

Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Research & Related Senior/Key Person Profile
Form Version Number	1.1
OMB Number	4040-0001
OMB Expiration Date	10/31/2019

Form Field Instructions

Field Name	Required or Optional	Information
Project Director/Principal Investigator	Required	Provide the profile information for the Project Director/Principal Investigator
Prefix:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The prefix (e.g., Mr., Mrs., Rev.) for the name of the Project Director.
First Name:	Required	Pre-populated from the SF 424 (R&R) if using Grants.gov. The first (given) name of the Project Director. This field is required.
Middle Name:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The middle name of the Project Director.
Last Name:	Required	Pre-populated from the SF 424 (R&R) if using Grants.gov. The last (family) name of the Project Director. This field is required.
Suffix:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The suffix (e.g., Jr, Sr, PhD) for the name of the Project Director.
Position/Title:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The title of the Project Director.
Department:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The name of primary organizational department, service, laboratory, or equivalent level within the organization of the PD/PI.
Organization Name:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The name of organization of the PD/PI.
Division:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The name of primary organizational division, office, or major subdivision of the PD/PI.

Field Name	Required or Optional	Information
PDPI Address	Required	Provide the address for the Project Director/Principal Investigator
Street1:	Required	Pre-populated from the SF 424 (R&R) if using Grants.gov. The first line of the street address for the Project Director in the "Street 1" field. This field is required.
Street2:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The second line of the street address for the Project Director in the "Street 2" field. This field is optional.
City:	Required	Pre-populated from the SF 424 (R&R) if using Grants.gov. The city for address of Project Director. This field is required.
County:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The county for address of Project Director.
State:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The state where the Project Director is located. This field is required if the Project Director is located in the United States.
Province:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The Province where the Project Director is located.
Country:	Required	Pre-populated from the SF 424 (R&R) if using Grants.gov. The country for the Project Director address. This field is required.
Zip / Postal Code:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov. The postal Code (e.g., ZIP code) of Project Director. This field is required if the Project Director is located in the United States.
Phone Number:	Required	Pre-populated from the SF 424 (R&R) if using Grants.gov. The daytime phone number for the Project Director. This field is required.
Fax Number:	Optional	Pre-populated from the SF 424 (R&R) if using Grants.gov.
E-Mail:	Required	Pre-populated from the SF 424 (R&R) if using Grants.gov. The e-mail address for the Project Director. This field is required for Project Director.
Credential, e.g., agency login:	Optional	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.

Field Name	Required or Optional	Information
Project Role:	Required	Select one. Use "Other" if a category is not listed in the pick list. This field is required.
Other Project Role Category:	Optional	Complete if you have selected "Other Professional" or "Other" as a project role; e.g., Engineer, Chemist.
Attach Biographical Sketch	Required	Provide a biographical sketch for the 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 here. This field is required.
Attach Current & Pending Support	Optional	Provide a list of all current and pending support for the PI (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.
PROFILE - Senior/Key Person 1	Optional	Provide the profile information for any Senior/Key Person.
Prefix:	Optional	Enter the prefix (e.g., Mr., Mrs., Rev.) for the name of the Senior/Key Person.
First Name:	Required	Enter first (given) name of the Senior/Key Person. This field is required.
Middle Name:	Optional	Enter the middle name of the Senior/Key Person.
Last Name:	Required	Enter the last (family) name of the Senior/Key Person. This field is required.
Suffix:	Optional	Enter the suffix (e.g., Jr, Sr, PhD) for the name of the Senior/Key Person.
Position/Title:	Optional	Enter the title of the Senior/Key Person.
Department:	Optional	Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization of the Senior/Key Person.
Organization Name:	Optional	Enter the name of organization of the Senior/Key Person.

Field Name	Required or Optional	Information
Division:	Optional	Enter the name of primary organizational division, office, or major subdivision of the Senior/Key Person.
Senior/Key Person Address	Optional	Provide the address for the Senior/Key Person.
Street1:	Required	Enter first line of the street address for the Senior/Key Person in the "Street 1" field. This field is required.
Street2:	Optional	Enter second line of the street address for the Senior/Key Person in the "Street 2" field. This field is optional.
City:	Required	City for address of Senior/Key Person. This field is required.
County:	Optional	County for address of Senior/Key Person.
State:	Optional	Enter the State where the Senior/Key Person is located. This field is required if the Senior/Key Person is located in the United States.
Province:	Optional	Enter the Province of Senior/Key Person.
Country:	Required	Select the country for the Senior/Key Person address. This field is required.
Zip / Postal Code:	Optional	Enter the 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.
Phone Number:	Optional	Enter the daytime phone number for the Senior/Key Person. This field is required.
Fax Number:	Optional	Enter the fax number for the Senior/Key Person.
E-Mail:	Optional	Enter the e-mail address for the Senior/Key Person. This field is required for the Senior/Key Person.
Credential, e.g., agency login:	Optional	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.
Project Role:	Optional	Select one. Use "Other" if a category is not listed in the pick list
Other Project Role Category:	Optional	Complete if you have selected "Other Professional" or "Other" as a project role; e.g., Engineer, Chemist.

Field Name	Required or Optional	Information
Attach Biographical Sketch	Optional	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.
Attach Current & Pending Support	Optional	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.
Senior/Key Person(s)	Optional	Same as above. To add more Senior/Key Persons in addition to Senior/Key Person 1, click Next Person. You may add up to 7 additional Senior/Key Persons in addition to Senior/Key Person 1.
Additional Senior/Key Person Profile(s)	Optional	If more than 7 senior/key person profiles are proposed, provide the information requested in a separate file and attach here.
Additional Biographical Sketch(es) (Senior/Key Person)	Optional	Provide a biographical sketch for each 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.

Field Name	Required or Optional	Information
Additional Current and Pending Support(s)	Optional	Provide a list of all current and pending support for the PI and each 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.