**DOE Biographical Sketch**

**DISCLAIMER: This is a sample template only for a DOE biographical sketch. This is required of most DOE solicitations and the below is based on solicitations issued by the DOE Office of Science. The required components may vary. It is imperative that you verify the list of requirements given below against those listed in your solicitation.**

Provide a biographical sketch for the PI and each senior/key person listed in Section A on the R&R Budget form.

The biographical information (curriculum vitae) must not exceed 2 pages (page limit may vary by solicitation) when printed on 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point and must include the following:

Name  
Title  
Department  
University, City, State, Zip  
Telephone: 000-000-0000, Email:

# Education and Training:

| Undergraduate Institution | Major | Degree | Year |
| --- | --- | --- | --- |
| Graduate Institution(s) | Major | Degree | Year |
| Graduate Institution(s) | Major | Degree | Year |
| Postdoctoral Institution(s) | Area | Degree | Year |

Research and Professional Experience: (begin with current appointment, list in chronological order, professional/academic positions with a brief description)

Year–Year Position, University, City, State

Publications: Include up to 10 Publications most closely related to the proposed project. Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications. Identify names of all authors, article title, book or journal title, volume number, page numbers, year of publication, and website address.

Synergistic Activities: List no more than five professional and scholarly activities related to the effort proposed. Some examples might be invited and/or public lectures, awards received, scientific program committees, conference or workshop organization, professional society membership and/or activities, special international or industrial partnerships, reviewing or editorship activities, or other scientific leadership experiences.

Identification of Potential Conflicts of Interest or Bias in Selection of Reviews: The biographical sketch must include information to permit DOE to identify individuals who are conflicted with or potentially biased against the investigator. Provide the following information in this section:

* **Collaborators and Co-editors:** List in alphabetical order all persons outside of your home institution and their current affiliation who are, or have been, a collaborators or co-authors with you within the previous 48 months. For publications or collaborations with more than 10 authors or participants, only list those with whom you interact on a regular basis. Also, list any individuals who are, or have been, co-editors with you during the 24 months preceding submission of application. If there are no collaborators or co-editors to report, list NONE.
* **Graduate and Postdoctoral Advisors:** List the names and current organizational affiliations of your graduate advisors and postdoctoral sponsors. Also, list the names and current organizational affiliations of your graduate students and postdoctoral associates.

Personally Identifiable Information: Do not include sensitive personally identifiable information such as social security number, birth date, citizenship, marital status, or home address. Do not include information that a merit reviewer should not make use of.

*\*\*\*Required components may vary. It is imperative that you verify the list of required components given above against those listed in your solicitation\*\*\**