



## General Instructions for Preparation of the Curriculum Vitae Harvard Medical School/Harvard School of Dental Medicine

The CV, along with letters from internal and external referees and examples of scholarly work, provides the major evidence used during the evaluation of candidates for promotion. Therefore, accurate and complete reporting of contributions and achievements in the CV is essential. Below is some general guidance for preparation of the CV. Additional guidance is provided in each section of the CV.

- **Chronology of events:** All events in the CV should be chronologic, beginning from the earliest and ending with the most recent. When dates cover a range, (e.g., 2005-2007), order by the first year in the range. For ongoing activities, indicate with a dash (2004- ) or by specifically noting ‘to present’ (2004 – present). If multiple, non-consecutive years, group as a single item (e.g., 1999-2001, 2004, 2007).
- **Definition of local, regional, national and international:** A number of activities and roles in the CV are categorized as *local, regional, national or international*. These designations are important in the evaluation for promotion as it is expected that the reach of one’s influence and activities will broaden with rank. Thus, while many of the activities reported at the time of promotion to assistant professor will be local, it is expected that those under consideration for promotion to professor will participate in a broad range of national and, very often, international activities.

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.

- **Local activities and roles:**
  - During the time of appointment at Harvard, includes activities and roles at or arranged by Harvard and its affiliated institutions and organizations (e.g., Partners Harvard Medical International, Pri-MED, Partners in Health).
  - For candidates previously appointed at other institutions, local 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 Harvard, includes activities and roles based on invitations by New England institutions apart from Harvard and its affiliates. New England is defined as including the six New England states (Massachusetts, Rhode Island, Connecticut, Maine, New Hampshire and Vermont). For example, presentations at Boston University or Brandeis while a faculty member at Harvard 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 was appointed. For example, if the candidate was appointed at an institution in Philadelphia, talks in Pennsylvania, New Jersey, or Delaware would be considered regional. It is understood that the definition of “regional” is inexact in such cases; the candidate should make the best approximation possible.

- ***National activities and roles:***
    - During the time of appointment at Harvard, this includes activities and roles in the US, based on invitations from institutions outside the six New England states.
    - For candidates previously appointed at other institutions in the US, national activities and roles during the time of those appointments would include activities in the US, but outside the regional area in which the candidate was appointed.
    - If a national meeting happens to be held in Boston (or other city where you were appointed), include it as a national, not a local, activity.
  
  - ***International activities and roles:***
    - During the time of appointment at Harvard, includes activities and roles outside the US based on invitations by international organizations not affiliated with Harvard.
    - For candidates previously appointed at other institutions, international activities and roles would be those outside the country in which the candidate was appointed at that time.
    - If an international meeting happens to be held in Boston (or other city where you were appointed), include it as international, not a local activity. Society meetings should be considered international only if annual meetings are sometimes held in countries other than the United States.
  
  - ***For candidates previously appointed at institutions outside the US,*** local, regional, national and international contributions are categorized relative to the appointing institution at that time. For example, for an individual holding an appointment at the University of Vienna, talks in Vienna would be considered local, while talks in Boston during the time of that appointment would be considered international.
  
  - ***For individuals whose primary appointment is at Harvard, but who simultaneously hold nonvoting appointments at other institution(s),*** presentations at those other institutions and their affiliates should be reported as local contributions.
- ***Each activity, role or achievement should be reported only once in the CV.*** Guidance about where specific activities should be reported is provided in the CV. If you have additional questions, you may contact the Office for Faculty Affairs by phone (617-432-7112) or e-mail (ofa\_promotions@hms.harvard.edu).
  - ***If a category does not apply to you, omit the category and its heading entirely***
  - ***Keep in mind that, as part of the evaluation for promotion, your CV may be reviewed by individuals outside your direct field.*** Avoid using abbreviations, acronyms and jargon that are not generally known (e.g., names of professional societies).
  - ***Include page numbers on the CV*** for easy reference by reviewers.

