any individual who contributes in a substantive and measurable way to the scientific and/or technical development or execution of the project, whether or not a salary is proposed for this person. You may wonder how an individual could be a key person and not be charging any time to the proposal. This person, referred to as an **Other Significant Contributor (OSC)** may be a mentor or advisor to the applicant who has committed to contribute to the scientific development or execution of the project, but is not committing any specified measurable effort (in person months) to the project. As an aside, a consultant may be considered Key Personnel if they meet the designated criteria.

The PI's biographical sketch needs to be input first, followed by the biographical sketches for Senior/Key Persons. The biographical sketches of Other Significant Contributors then follow. It is recommended, but not required, that you input the biographical sketches for senior/key personnel alphabetically, by last name. However, you may wish to present the resumes of the most impressive Senior/Key persons on the team first, as the biographical sketches are likely to be read in the sequence in which they were input into the grants.gov system.

The ability of the proposed team to conduct the research is a key factor considered in the evaluation process. Therefore, as you are assembling your team, be mindful of the fact that the relevant research skills of the proposed team are important and work to supplement your team appropriately to develop the strongest

team possible. A team can be strengthened through contingent hires, as well as using subcontractors and consultants from universities, industry, and Federally Funded Research and Development Centers (FFRDCs).

An important reminder, the applicant needs to upload **"Current and Pending Support"** for the PI and each senior/key person at the prime applicant. This also applies to subawards. This addition is intended to surface any potential conflicts of interest and is submitted only by those who have current and pending support (both Federal and non-Federal) for ongoing projects and pending applications.

"Current and Pending Support

The PI and each senior/key person at the prime applicant and any proposed subaward must provide a list of all sponsored activities, awards and appointments, whether paid or unpaid; provided as a gift without terms or conditions; full time, part time or voluntary; faculty, visiting, adjunct ,or honorary; cash or in kind; foreign or domestic; governmental or private sector; directly supporting the individual's research or indirectly supporting the individual by supporting students, research staff, space, equipment, or other research expenses. All foreign, government sponsored talent recruitment programs must be identified in current and pending support."

From DOE FOA

Make sure that you allow sufficient time to gather and format the requested information for both the Biographical Sketches and Current and Pending Support. Both must be current up to the time of proposal submission.