

Biographical Sketch

Instructions for proposals submitted or due on or after February 25, 2019 under NSF PAPPG 19-1

A biographical sketch (*limited to two pages*) is required for each individual identified as Senior Project Personnel. Each Biosketch should be separately paginated. Specific NSF funding solicitations may require or permit Biosketches to be submitted for individuals other than Senior Personnel; please refer to the solicitation instructions for guidance.

Biographical Sketches may no longer be inserted as text into Fastlane. Each Senior Person's Biosketch must be uploaded to Fastlane as a single PDF file associated with that individual.

Sample Format:

Name

Job Title

Professional Address

Telephone number

Email address

Note: No personal information (e.g. home address, home phone, marital status) should be included

The following information must be provided in the order and format specified below:

(a) Professional Preparation

A list of the individual's undergraduate and graduate education and postdoctoral training as indicated below:

Undergraduate Institution	Location	Major	Degree and Year
Graduate Institution	Location	Major	Degree and Year
Postdoctoral Institution	Location	Area	Degree and Year

(b) Appointments

In reverse chronological order, list the individual's academic/professional appointments.

[Most recent appointment]

[Previous appointment(s)]

[First appointment]

(c) Products *[this section may be titled **Publications** if only publications are listed]*

(i) List up to five (5) publications/products most closely related to the proposed project

(ii) List up to five (5) other significant publications/products, whether or not related to the proposed project.

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of 10 will be used in the review of the proposal. *[Unpublished documents submitted/accepted for publication are acceptable and should include likely date of publication]*

Citation format:

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL or other Persistent Identifier.

(d) Synergistic Activities

A list of up to **five distinct examples** that demonstrate the broader impact of the individual’s professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples should be specific and could include: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual’s immediate organization.

Examples with multiple components are not permitted.

Sample examples and format:

- Served as Co-Chair of Academic Conference (2016)
- Member of the National Academy of Sciences (2012-present)
- Served as NIH Peer Reviewer (2014-2015)
- Organized summer workshop to deliver training to undergraduates interested in research (2012)
- Served on editorial board of Academic Journal (2013-2015)

Additional Instructions for Other Personnel (i.e. individuals not classified as Senior Personnel)

For the personnel categories listed below, the proposal also may include information on exceptional qualifications that merit consideration in the evaluation of the proposal. Such information should be clearly identified as “Other Personnel” biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.

(a) Postdoctoral associates

(b) Other professionals

(c) Students (research assistants)

Additional Instructions for Equipment Proposals

For equipment proposals, the following must be provided for each auxiliary user:

(a) Short biographical sketch; and

(b) List of up to five publications most closely related to the proposed acquisition.

Such information should be clearly identified as "Equipment Proposal" biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.