

University of Pittsburgh  
School of Medicine

**NOTES-CURRICULUM VITAE FORMAT**

**Education and Training**

- List information as indicated on sample. Include all dates. “Postgraduate” must include name of program director and discipline

**Appointments and Positions**

- List information as indicated on sample
- “Visiting” prefix **must** be used if faculty member has been appointed pending committee approval of appointment or pending position approval
- List only active joint appointments –joint appointments must be removed if expired

**Certification and Licensure**

**Memberships in Professional and Scientific Societies**

**Honors**

- List information as indicated on sample

**Publications**

- Refereed articles **must** be listed separately
- Do **not** list articles submitted or in preparation
- Publications **must** be numbered
- Bold face or underline your name when there are multiple authors
- For citation format see: [http://www.nlm.nih.gov/bsd/policy/cit\\_format.html](http://www.nlm.nih.gov/bsd/policy/cit_format.html)
- List all authors—do not use “et al.”
- Letters to the Editor should be included under “Other Publications”

**Professional Activities**

- Teaching: List teaching activities as indicated on sample. Teaching activities can be explained in more detail in the “Executive Summary” which should be submitted appointment/promotion dossier
- Include dates of courses taught, numbers of students/residents, PMS/PGY level
- Research: Include all grant information as indicated on sample. “Role in Project and Percentage of Effort” **must** be included
- List current grant support separate from prior grant support
- When listing the source of funding, it is advisable to include the total dollar amount (direct plus indirect costs)

**Service**

- List information as indicated on sample

Other: It is advisable to date the CV to indicate last revision date

CURRICULUM VITAE FORMAT  
University of Pittsburgh  
School of Medicine

**BIOGRAPHICAL**

Name:

Home Address:

Birth Place:

Home Phone:

Citizenship:

Business Address:

E-Mail Address:

Business Phone:

Business Fax:

---

**EDUCATION and TRAINING**

*List entries in each section chronologically*

**UNDERGRADUATE:**

| <i>Dates Attended</i> | <i>Name and Location of Institution</i> | <i>Degree Received and Year</i> | <i>Major Subject</i> |
|-----------------------|---|---------------------------------|----------------------|
|-----------------------|---|---------------------------------|----------------------|

**GRADUATE:**

| <i>Dates Attended</i> | <i>Name and Location of Institution</i> | <i>Degree Received and Year</i> | <i>Major Subject</i> |
|-----------------------|---|---------------------------------|----------------------|
|-----------------------|---|---------------------------------|----------------------|

**POSTGRADUATE:**

- *Include internships, residencies, fellowships, and/or any other professional training experience*

| <i>Dates Attended</i> | <i>Name and Location of Institution</i> | <i>Degree Received and Year</i> | <i>Major Subject</i> |
|-----------------------|---|---------------------------------|----------------------|
|-----------------------|---|---------------------------------|----------------------|

---

**APPOINTMENTS and POSITIONS**

**ACADEMIC:**

*Years Inclusive*

*Name and Location of Institution or Organization*

*Rank/Title*

- *Visiting prefix must be used if faculty member has been appointed pending committee review or position approval*

**NON-ACADEMIC:**

- *Include military or other Government Service*

*Years Inclusive*

*Name and Location of  
institution or organization*

*Rank/Title or Position*

---

**CERTIFICATION and LICENSURE**

**SPECIALTY CERTIFICATION:**

*Certifying Board*

*Year*

**MEDICAL or OTHER PROFESSIONAL LICENSURE:**

*Licensing Board/State*

*Year*

---

**MEMBERSHIP in PROFESSIONAL and SCIENTIFIC SOCIETIES**

*Organization*

*Year*

---

**HONORS**

*Title of Award*

*Year*

---

**PUBLICATIONS**

1. Refereed articles
    - Refereed article must be listed separately
    - Do not list articles submitted or in preparation
    - Publications must be numbered
    - Bold face or underline your name when there are multiple authors
    - For citation format see: [http://www.nlm.nih.gov/bsd/policy/cit\\_format.html](http://www.nlm.nih.gov/bsd/policy/cit_format.html)
    - List authors—do not use “et al.”
    - Letters to the Editor should be included under “Other Publications”
  2. Reviews, invited published papers, proceedings of conference and symposia, monographs, books, and book chapters
  3. Published abstracts
  4. Other publications
-

## PROFESSIONAL ACTIVITIES

### TEACHING:

*Provide a summary of courses and tutorials taught (include numbers and types of students taught, contact hours, number of lectures, etc), other lectures and seminars given, theses completed under your direction, service on Ph.D. committees, supervision of pre- and post-doctoral students, house staff physicians and fellows (clinical and research), specialty board memberships, continuing medical education activities.*

### RESEARCH:

- | <b>Grant Number</b><br><i>(funded)</i> | <b>Grant Title</b> | <b>Role in Project</b> <ul style="list-style-type: none"><li><i>Percentage of Effort</i><br/>(must not exceed 100%)<br/>or</li><li><i>Calendar months</i><br/>(must not exceed 12 months)</li></ul> | <b>Years Inclusive</b> | <b>Source \$ Amount</b> |
|--|--------------------|---|------------------------|-------------------------|
|--|--------------------|---|------------------------|-------------------------|

#### ***Current Grant Support:***

#### ***Prior Grant Support:***

- Seminars and invited lectureships related to your research
- Other research related activities.
  - Include patents granted, editorships, journal refereeing, study section memberships, extra-mural grant reviewing and specialty board memberships.*

### LIST of CURRENT RESEARCH INTERESTS:

### SERVICE:

- University and Medical School.**
  - Include committee service and chairmanships, administrative appointments and assignments.*
- Community activities.**
  - Include hospital appointments and consultantships.*