## Harvard Medical School/Harvard School of Dental Medicine Instructions for the Curriculum Vitae

**Date Prepared:**

**Name:**

**Office Address:**

**Home Address:**

**Work Phone:**

**Work E-Mail:**

**Work FAX:**

**Place of Birth:**

### Education

- *List all degree programs beginning with college; may also include courses of study at institutions of higher learning of at least one year in duration. Only include actual degrees, not the US equivalents*
- *Do not include educational experiences of less than one year duration for which you were not granted a degree*
- *For each degree program indicate:*

Year	Degree (Honors)	Field of Study (Thesis advisor for doctoral research degrees)	Institution
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Example

Year	Degree (Honors)	Field of Study (Thesis advisor for doctoral research degrees)	Institution
1998	MD, PhD summa cum laude	Medicine and Microbiology (name of PhD advisor here)	Johns Hopkins University

### Postdoctoral Training

- *Include internships, residencies, clinical and research fellowships*
- *For each training program indicate:*

Year(s)	Title	Specialty/Discipline (Lab PI for postdoctoral research)	Institution
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Example

Year(s)	Title	Specialty/Discipline (Lab PI for postdoctoral research)	Institution
1999-2004	Resident	Surgery	Cleveland Clinic
2004-2007	Post-doc	Anatomy (name of Lab Head here)	University of Chicago

## Faculty Academic Appointments

- *Include only appointments conferred by Harvard or another academic institution, e.g., Instructor, Assistant Professor, Associate Professor, Professor and Lecturer*
  - *For current appointments at other academic institutions, indicate whether the appointment confers voting privileges*
- *Do not include:*
  - *Title of appointment for which you are being considered*
  - *Hospital titles or administrative titles (reported under Appointments at Hospitals/Affiliated Institutions or Major Administrative Leadership Positions)*
  - *Titles related to a fellowship, e.g., clinical fellow, research fellow, resident (reported under Postdoctoral Training)*
- *For each appointment indicate:*

Year(s)	Academic Title	Department	Academic Institution
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### Example

Year(s)	Academic Title	Department	Academic Institution
2004-2007	Instructor	Psychiatry	Weill-Cornell School of Medicine

## Appointments at Hospitals/Affiliated Institutions

- *Group positions according to the following categories: Past and Current*  
*Listing of current positions should include all appointments currently held at hospitals, clinical sites and other institutions, whether or not affiliated with Harvard*
- *Do not include hospital leadership positions, such as division director (reported under Major Administrative Leadership Positions)*
- *For each position indicate:*

Year(s)	Position Title	Department (Division, if applicable)	Institution
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### Example

Year(s)	Position Title	Department (Division, if applicable)	Institution
2004-2007	Assistant Physician	Internal Medicine Pulmonary Division	Cambridge Hospital

## Other Professional Positions

- *List current and past positions including consultant positions, membership on scientific advisory boards for industry or other organizations such as foundations, and any roles in private companies; listing should include relevant premedical/pre-doctoral positions (paid or unpaid) as well as all current professional roles not described elsewhere in the CV*
- *Do not include Visiting Professorships (reported under Invited Presentations) or administrative leadership roles (reported under Major Administrative Leadership Positions)*
- *For each position indicate:*

Year(s)	Position Title	Institution
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### Example

Year(s)	Position Title	Institution
2007-	Scientific Advisory Board	Merck Pharmaceuticals

## Major Administrative Leadership Positions

- *Group positions according to the following categories: Local, Regional, National and International (See general instructions for description of local, regional, national and international categories)*
- *Includes educational, clinical, research and general administrative leadership positions*

*Examples: Course director or co-director; clerkship, residency or fellowship director; HMS society master or associate master; director or associate director of a clinic or clinical service at your institution; director of a research center; division chief; director of faculty development in your department; conference organizer*

- *Do not include leadership roles in professional societies, on grant review or other committees, or in lay organizations as these are reported in subsequent sections*
- *For each leadership role indicate:*

