Meeting assets for UC Training Grant Consortium Meeting are ready!

Meeting summary

Quick recap

The meeting focused on introducing the new Science CV system for creating NIH biosketches and support documents, with emphasis on the upcoming January 25th/26th deadline for transitioning to the common form format. Jill demonstrated key features of the system including ORCID ID linking, delegation processes, and proper formatting requirements, while addressing common concerns about administrative burdens and system access issues. The team discussed practical aspects of using the new system, including form management, publication handling, and formatting requirements, with Jill encouraging further questions and promising to share resources through the webpage and listserv.

Next steps

- All PIs and key personnel: Ensure ORCID ID is created and properly linked to eRA Commons profile before creating biosketches in Science CV.
- All PIs and key personnel: Use the "NIH biographical sketch common form" in Science CV (not the old NIH biosketch) for all submissions as of January 25/26, 2026.
- All PIs and key personnel: Certify their own biosketches in Science CV, as delegates/admins cannot perform certification.
- Admins/delegates: Assist PIs by preparing draft biosketches in Science CV, but ensure PIs review, edit as needed, and certify before finalizing.
- All users: If issues arise with ORCID not showing up or linking properly in Science CV, try logging in and out, and if unresolved, contact the help desk (note: expect delays in response until after January 30th).
- All users: When converting old biosketches to the new format, carefully review and separate out publications from the personal statement and split combined contributions to science into separate entries.
- All users: When flattening PDFs for training grant submissions, flatten each PDF separately before combining, using methods such as "print to PDF" or Mac Preview, as appropriate.
- Jill I.: Post the video recording and PowerPoint slides to the webpage and send the PowerPoint to the listserv.
- Jill Vander: Test delegation and real-time updates with Emily (trainee) and report findings back to the group/Jill I.
- All users: If experiencing issues with the system (e.g., slow response, incorrect data), wait a few minutes and retry before escalating, due to current high system usage.

Summary

NIH Science CV Training Overview

Jill presented a training session on using Science CV to create biosketches and other support documents for NIH training grants, effective January 25, 2026. She emphasized the importance of linking ORCID IDs to eRA Commons profiles and demonstrated the login process through eRA Commons. Jill explained the new common forms system, which requires using Science CV for biosketches, supplements, and other support documents, and highlighted key changes in formatting and content requirements. She planned to conduct a live demo but instead focused on providing detailed slides for attendees to use for training others.

Science CV Delegation and Compliance

Jill explained the process of delegation in Science CV, emphasizing that while delegation can be granted, final certification is required by the PI. Yergalem highlighted the importance of linking ORCID or ARA Commons IDs to ensure all biosketches are visible in one place. Jill also clarified that NIH biosketches created in Science CV must be in the common form format to comply with new requirements by January 25th/26th.

NIH biosketch format changes

Jill explained the process of creating a common form biosketch, emphasizing the importance of using the correct form and addressing common mistakes such as incorrect publication inclusion. She highlighted the need to link ORCID and ERIC Commons IDs, and mentioned that only 10 products can now be listed, down from 8 previously. Jill also noted that the start and end dates for fellowships have been reintroduced in the new biosketch format. Jennifer asked about the availability of the NIH biosketch option after January 25th, to which Jill responded that she was unsure but assumed it would be removed to reduce confusion.

NIH Biosketch Format Changes

The group discussed the new NIH biosketch format, with Sarah expressing concern about the increased administrative burden despite the format being intended to reduce it. Jennifer inquired about the handling of honors in the new format, which Jill confirmed are included in the supplement section with a 15-item limit. The team reviewed the three components of the supplement: personal statement (limited to 3,500 characters), honors, and contributions to science (limited to 2,000 characters with up to 5 contributions), noting that publications are no longer allowed. Jill demonstrated the Science CV system for creating and managing biosketches, including the process of linking ORCID IDs and managing account settings.

ORCID Form Linkage Issues

The group discussed issues with linking ORCID IDs to forms, with Nova noting that many faculty members are experiencing errors and the help desk won't be available until January 30th. Jill demonstrated how to use and edit the new biosketch form, including adding publications through My Bibliography and managing contributions to science. The team learned that only foreign appointments within the past three years are affected by the 3-year limitation, and admin users can help PIs set up their forms but cannot see the final certified version.

Biosketch System Updates and Tips

The meeting focused on discussing the new biosketch system and related processes. Jill explained that there is no longer a 5-page limit, but emphasized the importance of having an ORCID ID and properly linking it with other accounts. She addressed confusion about flattening PDFs for common forms, noting that each form must be flattened separately before combining. Jill and others shared tips on navigating the system, including using the preview function on Macs and cleaning up personal statements. The group discussed the transition from fellowship biosketches to common

forms, with Jennifer clarifying that the same form will be used for both R01 and F31 applications. Jill encouraged attendees to reach out to her with any further questions and promised to share the presentation and video on the webpage and listserv.

AI can make mistakes. Review for accuracy.

Please rate the accuracy of this summary. ☒ ☒

Edit summary