

Preparing the NIH Biographical Sketch

1. To generate an NIH biographical sketch through myData, you will first need to review your publications and grants to ensure they are accurate and up to date in your database. Once this is done, you will be able to prepare an NIH biographical sketch by clicking on the [NIH](#) link located in the “Publications and Creative Activity” section located on the myData main menu. By completing the following steps, you will be able to successfully generate a full NIH biographical sketch.

▼ Publications and Creative Activity

[Intellectual Contributions \(Publications, etc.\)](#)

[Artistic and Professional Performances and Exhibits](#)

[Publications - Parts of Larger Works](#)

[Professional Online & System Resources Produced/Edited/Maintained](#)

[Patents/Copyrights](#)

[Biographical Sketch - **NIH** | NSF](#)

[Contracts, Grants and Sponsored Research](#)

[Allocation of Other Non-Financial Resources](#)

2. To create a new biosketch, click on “+Add New Item”. Otherwise, you can choose to edit an existing biosketch by clicking on the corresponding entry that has already been completed.

The screenshot shows the NIH menu with a back arrow and the text '< NIH'. On the right, there are three buttons: '+ Add New Item' (highlighted with a red box), 'Duplicate', and a trash can icon. Below the buttons is a table with two rows. The first row has a header 'Item' and a checkbox. The second row has the text 'My First NIH Grant' (circled in red) and a checkbox. A red arrow points to the 'NIH' link in the menu above. A red text annotation 'To edit an existing biosketch' points to the 'My First NIH Grant' entry.

To delete an existing biosketch, click on the small box to the right of the entry, then click on the “Trash Can” icon button.

The screenshot shows the NIH menu with a back arrow and the text '< NIH'. On the right, there are three buttons: '+ Add New Item', 'Duplicate', and a trash can icon (highlighted with a red box). Below the buttons is a table with two rows. The first row has a header 'Item' and a checkbox. The second row has the text 'My First NIH Grant' and a checked checkbox (highlighted with a red box).

To duplicate an existing biosketch, click on the small box to the right of the entry, then click on the “Duplicate” button.

The screenshot shows the NIH menu with a back arrow and the text '< NIH'. On the right, there are three buttons: '+ Add New Item', 'Duplicate' (highlighted with a red box), and a trash can icon. Below the buttons is a table with two rows. The first row has a header 'Item' and a checkbox. The second row has the text 'My First NIH Grant' and a checked checkbox.

3. After clicking on the “+Add New Item” button, enter a new personal label for the biographical sketch, this will serve as a locator for your biosketch (personal labels will not appear in printed reports). This will allow you to save unique biographical sketches, and will be used when generating a proper biographical sketch.

The screenshot shows the 'Edit NIH' form with a back arrow and the text '< Edit NIH'. At the top right, there are three buttons: 'Cancel', 'Save', and 'Save + Add Another'. Below the buttons is a form with a label 'Label for this Biographical Sketch (not printed in report)' and a text input field containing 'My Second NIH Grant' (highlighted with a red box).

4. Enter your eRA Commons Username and Personal Statement here.

eRA Commons Username

? Personal Statement

5. **Relevant Publications:** You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. Only publications that are currently present in your database will appear.

The drop down menu will include the Permanent Chronological Number, Year and the Title of Contribution (if entered correctly in the database).

Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication

? Intellectual Contribution

Select the number of publication rows to add:

- 2015: JA103. "Comparison of Speed of Sound Measures Assessed..."
- 2016: JA104. "Improved Proteome and Phosphoproteome Analysis..."
- 2016: JA105. "Early Cerebellar Network Shifting in Spinocere..."
- 2016: JA106. "How Does PRM Effect The Heart Rate?"

To add additional Intellectual Contributions to your biosketch, select the number of additions that you wish to make from the "Select the number of publication rows to add" dropdown and then click the "+Add" button.

Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication

? Intellectual Contribution

Select the number of publication rows to add:

+Add

? Link to full list of your published work

- 1
- 2
- 3

6. Provide a URL to a full list of your published work as found in a publicly available digital database such as PubMed or My Bibliography, which are maintained by the US National Library of Medicine.

? Link to full list of your published work

7. Contributions to Science: Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

The "Intellectual Contribution" drop-down list will display all of the Intellectual Contribution records which you have created (by date, Permanent Chronological Number and Title), regardless of their status (whether they are peer-reviewed or not). **Only those peer-reviewed Intellectual Contributions with a "Current Status" of "Accepted" or "Published" will be displayed in an NIH Biographical Sketch report.**

The screenshot shows the '1st Contribution' section of a form. At the top, there is a text area labeled 'Contribution' with the instruction 'Briefly describe up to five of your most significant contributions to science here:'. Below this is a section titled 'Relevant Publications or Non-Publication Research Products'. Underneath, there is a '1st Publication/Research Product' section. It features a dropdown menu for 'Intellectual Contribution' which is currently open, showing a list of publications. The first item, '2016: JA104. "Improved Proteome and Phosphoproteome Analysis...', is selected. To the right of this dropdown is a 'Please select...' dropdown for 'Intellectual Property'. A '-- OR --' separator is between the two dropdowns. An '+Add' button is located below the publication list.

To add an additional Intellectual Contribution / Intellectual Property to your biosketch, select the number of additions that you wish to make from the "Select the number of publication rows to add" dropdown and then click the "+Add" button.

