



RESEARCH AND ECONOMIC AFFAIRS

**To: Principal Investigators**

**Subject: Stricter enforcement of NSF Grant Proposal Requirements**

We have seen a number of indications that the National Science Foundation (NSF) is paying closer attention to the Biographical Sketch portion of the application than in the past. Thus, we would like to call your special attention to this portion of the NSF’s proposal preparation requirements.

Your biosketch is limited to two (2) pages for each individual identified as senior project personnel. The following information must be provided in the order and format specified below.

(a) Professional Preparation:

A list of each person's undergraduate and graduate education and postdoctoral training:

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

(b) Appointments:

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

(c) Publications:

This section is especially critical and should be prepared with extra care. Include a list of: (i) up to 5 publications most closely related to the proposed project; and (ii) up to 5 other significant publications, whether or not related to the proposed project.

Each publication identified must include the names of all authors (in the same sequence in which they appear in the publication), the complete, formal article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address also should be identified.

For unpublished manuscripts, list only those submitted or accepted for publication (along with most likely date of publication). Patents, copyrights and software systems developed may be substituted for publications. Additional lists of publications, invited lectures, etc., must not be included. Only the list of 10 will be used in the review of the proposal.

(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.

(e) Collaborators & Other Affiliations:

Collaborators and Co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the

individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal or who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.

Include the names of each individual's graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations.

Thesis Advisor and Postgraduate-Scholar Sponsor. A list of all persons (including their organizational affiliations), with whom the individual has had an association as thesis advisor, or with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor must be included. The total number of graduate students advised and postdoctoral scholars sponsored also must be identified.

Of course, all of the NSF's guidelines are contained in their Grant Proposal Guide, available online at [http://www.nsf.gov/pubs/policydocs/pappguide/nsf08\\_1/gpg\\_index.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf08_1/gpg_index.jsp). We call your specific attention to Section II. – Proposal Preparation Instructions ([http://www.nsf.gov/pubs/policydocs/pappguide/nsf08\\_1/gpg\\_2.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf08_1/gpg_2.jsp)). Additional sources of information are your departmental Research Advancement staff and your ORSPA SPO.

*Beth H. Israel*

Beth H. Israel

Associate Vice President for Research Administration