

# Quick Guide: NIH Common Forms



# Updated NIH Guidance

Per NIH Notice [NOT-OD-26-018](#), all NIH applicants will be required to have an ORCID iD

NIH will require the use of **SciENcv** to complete Common Form (i.e., Biographical Sketch, Current and Pending (Other) Support and NIH Biographical Sketch Supplement) for application due dates and all JIT, RPPR, and Prior Approval submissions **on or after January 25, 2026**.

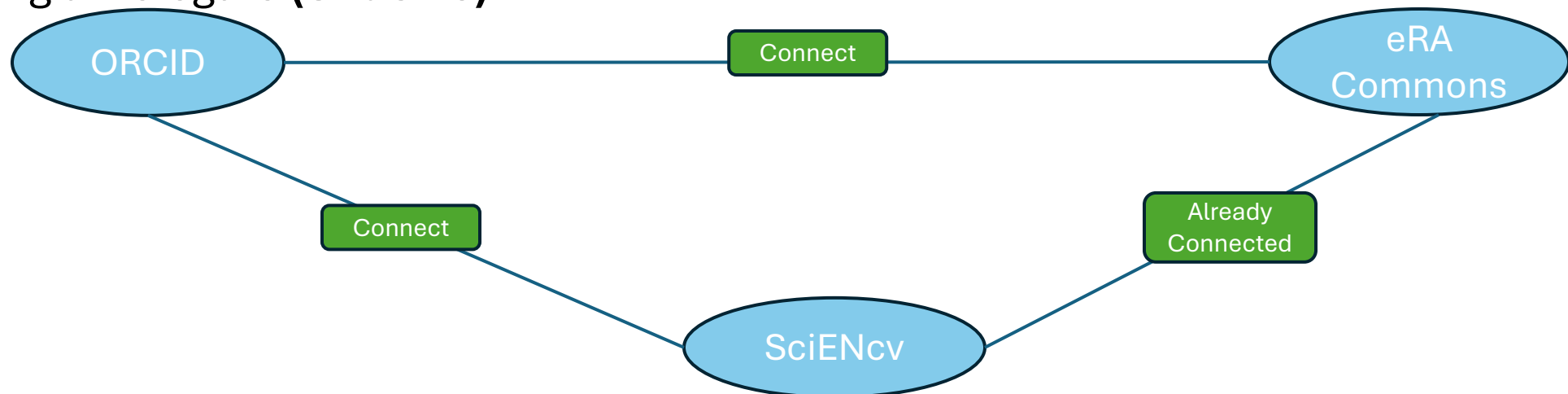
NIH will require Malign Foreign Talent Recruitment Program certifications from applicants and individuals identified as senior/key personnel with its implementation of the Common Forms for Biographical Sketch and Current/Pending (Other) Support.

- Annual Certifications for the RPPR: reach out to the analyst/administrator for a template

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# How to obtain an eRA Commons ID

- If you do not have an eRA Commons ID, email [sps@chapman.edu](mailto:sps@chapman.edu) with your name, email, and role on the project
- You'll receive two emails: 1) Notification of an eRA Account creation and credentials; 2) username and temporary password to log-in
- To complete the registration process, complete your Personal Profile Summary by selecting **Personal Profile**



Home |

Status

ASSIST

Personal Profile

Internet Assisted Review (IAR)

Account Management (Admin)

eRA Commons

Track your application; manage and report on your federally funded award

Recent News

**Reminder:** Federal financial assistance award rec

**Note:** Users with Multiple eRA Commons Account consolidate their multiple accounts into a single eRA Commons account using their Login.gov or InCommon Federated account with their eRA Commons ID.

**Note:** eRA posts **Deployment and Maintenance C**

**Submit a Reference Letter**

To provide a reference letter for a fellowship or

**LikeThis**

LikeThis is a thesaurus-based search tool that a publications.

# How to obtain an ORCID Profile

- Go to: <http://orcid.org>
- What is ORCID? It's a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities.
- Complete your profile



**iD**  
<https://orcid.org/0009-0003-9912-2250>  
[Preview public record](#)

### Emails & domains

#### Email addresses

larwong@chapman.edu

chaularissa@gmail.com

#### Verified email domains

No verified email domains

### Websites & social links

### Keywords

Larissa Wong English   
Search the ORCID registry...

