***Please read the following directions before beginning your document.***

* The template:
	+ Must be followed exactly.
	+ If you have a section that is not applicable you may omit it and renumber.
	+ You **may not** omit the Research Focus section.
	+ Number all lists.
	+ List all items chronologically **oldest to newest.**
	+ Be sure to include **ALL** information requested in the brackets [ ] of the template.
	+ For dates, list full years. If you are still participating in an activity, etc., please indicate as such with “present.” (e.g. 2012; 2014-2016; 2015-present
* Tips for success in using this *fillable* template
* Once you start typing in a section, you can hover over a section heading with your mouse, and you will see a pop up with what needs to be included in that section.
* Use the following tips when you are copying and pasting from another document to ensure that the format in the template is not compromised.
	+ Save a copy of your original CV. (This will allow you to go back to the previous version if needed.)
	+ In the new copy of your CV, highlight the entire document, and clear all formatting using the Clear Formatting tool shown below.
	+ When copying text from your CV, click the down arrow under “Paste” in the tool bar and select “Keep Text Only” to paste the information into the CV Fillable Template. This step will ensure that the template formatting is used.



* How to define Institutional, Regional, and National/International:
	+ Institutional activities are those that occur at your home institution (e.g., Emory and Emory Healthcare and affiliated hospitals) at the time of the activity.).
	+ Regional activities are activities occurring outside of your home institution but within the state of the home institution (e.g., State of Georgia). Southeastern society conferences are also considered regional. In some cases, there may be exceptions for which you must use your best judgment. For example, if you are invited to speak at a national conference hosted by the Georgia Institute of Technology, that would be considered national.
	+ National/international activities are activities outside of the state of your home institution (e.g., University of Alabama).

**EMORY UNIVERSITY SCHOOL OF MEDICINE**

**STANDARD CURRICULUM VITAE**

Revised: Click or tap here to enter date.

1. **Name:** Click or tap here to enter name. Include full name, degrees, and fellow titles. (e.g. FAAN)
2. **Office Address:**

Click or tap here to enter office address. Include room and box number, if applicable.

**Telephone:** Click or tap here to enter phone number.

1. **E-mail Address:** Click or tap here to enter Emory-affiliated e-mail address.
2. **Current Titles and Affiliations:**
	1. **Academic Appointments:**
		1. **Primary Appointments:**

Click or tap here to enter title, institution, month and year of appointment. *(SOM title, e.g., Assistant Professor of Medicine)*

