

REQUIRED CURRICULUM VITAE FORMAT

GENERAL INSTRUCTIONS:

- *Do not exclude sections or leave sections blank. If a particular section does not apply to you, enter "not applicable" under the section heading.*
- *List information under each heading in chronological order.*

NAME
e-mail address

APPOINTMENTS/EMPLOYMENT

List all prior appointments and/or employment (academic, industry, healthcare facilities, foundations, etc.) Include name of institution, location and inclusive dates.

Full-Time and Career Part-Time applicants with an appointment or employment at another institution must provide a letter of resignation before appointment can be finalized. (A letter of intent to resign upon endorsement will be accepted from Professor and Associate Professor candidates).

GAPS IN EMPLOYMENT

Explain significant gaps in employment.

EDUCATION

Include degrees, date received and degree-granting institution.

For postdoctoral or other post-graduate training: identify level of training (e.g., internship, residency), institution attended and inclusive dates. *Please include the names of primary mentors involved in your graduate, post-doctoral and/or fellowship training.*

CERTIFICATION

Specify certifying agency (e.g., national boards) and date certified.

LICENSURE

Specify initial date of licensure, state, and license number.

HONORS/AWARDS

List major honors, awards, including date conferred.

PATENTS

Briefly describe. If not sole inventor, briefly explain role in invention.

OTHER PROFESSIONAL ROLES*

List membership dates and include:

- Elected memberships in honor societies
- Appointed membership to editorial boards (*exclude service as an occasional reviewer of manuscripts*)
- Extramural service (e.g., study sections, advisory boards and consulting)
- Intramural committee service at home institutions (e.g. Institutional Review Board, Admissions Committee, etc.)

**Leadership roles should be described under "Administrative Leadership Appointments" (see below).*

RESEARCH PROFILE

In no more than 250 words, summarize your accomplishments in and contributions to independent and/or team research, and the resulting impact of discoveries on biological science and/or industry. Indicate direction of your current research and planned role at Mount Sinai.

CLINICAL PROFILE

In no more than 250 words, summarize your accomplishments and contributions to clinical care, including clinical innovations, geographical reach of your referral base, and quality of care.

IMPACT

Describe the local, national and/or international significance and impact of your research, teaching and/or clinical activities.

GRANTS, CONTRACTS, FOUNDATION SUPPORT

Use exact grid format and include all required information. Separate grids for past, present and pending grants.

PAST GRANTS

<u>List Funding Source, Project Title & Number</u>	<u>Role in Project</u>	<u>Dates</u>	<u>Direct Costs</u>	<u>Supplemental Info</u>
	<p><i>List PI or Co-I</i></p> <p><i>If not PI or Co-I:</i></p> <ul style="list-style-type: none"> • <i>Indicate your role on the project, e.g., co-PI, investigator etc.</i> • <i>Provide a brief description of your role in the project</i> • <i>List the percentage of time effort</i> 	<i>List inclusive dates of project</i>	<i>N/A</i>	<i>N/A</i>

CURRENT GRANTS

<u>List Funding Source, Project Title & Number</u>	<u>Role in Project</u>	<u>Dates</u>	<u>Direct Costs</u>	<u>Supplemental Info</u>
	<i>Provide same information as requested in "past grants" grid.</i>	<i>List inclusive dates of project</i>	<i>List the total award, along with <u>current year</u> direct costs</i>	<i>For current grants that are close to expiration (1 year or less) indicate if and when renewal will be sought</i>

PENDING GRANTS

<u>List Funding Source, Project Title & Number</u>	<u>Role in Project</u>	<u>Dates</u>	<u>Direct Costs</u>	<u>Supplemental Info</u>
	<i>Provide same information as requested in "past grants" grid.</i>	<i>List inclusive dates of project</i>	<i>List the total award, along with <u>current year</u> direct costs</i>	<i>list priority score and percentile if available.</i>

CLINICAL TRIALS PARTICIPATION

Use exact grid format and include all required information.