Printable version

### Names

Name  
Larissa Wong

### Biography Everyone

### Activities

> **Employment (1)** Add Sort

▼ **Education and qualifications (0)** Add Sort

Add details about where you have studied and educational or professional qualifications you have been awarded.  
[Learn more about adding education or qualifications to your ORCID record](#)

▼ **Professional activities (0)** Add Sort

# Link ORCID ID and eRA Commons

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- Go to eRA Commons, click on your **Personal Profile**.

The screenshot shows the top navigation bar of the eRA Commons website. It includes the eRA Commons logo, the text "Commons", the NIH logo, and the text "National Institutes of Health Office of Extramural Research". Below the navigation bar is a vertical menu with four main items: "Status" (blue button with a heart icon), "ASSIST" (purple button with a person icon), "Personal Profile" (dark grey button with a person icon), and "Internet Assisted Review (IAR)" (brown button with a pencil icon). A red arrow points to the "Personal Profile" button. To the right of the menu is a sidebar with a "Recent News" section containing several news items, including a "Reminder" and a "Note" about multiple eRA accounts.

Commons

NIH National Institutes of Health  
Office of Extramural Research

Status

ASSIST

Personal Profile

Internet Assisted Review (IAR)

eRA Commons

Track your application; manage  
on your federally funded award

Recent News

**Reminder:** Federal financial ass

**Note:** Users with Multiple eRA C  
consolidate their multiple account  
their Login.gov or InCommon Fed

**Note:** eRA posts **Deployment and**

**Submit a Reference Letter**  
To provide a reference letter for

# Link ORCID ID and eRA Commons

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- Click the *Create or Connect your ORCID ID* link and add your ORCID ID



The screenshot shows the 'Personal Profile' page for Larissa Wong. The page header includes the eRA Commons logo and the NIH National Institutes of Health Office of Extramural Research logo. The main content area is divided into two columns. The left column, titled 'Personal Profile', displays the user's name, roles (AO - Administrative Official, ASST - PI Assistant), Person ID (79063643), and ORCID ID (Unavailable). A red arrow points to the 'Create or Connect your ORCID ID' link. Below this, a 'Personal Profile Summary' table shows various profile sections with checkmarks indicating completion: Name and ID, Demographics, Employment, Education, and xTRACT Information. The right column, titled 'Personal Profile Summary', contains a warning message and a list of profile sections with expandable arrows: Name and ID, Demographics, Employment, Education, and xTRACT Information.

Personal Profile |

Personal Profile

Larissa Wong

**Roles:**  
AO - Administrative Official  
ASST - PI Assistant

**Person ID:**  
79063643

**ORCID ID:** ?  
Unavailable ?

[Create or Connect your ORCID ID](#)

Personal Profile Summary

Name and ID	✓
Demographics	✓
Employment	✓
Education	✓
xTRACT Information	✓

Information

**Profile updated:**

**Personal Profile Summary**

**WARNING:** If you use a web browser autocomplete to fill in fields, data

**IMPORTANT:** Changes to your Personal Profile will **NOT** save if there is

**PLEASE NOTE:** After creating or connecting your **ORCID ID** please clo

> Name and ID

> Demographics

> Employment

> Education

> xTRACT Information

# Create a Biosketch in SciENcv

- Go to SciENcv:  
<https://www.ncbi.nlm.nih.gov/sciencv/>
- Select your preferred method of logging in
- Click on the *Manage SciENcv* in the *SciENcv* box to edit your profile (located on the bottom right)

NCBI »

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

**Search NCBI databases**

Search:

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

**My Bibliography**

Your bibliography contains **no items**.  
Your bibliography is **private**.

[Manage My Bibliography »](#)

**Recent Activity**

You do not have any recent activity.

[Clear](#) [Turn Off](#)

[See All Recent Activity »](#)

**Saved Searches**

You don't have any saved searches yet.  
Go and [create some saved searches](#) in PubMed or our other databases.

[Manage Saved Searches »](#)

**Collections**

All bibliographies and Other citations are now in [My Bibliography](#).

