

May 2021

USDA BIOGRAPHICAL SKETCH



What makes a good USDA Biosketch?

While your biosketch may seem like an insignificant part of your grant proposal, it 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 GUIDELINES:

Provide a biographical sketch for the PD/PI. Recommended information includes - Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. The Biographical Sketch should be limited to 2 pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable (e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received).

Include a chronological list of all publications in refereed journals during the past 4 years, including those in press. Also, list only those non-refereed technical publications that have relevance to the proposed project. List all authors in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

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

RULES THAT ARE OFTEN OVERLOOKED:

- Use no more than 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.
- Like all other USDA proposal documents, use 1" margins and 12-pt font.