**NSF BIOGRAPHICAL SKETCH FORMAT - 2018**

*A biographical sketch (limited to two pages) is required for each individual identified as senior personnel. (See*[*Exhibit II-7*](https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp#2ex7)*for the definitions of Senior Personnel.) Proposers may elect to use third-party solutions, such as NIH’s SciENcv to develop and maintain their biographical sketch. However, proposers are advised that they are still responsible for ensuring that biographical sketches created using third-party solutions are compliant with NSF proposal preparation requirements.*

*The following information must be provided in the order and format specified below. Inclusion of additional information beyond that specified below may result in the proposal being returned without review.*

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

**(a) Professional Preparation**

A list of the individual’s undergraduate and graduate education and postdoctoral training (including location) as indicated below:

|  |  |  |  |
| --- | --- | --- | --- |
| Undergraduate Institution(s) | Location | Major | Degree & Year |
| Graduate Institution(s) | Location | Major | Degree & Year |
| Postdoctoral Institution(s) | Location | Area | Inclusive Dates (years) |

**(b) Appointments**

A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.

**(c) Products**

*A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant 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 Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products.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 ten will be used in the review of the proposal.*

*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.*

*If only publications are included, the heading "Publications" may be used for this section of the Biographical Sketch.*

Sample format:

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

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

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

**(d) Synergistic Activities**

A *list of up to five 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 could include, among others: 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 STEM; and service to the scientific and engineering community outside of the individual’s immediate organization.*

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)

In FastLane, Biographical sketches for all senior project personnel must be uploaded as a single PDF file associated with that individual.