Collection Name	Items	Settings/Sharing	Type
<a href="#">Favorites</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard

[Manage Collections »](#)

**Filters**

Filters for:

You do not have any active filters for this database.  
[Add filters for the selected database.](#)

[Manage Filters »](#)

**SciENcv**

Name	Last Update	Sharing	Type
<a href="#">TEST - NIH Biosketch</a>	11-Dec-2025	Private	NIHBiosketch3
<a href="#">TEST - NSF Biosketch</a>	11-Dec-2025	Private	NSF-CPOS24-1
<a href="#">TEST - NIH CPS</a>	11-Dec-2025	Private	NIH-CPOS25-1
<a href="#">TEST - NSF CPS</a>	11-Dec-2025	Private	NSF-CPOS24-1
<a href="#">TEST NIH preview biosketch 1.5.26</a>	5:43 PM	Private	NIH-BGS25-1

[Manage SciENcv »](#)


# Create a Biosketch in SciENcv

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- Click on *Edit* to make changes
- To use ORCID to auto-populate a biosketch, you must first edit your “My Profile” to include the ORCID iD
- **Make sure your eRA Commons ID is included**

[MY NCBI](#) > SCIENCV

## SciENcv

**My Profile**  [Edit](#) 

<b>Name:</b>	Larissa Wong
<b>Title/Department:</b>	Research Grants Analyst Chapman University
<b>ORCID ID:</b>	<a href="https://orcid.org/0009-0003-9912-2250">https://orcid.org/0009-0003-9912-2250</a>
<b>eRA Commons ID:</b>	larissa_wong

# Create a Biosketch in SciENcv

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- Click *+New Document*
- Ensure that you're choosing the correct document type:  
NIH Biographical Sketch  
**Common Form**

## Create a New Document

Asterisks (\*) indicate required fields.

Document Name \*

Document type \*

DOE Biographical Sketch

DOE Current and Pending (Other) Support

NIH Biosketch

NIH Fellowship Biosketch

NIH Biographical Sketch Common Form

NIH Current and Pending (Other) Support Common Form

NSF Biographical Sketch

NSF Current and Pending (Other) Support

USDA Biographical Sketch

USDA Current and Pending (Other) Support

# Create a Biosketch in SciENcv

- Possible Data Source options available for creating a biosketch:

## Create a New Document

*Asterisks (\*) indicate required fields.*

Document Name \*

Document type \*

NIH Biographical Sketch Common Form

Data source \*

- Use an external source
- Use an existing document in SciENcv
- Start with a blank document

### Use an external source:

Import information from your eRA Commons or ORCID profiles. This is a useful option if your profile is updated and mostly complete

Start with a blank template

### Use an existing document in SciENcv:

Import an existing SciENcv NIH Biosketch or other documents to create a new one

CANCEL

CREATE

# Summary of Changes to Biosketch Common Form

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- The Biographical Sketch Common Form and NIH Biographical Sketch Supplement are two separate forms, but are completed and certified together in a single user interface in SciENCv that will produce a single PDF document.
- No page limits, but new character limits
- Do not flatten the PDF once certified and downloaded from SciENCv (unless otherwise noted in the Application Guide Instructions).
- ORCID is required
- No more MyBib link
- Positions and Appointments – Must only identify all **domestic and foreign** professional appointments and positions outside of the primary organization for a period up to **three years** (rather than only current appointments) from the date the applicant submits the application to the agency for funding consideration
- Products – listing of ten (5 closely related, and 5 other significant products)
- Personal Statement – is moved lower on the biosketch; character limit of 3,500; **no citations allowed**
- Honors – 15 entries only
- Contributions – character limit of 2,000; **no citations allowed**, but you can refer to your products listed in the 5 other significant products
- Formatting tips:
  - For bold: Use `<b>enter text to bold</b>`
  - For line break: `<BR>`
  - For double line break: `<BR><BR>`
- When you click to download the PDF, you'll be asked to certify that you are not party in a malign foreign talent recruitment program

# Create a Current & Pending (Other) Support in SciENcv

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- Click *+New Document*
- Ensure that you're choosing the correct document type: NIH Current and Pending (Other) Support **Common Form**

## Create a New Document

Asterisks (\*) indicate required fields.