Year(s)	Position Title	Institution <i>(note if specific department)</i>
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Example

Year(s)	Position Title	Institution <i>(note if specific department)</i>
2007-	Director, Interventional Cardiology Fellowship	Massachusetts General Hospital

## Committee Service

- *Group positions according to the following categories: Local, Regional, National and International*
- *Do not include membership on committees of professional societies, grant review committees or committees of lay organizations as these are reported in subsequent sections*
- *For each committee on which you have served, indicate the following:*

Year(s) of Membership Dates of Role #1 Dates of Role #2	Name of Committee Title of Role #1 Title of Role #2	Institution/Organization
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Example

Year(s) of Membership Dates of Role #1 Dates of Role #2	Name of Committee Title of Role #1 Title of Role #2	Institution/Organization
1995-2005	Admissions Committee	Harvard Medical School
2002-2005	Chair, Subcommittee I	

## Professional Societies

- *For each professional society of which you have been a member indicate the following:*

Years of Membership Dates of Role #1 Dates of Role #2	Society Name Title of Role #1 Title of Role #2
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Example

Years of Membership Dates of Role #1 Dates of Role #2	Society Name Title of Role #1 Title of Role #2
1995-	Society of General Internal Medicine
2000-2004	Member, Abstract Selection Committee

## Grant Review Activities

- For each committee on which you have served or other grant review activity in which you have participated indicate the following:
  - On the first line, indicate year(s) in which you served and the name of the organization for which the activity was performed (e.g., NIH); for committees, also indicate the committee name and whether committee membership was permanent or ad hoc
  - Under each committee or activity, also indicate any specific leadership roles (e.g., chair) and the year(s) in which you served in those roles

Year(s) of Membership	Name of Committee	Organization
Dates of Role #1	Title of Role #1	
Dates of Role #2	Title of Role #2	

### Example

2000-2007	NHLBI R21 Study Section	NIH
2000-2002	Ad hoc Member	
2003-2007	Permanent Member	

## Editorial Activities

Report in the following two categories:

- Ad hoc Reviewer
  - List journals for which you serve as a reviewer
- Other Editorial Roles
  - Examples of roles include editor, editorial board member, guest/section editor, consultant in area of expertise such as biostatistics
  - For each editorial role indicate:

Year(s)	Role	Journal Name
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### Example

2007-	Assistant Editor	Circulation
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## Honors and Prizes

- List awards for teaching, research, clinical and other academic contributions from college onward
- Do not include grants to perform specific research projects, career development awards, or popular press designations such as Boston Magazine's best doctors, or inclusion in Who's Who," which are reported in other sections
- For each honor or award indicate:

Year	Name of Honor/Prize	Awarding Organization	Achievement for which awarded (if unclear from award title)
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### Example

2000	Janeway Award	Children's Hospital Boston	Teaching
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## **Report of Funded and Unfunded Projects**

