



GRADUATE FACULTY DESIGNATION Biosketch Outline

SAMPLE OUTLINE FOR BIOSKETCH:

Biographical Sketch (*limited to two pages*)

—this format adapted from the Harvard University FAS Research Administration Services NSF Biosketch Template (accessed 13 September 2018, https://research.fas.harvard.edu/resources/nsf_biosketch_template)

[Type your name here]

[Type job title here]

[Type professional address here]

[Telephone here]

[E-mail and/or Web page here]

Note: No personal information (e.g. home address, home phone, marital status) should be included

(a) Professional Preparation

A list of the individual's undergraduate and graduate education and postdoctoral training as indicated below:

Undergraduate Institution	Location	Major	Degree and Year
Graduate Institution	Location	Major	Degree and Year
Postdoctoral Institution	Location	Area	Degree and Year

(b) Appointments

In reverse chronological order, list the individual's academic/professional appointments.

[Most recent appointment]

[Previous appointment(s)]

[First appointment]

(c) Products [*this section may be titled **Publications** if only publications are listed*]

(i) List up to five (5) products most closely related to the proposed project

(ii) List up to five (5) other significant products, whether or not related to the proposed project.

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of 10 will be used in the review of the proposal. [*Unpublished documents submitted/accepted for publication are acceptable and should include likely date of publication*]

Citation format:

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL or other Persistent Identifier.

(d) Synergistic Activities

A list of up to **five examples** that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual's immediate organization.

Sample examples and format:

- Served as Co-Chair of Academic Conference (2016)
- Member of the National Academy of Sciences (2012-present)
- Served as NIH Peer Reviewer (2014-2015)
- Organized summer workshop to deliver training to undergraduates interested in research (2012)
- Served on editorial board of Academic Journal (2013-2015)