Document Name \*

Document type \*  
NIH Current and Pending (Other) Support Common Form ▲

DOE Biographical Sketch

DOE Current and Pending (Other) Support

NIH Biosketch

NIH Fellowship Biosketch

NIH Biographical Sketch Common Form

NIH Current and Pending (Other) Support Common Form

NSF Biographical Sketch

NSF Current and Pending (Other) Support

USDA Biographical Sketch

USDA Current and Pending (Other) Support

# Create a Current & Pending (Other) Support in SciENcv

- Possible Data Source options available for creating a Current & Pending (C&P) Support Document:

## Create a New Document

Asterisks (\*) indicate required fields.

Document Name \*

Document type \*

NIH Current and Pending (Other) Support Common Form

Data source \*

- Use an existing document in SciENcv
- Upload an XML file
- Start with a blank document

**Use an existing document in SciENcv:** Import an existing SciENcv C&P Support document

**Upload an XML file:** You may import a current C&P document if it's in an XML format.

Start with a blank template

CANCEL

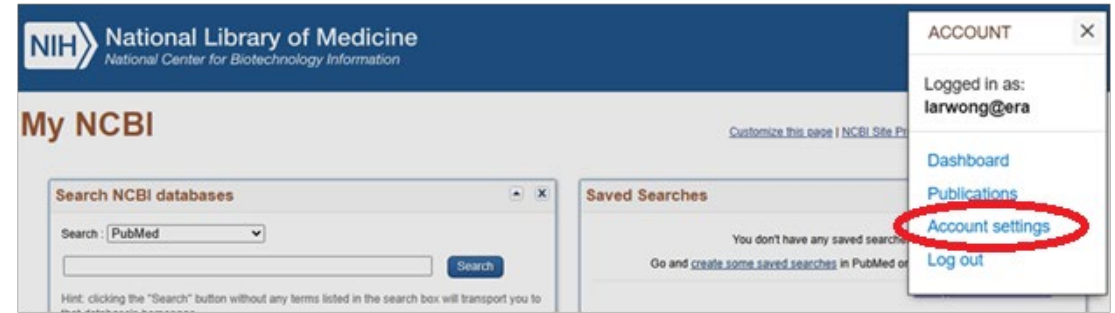
CREATE

# Summary of Changes to Current and Pending (Other Support) Common Form

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- Person-Month(s) (or Partial Person-Months): Effort is classified only in person months, not calendar or academic/summer.
- Overall Objectives: The field label changed from *Major Goals*, and the field is limited to 1,500 characters.
- US Dollar Value of In-Kind Contribution: The field label changed from *Estimated Dollar Value of In-Kind Contribution* and an In-Kind Contribution should only be reported if **estimated at \$5,000 or more and requires a commitment of the individual's time**
- Statement of Potential Overlap: Each Proposal, Active Project or In-Kind Contribution entry will have its own Statement of Potential Overlap rather than being summarized at the end.
- The Supporting Documentation (copies of contracts specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources) reported with Current and Pending (Other) Support are not added in SciENCv.
  - They will be added as a separate flattened attachment in eRA JIT, RPPR and Prior Approval modules.
- Do not flatten the PDF once certified and downloaded from SciENCv (unless otherwise noted in the Application Guide or Notice of Funding Opportunity (NOFO) Instructions).
- When you click to download the PDF, you'll be asked to certify that you are not party in a malign foreign talent recruitment program

# Adding a Delegate



- You can invite other individuals to act as your delegate and grant access to view and edit your biosketches, current & pending support, and other items in your SciENcv account. You may have multiple delegates on your account, and you may modify the level of access. Please note, **only the PI can certify the document.**
  - They must have a MyNCBI account
- Click on your username on the top right and click on *Account Settings*
- Click on *Add delegate* under the *Delegates* section and add their email.

## Email

This email is used for delivery of saved searches and recovery of password for your native NCBI account.

Email	Status	Edit
larwong@chapman.edu	(confirmed)	

## NCBI Account

Your username is the email address of the third-party account that you used to set up your NCBI account.

Username
larwong@era

## Linked Accounts

You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

Account	Email/ID	Remove
eRA Commons	larwong@chapman.edu (logged in)	
ORCID	0009-0003-9912-2250	

[Add account](#)

## Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

[Add delegate](#)