### **Funding Information:**

- *Group in two categories: Past and Current. Within each category, list funding chronologically according to the year when funding began. If a project is currently funded, do not list it under past funding*
- *For each grant, provide the following information:*
  - Year(s) funded
    - *Give the year(s) of the award including the end date for the current funding cycle; do not include unfunded extensions; if project is a clinical trial and the end date is based upon completion of enrollment, report as such (e.g., 2002-completion of enrollment)*
  - Role on project if not PI or Site PI
    - *If you are not PI or Site PI, provide your official title on the grant. Examples include: Project PI on a program project, co-PI, Investigator, Consultant, Mentor*
    - *Do not list grants on which you are not specifically included as a named investigator/collaborator, including those projects or trials for which your sole role is contribution of patients*
  - Funding source/Granting agency
    - *Name of government agency and institute, if applicable (e.g., DOD, AHRQ, CDC, NIH/NHLBI), name of company, foundation, professional society or local institution (e.g., hospital, HMS) awarding the grant*
  - Grant type and grant number
    - *If applicable, grant number, including codes for grant type and agency (e.g., R01 HDxxxxxx)*
    - *Grant type examples (list below not meant to be comprehensive):*
      - *For government funding: individual investigator initiated grant, mentored training grant, transition to independence grant, institutional training grant, mid-career mentoring award, program project, contract, cooperative agreement or conference development*
      - *For industry funding: individual research project, phase 1, 2 or 3 drug trial; note if investigator initiated*
      - *For foundation, professional society or local institutional funding: career development, research, educational or clinical project; for example a 50th anniversary/Shore award would be considered a career development award*
  - For grants on which you are PI, Site PI or PI of a project as part of a program project/SPORE grant, include total direct costs over the entire funding period
    - *Site PIs should report direct costs for the subcontract, not the overall grant*
    - *Do not include monetary information for grants on which you are not PI or Site PI*
  - Title of the grant (name of PI or Site PI)
  - Description of the major goals of the study and your contributions to the project (limit of 2 sentences)
    - *Description should emphasize intellectual contributions*
    - *For multicenter trials indicate any roles in the overall project (e.g., member or chair of the steering committee, member or leader of paper writing groups)*

- *For each grant report the following:*

Year(s) funded    Role on project    Funding source    If PI or site PI, total direct costs  
 Grant type and number  
 Title of the grant (name of PI or site PI unless specified above)  
 Describe major goals of the study and, if not PI, your contributions to the project (2 sentence limit)

**Example**

2006-2009	PI	NCCAM R21 1234567A	\$275,000
The role of isoflavones in the management of hot flashes			
The major goal of the study is to use skin conductance measurements to quantify the impact of different isoflavones on hot flash frequency and severity.			

2005-2010	Co-Investigator	AHRQ R01 1234567A	
Evaluating decision-making in childhood vaccinations			
The major goals of this study are to evaluate factors that lead to parental refusal to vaccinate and to design an intervention for health care professionals that will increase the acceptability of vaccinations. My role is to design the tool that will measure parental preferences and attitudes toward vaccination and to interpret the data.			

**Current Unfunded Projects:**

- *List only activities to which you are devoting substantial effort including studies on which your sole role is contribution of patients*
- *Do not include information on projects already described above in the section on funding*
- *For each project report the following:*

Year(s)            Role on Project            Title of Project  
 One-sentence description of the purpose of the project

**Example**

2000-2002	Mentor	Pilot study of the association of the OSCE with performance on Medical Board examinations
I am supervising an Academy fellow in evaluating the association between OSCE performance and Part I of the Medical Board examinations		

## Report of Local Teaching and Training

### Teaching of Students in Courses:

- *The classification of teaching in courses as local (vs. regional/national/international) is determined by the institution initiating the invitation. Thus, all courses for which the invitation originates with an individual or group affiliated with Harvard (e.g., Partners Harvard Medical International, Pri-MED, Partners in Health) should be considered local and reported in this section.*
- *List each course in which you have taught medical, dental, graduate or undergraduate students, grouped according to the following categories:*
  - *Teaching prior to start of your current Harvard appointment; organize according to the institution at which you held your primary appointment, presenting chronologically for each institution*
  - *Teaching during your current Harvard appointment; organize in the following categories and present chronologically within each:*
    - *HMS/HSDM/DMS courses*
    - *Other Harvard University courses (specify school, e.g., HSPH, Kennedy School, FAS undergraduate students or GSAS graduate students not based at HMS*
    - *Teaching of students outside Harvard University)*
- *Do not include:*
  - *Leadership roles in courses (e.g., course director), which should be reported under Major Administrative Leadership Positions*
  - *Teaching of medical or dental students in clinical rotations, which is reported under clinical supervisory and training responsibilities*
- *Group together if course contributions are repeated over multiple years*
- *For each course taught indicate:*

