Date of preparation

**NAME (with degrees)**

**CONTACT INFORMATION**

Business Address:

Email:

**EDUCATION**

(Include degree, award date, Institution and discipline)

College

Medical School

**POSTGRADUATE TRAINING**

(Include degree, award date, Institution and discipline)

**ADDITIONAL TRAINING** (optional)

**CERTIFICATIONS**

**PROFESSIONAL LICENSES**

**ACADEMIC APPOINTMENTS**

**HOSPITAL / CLINIC APPOINTMENTS**

**OTHER POSITIONS / EMPLOYMENT** (optional)

**MILITARY SERVICE** (optional)

**HONORS AND AWARDS**

1. Elected Society Memberships
2. International/National/Regional
3. University

**INTERNAL INSTITUTIONAL SERVICE** (Committees, Councils, Task Forces)

1. University
2. School
3. Department
4. Hospital

**COMMUNITY SERVICE**

**PROFESSIONAL SOCIETY MEMBERSHIP**

**EXTERNAL PROFESSIONAL LEADERSHIP AND SERVICE**

**SCIENTIFIC AND MEDICAL ADVISORY BOARDS**

**EDITORSHIPS / EDITORIAL BOARD SERVICE**

**MANUSCRIPT REVIEW RESPONSIBILITIES**

**GRANT REVIEW RESPONSIBILITIES**

**GRANT PROPOSALS SUBMITTED**

Use this section to record pending proposals.  
  
*Guidance: For each proposal, include your role and the direct costs you received for the award, as in the format below:*

Agency:

ID#:

Title:

Principal Investigator:

Role on project: (include if you are not the PI—e.g., Site PI, Co-investigator, etc.)

Percent effort:

Direct costs per year:

Total costs for project period:

Project period:

**GRANTS AND SPONSORED AWARDS**

1. Current
2. Past

*Guidance: For each grant/clinical trial, include your role and the direct costs you received for the award, as in the format below:*

Agency:

ID#:

Title:

Principal Investigator:

Role on project: (include if you are not the PI—e.g., Site PI, Co-investigator, etc.)

Percent effort:

Direct costs per year:

Total costs for project period:

Project period:

**RESEARCH PROJECTS** (optional)You may record unfunded projects in this section.

**INVITED TALKS**

1. International/National
2. Regional
3. Local

**PUBLICATIONS AND SCHOLARLY WORKS**

*Guidance: When reporting publications/scholarly work, list them in chronological order (earliest to most recent), list* ***all*** *authors in the order they appear on the publication, and put* ***your name******in bold font****.*

1. Journal Articles
   1. Peer-reviewed Original Investigations
   2. Invited Reviews and Commentaries
   3. Case Reports, Letters, Editorials
   4. Other Journal Articles
2. Books
3. Chapters
4. Peer-Reviewed Educational Materials
5. Practice Guidelines, Policy, Consensus Statements, and Reports
6. Congressional Hearings and Legislative Testimony
7. Patents and Intellectual Property
8. Data Sets
9. Software / Code
10. Conference Proceedings
11. Oral Abstracts / Presentations (\*denotes presenting author)   
    *Guidance: Put an asterisk beside the presenting author. Make note of any abstracts that received honors or awards*.
12. Poster Abstracts / Presentations (\*denotes presenting author)   
    *Guidance: Put an asterisk beside the presenting author. Make note of any abstracts that received honors or awards*.
13. Media  
    *Record media works of a scholarly nature that you authored or created (e.g., op-eds, videos, blog posts). If you were featured in a work authored or created by someone else, record that in the separate section called Media Coverage and Appearances.*
14. Other Scholarly Work

**MEDIA COVERAGE AND APPEARANCES**

*Guidance: Include news coverage of your work, your appearances in the media (e.g., print, TV, or radio interviews), websites you maintain related to your academic career, and social media involvement for the medical/scientific community (e.g., maintaining a blog, running a Twitter feed, podcasting, etc.)*