NSF requires that a biographical sketch be completed for each individual identified as senior project personnel. This includes the PI, co-PI, and Faculty Associate (a faculty member other than the PI who will participate in the project being supported). These sketches are limited to two pages and must not include personal information such as home address, home phone numbers, home email address, date of birth, etc. Other personnel; including postdoctoral associates, other professionals, and student research assistants; may include information on exceptional qualifications that merit consideration in the evaluation of the proposal. For equipment proposals, a short biographical sketch including a list of up to five publications most closely related to the proposed acquisition must be included for each auxiliary user. Use the following outline when creating a biographical sketch for senior project personnel:

**Professional Preparation**

Undergraduate Institution(s) Major Degree & Year

Graduate Institution(s) Major Degree & Year

Postdoctoral Institution(s) Area Inclusive Dates (years)

**Appointments**

A list, in reverse chronological order, of all the individual’s academic/professional appointments beginning with the current appointment.

**Publications**

A list of: (1) up to five publications most closely related to the proposed project; and (2) up to five other significant publications, whether or not related to the proposed project. Do not include unpublished manuscripts unless accepted for publication. Patents, copyrights, and software systems developed may be substituted for publications. Additional lists of publications, invited lectures, etc., must not be included.

**Synergistic Activities**

A list of up to five examples that demonstrate the broader impact of the individual’s 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.

**Collaborators & Other Affiliations**

1. Collaborators and Co-Editors: a list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should also be indicated.
2. Graduate Advisors and Postdoctoral Sponsors: a list of the names of the individual’s own graduate advisor(s) and the principle postdoctoral sponsor(s), with their current organization affiliations.
3. Thesis Advisor and Postgraduate-Scholar Sponsor: a list of all persons (including their organizational affiliations), with whom the individual has had an association as thesis advisor, or with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor. The total number of graduate students advised and postdoctoral scholars sponsored must also be identified.