Year(s)	Course title		
Type of student/audience	Role in course	Level of effort	

#### Example

2000-	The Human Body		
1 <sup>st</sup> year medical students	Tutor	3-hr sessions per wk for 8 wks	

**Formal Teaching of Residents, Clinical Fellows and Research Fellows (post-docs):**

- *Include local presentations in lecture and seminar series directed primarily toward these groups; list each venue in which you have taught residents or fellows, grouped according to the following categories:*
  - *Teaching prior to start of your current Harvard appointment; organize according to the institution at which you had your primary appointment, presenting chronologically within each*
  - *Teaching during your current Harvard appointment*
- *Group if contributions are repeated over multiple years*
- *For each presentation indicate:*

Year(s)	Title		
Type of student/audience	Institution		Level of effort

Example

2006-2007	Management of cholelithiasis		
1 <sup>st</sup> year surgery residents	BIDMC		One hour lecture

**Clinical Supervisory and Training Responsibilities:**

- *Describe supervisory and training responsibilities for medical students, dental students, residents and fellows in the clinical setting grouped according to the following categories:*
  - *Supervisory and training responsibilities prior to the start of your current Harvard appointment; organize according to the institution at which you had your primary appointment, presenting chronologically within each*
  - *Teaching during your current Harvard appointment*
- *Do not include leadership roles (e.g., seminar director, residency or fellowship director), which should be reported under Major Administrative Leadership Positions*
- *Group if contributions are repeated over multiple years*
- *For each supervisory responsibility indicate:*

Year(s)	Type of responsibility	Institution	Level of effort
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Example

2000-2007	Ambulatory Internal Medicine Clinic Preceptor,	Children's Hospital Boston	One half session per week
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**Laboratory and Other Research Supervisory and Training Responsibilities:**

- Describe supervisory and training responsibilities for medical, dental and graduate students, postdoctoral fellows and other trainees in the laboratory and other research settings (e.g., teaching or training of lab techniques and protocols to trainees)
- Do not include supervision or training of technicians
- Group if contributions are repeated multiple year
- For each supervisory responsibility indicate:

Year(s)                      Type of responsibility                      Level of effort

Example

1999-2000	Supervision of post-doctoral research fellow	Daily mentorship for 16 months
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**Formally Supervised Trainees:**

- Individuals reported in this section should be those formally supervised in a research, teaching, or clinical setting. In addition, list only those trainees on whose careers you have had a substantial impact. For research, the supervision will most often have resulted in a publication with the trainee.
- Do not include individuals not formally supervised (as described above) for whom you have provided career advice; such mentorship may be described in the narrative
- Dates refer to a period of formal supervision, end dates should be indicated for individuals who have completed the supervisory period. Do not include the period after direct supervision even if an informal advisory or mentoring relationship is maintained
- For each trainee, indicate:

Year(s)                      Name and degrees                      Current position

Describe the type of supervision and the specific accomplishments of your trainee that occurred as a direct result of your supervision (maximum one sentence)

Example

2000-	Trainee name, PhD, MD	Assistant Professor of Cell Biology, SUNY Buffalo
Published three manuscripts, including one in <i>Science</i> ; Young Investigator Award from American Society of Cell Biology		

**Formal Teaching of Peers (e.g., CME and other continuing education courses):**

- *Describe:*
  - *Teaching in all Harvard-sponsored continuing education courses (e.g., Pri-MED) even if the location of the program is outside Boston. Courses may be organized by a Harvard-affiliated department/institution and often present a comprehensive review of a clinical/ research area*
  - *Teaching in courses organized by another institution during the time your primary appointment was at that institution*
- *Do not include:*
  - *Teaching in courses for professional societies or at national meetings or courses at other institutions for which you were an invited participant (report under Regional/National and International Presentations)*
  - *Presentations at local grand rounds even if CME credit is granted (report under Local Invited Presentations)*
  - *Leadership roles in courses, such as course director (reported under Major Administrative Leadership Positions)*
- *If a sponsor facilitated the invitation for you to speak or compensated you for your contribution, please note the sponsor*
- *Group if course contributions are repeated over an expanse of multiple years*
- *For each course indicate:*