* + 1. **Joint and Secondary Appointments:**
			1. Click or tap here to enter title, institution, month and year of appointment. *(Academic title in departments for which you have a secondary appointment [no salary] or joint appointment [with compensation] [e.g., Assistant Professor of Dermatology]. In parentheses, please indicate which type of appointment – secondary or joint.)*
	1. **Clinical Appointments:**
		1. Click or tap here to enter title, institution, month and year of appointment. *(e.g., Division Director, Laboratory Director)*
	2. **Other Administrative Appointments:**
		1. Click or tap here to enter title, institution, month and year of appointment. *(e.g., Graduate Program Director)*
1. **Previous Academic and Professional Appointments:**
	1. Click or tap here to enter title, institution, month and year of appointment. *(Academic and professional appointments at Emory or other academic institutions or positions held in the private sector.)* Press Enter to add additional appointments.
2. **Previous Administrative and/or Clinical Appointments:**
	1. Click or tap here to enter title, institution, month and year of appointment. *(Administrative and/or clinical appointments at Emory or other academic institutions or positions held in the private sector.)* Press Enter to add additional appointments.
3. **Licensures:**
	1. Click or tap here to enter licensures. *(Include state and date issued. Do not include license number.)*
4. **Boards and Specialty Boards:**
	1. Click or tap here to enter boards and specialty boards. *(Include date issued.)*
5. **Education:**
	1. Click or tap here to enter education. *(In chronological order; degree, institution, location, years.)*
6. **Postgraduate Training:**
	1. Click or tap here to enter postgraduate training. *(In chronological order; institution, location, supervisor (if applicable), years)*.
7. **Continuing Professional Development Activities:**
	1. Click or tap here to enter name of activity, institution, year(s). *(Activities beyond post-graduate training; e.g. Woodruff Leadership Academy, Physician Executive Program, AAMC development programs).*
8. **Military or Government Service:**
	1. Click or tap here to enter military or government branch/agency, years.
9. **Society Memberships:**
	1. Click or tap here to enter society, office held if any, and year(s). *(National/regional/local organizations. These include only memberships and offices held, not committee work.)*
10. **Committee Memberships:**
	1. **National and International:**
		1. Click or tap here to enter memberships on committees at national/international level. Include role (e.g., member or chair), committee, and year(s). *(Service on committees for the same organization at both the national and regional levels may occur [e.g., Society of General Internal Medicine and Southern Society of General Internal Medicine]; this should be listed as appropriate in each section. This section does NOT include memberships in societies. [See section 13.]* *Note: grant review committees belong in section 15a; conference planning committees belong in section 18.)*
	2. **Regional:**
		1. Click or tap here to enter memberships on committees at regional level. Include role (e.g., member or chair), committee, and year(s). *(Service on committees for the same organization at both the national and regional levels may occur [e.g., Society of General Internal Medicine and Southern Society of General Internal Medicine]; this should be listed as appropriate in each section. This section does NOT include memberships in societies. [See section 13.]* *Note: grant review committees belong in section 15a; conference planning committees belong in section 18.)*
	3. **Institutional:**
		1. Click or tap here to enter role (e.g., member or chair), committee, year(s). *This section does NOT include memberships in societies. [See section 13.]* *Note: grant review committees belong in section 15a; conference planning committees belong in section 18.)*
11. **Peer Review Activities:**
	1. **Grants:**
		1. **National and International:**
			1. Click or tap here to enter committee name, related organization, year(s). *(National/international grant review committees include NIH, national society review committees, and international granting agencies.)*
		2. **Regional:**
			1. Click or tap here to enter committee name, related organization, year(s).
		3. **Institutional:**
			1. Click or tap here to enter committee name, related organization, year(s). *(An example of an institutional review committee is the University Research Committee.)*
	2. **Manuscripts:**
		1. Click or tap here to enter manuscripts. *(List names of journals for which you are an ad hoc reviewer. Do not list individual manuscripts. Include years, if known.)*
	3. **Conference Abstracts:**
		1. **National and International:**
			1. Click or tap here to enter national/international conference name, location, year(s). *(Review of abstracts for specific conferences.)*
		2. **Regional:**
			1. Click or tap here to enter regional conference name, location, year(s). *(Review of abstracts for specific conferences.)*
		3. **Institutional:**
			1. Click or tap here to enter institutional conference name, location, year(s). *(Review of abstracts for specific conferences.)*
12. **Editorships and Editorial Boards:**
	1. Click or tap here to enter your title (e.g., Editorial Board Member, Associate Editor), journal name, publisher, year(s). *(Do not list journals for which you are an ad hoc reviewer [See section15b.] or predatory journals. [https://inside.med.emory.edu/research/resources/predatory\_open\_access.html])*
13. **Consultantships/Advisory Boards:**
	1. Click or tap here to enter title, company or agency, year(s). *(e.g. expert witness, executive board, or pharmaceutical consultant)*
14. **Organization of Conferences:**
	1. **National and International:**
		1. **Administrative Positions:**
			1. Click or tap here role or planning committee, conference, year(s).
		2. **Sessions as Chair:**
			1. Click or tap here to enter session title, conference, year(s).
		3. **Other Conference Activities:**
			1. Click or tap here to enter activity, conference, year(s). *(e.g., serving as poster judge)*
	2. **Regional:**
		1. **Administrative Positions:**
			1. Click or tap here role or planning committee, conference, year(s).
		2. **Sessions as Chair:**
			1. Click or tap here to enter session title, conference, year(s).
		3. **Other Conference Activities:**
			1. Click or tap here to enter activity, conference, year(s). *(e.g., serving as poster judge)*
	3. **Institutional:**
		1. **Administrative Positions:**
			1. Click or tap here role or planning committee, conference, year(s).
		2. **Sessions as Chair:**
			1. Click or tap here to enter session title, conference, year(s).
		3. **Other Conference Activities:**
			1. Click or tap here to enter session title, conference, year(s). *(e.g., serving as poster judge)*
15. **Clinical Service Contributions:**
	1. Click or tap here to enter clinical service contributions. *(Create a list or a short paragraph detailing significant accomplishments. Examples include “expanded patient volume of clinic from X to Y” or “created policy for XYZ procedure.”*
16. **Contributions to Fostering Excellence:**
	1. *(Create bullet point list or a short paragraph detailing significant accomplishments. Examples may include promoting ethical practices, improving access to/for communities, mentoring, participating in community-oriented educational initiatives, leading efforts to promote a supportive working environment, performing research on health equity, etc. Avoid duplicating items listed elsewhere in the CV.)*
17. **Community Outreach:**
	1. **General:**
		1. Click or tap here to enter activity, year(s). *(e.g. local charities, community clinics, religious or service organizations)*
	2. **Media Appearances:**
		1. Click or tap here to enter activity, year(s).
	3. **Social Media:**
		1. Click or tap here to enter activity, year(s).
18. **Honors and Awards:**
	1. Click or tap here to enter award name, conferring organization, year(s). *(e.g., from university, national, regional, or local professional society, or charitable organizations. Please limit awards to those conferred while a faculty member unless the award is especially important to you. Do not include grant awards or awards for which you were nominated but not selected.)*
19. **Formal Teaching:**
	1. **Course Direction and Organization:**
		1. Click or tap here to enter activity, audience, institution, quantity (contact hours), year(s).
	2. **Institutional Lecture Duties Within the Setting of a Course or Rotations:**
		1. Click or tap here to enter activity, audience, institution, quantity (contact hours), year(s).
	3. **Small Group and Multi-Disciplinary Teaching:**
		1. Click or tap here to enter activity, audience, institution, quantity (contact hours), year(s). *(e.g., journal clubs)*
	4. **Other Categories:**
		1. Click or tap here to enter activity, audience, institution, quantity (contact hours), year(s). *(e.g., educational podcasts, educational social media contributions, Tweetorials, creating questions for Board Exams, etc.)*
20. **Supervisory Teaching:**
	1. **Bedside Teaching/Clinic Precepting:**
		1. Click or tap here to enter activity, audience, institution, quantity (contact hours), year(s).
	2. **Mentoring Activities:**

