

Instructions for Creating an NIH Biosketch from eCV

The information you provide in eCV will create a biosketch in the exact format recommended by the NIH.

1. **Log in to** eCV.
2. **Navigate to** the blue top navigation bar.
3. **Go to** "CV Manager."
4. **Select "NIH Biosketch"** from the drop-down menu.
5. **Create a new NIH biosketch.**

Click "Add New" to create an NIH-style biosketch based on your data in eCV. If you have updated your eCV in the past (e.g., publications, grants, awards, etc.), you will see the information here.

6. **Review and edit** the data in your biosketch.
 - a. **To remove items**, uncheck the checked boxes.
 - b. **To add or edit items**, follow the tips in orange type for each section. They will tell you where the data for each field are stored in the eCV database.

Editing these fields in eCV will update both your eCV and biosketch.

7. **Save your biosketch.**
Click "Save." You will return to the biosketch listing.



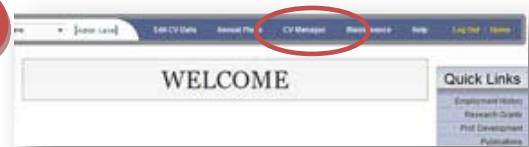
8. **Preview and print** your biosketch.
From the biosketch listing, **click on** the button under "Preview" biosketch.

Choose File > Print from the browser window to print the document.

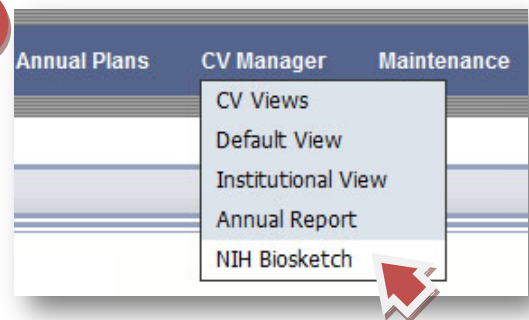
9. **Edit your biosketch** in Word. Click on the button under "Export to Word." The biosketch will be saved as a Word document that allows further modification.

***Changes that you make in the Word document will not affect your data in eCV.**

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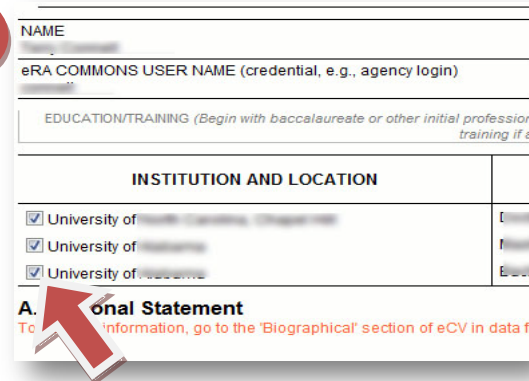
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