Year(s)	Title(s) or topic(s) of talk(s)	Number of talks in single course
Course Name	Location(s) (city or country)	Sponsor/Source of Compensation

**Example**

2000	Cardiovascular Disease Update	Single presentation
Pri-Med	Chicago	Harvard Medical School

**Local Invited Presentations:**

- *Include presentations directed at a broad audience including peers (e.g., grand rounds) at or arranged by Harvard and its affiliated institutions or organizations (e.g., Partners Harvard Medical International, Partners in Health) or at other institutions during the time of your appointment there*
- *Do not include:*
  - *Talks delivered in the setting of formal courses, presentations primarily intended for the education of Harvard trainees or teaching in Harvard-sponsored Continuing Education Courses*
  - *Presentations to lay audiences (report as Education of Patients and Service to the Community)*
  - *Invitations to speak by institutions in Boston but outside Harvard (report as Regional Presentations)*
  - *Poster presentations at Harvard for which there was no platform presentation*
- *If a sponsor facilitated the invitation for you to speak or compensated you for your contribution, please note the sponsor*

For each presentation indicate:

Year(s)	Title of presentation	Type of presentation
Department and Institution where presented		Sponsor/Source of compensation

Example

2003	Cardiovascular Disease Update	Grand Rounds
Department of Medicine, BWH		None

## **Report of Regional, National and International Invited Teaching and Presentations**

- *The designations of activities as regional, national or international 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. (See general instructions for description of categories.)*
- *Include presentations and course invitations from outside Harvard and its affiliated institutions/organizations during your appointment at Harvard or outside other institutions during the time of your appointment there*
- *Examples include grand rounds, visiting professorship, invited lecture, plenary talks and teaching in a professional society course as well as invitations to teach clinical or research procedures to faculty or trainees at other institutions*
- *Do not include:*
  - *Presentations to lay audiences (reported under Education of Patients and Service to the Community)*
  - *Talks delivered in the setting of Harvard organized/sponsored course at a location outside Boston (e.g., Pri-MED course in Los Angeles should be reported in the section on Local Teaching and Training)*
  - *Poster presentations or abstracts for which there was no platform presentation*
  - *Leadership roles in planning or organizing meetings, courses or conferences (e.g., course director), should be reported in the section on Major Administrative Leadership Positions*
- *List by year within each of the following categories: Regional, National and International*
- *If a sponsor facilitated the invitation for you to speak or compensated you for your contribution, please note the sponsor*
- *For each invited presentation indicate:*

Year	Title of presentation or name of course	Type of presentation/role(s) (note if abstract)
Location		Sponsor/Source of compensation

Example

2003	Associate of folate with colon cancer risk	Plenary talk (abstract)
American Society of Clinical Oncology		None

2004	New strategies for managing sepsis	Grand Rounds
Rush Medical Center, Oregon		Discovery Pharmaceuticals

## **Report of Clinical Activities and Innovations**

### **Current Licensure and Certification:**

- *Do not include license number*
- *Report the following:*

Year                      Type of License or Certification

### **Practice Activities:**

- *Indicate the discipline in which you practice*
- *List all clinical activities, both those at Harvard and its affiliates and those outside Harvard; and for each indicate:*
  - *Type of activity (e.g., ambulatory practice, inpatient or ICU attending, surgery, interventional cardiology)*
  - *Setting of practice (e.g., private practice, hospital practice, community health center); indicate if a moonlighting position*
  - *Name and location of practice (e.g., Harvard Vanguard Medical Associates, Wellesley site; Brigham Primary Care, Faulkner Hospital; Dimock Community Health Center, Roxbury)*
  - *Level of activity (e.g., sessions, days or hours per week or month; weeks or months per year; days/week in the operating room)*
- *For each practice activity, please indicate:*

