University of Pittsburgh

School of Medicine

CURRICULUM VITAE FORMAT

- All sections must be in chronological order (oldest to newest)
- Information and dates listed in CV **must** match information included in Executive Summary, and other supporting documents, if you are also completing a portfolio for review
- Each item should only be listed on the CV once. Do not duplicate entries; Report each item in only one category (wherever it fits best)
- Include page numbers

BIOGRAPHICAL

Name:
Email:

Business Address:
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 of program director(s)/mentor(s) and discipline.

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

APPOINTMENTS and POSITIONS

ACADEMIC

- Academic appointments refer to University and Medical School appointments
- Visiting prefix must be used if faculty had a Visiting title at any time
- List active secondary appointments and add the end date for any secondary appointments that have expired
- All new UPSOM academic appointments under review should be listed and should also include the (Under Committee Review) status

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

NON-ACADEMIC

- Non-academic appointments refer to hospital/health system or other non-academic 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 (this includes bioRxiv/medRixv articles). However, articles that have been peer-reviewed by "Review Commons" and then posted on bioRxiv/medRxiv can be listed as "in-revision"
- Articles "in-revision" must be listed separately under the section they pertain to and should include the name of the journal
- Publications must be numbered
- **Bold face your name throughout the publication section**
- List all authors for publications with 25 or less authors. Only use "et al" when more than 25 authors
- Consider adding a brief description of your role in publications for which you are neither first nor senior author
- Consider adding ORCID IDs to your publications
- For citations format see http://www.nlm.nih.gov/bsd/policy/cit_format.html

Example: Freedman SB, Adler M, Seshadri R, Powell EC. Oral ondansetron for gastroenteritis in a pediatric emergency department. N Engl J Med. 2006 Apr 20;354(16):1698-705. PubMed PMID: 16625009

1. ORIGINAL PEER REVIEWED PUBLICATIONS

- Only original, peer reviewed publications here
- Meta-analyses, systematic reviews, and scoping reviews (includes all types of peer-reviewed evidence Synthesis articles

2. OTHER PEER-REVIEWED PUBLICATIONS

- Other peer-reviewed publications should be placed here
- Consortium Articles
- Review Articles
- Case Reports with review of the literature
- Commentaries
- Editorials
- Invited Reviews
- News +Views

3. NON-PEER REVIEWED PUBLICATIONS

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

4. BOOKS, BOOK CHAPTERS AND MONOGRAPHS

5. PUBLISHED ABSTRACTS (in Scientific Journals)

- Must include citation information and journal where published

6. ABSTRACTS (not published in Scientific Journals)

- Poster Presentations
- Oral/Podium Presentations

7. PUBLICATION EQUIVALENT SCHOLARLY PRODUCTS (PESPs)

- Entries in this section are optional
- All entries included in this section **must have** an accompanying form (e.g. Scholarship of Service form; Scholarship of Education form; and/or Social and Digital Media form) which must also be reviewed and approved by the Office of Faculty Affairs upon submission.
- Include name of Activity, Role, Date, and brief description
- For approved PESPs from the Social and Digital Media form, include confirmed total number of PESPs=

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 to students
- Theses completed under your direction, service on PhD committees, comprehensive exam committees, etc.
- Supervision of pre-doctoral students (graduate, undergraduate, and high school) and post-doctoral fellows, residents, clinical fellows, and visiting faculty (eg., those on sabbatical)
- Faculty development, such as continuing medical education activities, include courses and workshops taught to medical professionals
- Web based curriculum, podcasts, and broadcasts related to teaching
- 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, must include total grant funding for all years with both direct and indirect costs.
- If multi-PI, include all PI names and include only the amount available to you for all years.
- If Co-I, must include all years of the grant and list only the sub-award amount available to you.
- Grant number should include activity code (e.g.~~*~~ R01).
- Do not include funding to your trainee in which you are listed as mentor- this should be listed in the teaching section.
- List competitively renewed grants once with initial contract start date and current end date.
- Total for all current grants must not exceed 100% effort OR 12 calendar months.

Current Grant Support:

Grant Number (funded)	Grant Title	Role in Project Include Percent Effort (must not exceed 100%) OR Calendar Months (must not exceed 12 months)	Years Inclusive Include Start and End Dates	Source Amount $ (Include direct and indirect cost; if PI-total for all years) (If Co-I list sub-award amount available to you- total for all years)

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

Grant Number	Grant Title	Role in Project Include Percent Effort (must not exceed 100%) OR Calendar Months (must not exceed 12 months)	Years Inclusive Include anticipated Start and End Dates	Source Amount $ (Include direct and indirect cost; if PI-total for all years) (If Co-I list sub-award amount available to you-total for all years)

Prior Grant Support:

Grant Number (funded)	Grant Title	Role in Project Include Percent Effort OR Calendar Months	Years Inclusive Include Start and End Dates	Source Amount $ (Include direct and indirect cost; if PI-total for all years) (If Co-I list sub-award amount available to you-total for all years)

Non-Funded Research:

- Clinical trials, IRB/Protocols, Studies (Must include date range)

Other research related activities (Must include dates)

Innovation, Entrepreneurship and Commercialization Activities

- Invention Disclosures
- Patent Applications
- Issued Patents
- Released open-source software
- Licensed intellectual property and status
- University affiliated startups and status
- Innovation awards, grants or memberships
- Industry sponsored research
- Scholarly works in this field

LIST of CURRENT RESEARCH INTERESTS

- Briefly list research and scholarly interests

INVITED SEMINARS AND LECTURESHIPS

- Include grand rounds
- Media presentations and media interviews

Please separate in the following format:

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
- List committee service as chair, co-chair, or member
- Consultantships
- Editorships
- Journal refereeing
- Grant reviewing and study section memberships

Please separate in the following format:

University and Medical School Service

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