Using Digital Measures to Build Biographical Sketches for Grant Applications

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While most faculty use Digital Measures to enter their scholarly activities and complete annual reviews, the system does offer other services faculty may wish to draw upon.

Two good examples are the recently revised biographical sketch screens developed in support of grant applications for the National Institutes of Health (NIH) and the National Science Foundation (NSF). While the biosketch is not the only component of grant applications for these federal agencies, the biosketch report can draw on scholarly activities, one of the main data components in DM.

On your main account page, you will find two relevant screens listed in the Research section: NIH and NSF. Click on the screen corresponding to the agency to which you are applying.

**National Institutes of Health (NIH)**

1. On the main Digital Measures page, go to the NIH screen in the Research section.

2. When you arrive on the main screen for the NIH biosketch, click on Add New Item.
3. The first set of fields helps you to find the specific biography you are building. It is especially important to complete the “Label for this Biographical Sketch” in a way that you can easily recall which grant proposal you referring to. This will make it easier to locate and run the correct report later.

Briefly describe why you are well-suited for your role in the project described in this application. The relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and your past performance in this or related fields. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

4. You can directly draw upon your publications in Digital Measures to enhance your biographical sketch. Under the **Relevant Publications** section of the screen, you can mix-and-match scholarly publications and activities you have in your Digital Measures account. In the example below, I have chosen an article from a list of Journal Articles in this account.
5. Next, you may use the “Add Another Publication” Feature to add up to four publications to your sketch. Once you have done this, you have the option of providing a URL for a list of your published work.

6. You can describe up to five of your most significant contributions to science. For each one, you can summarize each contribution in the Contribution text box and then you may list up to four publications or pieces of intellectual property that showcase your scientific contributions. In this example, I have chosen a book chapter from the Publications-Other Works screen.
7. Finally, you may opt to include an appendix of your work in the report.

Linked Records
Include an appendix in the Biographical Sketch report, containing all relevant records to which I have been linked.
1. On the main Digital Measures page, go to the NSF screen in the Research section.

2. When you arrive on the main screen for the NSF biosketch, click on Add New Item.

3. The first field helps you to find the specific biography you are building. It is especially important to complete the “Label for this Biographical Sketch” in a way that you can easily recall which grant proposal you referring to. This will make it easier to locate and run the correct report later.

4. Select the relevant publication and patent entries from your Digital Measures account. Note that the first five entries will appear as the five “most relevant” entries in this sketch. In this example, I have selected one Journal Article and am about to add a book chapter under Publications – Other Works.
5. Select up to five (5) examples of “synergistic activities” from your account that demonstrate the broader impact of your professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual’s immediate organization.¹

- If your examples are not from either of the Publications drop-downs, you may type that information into the Other Activity box.
  
i. **TIP:** Before beginning work on this screen, copy-and-paste information to your PasteBoard from other screens in Digital Measures. This way, it can easily be highlighted and dropped into this field from the PasteBoard.

6. When you have completed your biographical sketch, be sure to hit the **Save** button. As with any other record in Digital Measures, you may save your work and return later to complete fields for which you do not have information immediately at hand.