This document is being provided for clarity in creating the Department of Energy (DOE) compliant Biographical Sketch (Biosketch) documents, which are required for all applications. A biographical sketch (also referred to as biosketch) documents an individual's qualifications and experience for a specific role in a project. The DOE requires submission of a biosketch for each proposed senior/key personnel/covered individual and other significant contributor on a grant application.

For the purposes of this NOFO, a Covered Individual means an individual who (a) contributes in a substantive, meaningful way to the development or execution of the scope of work of a project proposed for funding by DOE, and (b) is designated as a Covered Individual by DOE. Often, these individuals have doctoral or other professional degrees, although individuals at the master's or PhD-candidate level may be considered Covered Individuals if their involvement meets this definition. Consultants, graduate students, and those with a postdoctoral role also may be considered Covered Individuals if they meet this definition.

DOE designates as Covered Individuals any principal investigator (PI); project director (PD); co-principal investigator (Co-PI); co-project director (Co-PD); project manager; and any individual regardless of title that is functionally performing as a PI, PD, Co-PI, Co-PD, or project manager.

The applicant is responsible for assessing the applicability of (a) above, against each person listed on the application. Further, the applicant is responsible for identifying any such individual to DOE for designation as a Covered Individual, if not already designated by DOE as described above.
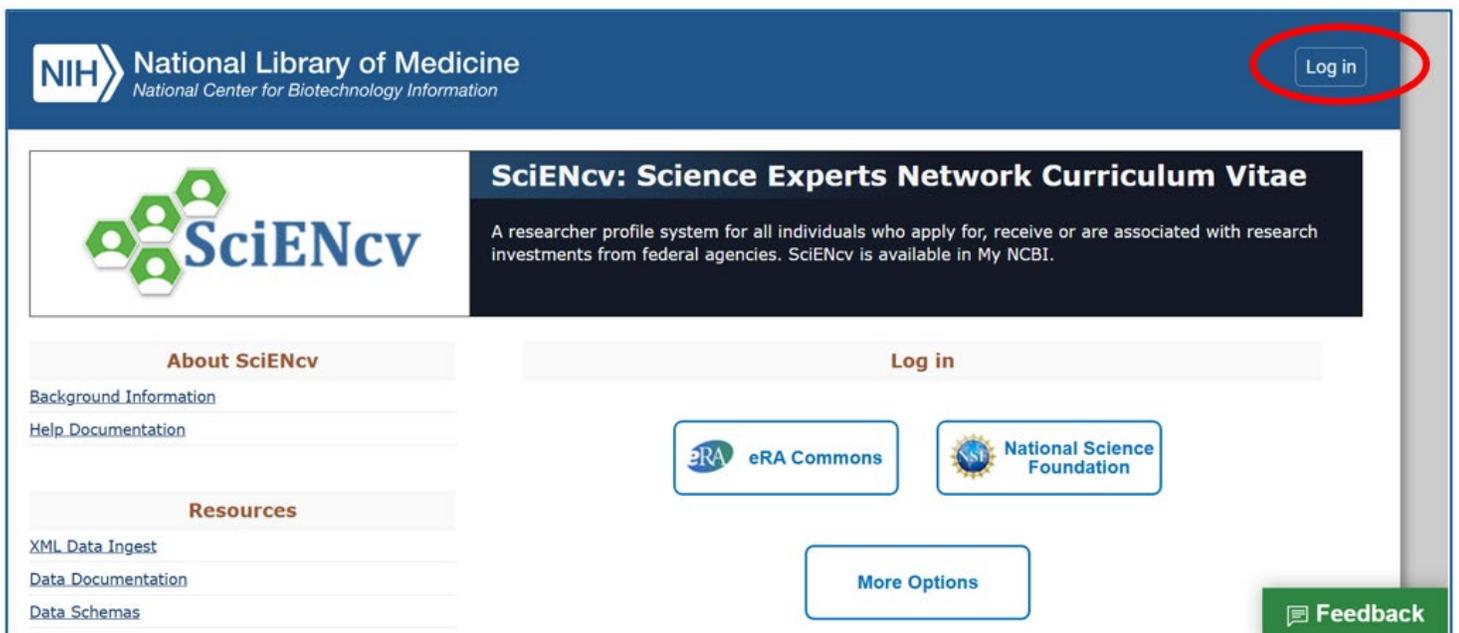
DOE Biographical Sketch: A Step-by-Step Guide

