# INSTRUCTIONS

You will need to upload a two-page biographical sketch for the Principal Investigator (PI) and each Senior/Key Persons including Other Significant Contributors (OSC). The biographical sketches should be prepared as separate pdf files and will be uploaded in the R&R Senior/Key Person section of the application package in grants.gov. The following guidelines are taken from the FOA. Please be sure to include all of the information requested. Once you have collected this content, be sure to keep it handy so that you can re-use it in other proposals and applications.

# Required Sections of each Biographical Sketch

**Education and Training**

Provide undergraduate, graduate, and postdoctoral training – provide institution, major/area, degree and year.

**Research and Professional Experience**

Beginning with the current position, in chronological order, list any professional/academic positions with a brief description.

**Publications**

Provide a list of up to 10 publications most closely related to the proposed project. For each publication identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page number, and year of publication. Provide a website address if available.

**Patents, Copyrights and Software Systems Developed**

This may be provided in addition to or substituted for publications.

**Synergistic Activities**

List no more than five professional and scholarly activities related to the effort proposed.

# Sample Resume Format

The following is a simple template that you could used in developing a responsive biographical sketch.

First MI. Last Name

Position/Title

## Education and Training

**MM/YYYY–MM/YYYY | Institute/University, City, ST** (or country if outside of U.S.)

Degree, Major

**MM/YYYY–MM/YYYY | Institute/University, City, ST**

Degree, Major

**MM/YYYY–MM/YYYY | Institute/University, City, ST**

Degree, Major

## Research and Professional Experience

**MM/YYYY–MM/YYYY | Company, City, ST**

*Position/Job Title*

List of Responsibilities/Job Description

**MM/YYYY–MM/YYYY | Company, City, ST**

*Position/Job Title*

List of Responsibilities/Job Description

**MM/YYYY–MM/YYYY | Company, City, ST**

*Position/Job Title*

List of Responsibilities/Job Description

## Publications

The article title, book or journal title, volume number, page number, year of publication

Suggest using EERE format – see <https://www1.eere.energy.gov/communicationstandards/guide.html>

## Patents, Copyrights and Software Systems Developed

(If Applicable)

## Synergistic Activities

* MM/YYYY | Activity
* MM/YYYY | Activity
* MM/YYYY | Activity
* MM/YYYY | Activity
* MM/YYYY | Activity