

## Instructions For Completing SF-424 R&R Senior/Key Person Profile Form (Expanded)

### 1.0 PROFILE - Project Director/Principal Investigator

#### 1.1 Prefix

Pre-populated from the SF 424 (R&R). The prefix (e.g., Mr., Mrs., Rev.) for the name of the Project Director.

#### 1.2 First Name

Pre-populated from the SF 424 (R&R). The first (given) name of the Project Director. This field is required.

#### 1.3 Middle Name

Pre-populated from the SF 424 (R&R). The middle name of the Project Director.

#### 1.4 Last Name

Pre-populated from the SF 424 (R&R). The last (family) name of the Project Director. This field is required.

#### 1.5 Suffix

Pre-populated from the SF 424 (R&R). The suffix (e.g., Jr, Sr, PhD) for the name of the Project Director.

#### 1.6 Position/Title

Pre-populated from the SF 424 (R&R). The title of the Project Director.

#### 1.7 Department

Pre-populated from the SF 424 (R&R). The name of primary organizational department, service, laboratory, or equivalent level within the organization of the PD/PI.

#### 1.8 Organization Name

Pre-populated from the SF 424 (R&R). The name of organization of the PD/PI.

#### 1.9 Division

Pre-populated from the SF 424 (R&R). The name of primary organizational division, office, or major subdivision of the PD/PI.

#### 1.10 Street 1

Pre-populated from the SF 424 (R&R). The first line of the street address for the Project Director in the "Street 1" field. This field is required.

#### 1.11 Street 2

Pre-populated from the SF 424 (R&R). The second line of the street address for the Project Director in the "Street 2" field. This field is optional.

#### 1.12 City

Pre-populated from the SF 424 (R&R). The city for address of Project Director. This field is required.

#### 1.13 County/Parish

Pre-populated from the SF 424 (R&R). The county or parish for address of Project Director.

#### 1.14 State

Pre-populated from the SF 424 (R&R). The state where the Project Director is located. This field is required if the Project Director is located in the United States.

#### 1.15 Province

Pre-populated from the SF 424 (R&R). The Province where the Project Director is located.

#### 1.16 Country

Pre-populated from the SF 424 (R&R). The country for the Project Director address. This field is required.

#### 1.17 ZIP / Postal Code

Pre-populated from the SF 424 (R&R). The nine-digit Postal Code (e.g., ZIP code) of Project Director. This field is required if the Project Director is located in the United States.

#### 1.18 Phone Number

Pre-populated from the SF 424 (R&R). The daytime phone number for the Project Director. This field is required.

#### 1.19 Fax Number

Pre-populated from the SF 424 (R&R). The fax number for the Project Director.

#### 1.20 E-Mail

Pre-populated from the SF 424 (R&R). The e-mail address for the Project Director. This field is required for Project Director.

#### 1.21 Credential, e.g., agency login

If you are submitting to an agency (e.g., NIH) where you have an established personal profile, enter the agency ID. If not, leave blank.

### **1.22 Project Role**

Select one. Use "Other" if a category is not listed in the pick list.

### **1.23 Other Project Role Category**

Complete if you have selected "Other Professional" or "Other" as a project role; e.g., Engineer, Chemist.

### **1.24 Degree Type**

Enter the highest academic or professional degree or other credentials (e.g., RN). This is optional information.

### **1.25 Degree Year**

Enter the year the highest degree or other credential was obtained. This is optional information.

### **1.26 Attach Biographical Sketch**

Provide a biographical sketch for the PD/PI. Recommended information includes - Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. Save the information in a single file and attach. This is required information.

### **1.27 Attach Current & Pending Support**

Provide a list of all current and pending support for the PD/PI (even if they receive no salary support from the project(s)) for ongoing projects and pending applications. Show the total award amount for the entire award period (including indirect costs) as well as the number of person-months per year to be devoted to the project by the senior/key person, regardless of source of support. Concurrent submission of an application to other organizations for simultaneous consideration will not prejudice its review.

## **2.0 PROFILE - Senior/Key Person 1**

### **2.1 Prefix**

Select one prefix (e.g., Mr., Mrs., Rev.) for the name of the Senior/Key Person.

### **2.2 First Name**

Enter first (given) name of the Senior/Key Person. This field is required.

### **2.3 Middle Name**

Enter the middle name of the Senior/Key Person.

### **2.4 Last Name**

Enter the last (family) name of the Senior/Key Person. This field is required.

### **2.5 Suffix**

Select one suffix (e.g., Jr, Sr, PhD) for the name of the Senior/Key Person.

### **2.6 Position/Title**

Enter the title of the Senior/Key Person.

### **2.7 Department**

Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization of the Senior/Key Person.

### **2.8 Organization Name**

Enter the name of organization of the Senior/Key Person.

### **2.9 Division**

Enter the name of primary organizational division, office, or major subdivision of the Senior/Key Person.

### **2.10 Street 1**

Enter first line of the street address for the Senior/Key Person in the "Street 1" field. This field is required.

### **2.11 Street 2**

Enter second line of the street address for the Senior/Key Person in the "Street 2" field. This field is optional..

### **2.12 City**

City for address of Senior/Key Person. This field is required.

### **2.13 County/Parish**

County or parish for address of Senior/Key Person.

### **2.14 State**

Select the state where the Senior/Key Person is located. This field is required if the Senior/Key Person is located in the United States.

### **2.15 Province**

Enter the Province where Senior/Key Person is located.

### **2.16 Country**

Select the country for the Senior/Key Person address. This field is required.

### **2.17 ZIP / Postal Code**

Enter the nine-digit Postal Code (e.g., ZIP code) of Senior/Key Person. This field is required if the Senior/Key Person is located in the United States.

### **2.18 Phone Number**

Enter the daytime phone number for the Senior/Key Person. This field is required.

### **2.19 Fax Number**

Enter the fax number for the Senior/Key Person.

### **2.20 E-Mail**

Enter the e-mail address for the Senior/Key Person. This field is required for the Senior/Key Person.

### **2.21 Credential, e.g., agency login**

If you are submitting to an agency (e.g., NIH) where you have an established personal profile, enter the agency ID. If not, leave blank.

### **2.22 Project Role**

Select one. Use "Other" if a category is not listed in the pick list. This field is required.

### **2.23 Other Project Role Category**

Complete if you have selected "Other Professional" or "Other" as a project role; e.g., Engineer, Chemist.

### **2.24 Degree Type**

Enter the highest academic or professional degree or other credentials (e.g., RN). This is optional information.

### **2.25 Degree Year**

Enter the year the highest degree or other credential was obtained. This is optional information.

### **2.26 Attach Biographical Sketch**

Provide a biographical sketch for the senior/key person. Recommended information includes: Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. Save the information in a single file and attach here. This field is required.

### **2.27 Attach Current & Pending Support**

Provide a list of all current and pending support for the senior/key person (even if they receive no salary support from the project(s)) for ongoing projects and pending proposals. Show the total award amount for the entire award period (including indirect costs) as well as the number of person-months per year to be devoted to the project by the senior/key person, regardless of source of support. Concurrent submission of a proposal to other organizations will not prejudice its review.

### **3.0 Delete Entry**

Select to delete this Senior/Key Person entry.

### **4.0 Next Person**

Select to view the next Senior/Key Person entry.

### **5.0 Select to attach additional Senior/Key Person Forms**

Provide additional Senior/Key Person information in a single file and attach here. All mandatory entries for the first 40 Senior/Key Persons must be filled in before attachment file is available.