



PHS 398 Biographical Sketch (for NIH)

Want to create bio sketches  
for NIH proposals quickly and easily???

Try out the COS Quick Form  
During a free trial period April 11-21

Using information from a researcher's *Community of Science (COS) Expertise®* profile, *COS Quick Form* creates a completed PHS 398 Biographical Sketch. NIH requires this form in all proposal submissions. You can fill out the form in seconds, with no rekeying, cutting, or pasting. With *COS Quick Form*, you can quickly and easily produce what has been, until now, a time-consuming and tedious process.

Each *COS Expertise®* profile has fields for all the information that NIH requires. The Center for Scientific Review at NIH has reviewed *COS Quick Form*. When used according to the Center's guidelines, NIH will accept the output of *COS Quick Form* as a substitute for the printed PHS 398 Biographical Sketch.

Many previous Quick Form users have asked The GrantSource Library to subscribe to this useful service from the Community of Science. COS has provided UNC with a trial subscription to enable the GrantSource Library to get your feedback. We invite you and your faculty to check out *COS Quick Form* during this trial period. Please help us determine whether Quick Form would be useful to **YOU** and **YOUR FACULTY**.

**SEE INSTRUCTIONS FOR COS QUICK FORM ON BACK**

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COS Quick Form Fact Sheet: <http://www.cos.com/pdf/cosquck.pdf>

## How to use COS Quick Form to create 398 Bio Sketches:

- Start at <http://workbench.cos.com>
- Log in to your own or your faculty member's COS Workbench using the COS username and password. If you do not know them, call the GrantSource Library to find out how you can get that information.
- If you/your faculty do NOT have a COS Expertise® Profile, create one at: <http://registration.cos.com/cos/basic.html>
- Click on "Update Your Profile" to add current positions, research, publications, and other necessary information. You can perform this step later if you prefer to move quickly through the trial.
- Click on "Produce an NIH PHS 398 Form" in the "Manage Your Documents" section.
- Verify information and make corrections as requested.
- Click on "Submit Form For Processing".
- Wait about 5 seconds for your bio sketch to be downloaded.
- Select "Open Using Word" to view the bio sketch. If necessary, the bio sketch can now be edited in Word or you can close it to go back to edit and re-create it.

Finally, **PLEASE** email [gs@unc.edu](mailto:gs@unc.edu) or call 962-3463 to give us your feedback. We would like to know your name, department, position, email, and phone number, how many faculty/researchers you work with; and the following:

- Did you find COS Quick Form easy or difficult to use?
- Brief description of major problems.
- Brief description of major advantages.
- Do you recommend the purchase of a subscription?
- Any other comments or suggestions?

Thank you for your time and for your feedback. We look forward to working with you.

The GrantSource Library