This screenshot shows the 'Relevant Publications or Non-Publication Research Products' section. It contains two 'Publication/Research Product' sections. The first section has a dropdown for 'Intellectual Contribution' with the selected item '2016: JA104. "Improved Proteome and Phosphoproteome Analysis...' and a 'Please select...' dropdown for 'Intellectual Property'. The second section has 'Please select...' dropdowns for both 'Intellectual Contribution' and 'Intellectual Property'. At the bottom, there is a dropdown labeled 'Select the number of publication/research product rows to add:' with the number '1' selected. To the right of this dropdown is a red circle around the '+Add' button.

Intellectual Property that currently exist in your database will appear in a drop down menu with the Patent Title and the Patent/Copyright Number/ID (if entered in the database correctly).

This is a close-up of the 'Intellectual Property' dropdown menu. It shows a list of items: 'Micro Audio Sensor, ap2727' (highlighted in blue), 'Micro Audio Sensor, ap2727', 'Mind Composer V2, APH 2346', and 'Mind Composer, APH 2345'. A mouse cursor is pointing at the first item.

8. Once you are finished, you can select “Save” and be sent back to the preview page, or you can select “Save + Add Another” to add another biographical sketch.

[← Edit NIH](#)

Cancel

Save

Save + Add Another

Now that you have prepared a biographical sketch, you will be able to generate a full NIH Biographical Sketch Report. Please follow the steps below.

Generating the NIH Biographical Sketch Report

1. After the information has been entered and saved in your NIH section in myData, you will be able to generate a report by clicking on “Run Reports,” located on the upper left hand side of the screen.

Welcome, Jeff Adachi! [Log Out](#)

- Manage Activities**
 - Rapid Reports
 - PasteBoard
 - Run Reports**
 - Help

[Review a guide](#) to manage your activities.

[UC IRVINE HELP MANUAL](#)

General Information

- Personal Information (Public)
- Education
- Professional Development Training
- Licenses or Permits
- UCI Employment History
- Previous Employment

2. Select **NIH Biographical Sketch** from the “Report” drop down menu.

Run Reports

1 **Report**

- Select...
- ABET
- Faculty Biosketch
- NIH Biographical Sketch**
- NSF Biographical Sketch
- Review Profile
- Review Profile_Rank History
- Vita_1
- Vita_1_Permanent_Number
- Vita_1_Reverse Chronological Order
- Create a new report

3. Select the Start and End Date of the report under the “Select the date range to use” drop down. Please keep in mind that when selecting the date range, the NIH Biographical Sketch will only display completed research projects (i.e. grants) for the past three years from report end date.

Run Reports Run Report

1 **Report**
 NIH Biographical Sketch ▼
[Download this report's template](#)

2 **Date Range**

Start Date Jan ▼ 01 ▼ 2013 ▼
 End Date Dec ▼ 31 ▼ 2016 ▼

4. If you are a staff member, you must select which faculty member you wish to run the report for by clicking on “Change Selection” (Keep “Include These Accounts” drop down menu to “Enable Only”).

3 **Whom to Include** Users Selected by All Change Selection

Include These Accounts Enabled Only ▼

This will prompt a pop up screen that will let you select among the faculty for which you have been granted access to manage. Click on the “Individual” chevron icon, select the faculty member, then click the “Save” box.

Individuals or groups to include ✕

- ▶ Associated ORU/Center/Program
- ▶ College
- ▶ Department
- Individual

Cancel Save

Individuals or groups to include ✕

- Anderson, Aileen J: aja
- Anderson, Charlene: canderson
- Anderson, Cynthia T: ctanders
- Anderson, Eric R: eranders
- Andrade, Rosa M: rmandra1
- Andricioael, Ioan: andricio
- Angulo, Marco A: mangulo
- Anteater, Peter: panteater
- Anton-Culver, Hoda: hantoncu
- Antonelli, Gian A: aldo
- Aphasizhev, Ruslan: ruslan
- Apkarian, Ara: aapkaria
- Apkistian, Ara: xaapkis
- Appel, Kevin H: kappel
- Aprati, Taren M: taprati
- Arasasingham, Ramesh D: rdarasas
- Arastotle, Ramesh D: xrarast
- Arditti, Joseph: jarditti

Cancel Save

5. Select the label for the Biographical Sketch you would like to generate.

Faculty screen example:

3 **Additional Filters**

Contribution Type Articles, Journal
 Books, Edited
 Books, Sections (Forewords/Introductions/Conclusions, etc.)
 Commentaries/Perspectives/Other Reviews
 Letters/Notes

Label for this Biographical Sketch (not printed in report) My First NIH Grant
→ My Second NIH Grant

Staff screen example:

4 **Additional Filters**

Contribution Type Abstracts, Published
 Articles, Journal
 Articles, Miscellaneous
 Books, Authored
 Books, Chapters
 Books, Edited
 Books, Reviewed

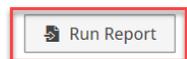
Label for this Biographical Sketch (not printed in report) My First NIH Grant
→ My Second NIH Grant
 NIH 2015
 NIH Biosketch
 NIH For Van Etten Grant 04/08/15
 NIH bio 2015
 NIH biosketch

6. If you would like to change the file format or page size, feel free to do so under the options “Select the file format”, and “Select the page size”.

File Format File Format
Changes made to the Microsoft Word document **will not** be reflected in the system.
Page Size

Otherwise, click the “Run Report” box (top right of the screen).

Run Reports



Within a few seconds, your NIH Biographical Sketch will be generated. Thank you for using myData to generate your NIH Biographical Sketch. If you have any questions, please contact mydata@uci.edu.