

VCHRI Biographical Sketch Instructions

Who must complete the "Biographical Sketch" section

The PI and co-investigators must include biographical sketches.

Format

Use the Biographical Sketch document to prepare this section for all grant applications. The biosketch **must not exceed three pages** per person. This three-page limit includes the table at the top of the first page. Notes:

- Figures, tables (other than those included in the provided format pages), or graphics are **not** allowed in the biosketch. Do not embed or attach files (e.g. video, graphics, sound, data).
- Do **not** modify the margins, font type and size (e.g. Arial 11pt), headings or table properties.

When completed, convert this file to a PDF for submission.

Content

Note that the instructions here follow the format of Biographical Sketch document.

Position Title

Fill in the current position title of the PI or co-investigators.

Education/Training

Complete the education block. Begin with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral, residency, and clinical fellowship training, as applicable, listing each separately.

For each entry provide the:

- name and location of the institution
- degree received (if applicable)
- month and year of end date (or expected end date).
- field of study (for residency entries, the field of study should reflect the area of residency training)

A. Personal Statement

Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields.

You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.

Notes:

- Indicate whether you have published or created research products under another name.

- You may mention specific contributions to science that are not included in Section C. Do not present or expand on materials that should be described in other sections of this Biosketch or application.
- Figures, tables, or graphics are not allowed.

B. Positions and Honours

List in chronological order the positions you've held that are relevant to this application, concluding with your present position. Graduate students may include any previous positions. If the PI is not currently located at a VCH site, include the expected position and start date.

List any relevant academic and professional achievements and honors. In particular:

- Students, postdoctoral fellows, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
- Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

C. Contributions to Science

Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations. While all applicants may describe up to five contributions, graduate students and postdoctoral fellows may wish to consider highlighting two or three they consider most significant.

For each contribution, indicate the following:

- historical background that frames the scientific problem;
- central finding(s);
- influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
- your specific role in the described work.

For each contribution, you may cite up to four publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was. Note that while you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cite only published papers to support each contribution.

D. Research Support and Mentorship

List ongoing and completed research grants that you want to draw attention to. Briefly indicate the overall goals of the projects and your role. Do not include the number of person months or direct costs.

List ongoing and completed mentorship activities, including the trainee's names, program/level (e.g. MSc, PhD, postdoc, etc), department/institute affiliation, and duration.

E. Select Publications and Research Products

List in reverse chronological your selected publications and research products.

F. Leave(s) of Absence (if applicable)

If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, or disability, you may address them in this section.

G. COVID-19 Impact Statement (if applicable)

The impact statement is designed to capture information about the effect of the COVID-19 pandemic restrictions on your research productivity, training, and/or environment. Describe of the duration of the circumstances and, if

applicable, a percentage change in time devoted to regular research, training, and/or clinical activities. Examples that can be used to describe the impact include;

- Types of research contributions that have been affected (e.g., data collection, conferences, etc.),
- Impacts on contributions to the training of highly qualified personnel (HQP) (e.g., impacts on internships, difficulties with recruitment, delays in graduation, etc.),
- Impacts on partnered research (loss of funds, loss of personnel, reduced access to sites, etc.)

Note: You may include other items, as appropriate, in this section. Keep this section no longer than **a half-page in length**.