

CHAPTER 12

SENIOR/KEY PERSON PROFILE(S) FORM, BIOGRAPHICAL SKETCHES, AND MULTIPLE PD/PI LEADERSHIP PLAN OF THE PHS 398 RESEARCH PLAN FORM

NOTE: Effective May 25, 2025, NIH will require the use of Biographical Sketch Common Form and the Current and Pending (Other) Support Common Form for applications and Research Performance Progress Reports (RPPRs) (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-163.html>). This requirement aligns with White House Office of Science and Technology Policy (OSTP) memorandum on Policy Regarding Use of Common Disclosure Forms (<https://www.whitehouse.gov/wp-content/uploads/2024/02/OSTP-Common-Disclosure-Form-Policy.pdf>). To prepare, we advise that applicants familiarize themselves with Science Experts Network Curriculum Vitae (SciENCv) (see Format of the Biographical Sketch, below) as its use will be required to complete all Common Forms.

GENERAL CONSIDERATIONS

The profiles and biographical sketches of essential members of your research team will be prepared and uploaded into the application using the RESEARCH & RELATED Senior/Key Person Profile (Expanded) form (see Section R.240 of the Research Instructions for NIH and Other PHS Agencies).

Each member of the Senior/Key Personnel set and all Other Significant Contributors must provide both a profile and a Biographical Sketch. Generically, these individuals are defined as ones without whom completion of some part of the project would become problematic. The distinction between these two personnel categories relates to time committed to the project. Senior/Key Personnel contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested. Other Significant Contributors commit to contribute to the scientific development or execution of the project, but do not commit any specified measurable effort (i.e., person months) to the project. Anyone with measurable effort cannot be included as an Other Significant Contributor.

Senior/Key Personnel include the Principal Investigator (all Principal Investigators if there are multiple PDs/Pis), Co-Investigator(s), and can include Collaborators and Consultants if their effort is measurable. Even though postdoctoral research fellows, graduate students and technicians have measurable effort on a project, they rarely qualify as Senior/Key Personnel because their level of expertise can usually be replaced relatively easily. In other words, loss of such a person would not be a major loss to the project. Thus, personnel in those categories usually will not be represented in the application by a profile and a Biographical Sketch. The credentials of such members of the research team, along with their roles in the project, should be described in the Personnel Justification of a Modular Budget (see Chapter 13) or, if the SF 424 R&R [breakout] Budget form is used (Chapter 14), in its Budget Justification.