

**The George Washington University Medical Center
REQUIRED CURRICULUM VITAE FORMAT**

1) **Personal Data**

Name (first, middle, last)
Social Security Number
Home address, telephone
Office telephone
Fax number
e-mail address
Date and place of birth
Citizenship

2) **Education** (List Institution, Dates and Degrees awarded. Please note and explain any periods during your educational years when your education was interrupted.)

- a) Undergraduate Education
- b) Graduate/Medical Education
- c) Post-Graduate Training (Post-Doctoral Fellowships, Internship, Residency)

3) **Employment** (List all employment in chronological order, specifying dates of employment. Include all academic [including academic rank] as well as non-academic positions held since completion of undergraduate education. Include military service, if any, as well as description of any sabbatical periods taken during years of employment.

4) **Professional Registrations, Licenses, Certifications** (Include Dates of Receipt)

5) **Societies and Honors** (Include any administrative duties or appointments)

6) **Administrative Duties & University Activities** (include voluntary committee service)

- a) Departmental
- b) SMHS/SPHHS
- c) University

7) **Educational Achievements** (Include Dates of participation for all categories.

- a) Courses Taught (Include role [course director, guest lecturer, etc.], numbers of lectures presented)
- b) New Courses or Programs Developed
- c) Students or post-doctoral fellows for whom you served as primary advisor
- d) Educational Awards
- e) Student or participant evaluations

8) **Consultant Appointments** (List all consultant activity to industry, private or public foundations. Also list all visiting professorships. Specify whether consultant activity was paid or unpaid)

9) **Grants Awarded or Pending**

Title of Grant
Funding Agency
Dates of Award
Yearly Direct Costs of Award
Role (PI, Co-PI, etc.)
% Effort

10) **Publications** (For each category, list all authors in order, journal or book reference, and complete pagination)

- a) Papers in Refereed Journals
- b) Papers in Non-Refereed Journals
- c) Chapters in Books
- d) Books Edited or Written
- e) Abstracts
- f) Invited Publications
- g) Letters
- h) Book Reviews
- i) Any Other Publications

11) **Presentations** (List Titles and Dates of Presentations as well as Complete Authorship in order for each Category)

- a) Regional Presentations
- b) National Presentations
- c) International Presentations

12) **Service to Community** (List agency, duration of participation, amount of effort and role on project. Specify whether involvement was paid or unpaid, and whether your involvement was at regional, national or international level.