JOINT INSTITUTE
for Translational and Clinical Research

EDIT MY PROFILE: DEGREE GRANTING PROGRAM

Degree Information
- List all degree programs beginning with undergraduate degree; may also include courses of study at institutions of higher learning of at least one term in duration. Only include actual degrees, not the US equivalents.
- Date Format: mm/yyyy-mm/yyyy

Postgraduate Training
- Enter postgraduate training in the Professional Activities section to appear on the CV.

EDIT MY PROFILE: ADDRESS

Mailing Address
- The first address listed will appear on the CV.

PROFESSIONAL ACTIVITIES: POSTGRADUATE TRAINING

• Internship	• Postdoctoral Fellow	• Externship
• Residency	• Postdoctoral Research	• Observer
• Clinical Fellow	• Research Fellow	• Practicum
• Clinical Training	• Research Scholar	• Certification Training
• Chief Resident	• Visiting Scholar	• Other
• Chief Fellow		

- Non-ACGME Advance Learner training should be listed under Clinical Fellow.
- Certificate courses of less than one-year should be listed under "other" within dropdown.
- Date Format: mm/yyyy-mm/yyyy

PROFESSIONAL ACTIVITIES: WORK EXPERIENCE

• Academic Appointment	• Industry
• Academic Center/Institute Appointment	• Military
• Administrative Appointment	• Private Practice
• Clinical/Hospital Appointment	• Research Position
• Consulting	• Visiting Professor
• Gap in Work/Training Activity	

- Date Format: mm/yyyy-mm/yyyy

Academic Appointments:
- Include only appointments conferred by current or another academic institution, e.g., Lecturer, Instructor, Assistant Professor, Associate Professor, Professor
- Clinical Track, identify appointment by with clinical identifier, e.g., Clinical Instructor, Clinical Assistant Professor, etc.

- Research Track, identify appointment by with research identifier, e.g., Research Investigator, Research Assistant Professor, Assistant Research Scientist, etc.

Administrative Appointments:
- Examples: Department Chair, Section Head, Medical Director, Service Chief, Fellowship Program Director, Residency Director

Clinical/Hospital Appointments:
- Example: Staff Physician

Gaps in Work/Training Activity:
- All gaps after finishing medical school of more than 60 days in length should be accounted for
- Gaps must be explained if there is a break in education after the MD or PhD and training or if there is a break in appointment.

Research Position
- Staff research positions

Visiting Professor
- Use if appointed as a Visiting Professor at a different institution. Often occurs during a sabbatical.

PROFESSIONAL ACTIVITIES: CERTIFICATION

- List start year, type of board certification, and specialty if applicable.

PROFESSIONAL ACTIVITIES: LICENSURE

• Educational Limited License	• Optometry License
• Clinical Academic Limited License	• Physical Therapy License
• Controlled Substances	• Psychologist License
• DEA Registration	• Research DEA
• Medical License	• Veterinary License
• Genetic Counselor	

- If medical licenses are active, we suggest listing the end date as present. List expiration year if expired and states of licensure for medical licenses (Controlled Substance, DEA, etc.)

PROFESSIONAL ACTIVITIES: CLINICAL INTEREST

- Enter a brief description of major areas of clinical focus/specialties.

PROFESSIONAL ACTIVITIES: RESEARCH INTEREST

- Enter a brief description of major areas of research focus/investigation.

GRANTS: PENDING

Grants are populated from the institutional grants database. Validate items appearing under the pending sub-header in this section.

Claim: You have validated you are listed on this grant.
Reject: You have validated this is not your grant.

GRANTS

Identify relationship with this grant:

• Principal Investigator	• Site PI
• Multi-PI (formally known as Co-PI)	• Consultant
• Co-Investigator	• Mentor
• Funded by	

- Include: sponsor name, grant number, title of grant, PI, inclusive dates (mm/yyyy-mm/yyyy), and funding amount.
  - Present and Active (if applicable)
  - Previous Grants (if applicable)
  - Submitted Grants (if applicable)
- If Multi-PI is selected, please list the specific contribution to the grant
- Grants that were not funded may stay on CV for 3 years, otherwise they are to be removed.
- Clinical Protocols (IRB): These items can be placed within a research portfolio as these are not funded.

