



# USDA BIOSKETCH

## What makes a good USDA Biosketch?

The biosketch is your chance to *highlight your expertise and show why you're the best researcher* to conduct the proposed work. Keep this in mind as you create or revise your biosketch for your USDA proposal.

- 1. Follow directions.** When our office reviews biosketches, edits are often required to comply with USDA requirements.
- 2. Update regularly.** Be sure all content is up-to-date and add new publications as they're published.
- 3. Format and proofread.** Read through your biosketch to check for spelling or other errors, verify citation information is *complete and consistent* across publications, and be sure your formatting is consistent throughout the proposal.

### USDA NIFA GRANTS APPLICATION BIOSKETCH GUIDELINES

Required for all **Senior/Key Personnel** (PD, co-PD, senior associate, or professional personnel, including sub awardee personnel). Summarize academic and research credentials for the PD/PI, including earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received.

Recommended information includes:

- Education and Training
- Research and Professional Experience
- Publications and Synergistic Activities
- Collaborators and Affiliations (*this information goes in the conflict of interest form*)

Include a chronological list of all publications in refereed journals during the **past 4 years**, including those in press. List only non-refereed technical publications that are relevant to the proposed project. List all authors in the order they appear on each paper, the title, and complete reference as usually appear in journals.

Include the following, if available:

1. Author identifier (ORCID, <https://orcid.org>) of the author
2. The digital object identifier (DOI) of all publications
3. If applicable, the application must include a list of data publications or published data products relevant to the proposed project.

<https://nifa.usda.gov/resource/nifa-grantsgov-application-guide>

### RULES THAT ARE OFTEN OVERLOOKED

- ✓ Use **ONLY** two pages, **EXCEPT** for publications, which do not count toward the two-page limit.
- ✓ Provide citations for **ALL** refereed publications from the last four years **ONLY**, including those in press.
- ✓ Number the pages of your biosketch and include "Biographical Sketch" in the header of your document.
- ✓ Use 1" margins and 12-pt font...USDA standard.