The Department of Energy (DOE) requires a Biographical Sketch (Biosketch) as part of your application. To help you create this document efficiently and accurately, we utilize **SciENcv (Science Experts Network Curriculum Vitae)**. Also, please note that a **Login.gov** account is required to create a DOE Biographical Sketch through the SciENcv platform below. Please follow these steps to generate your Biosketch:

Step 1: Accessing SciENcv

First, navigate to the SciENcv platform. You can find it by searching for "SciENcv" or by following this link:

Navigate to SciENcv or **https://www.ncbi.nlm.nih.gov/sciencv/**

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Policy and Programs

Appendix XX: Biographical Sketch
(Biosketch) User Guide
March 2026

Step 2: Logging In Securely

Once you're on the SciENcv homepage, you'll need to log in.

- Look for and click on **"More Options"**.

- Then, select **"Login.gov"**.

- You'll be redirected to the Login.gov portal to securely sign in using your credentials.

Step 3: Starting a New Document

After successfully logging in, you'll be taken to your SciENcv dashboard.

- Click on **"Manage SciENcv"**.
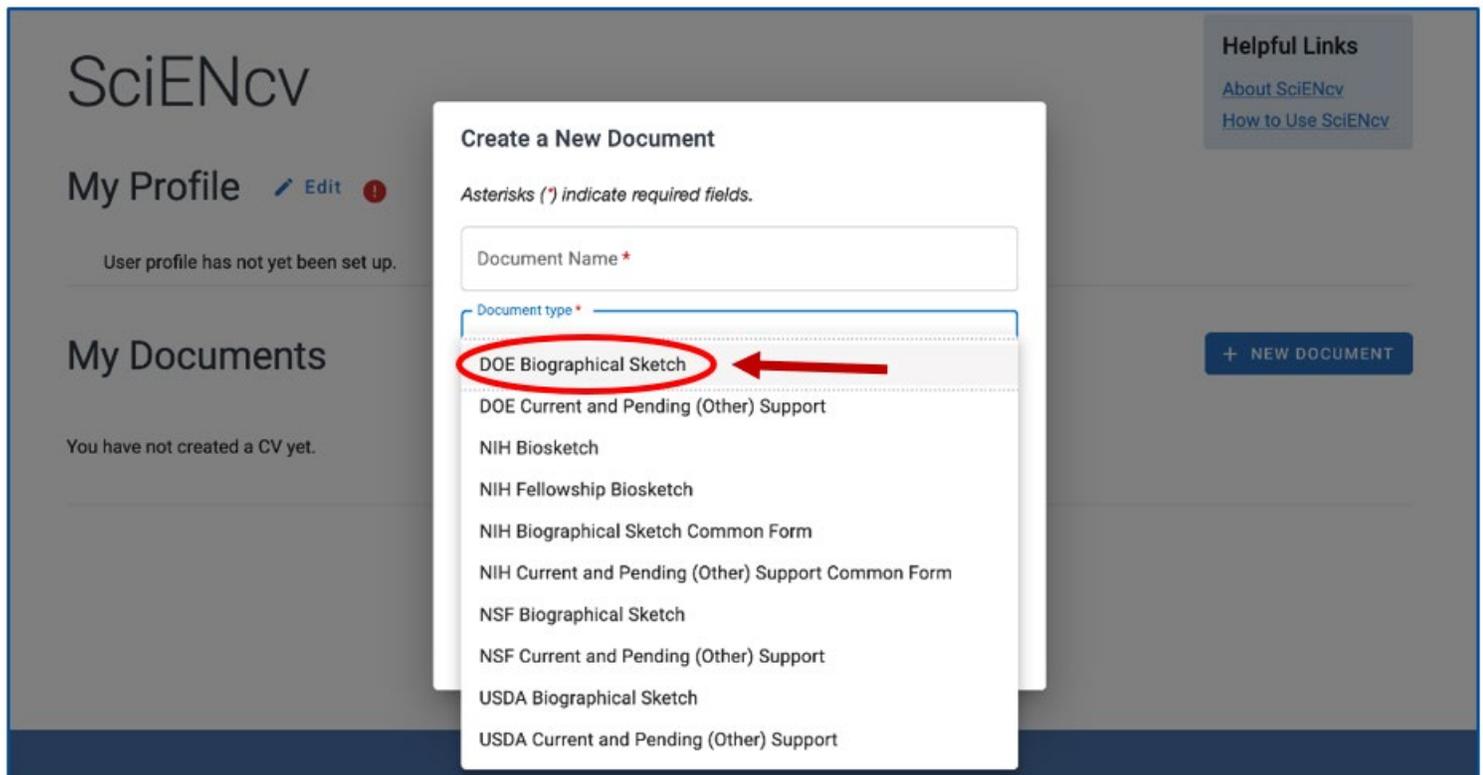- Next, click **"Create New Document"**.
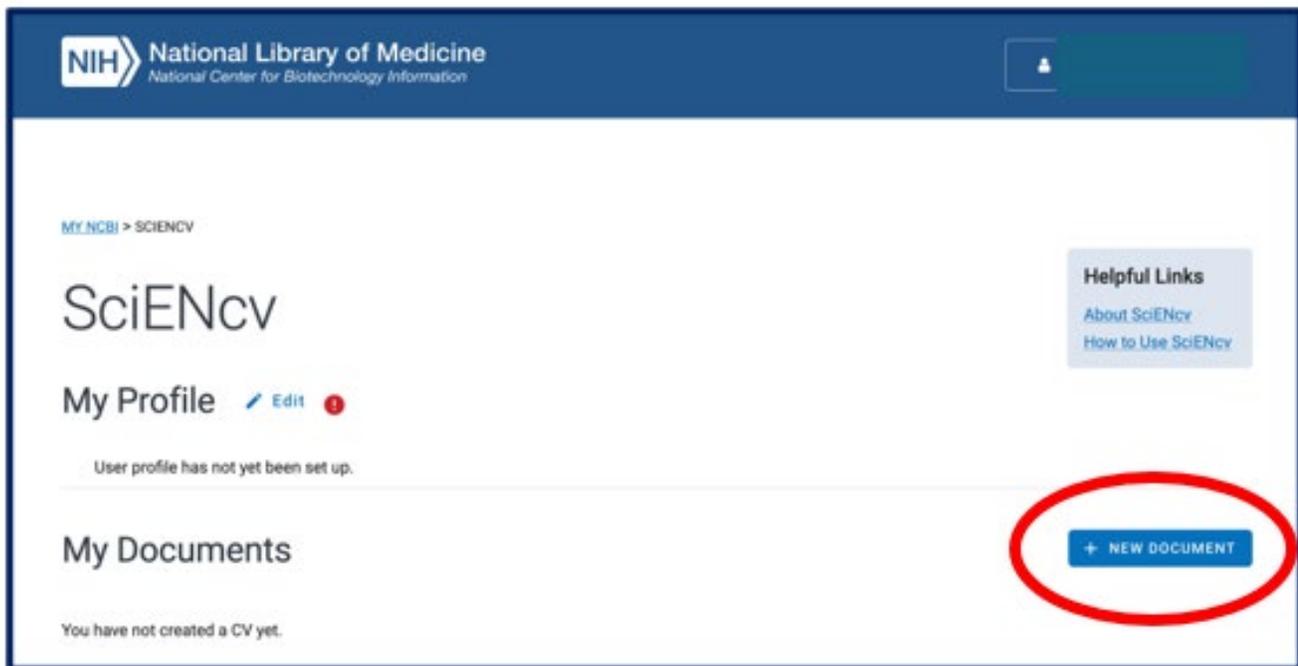
Step 4: Selecting the DOE Biographical Sketch Format

Now, you'll choose the specific format for your Biosketch.

- From the available options, select **"DOE Biographical Sketch"**.

Step 5: Entering Your Information (Web Interface)

SciENcv provides a user-friendly web interface to populate your Biosketch.

- After you save your document name and select "DOE Biographical Sketch"

- There will be fields where you can add your **education**, **work history**, and other relevant information directly into the provided fields.

- See Section IV.C.7 of the NOFO for DOE specific Biosketch instructions on completing fields such as PID, Professional Preparation, Appointments, and Positions Reporting Timeframe, and Products.

Step 6: Downloading Your PDF for Submission

Once you've filled in all your details and reviewed them, it's time to generate your official Biosketch.

- Click on **"Download PDF"**.

- A prompt will appear, asking you to **certify your responses**. This is an important step to confirm the accuracy of your information.

- After certification, your completed Biosketch will download as a PDF document.

You can now add this downloaded PDF to your NOFO application.

Please repeat this process for **each senior/key personnel/covered individual** and **other significant contributor** on the grant application.