*Postdoctoral or Clinical Fellows*

|  |  |  |
| --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Residents*

|  |  |  |
| --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Medical Students*

|  |  |  |
| --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Graduate Students (includes master’s and doctoral students)*

|  |  |  |
| --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Allied Health Students (e.g., physician assistants, physical therapy students, etc.)*

|  |  |  |
| --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Undergraduate Students*

|  |  |  |
| --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Other (e.g., Visiting Scholars, Junior Faculty)*

|  |  |  |
| --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Thesis or Dissertation Committees:**

*Graduate Students*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Year(s)**  | **Program** | **Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Undergraduate Students*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Year(s)**  | **Program** | **Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Lectureships, Seminar Invitations, and Visiting Professorships:**
	1. **National and International:**
		1. Click or tap here to enter title of lecture, institution, location, and year. *(This category includes invited educational and scientific talks given at an academic institution [e.g., grand rounds]).*
	2. **Regional:**
		1. Click or tap here to enter title of lecture, institution, location, and year. *(This category includes invited educational and scientific talks given at an academic institution [e.g., grand rounds]).*
	3. **Institutional:**
		1. Click or tap here to enter title of lecture, institution, location, and year. *(This category includes invited educational and scientific talks given at an academic institution [e.g., grand rounds]).*
2. **Invitations to National/International, Regional, and Institutional Conferences:**
	1. **National and International:**
		1. Click or tap here to enter title of lecture, conference, location, and year. *(This category includes invited presentations at meetings of your society or at institution-wide conferences. Do not include oral or poster presentations of selected abstracts. [See section 27.])*
	2. **Regional:**
		1. Click or tap here to enter title of lecture, conference, location, and year. *(This category includes invited presentations at meetings of your society or at institution-wide conferences. Do not include oral or poster presentations of selected abstracts. [See section 27.])*
	3. **Institutional:**
		1. Click or tap here to enter title of lecture, conference, location, and year. *(This category includes invited presentations at meetings of your society or at institution-wide conferences. Do not include oral or poster presentations of selected abstracts. [See section 27.])*
3. **Abstract Presentations at National/International, Regional, and Institutional Conferences:**
	1. **National and International:**
		1. Click or tap here to enter authors, title of abstract, conference title, location, and year. *(List both oral and poster presentations. Indicate oral vs. poster in parentheses. Use an asterisk to indicate the primary presenter. Bold your name. Underline the names of your mentees.)*
	2. **Regional:**
		1. Click or tap here to enter authors, title of abstract, conference title, location, and year. *(List both oral and poster presentations. Indicate oral vs. poster in parentheses. Use an asterisk to indicate the primary presenter. Bold your name. Underline the names of your mentees.)*
	3. **Institutional:**
		1. Click or tap here to enter authors, title of abstract, conference title, location, and year. *(List both oral and poster presentations. Indicate oral vs. poster in parentheses. Use an asterisk to indicate the primary presenter. Bold your name. Underline the names of your mentees.)*
4. **Research Focus:**

