University of Pittsburgh

School of Medicine

CURRICULUM VITAE FORMAT

- All entries must be in chronologic order (not reverse chronologic order)
- Information and dates listed in CV **must** match information included in Executive Summary if you are also completing a portfolio for review
- Do not duplicate entries - Report each entry in only one category of best fit
- Include page numbers

BIOGRAPHICAL

Name: Business Address:
Email: Business Phone:

EDUCATION and TRAINING

UNDERGRADUATE

Dates Attended	Name and Location of Institution	Degree Received and Year	Major Subject

GRADUATE

Dates Attended	Name and Location of Institution	Degree Received and Year	Major Subject

POSTGRADUATE

- Include internships, residencies, fellowships, research associate appointments, and/or any other professional training experience.
- Must include name and program director and discipline.

Dates Attended	Name and Location of Institution	Degree Received and Year	Major Subject

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APPOINTMENTS and POSITIONS

ACADEMIC

- Academic appointments refer to University and Medicine School appointments
- Visiting prefix <u>must</u> be used if faculty has a Visiting title at any time
- List active joint appointments and add the end date for any joint appointments that have expired

Years Inclusive	Name and Location of Institution or Organization	Rank/Title

NON-ACADEMIC

- Non-academic appointments refer to hospital/health system or other appointments
- Include military or other Government Service

CERTIFICATION and LICENSURE

SPECIALTY CERTIFICATION:

Certifying Board	Year

MEDICAL or OTHER PROFESSIONAL LICENSURE:

Licensing Board/State	Year

MEMBERSHIP in PROFESSIONAL and SCIENTIFIC SOCIETIES

- List memberships here
- Specialty board memberships
- List service activities related to your memberships in the service section

Organization	Year

HONORS

Title of Award	Year

PUBLICATIONS

- ➢ Peer-reviewed articles **must** be listed separately
- ➢ Articles "in press" or "accepted" are acceptable; Do not list articles submitted or in preparation
- ➢ Articles "in-revision" must be listed separately
- ➢ Publications must be numbered
- ➢ **Bold face your name**
- ➢ For citations format see http://www.nlm.nih.gov/bsd/policy/cit_format.html
- ➢ List all authors for publications with 50 or less authors. Only use "et al" when more than 50 authors
- ➢ Consider adding a brief description of your role in publications for which you are neither first nor senior author

1. ORIGINAL PEER REVIEWED ARTICLES

- ➢ Only original, peer reviewed publications here
- ➢ Meta-analyses included
- ➢ Consortium articles

2. OTHER PEER REVIEWED PUBLICATIONS

- ➢ Review Articles
- ➢ Case Reports
- ➢ Commentaries
- ➢ Invited Reviews
- ➢ News +Views

3. OTHER NON-PEER REVIEWED PUBLICATIONS

- ➢ Review Articles
- ➢ Proceedings of Conferences and Symposia
- ➢ Invited Manuscripts
- ➢ Letters to the Editor
- ➢ Editorials
- ➢ Media presentations
- ➢ Lay publications

4. BOOKS, BOOK CHAPTERS AND MONOGRAPHS

<u>5. PUBLISHED ABSTRACTS (</u>in Scientific Journals)

<u>6. ABSTRACTS (not published in Scientific Journals)</u>

- ➤ Poster Presentations
- ➤ Oral/Podium Presentations

PROFESSIONAL ACTIVITIES

TEACHING

- ➤ Provide a summary of courses and tutorials taught (include numbers and types of students taught, contact hours, number of lectures, etc.)
- ➤ Include dates for **ALL** teaching activities
- ➤ Other lectures and seminars given
- ➤ Theses completed under your direction, service on PhD committees, comprehensive exam committees, etc.
- ➤ Supervision of pre- and post-doctoral students, house staff physicians and fellows (clinical and research)
- ➤ Faculty development, such as continuing medical education activities, include courses and workshops taught to medical professionals
- ➤ Web based curriculum, podcasts, and broadcasts
- ➤ Mentored grant funding (your mentee's recognized K-award)

Consider using the following format:

Medical Student Teaching:

Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Graduate Student Teaching:

Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Resident Teaching:

Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Fellow Teaching:

Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Faculty Development Teaching:

Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Curriculum Development/Teaching Products/Media Products:

Dates   Title of Curriculum, brief explanation

Mentoring:

Dates   Mentor Role, Name of Mentee, Context, Mentee Achievements

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RESEARCH

> - If PI, include total for all years and both direct and indirect costs
> - If Co-I, list sub-award amount
> - Grant number should include activity code (ex R01)
> - Do not include funding to your trainee in which you are listed as mentor- this would be listed in the teaching section
> - List competitively renewed grants once with initial contract start date and current end date

Current Grant Support:

Grant Number (funded)	Grant Title	Role in Project %Effort (must not exceed 100%) Calendar Months (must not exceed 12 months	Years Inclusive	Source $ Amount (include direct and indirect if PI) (If Co-I list sub-award)

Pending Grant Support (Include status, date reviewed, and priority score)

Grant Number	Grant Title	Role in Project %Effort (must not exceed 100%) Calendar Months (must not exceed 12 months	Years Inclusive	Source $ Amount (include direct and indirect if PI) (If Co-I list sub-award)

Prior Grant Support:

Grant Number (funded)	Grant Title	Role in Project %Effort (must not exceed 100%) Calendar Months (must not exceed 12 months	Years Inclusive	Source $ Amount (include direct and indirect if PI) (If Co-I list sub-award)

Non-Funded Research:

➢ Clinical trials, IRB/Protocols, Studies

Other research related activities

➢ patents granted
➢ editorships
➢ journal refereeing
➢ study section memberships
➢ grant reviewing

LIST of CURRENT RESEARCH INTERESTS

➢ Briefly list research and scholarly interests

INVITED SEMINARS AND LECTURESHIPS

➤ Include grand rounds
➤ Media interviews

Local Presentations
Date, title of session, sponsoring institution, location

Regional Presentations
Date, title of session, sponsoring institution, location

National Presentations
Date, title of session, sponsoring institution, location

International Presentations
Date, title of session, sponsoring institution, location

SERVICE

➤ List service activities related to your memberships in professional and scientific societies here
➤ committee service as chair, co-chair, or member
➤ consultantships

University and Medical School Service

Date, Role, Context

Diversity, Equity, and Inclusion Activities

Date, Role, Context

Local/Community Service Activities

Date, Role, Context

Regional Service

Date, Role, Context

National Service

Date, Role, Context

International Service

Date, Role, Context