

General Formatting Instructions

All files must be in one of the following formats - Microsoft Word (.doc), Adobe Portable Document Format (.pdf), or Rich Text Format (.rtf).

For all documents:

- Ensure that your uploaded files meet the character, word, and page-count requirements.
- All submissions must be prepared in a standard typeface **no smaller than 11-point font**.
- All submissions should be formatted for 8.5 x 11-inch paper with 1.5-inch margins on the top and bottom of the pages, and 1-inch margins on the left and right side of the pages. After you upload each file, you should be able to view it in the application system by clicking the document's filename.
- If there are any problems viewing a file, try uploading it again. Make certain that the files do not have any password security. If you upload a file without removing password security, you may be able to view it but it may be missing from the final compilation of your completed application. To check for password settings in Adobe Acrobat, select File > Document Properties > Security. It should be set to “No security.”

IMPORTANT: It is *strongly recommended* that the size of an uploaded file not exceed 2 MB.

Instructions: Curriculum Vitae

Modified instructions for using PHS 398 to submit CV information for this competition.

Please include these items in the following order:

1. Full name and current title of your position
2. Education. For each degree program or postdoctoral research experience, list the institution and location, degree, year completed, field of study and mentor.
3. Professional positions since completion of education and postdoctoral training, in **reverse chronological order**
4. Significant professional activities (including service on advisory panels, editorial boards, consulting), honors and awards
5. List of all peer-reviewed publications including major reviews and essays in **reverse chronological order** (no abstracts or meeting presentations). Articles that are in press at the time of your application may be included but please do not list articles that are in preparation or submitted but not yet formally accepted. For each publication include the names of all authors, the full title, the journal, year of publication and full pagination. You may exceed the NIH 3-page limit in order to include all of your publications.
6. Active grants. For each active grant, provide *only* the following: Grant title and number, name of the principal investigator, name of the funding organization, and current funded period. Please do not list grants that are no longer active or are still in review.

Note: The PHS 398 format has margins of 0.5 inches. This portion of your application may use these margins.