SCHOLARLY ACTIVITIES: PATENT

Identify relationship with this patent/disclosure:

• Author of	• Editor of
• Translator of	• Contributor of

- Select: Patent or Disclosure
- Select application status
- List title of patent, all inventors listed on application, submitted/awarded date, country or region patent was filed, application number and patent number when awarded.
- Patent submission and issue dates

PROFESSIONAL ACTIVITIES: HONORS AND AWARDS

- Select region type: International, National, Regional, Institutional, Departmental
- Only enter awards received from the start of terminal degree to present.
- Identify organization name, honor/award name, and date obtained (yyyy)
- Professorships are to be placed within this section.
- Departmental teaching awards are to be listed within this section.

PROFESSIONAL ACTIVITIES: STUDY SECTION/ADVISORY PANELS

- For study sections, advisory panels, grant reviews.
- Select region type: International, National, Regional, Institutional, Departmental
- Select Ad Hoc or Standing Member designation if applicable.

PROFESSIONAL ACTIVITIES: EDITORIAL BOARD

- For editorial positions and boards list publication name, your position, and date of service (yyyy).

PROFESSIONAL ACTIVITIES: JOURNAL/ABSTRACT PEER-REVIEW SERVICE

- Select Abstract or Journal Review
- List journal or organization name and years of service (yyyy).
- For peer-review service list journal/organization and years of service if applicable. Include ad-hoc reviews by journal

TEACHING ACTIVITIES: MENTORSHIP ACTIVITY

Select type based on role mentee had time being mentored:

• Clinical Fellow	• Graduate Student	• Research Staff
• Clinical Staff	• Highschool Student	• Resident
• Dental Student	• Medical Student	• Undergraduate Student
• Faculty Member	• Postdoctoral Fellow	• Visiting Scholar

- List mentee name, home institution/organization of mentee while mentoring, inclusive dates (mm/yyyy)
- Describe the outcome of mentorship, e.g., publications, awards, etc.

TEACHING ACTIVITIES: TEACHING ACTIVITY

- Select region type: International, National, Regional, Institutional
- List date and institution/organization where teaching occurred
- Provide description of teaching activity
- Group if contributions are repeated over multiple years
- List intramural lectures, didactic courses, curriculum development, and other relevant teaching activities.

TEACHING ACTIVITIES: DISSERTATION/CHAIR SERVICE

- List doctoral mentees here
- List date and institution/department
- Identify name of student and role in committee
- Date format: mm/yyyy-mm/yyyy

PROFESSIONAL ACTIVITIES: MEMBERSHIPS IN PROFESSIONAL SOCIETIES

- Names of professional societies in which you pay a membership fee.
- Identify membership type Member, Fellow, Elected
- If you have served as an officer or serve as a member of a committee within a professional society, please list under Committee Service.
- Date format: yyyy

PROFESSIONAL ACTIVITIES: COMMITTEE/SERVICE

Identify role on the committee:

• Advisor	• Co-Lead	• Lead	• Secretary
• Advisory Board	• Conference Planner	• Member	• Service Role
• Board Liaison	• Consultant	• Member-at-Large	• Treasurer
• Board of Directors	• Director	• Officer	• Vice Chair
• Chair	• Elected Member	• Oral Board Examiner	• Vice President
• Co-Chair	• Faculty Convener	• President	• Other
• Co-Founder	• Founder	• President-Elect	

- Select region type: International, National, Regional, Institutional
- List organization, committee name, and sub-committee if applicable.
- Date format: yyyy-yyyy

PROFESSIONAL ACTIVITIES: VOLUNTEER SERVICE

- Include medical outreach within the community.
- List organization name and dates
- Provide a brief description

Examples:
- Examples include participation in disaster relief and international healthcare activities, service on public committees related to health (e.g., town board of health), leadership of disease-based lay organizations (e.g., National Autism Association of America), or leadership of programs that improve diversity of the faculty or trainees.

