# MCGOVERN MEDICAL SCHOOL AT UTHEALTH FORMAT FOR CURRICULUM VITAE AND BIBLIOGRAPHY

**Date order should be oldest (first) to current (last)**

**Include DATE & PAGE #’s**

NAME: **Include Degree**

PRESENT TITLE(S): **Include Department**

WORK ADDRESS: **Include McGovern Medical School at UTHealth**

# The University of Texas Health Science Center at Houston

CITIZENSHIP:

# (INCLUDE DATES ON ALL ENTRIES)

UNDERGRADUATE EDUCATION:

GRADUATE EDUCATION:

POSTGRADUATE TRAINING **(Internship, residency, fellowship)**: MILITARY SERVICE (IF APPLICABLE):

ACADEMIC & ADMINISTRATIVE APPOINTMENTS:

HOSPITAL APPOINTMENTS:

LICENSURE:

CERTIFICATION:

PROFESSIONAL ORGANIZATIONS **(and committees of these if applicable)**: LOCAL:

REGIONAL:

NATIONAL:

INTERNATIONAL: HONORS AND AWARDS:

EDITORIAL POSITIONS:

SERVICE ON NATIONAL GRANT REVIEW PANELS, STUDY SECTIONS, COMMITTEES: SERVICE ON THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON

COMMITTEES **(Specific to UTHSC):**

SERVICE ON McGOVERN MEDICAL SCHOOL at UTHEALTH COMMITTEES: **(Create a**

# separate heading for DEPARTMENTAL COMMITTEES)

SERVICE ON GRADUATE SCHOOL COMMITTEES:

SERVICE ON McGOVERN MEDICAL SCHOOL AFFILIATED HOSPITAL COMMITTEES:

SERVICE TO THE COMMUNITY **(Internal and external to McGovern):**

SPONSORSHIP OF CANDIDATES FOR POSTGRADUATE DEGREE: **(include names and years)**

SPONSORSHIP OF POSTDOCTORAL FELLOWS: **(include names and years)**

CURRENT TEACHING RESPONSIBILITIES **(# of students, residents, fellows; frequency; list your role, timeframe and type of activity you have been teaching):**

MENTORING ACTIVITIES:

CURRENT CLINICAL SERVICE RESPONSIBILITIES **(List locations, frequency, clinic vs. hospital):**

CURRENT GRANT SUPPORT:

**Include: Project title**

**Your role in project (\*\*see note below) Identify the grant PI or MPI’s**

**Identify the funding agency**

**Indicate the percentage of your full-time effort paid for by the grant Indicate the award period and total awarded amount (include direct and indirect cost totals across all year of the award)**

**Provide a brief one sentence description of the award**

PAST GRANT SUPPORT:

**Include: Project title**

**Your role in project (\*\*see note below) Identify the grant PI or MPI’s**

**Identify the funding agency**

**Indicate the percentage of your full-time effort paid for by the grant Indicate the award period and total awarded amount (include direct and indirect cost totals across all year of the award)**

**Provide a brief one sentence description of the award**

**\*\*Specifying your role in a funded research award.**

Granting agencies and project sponsors may identify various roles differently. The NIH format provides some guidelines to help you accurately report your role on a funded project.

Principal investigators

As a principal investigator {Pl), you lead the project's scientific development or execution.

On an application with Multiple Principal Investigators, there is more than one Pl. Do not use the term "co-Pl" when you mean you were a Pl on a multiple Pl application, use the term "MPI". If you were the contact MPI on a multiple principal investigator award (i.e., the investigator with who NIH communicates directly concerning the proposal or award), please indicate as Contact MPI.

Co-investigators

Those who are involved with the Pl in the project's scientific development or execution but

don't rise to the level of being a full Pl or MPI. The proposal/award will generally identify you as a

Co-Investigator and list you as Senior/Key Personnel.

Do not use the term "co-investigator" when you mean a MPI on a multiple Pl application. Collaborators

Collaborators play an active role in the research, and the position is sometimes defined

interchangeably with co-investigator.

As a loose guideline, think of a collaborator as a scientist whose distinct expertise complements your own, while a co-investigator (above) shares your area of expertise and therefore contributes in guiding the scientific direction of the overall project. One provides unique expertise, the other umbrella expertise.

Collaborators are typically listed as senior/key personnel. They may get part of their salary paid from the grant based on person months of effort.

Consultants

Consultants provide advice or services and may participate significantly in the research. They often help fill in smaller gaps by, for example, supplying software, providing technical assistance or training, or setting up equipment.

Consultants do not receive a salary from a grant, but may receive a fee.

If you cannot determine which term best fits your role on any sponsored award, please provide a brief summary of your involvement in the work and if and how your salary/effort was supported by the award.

PUBLICATIONS: **(List ONLY those published or accepted for publication.**

DO NOT INCLUDE PAPERS SUBMITTED FOR PUBLICATION

OR IN PREPARATION. Use the citation style noted below. Separate the publications into the following categories.)

# Date order should be oldest (first) to current (last)

1. Abstracts
2. Refereed Original Articles in Journals
3. Invited Articles (Reviews, Editorials, etc.) in Journals
4. Chapters
5. Books
6. Other Professional Communications
	1. Presentations (local, regional, national, international)
	2. Non-refereed Publications
	3. Letters to the Editor
	4. Scientific Exhibits
	5. Videos/Media
	6. Other
7. Visiting Professorships

Style for citations should be:

Berson, S.A., and Yalow, R.S.: Quantitative aspects of the reaction between insulin and insulin-binding antibody. J. Clin. Invest. 38:1996-2016, 1959.

Note:

* 1. All authors must be listed in the originally published order.
	2. Provide inclusive pagination.
	3. Book chapters should provide authors and title of chapter as well as editor(s) and title of book, publisher, city, year and inclusive pagination.

**Do’s & Don’ts**

* List items in chronological order beginning with the oldest at the beginning of the most recent at the end
* The information in parentheses throughout the CV format is to help with CV content, so do not include on your CV, i.e., (include names and years)
* Use a 12pt. font to improve readability of your CV
* Delete categories that do not apply
* List a multiple awards only once with inclusive dates (not a separate entry for each year)
* The first time you use an abbreviation (MHH, LBJ, MMS), spell it out and add the abbreviation after it. Thereafter, you may use the abbreviation
* Do not duplicate entries
* The bibliography should be lettered and numbered consecutively
* Do not include publications Submitted or In Preparation