

NASA BIOGRAPHICAL SKETCH FORM

October 1, 2024

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).

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 recruitment programs](#). Further, if individuals receive direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Individuals must also report other foreign government sponsored or affiliated activities. In accordance with 42 USC § 19232, individuals are prohibited from being a party in a [malign foreign talent recruitment program](#).

A table entitled [NASA Pre-award and Post-award Disclosure Requirements](#)¹ has been created to provide helpful reference information regarding pre-award and post-award disclosures. The table includes the types of activities to be reported, where such activities must be reported in the application, as well as when updates are required in the application and award lifecycle. A final column identifies activities that are not required to be reported.

Individuals are reminded **not to submit any personal information in the biographical sketch**. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the proposal. NASA is not responsible or in any way liable for the release of such material.

The format of the Biographical Sketch Form is provided below. There is no page or character limit to this section of the application.

*** = required**

***Identifying Information**

***Name:** Enter the name of the senior/key person (Last Name, First Name, and Middle Name, including any applicable suffix).

Persistent Identifier (PID) of the Senior/Key Person: Enter the PID of the senior/key person. The PID is a unique, open digital identifier that distinguishes the individual from every other researcher with the same or a similar name.

¹ This table supersedes in its entirety, Table 2a and Paragraph 7 of the Disclosure Requirements and Standardization Section of the NSPM-33 Implementation Guidance.

***Position Title:** Enter the current position title of the senior/key person.

***Organization and Location**

Name: Enter the name of the primary organization of the senior/key person.

Location: Enter the City, State/Province, and Country where the primary organization is located. If the State/Province is not applicable, enter N/A.

***Professional Preparation**

A list of the individual's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

For each entry provide:

- the name of the organization;
- the location of the organization: Enter the City, State/Province, and Country where the organization is located. If the State/Province is not applicable, enter N/A.
- the degree received (if applicable);
- the start date of the degree or fellowship program;
- the month and year the degree was received (or expected receipt date); and
- the field of study.

***Appointments and Positions**

A list, in reverse chronological order by start date, of all the individual's [academic](#), [professional](#), or [institutional](#) appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Senior/key persons must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period up to three years from the date the applicant submits the application to the agency for funding consideration.

For each entry provide:

Start date: YYYY

End date: YYYY

Appointment or Position Title:

Name of organization:

Department (if applicable):

Location of organization: City, State/Province, Country

***Products**

A list of products that demonstrate the individual's qualifications to carry out the project as proposed. It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project. Acceptable products must be citable and accessible including but not limited to:

- publications, conference papers, and presentations;
- website(s) or other Internet site(s);
- technologies or techniques;
- inventions, patents, patent applications, and/or licenses; and
- other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Each product must include full citation information including:

- names of authors;
- product title;
- date of publication or release;
- website URL;
- other persistent identifier (if available); and
- other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).

If any of the items specified above is not applicable, enter N/A.

Senior/key persons who wish to include publications in the products section of the biographical sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

***Certification**

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

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.

Signature²:

Date:

***Privacy Act and Burden Statement:**

The information requested on this form is solicited under the authority of the National Aeronautics and Space Act of 1958 (51 U.S.C. 20101 et. seq.) The information on this form will be used in connection with the evaluation of qualified proposals. The information requested may be disclosed to qualified reviewers for their opinion and evaluation of applicants and their proposals as part of the NASA application review process; to other government agencies or other entities needing information regarding applicants or nominees as part of a joint application review process, or in order to coordinate programs or policy; or to individual or institutional applicants and award recipient institutions to provide or obtain data as part of the application review process, award decisions, or administering awards. Additionally, information requested may be disclosed to other entities when merging records with other computer files to carry out studies for or otherwise assist NASA with program management, evaluation, or reporting as well as contractors, grantees, volunteers, experts, consultants, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, advisory committee, independent review boards, or other arrangement with or for NASA or for the Federal government. See [NASA Systems of Records Notice](#) (SORN) NASA 100AAR, "Opportunities and Associated Reviewers."

This information collection meets the requirements of 44 U.S.C. § 3507 as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-0279 and this information collection expires on October 31, 2026. We estimate that it will take two (2) hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate to: christiane.diallo@nasa.gov.

² To be acceptable to NASA, the date of the signature must be within the past 12 months from when the document is submitted to NASA.