Type of activity    Setting of practice    Name and location of practice    Level of activity

#### **Example**

Ambulatory Care	Outpatient clinic	Pediatric cardiology, CHB	Two sessions per week
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- *If you have no current clinical activities but have practiced in the past, you may provide a brief (1-2 sentence) description of those prior activities*

### **Clinical Innovations:**

- *List innovations in clinical care which may include novel approaches to diagnosis, treatment or prevention of disease, development and application of technology to clinical care and in-development of models of care delivery. Briefly describe each innovation and indicate its influence locally and more broadly on the field (limit of 2-3 sentences)*

## **Report of Technological and Other Scientific Innovations**

- *Development of software, hardware (e.g., instrumentation and devices) and other technologic innovations (including novel applications of existing technology) that influence the conduct of research and clinical care*
- *For each item indicate:*

### Innovation

Patent, if any, pending or awarded; if described in print/on web, provide citation

Describe the influence or potential influence of the innovation on research or clinical care, including how the material is used locally (at HMS), regionally, nationally or internationally; if developed as a member of a committee, describe your contribution (1-2 sentences)

### Example

Assay for evaluating CD-1 restricted IL-2 expressing NK-T cells
US Patent Application, 22/555555, filed March 17, 2007/ <a href="http://www.NKIL_2roteinassay.net">www.NKIL_2roteinassay.net</a>
As a member of the Jones lab, my colleagues and I created a two-tiered infra-red detection system to evaluate IL-2 producing NK-T cells following dendritic cell stimulation. This assay has since been used/validated by multiple labs in the US and abroad.

## **Report of Education of Patients and Service to the Community**

- *Do not include activities, publications or recognition from before your graduate/medical education or those unrelated to your professional area of expertise*

### Activities

- *Examples include talks to lay groups regarding health issues or biomedical science, 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*
- *For each activity indicate:*

Year(s)                      Role                      Organization or institution  
May include a brief, one-sentence description of each role if needed (optional)

### Example

2003-	Committee Member	Governor's Council on the Life Sciences
Participated in the development of Life Sciences legislation for Massachusetts		

**Educational Material for Patients and the Lay Community:**

- *Group materials (in print or other media) into three categories under the following headings:*
  - Books, monographs, articles and presentations in other media (e.g., video and websites, movies, television and radio) that educate the public about medicine, health or biomedical sciences
  - Educational material or curricula developed for non-professional students
  - Patient educational material

*For each indicate:*

Year	Title	Type of contribution	Site of publication/distribution
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Example

1995	Living with Diabetes	Co-author	Patient education pamphlet, Joslin
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**Recognition:**

- *Includes awards related to health or science from lay organizations (e.g., recognition as a “Top Doc” or listing in “Who’s Who”)*
- *For each indicate:*

Year	Name of award/recognition	Organization conferring recognition
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Example

1999	Mentor of the Year – Health Care	Girl’s Clubs of America
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## **Report of Scholarship**

### **Publications:**

- *Include only manuscripts that are published or accepted for publication (in press) in print or other media using the attached format*
- *Do not include manuscripts that have been submitted but not accepted for publication or those that are in preparation*
- *Use footnotes to indicate co-first authorship*
- *Report peer-reviewed and non-peer reviewed separately, as described below. Please use bold-faced type for your name in the authorship list*
  - **Peer-Reviewed Publications in print or other media**
    - *Peer review is the critical assessment of manuscripts by experts who are not part of the editorial staff of the journal to which the article is submitted.*
    - *Group peer-reviewed publications in three categories under the following headings:*
      - Research investigations
        - ◆ *Must include presentation of new data*
      - Other peer-reviewed publications
        - ◆ *For example, reviews, meta-analyses, case reports or series, descriptions of new methods or theories or full-length proceedings of meetings which have undergone a formal peer-review process*
      - Research publications without named authorship
        - ◆ *Includes research publications of multicenter studies on which you are not a listed author but you are formally cited in the list of investigators for the study, typically in the appendix of the article*
        - ◆ *For these publications, indicate your role in the study (e.g., role in study concept and design, contribution of patients/acquisition of data, analysis and interpretation of data, drafting the manuscript, critical revision of the manuscript for important intellectual content, statistical analysis, or obtaining funding)*
        - ◆ *You should not append your name to the list of the writing authors, neither should you append your name if authorship is attributed to a writing group without individuals listed. An appropriate example of citing this work is as follows:*

