



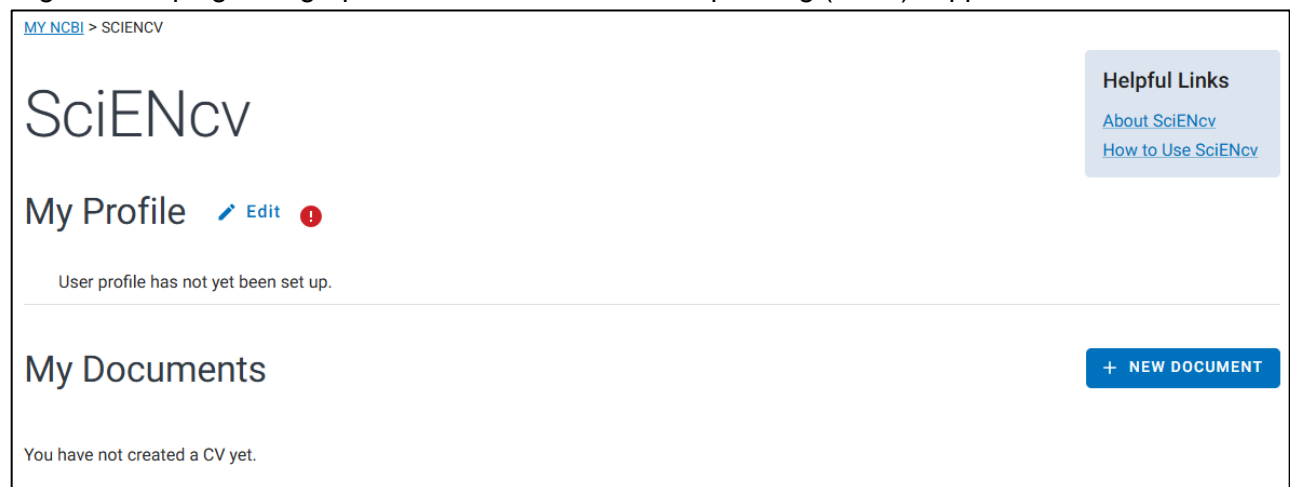
NASA SciENCv Disclosure Forms

This quick reference guide outlines the steps for accessing, completing, and certifying NASA-compliant versions of the common biographical sketch and current and pending (other) support disclosure forms in [Science Experts Network Curriculum Vitae](#) (SciENCv). Guidance on NASA's disclosure form requirements can be found in the [NASA Grant and Cooperative Agreement Manual](#) (GCAM).

1. Log in to National Center for Biotechnology Information (NCBI) from the SciENCv [homepage](#).
2. On the "My NCBI" webpage, locate the "SciENCv" section and select "Click here to create a new CV."



3. Selecting "Click here to create new CV" will bring you to the SciENCv page. Select "New Document" to begin developing a biographical sketch or current and pending (other) support form.



4. For NASA grant or cooperative agreement proposals, select either “NASA Biographical Sketch” or “NASA Current and Pending (Other) Support.” You will also have the option to pull data from an external source, use an existing document in SciENcv, or start with a blank document. After populating these fields, select “Create.”

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

Biographical Sketch

Document type *

NASA Biographical Sketch

Data source *

☐ Use an external source

☐ Use an existing document in SciENcv

☒ Start with a blank document

CANCEL

CREATE

5. You will be brought to either the NASA biographical sketch or current and pending (other) support form page where you will find instructions on completing the form as well as links to NASA’s disclosure form requirements.

MY NCBJ > SCIENCv > BIOGRAPHICAL SKETCH

NASA Biographical Sketch

[VIEW DRAFT](#)

 DOWNLOAD PDF

This Biographical Sketch Form provides instructions for submission of a biographical sketch by each individual identified as a [senior/key person](#) on a NASA-funded project. The biographical sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities. NASA’s biographical sketch disclosure policy can be found in the [NASA Grant and Cooperative Agreement Manual](#) (GCAM).

[Read less](#) ^

Consistent with National Security Presidential Memorandum 33 (NSPM-33), individuals are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including [foreign government-sponsored talent](#).

6. Once all required sections are complete, the “Download PDF” icon will become selectable.

[MY NCBI](#) > [SCIENCE](#) > BIOGRAPHICAL SKETCH

NASA Biographical Sketch

VIEW DRAFT

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Asterisks () indicate required sections or fields.*

7. Selecting “Download PDF” will produce a certification pop-up window. After reading it carefully, select “Certify.” This will produce a certified PDF version of your form that you may submit with your NASA grant or cooperative agreement proposal. The certification will include your name and date and time of certification.

Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

CANCEL

CERTIFY