SCHOLARLY ACTIVITIES: PRESENTATIONS

- List the title, institution/organization, date (mm/yyyy), location of where presentation was delivered, city, state or city, country.

Identify relationship with this presentation:

• Author of	• Editor of
• Translator of	• Contributor of

Each entry will need type of presentation and role selected

Select type of presentation:

• Extramural Invited Presentation	• Intramural Invited Presentation	• Visiting Professorship

Select Role:

• Speaker	• Panel
• Keynote Speaker	• Seminar
• Moderator	

Extramural Invited Presentation:
- Extramural Invited Presentations are invited talks at society meetings or outside academic institutions with the audience being non-University of Michigan affiliates. These do not include poster/abstract/platform presentations which should be included in the abstract section.

Intramural Invited Presentation:
- Intramural Invited Presentations are invited talks outside of home department and within home institution. These do not include poster/abstract/platform presentations which should be included in the abstract section.

Visiting Professorship:
- Visiting professorships are not simple guest lectureships but comprise of a diverse educational experience for the host institution generally involving a full day or more at an academic institution outside of University of Michigan.
- Provide presentations and interact with faculty, trainees, and students on scientific and clinical areas of expertise. If selected, list titles of all presentations in a single entry.

Other Speaking Engagements:
- Interviews should be entered in Additional Scholarship. Includes invited interviews hosted to any platform (i.e., television, newspapers, podcasts, etc.)
- Presentations to lay audiences regarding health issues or biomedical science should be entered in Additional Scholarship.

COVID:
- If a faculty member was accepted to speak/present at a meeting but was unable to attend (extramural presentation, etc.) it may be listed on their CV with the following wording after it: "Did not present due to COVID"

SCHOLARLY ACTIVITIES: PENDING

Publications are populated from a variety of resources included Scopus, Web of Science, and PubMed. Validate items appearing under the pending sub-header in this section.

Claim: You have validated that you are author or co-author of this publication.
Reject: You have validated this is not your publication.

SCHOLARLY ACTIVITIES: JOURNAL ARTICLE

Identify relationship with this article:

• Author of	• Editor of
• Translator of	• Contributor of

Select type of article:

• Article	• Book Review	• Letter
• Addendum	• Commentary	• Preprint
• Author Reply	• Editorial Comment	• Review

- Select article if it is an original peer-reviewed publication typically describes an original scholarly observation, hypothesis, research or theory.
- Identify status, date, title of article, authors, journal name, volume, issue, pages, PMID
- Papers w/ no authorship are to be moved Additional Scholarship section even if it is in a peer reviewed publication. This would include citations with a group name, collaboration name, committee name. This would include publications where the author is listed as a collaborator.
- If listed within the acknowledgement section of publication, leave off the CV.
- Do not place abstracts with citations in the journal article section.

SCHOLARLY ACTIVITIES: ADDITIONAL SCHOLARSHIP

Identify relationship with this article:

• Author of	• Editor of
• Translator of	• Contributor of

Select type of article:

• Animation	• Interview	• Policy/Legislation
• Clinical Care Guidelines	• Leadership of Clinical Trial Site	• Provider Educational Material
• Clinical Trial Development	• Newsletter Online Platform for Peer Education	• Teaching/Educational Module
• Commentary of Website	• Patient Education Material	
• Development of Best Practices/Innovative Methods of Care (used broadly)	• Patient Safety/Quality Initiative	• Video
	• Plan or Blueprint	• Website Creation
• Image	• Podcast Creation	• Other
• Image 3-D		

- Identify date, title/description of article, authors, project URL or PMID

SCHOLARLY ACTIVITIES: BOOK

Identify relationship with this book:

• Author of	• Editor of
• Translator of	• Contributor of

- Identify status, date, book title, authors, editors of book, publisher, location of publisher, edition of book.

SCHOLARLY ACTIVITIES: CHAPTER

Identify relationship with this chapter:

• Author of	• Editor of
• Translator of	• Contributor of

- Identify status, date, chapter title, chapter authors, editors of book, publisher, location of publisher, edition of book.