*For non-writing author:*

*Irin MG, Cilli BM, Elman JS, and the ABC Clinical Research Network \*.  
Quality control of measurement in multicenter clinical trials. Am J Respir Crit Care Med 2005; 356:1276-281 (\*member of the investigative team cited in the appendix of the manuscript)*

*For trial group citation:*

*The ABC Clinical Research Network \*. Quality control of measurement in multicenter clinical trials. Am J Respir Crit Care Med 2005; 356:1276-281 (\*member of the investigative team cited in the appendix of the manuscript)*

- **Non-peer reviewed scientific or medical publications/materials in print or other media**
  - *Do not include articles in newspapers or magazines, books published for the lay public or educational material designed for patients or pre-college students (reported under Education of Patients and Service to the Community)*
  - *Group materials into the following categories:*
    - Proceedings of meetings or other non-peer reviewed research publications
      - ◆ *Include only full-length manuscripts published from presentations that report new data but have not undergone a formal peer-review process*
    - Reviews, chapters, monographs and editorials
    - Books/Textbooks for the medical or scientific community
      - ◆ *For each volume, indicate whether you are the author or the editor*
    - Case reports
    - Letters to the Editor

### **Professional Educational Materials or Reports, in print or other media**

- *May be for college, graduate or medical/dental students, residents, clinical or research fellows and/or peers*
- *Includes curricula, syllabi, tutorial cases, teaching exhibits, simulation programs, web- or CD-based educational material, training videos/DVDs*
- *For each item indicate:*
  - *Type of material (e.g., syllabus, teaching case)*
  - *If published in print or on the web, provide citation (see formats provided at the end of the CV)*
  - *Intended audience (including course number if applicable) and brief description of how the material is used locally (at HMS), regionally, nationally or internationally; if developed as a member of a committee, describe your contribution (1-2 sentences)*

### **Clinical Guidelines and Reports**

- *Includes guidelines, protocols or standards for clinical care developed individually or as a member of a committee*
- *For each item indicate:*
  - *Type of material (e.g., clinical protocol or standard of care)*
  - *If published in print or on the web, provide citation (see formats provided at the end of the CV)*
  - *Description of how the material is used locally (at HMS), regionally, nationally or internationally; if developed as a member of a committee, describe your contribution (1-2 sentences)*

### **Thesis**

#### **Abstracts, Poster Presentations and Exhibits Presented at Professional Meetings:**

- *List abstracts published and exhibits presented at meetings during the **last 3 years** which have not already been published as full length manuscripts*

## **Narrative Report**

- *The purpose of the narrative is to provide a concise description of your major contributions and achievements to those outside your immediate field. The narrative should be integrative, demonstrating the connections across the variety of activities in which you engage. It should be written in the first person. It should be **limited to 500 words***
- *In general, we suggest the following structure for the narrative:*
  - An opening paragraph that provides an overall summary of your major activities and achievements. Include an estimate of the proportion of your effort dedicated to teaching, research, clinical service, administrative activities and other relevant professional roles
  - Description of achievements in your **Area of Excellence** (Investigation, Teaching and Educational Leadership, or Clinical Expertise and Innovation); may include a description of work in progress such as pending grants or manuscripts in preparation
  - Description of contributions to **Teaching and Education** (if not your area of excellence). This may include a description of mentorship activities not discussed elsewhere in the CV
  - Description of contributions in **Significant Supporting Activities**, if any
  - A final paragraph that integrates and summarizes the contributions described above