<u>Project</u>	<u>Role in Project</u>	<u>Dates</u>	<u>Award</u>	<u>Other Info</u>
<i>List sponsor, project title and GCO #</i>	<i>Identify role in project, e.g., PI; briefly describe your role; indicate % time/effort</i>	<i>List inclusive dates of project</i>	<i>Award Amount</i>	<i>If multi-center trial, indicate whether MSSM is primary site. Indicate whether level I, II, III or IV trial.</i>

TRAINEES

Use exact grid format and include all required information. (**This section is applicable only if you are solely or primarily responsible for learners' education in a particular discipline.**) If your involvement with trainees was sporadic (e.g., contact with all the residents in your department), record this in the "Teaching Activities" section.

<u>Name</u>	<u>Level of Trainee</u>	<u>Role in Training & Inclusive Dates of Training</u>	<u>Training Venue</u>	<u>Trainees' Current Status/Employment</u>
	Graduate student, Postdoc, etc.	Mentor, research collaborator, thesis supervisor, etc.	Laboratory, etc.	List trainees' current academic status if possible

TEACHING ACTIVITIES

Use exact grid format and include all required information (examples provided) .

<u>Teaching Activity/Topic</u>	<u>Level</u>	<u>Role</u>	<u>Indicate Level and Number of Learners Taught, and Venue</u>	<u>Number of hours week/month/yr</u>	<u>Evaluation Summary</u>	<u>Years Taught</u>
<i>2nd Year Intercession/ Infectious Diseases</i>	<i>Medical School Course</i>	<i>Lecturer</i>	<i>Students (95)</i>	<i>4 hours per year</i>		<i>2003</i>
<i>Journal Club</i>	<i>Department Level</i>	<i>Director</i>	<i>Residents (32)</i>	<i>4 hrs/month</i>		<i>2000-2003</i>
<i>Inpatient Rounds</i>	<i>Department Level</i>	<i>Teaching/Attending</i>	<i>Fellows (6)</i>	<i>3 mos per year</i>		<i>2000-present</i>

ADMINISTRATIVE LEADERSHIP APPOINTMENTS

List leadership appointments, highlight your initiatives and their implementation. Include dates of service. This section applies (but is not limited) to the following venues:

INTERNAL:

Research or Clinical: at your home institution(s), if directed and/or established a program, industrial initiative, facility, laboratories and/or service. Include relevant metrics, e.g., the size of the group under your leadership, the goals, budget, accomplishments, and resulting benefits to the home institution(s).

Teaching: include course directorships or co-directorships training in M.D. and/or graduate programs, and success in obtaining training grants. If responsible for the design of a new course, or if you made major changes to an existing course, provide relevant metrics (past and current) to demonstrate success. You may append course evaluation summaries to the CV.

General Administration: Describe your direct involvement if appointed to a leadership role in your home institution(s) to design, improve and/or implement operational procedures or new policies. Provide metrics on outcomes/improvements that demonstrate success.

EXTERNAL:

List leadership positions in government, professional societies, etc. Briefly describe the mission of the organization/committee and recommendations and/or policy changes implemented during your tenure.

PUBLICATIONS

For publications in which you made major contributions but appear as a middle author, annotate contribution directly under the journal citation. Consistent with the guidelines of the International Committee of Medical Journal Editors, describe substantial contributions in:

- Conception and design of study
- Data acquisition
- Data analysis and interpretation
- Drafting or revising critically important intellectual content

Associate Professor and Professor candidates should asterisk publications since last appointment, promotion or reappointment. (The most important of these publications should be commented on in the Chair Statement.)

Number publications in chronological order, using the National Library of Medicine format. Include articles in-press or submitted, but not articles in-preparation. *Abstracts may be included, but as an addendum at the end of the CV.*

Separate publications under the following headings:

- Peer Reviewed **Original** Contributions
- Other Peer Reviewed Publications e.g., Case Reports, Opinions, Letters, Review Articles
- Invited Contributions
- Books and Book Chapters
- Non-Peer Reviewed Publications - these may be disseminated as journal articles, book chapters and/or manuals.

INVITED LECTURES/PRESENTATIONS

Limit list to invited talks at conferences and other symposia. Include:

- Topic
- Date
- Institution (or organizer) and venue

VOLUNTARY PRESENTATIONS – e.g. poster presentations

- Topic
- Date
- Venue

MEDIA RESOURCE EDUCATIONAL MATERIALS

Include specific role in the development and implementation of:

- Educational videos, CD-Roms
- Web-based publications
- Tutorials
- Other educational software material

Also include the dates produced and intended audience/learners