SCHOLARLY ACTIVITIES: ABSTRACT/POSTER

Identify relationship with this abstract/poster:

• Author of	• Editor of
• Translator of	• Contributor of

Select all that apply:

• Abstract	• Oral Presentation
• Conference Proceeding	• Poster

- Identify status, abstract/poster title, name of conference, conference location, conference date, authors, journal name, volume, issue, pages.

- Keep in mind many abstracts have full citations otherwise known as conference proceedings. List in this section and not in journal article section.
- Only select oral presentation if you are the one who delivered the presentation.
- Important to list all abstracts for all time in current rank.

SCHOLARLY ACTIVITIES: DATASET

Identify relationship with this dataset:

• Author of	• Editor of
• Translator of	• Contributor of

- Identify title, publication date, authors, citation or PMID.

SCHOLARLY ACTIVITIES: FIGURE

Identify relationship with this figure:

• Author of	• Editor of
• Translator of	• Contributor of

Select Type:

• Biological Illustration	• Map
• Diagram	• Plot/Graph

- Identify title, publication date, authors, URL or citation.

SCHOLARLY ACTIVITIES: SOFTWARE/APP

Identify relationship with this software/app:

• Author of	• Editor of
• Translator of	• Contributor of

- Identify title, authors, date published, description.

Format utilizing MS Word or equivalent:

- Font for Header (12pt) (centered on top of page). Include: Faculty Name, Present Title (full university official title, University address, Telephone Number, Email Address
- The CV should not include social security number, date of birth, gender, marital status, spouse, children's names or ages, home address, no photographs, etc.
- Footer should include name, date of CV, and page. 9pt font.

Section Headings:
- Font for Titles (14pt); Font for body of CV (12pt)
- Full list of section headings and their usages, please refer to pages 2-8 of this document.
- Delete section headings that do not apply to you.
- List items chronologically within each subheading unless otherwise noted.
- Dates to be placed on left. Please use dates as month and year (e.g. 5/2003-6/2005).

Please refrain from duplicate entries. This appears unfavorable by the committees. Common places that this occurs are in the following sections:
- Fellowship grant listed within Grants section and in Honors and Awards
- Invited lectures listed in extramural invited presentations and in Teaching Activity
- Publication section
- Committee section

Peer Reviewed Citation Example:
Bahl V, Shuman AG, Hu HM, Jackson CR, Pannucci CJ, Alaniz C, Chepeha DB, **Bradford CR**: Chemoprophylaxis for venous thromboembolism in otolaryngology JAMA Otolaryngol Head Neck Surg 140(11): 999-1005, 2014. PM25275427

Definition *of local, regional, national and international:*
- The designations of *local, regional, national or international* below are based on both the proximity of the activities to the institution at which the candidate was appointed at that time as well as the source of the invitation to speak/teach.

Institutional activities and roles:
- During the time of appointment at University of Michigan, includes activities and roles at or arranged by UM and any of its affiliated institutions (e.g., College of LSA, College of Engineering, Ross Business School, etc.)
- If previously appointed at other institutions, institutional activities and roles during the time of those appointments would include activities at or arranged by the institution(s) at which the candidate was appointed (e.g., while associate professor at UCSF, presentations at San Francisco General Hospital would be considered local).

Regional activities and roles:
- During the time of appointment at University of Michigan, regional is considered within the state of Michigan. For example, presentations at Michigan State University while a faculty member at UM would be considered regional presentations.
- For candidates previously appointed at other institutions, regional activities and roles during the time of those appointments would include activities based on invitations by institutions in regions geographically near the institution(s) at which the candidate

National activities and roles:
- During the time of appointment at UM, this includes activities and roles in the US, based on invitations from institutions outside of Michigan
- If a national meeting happens to be held within your local or regional area, include it as a national activity, not a local or regional one, if you are invited by the national organization.

International activities and roles:
- International is outside of the US.
- Society meetings should be considered international only if annual meetings are occasionally held outside North America and if the society originated outside of US.