Create a short paragraph, 50 words or fewer, detailing your research focus. This section cannot be omitted.

1. **Patents:**
	1. **Issued:**
		1. Click or tap here to enter name, number, title, year (if issued), indicate licensed if applicable.
	2. **Pending:**
		1. Click or tap here to enter name, number, title, year (if issued), indicate licensed if applicable.
2. **Grant Support:**
	1. **Active Support:**
		1. **Federally Funded:**
			1. Click or tap here to enter Investigator status (PI, MPI, Co-Investigator), source and agency number, title, award type, direct costs, % effort, full dates (MM/DD/YYYY – MM/DD/YYYY). *(Includes NIH, CDC, and VA.)*
		2. **Private Foundation Funded:**
			1. Click or tap here to enter Investigator status (PI, MPI, Co-Investigator), source and agency number, title, award type, direct costs, % effort, full dates (MM/DD/YYYY – MM/DD/YYYY). *(Includes, for example, American Heart Association, Crohn’s and Colitis Foundation, etc.)*
		3. **Contracts:**

* + - 1. Click or tap here to enter Investigator status (PI, MPI, Co-Investigator), source and agency number, title, award type, direct costs, % effort, full dates (MM/DD/YYYY – MM/DD/YYYY). *(Includes industry funding. In some clinical trials, if there is no strict budget, indicate funding per patient and number of patients recruited or indicate amount of salary support.)*
		1. **Other:**
			1. Click or tap here to enter Investigator status (PI, MPI, Co-Investigator), source and agency number, title, award type, direct costs, % effort, full dates (MM/DD/YYYY – MM/DD/YYYY).
	1. **Pending Support:**
		1. Click or tap here to enter Investigator status (PI, MPI, Co-Investigator), source and agency number, title, award type, direct costs, % effort, full dates (MM/DD/YYYY – MM/DD/YYYY). *(**All types including all grants that have been submitted to a granting agency.)*
	2. **Previous Support:**
		1. Click or tap here to enter Investigator status (PI, MPI, Co-Investigator), source and agency number, title, award type, direct costs, % effort, full dates (MM/DD/YYYY – MM/DD/YYYY). *(Includes all types.)*
1. **Bibliography:**
	1. **Published and Accepted Research Articles (clinical, basic science, other) in Refereed Journals:**

* + 1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order. *(Published articles, “ePub ahead of print,” and “accepted.” Update upon publication.)*
	1. **Preprints:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order. *(e.g., publications in BioRxiv, MedRxiv, etc.)*
	2. **Manuscripts Submitted:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order. *(Original research articles submitted for publication or currently in revision. Do not include manuscripts in preparation.)*
	3. **Symposium Contributions:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order. *(Papers published in the proceedings from a conference.)*
	4. **Editorial and Commentaries:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order.
	5. **Review Articles:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order. *(Peer-reviewed articles summarizing published literature.)*
	6. **Book Chapters:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order.
	7. **Books Edited and Written:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order.
	8. **Book Reviews:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order. *(Review of books by another author.)*
	9. **Manuals, Videos, Computer Programs, and Other Teaching Aids:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order.
	10. **Published Abstracts:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order. *(Abstracts published in publicly available journals, not conference materials. Include full bibliographic information.)*
	11. **Other Publications:**
		1. Bold your name. List authors, title, journal, year, volume, complete page numbers. Underline the names of your mentees. Be sure to use chronological order.
1. **Contributions Not Otherwise Noted:**
	1. Click or tap here to enter contributions not otherwise noted.