

# The NIH Biosketch (for faculty)

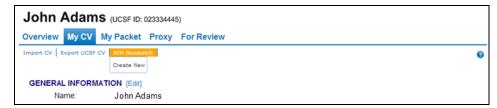


## **Customer Support**

For help understanding Biosketch requirements, contact your Research Service Coordinator; find him/her at <a href="http://osr.ucsf.edu/find-my-osr-staff">http://osr.ucsf.edu/find-my-osr-staff</a>.
For help with Advance, contact <a href="http://osr.ucsf.edu/find-my-osr-staff">AdvanceProject@ucsf.edu</a>.

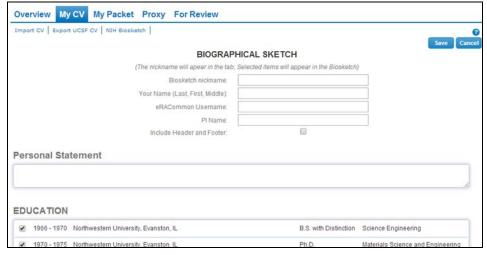
### **Getting Started**

- 1. Advance works best when using the **Firefox** or **Chrome** browsers.
- 2. Login to MyAccess (https://myaccess.ucsf.edu/)
- 3. Select Advance from the applications within MyAccess
- 4. Click the My CV tab
- 5. Mouse over the NIH Biosketch sub tab to create a new Biosketch



#### The Biosketch

Advance displays the selected Biosketch in Edit mode



- To save the Biosketch, click the Save button
- To go back to My CV, click the My CV tab
- To create a new Biosketch, mouse over the NIH Bio sub tab, or click the Copy button which can be seen on a saved Biosketch
  - Create New will use the CV items selected in My CV
  - Copy will duplicate the displayed Biosketch

## Working with the NIH Biosketch

The display of the NIH Biosketch is designed to resemble the printed form; the precision of the resemblance will depend somewhat on your browser settings. **Best practice:** Position your cursor over the for information from NIH about what goes into each section of the Biosketch



Functionality within a saved Biosketch includes:

- Mouse over the NIH Biosketch sub tab to display an existing Biosketch, or to Create a New Biosketch
- Click the Edit button to open all sections so you can select items you want to include in your Biosketch.
  - o Be sure to click the Save button before leaving the Biosketch
- Click the Copy button to make a duplicate of the Biosketch you're viewing this is designed to make it easier to modify an existing Biosketch for a different proposal.
- Click the Export button to export the content in the Biosketch you're viewing into a Word document that can be used in support of a grant proposal
  - All text will export as Arial 11 pt, the font/size required by NIH
- Click the Delete button to delete the Biosketch you're viewing
  - Alternatively, rename the Biosketch using the Edit button, rather than delete; after renaming, modify selections for a different proposal

## Things to consider

- When you edit text within My CV, if those items have been included in a Biosketch, the Biosketch will update as well
- Each Biosketch begins as either a copy of the items you've selected within you're My CV, or a copy of selections with an existing Biosketch.
   You can select items for the Biosketch in two ways
  - 1. From My CV, select items within the sections identified with a green check mark ( ) on the Short Cut menu
    - These items will be included in a new Biosketch when you select "Create New" from the NIH Biosketch sub tab
    - After creating a Biosketch, additional items selected within My CV will NOT be automatically included in existing Biosketches
- 2. While viewing a Biosketch, click Copy to make a copy of that Biosketch
- To add new CV items to an existing Biosketch, while viewing the Biosketch
  - Click the Edit button, select/deselect items you want included in that Biosketch, and then click Save