If you are not familiar with **tables** in MS Word, here are two useful tutorials: <https://www.youtube.com/watch?v=XNBrCEgzddw>

<https://www.youtube.com/watch?v=3VI7GIDaBvY&t=32s>

If you are not familiar with **headers/footers**, here is a tutorial:

<https://www.youtube.com/watch?v=BU6tOwzWtY8>

**Jane A. Doe, M.D.**

University of South Florida, Morsani College of Medicine, Tampa, Florida

|  |  |
| --- | --- |
| **Address** |  |
|  | 12901 Bruce B. Downs Boulevard, MDC2, Tampa, FL 33602Office: ###.###.####Cellular: ###.###.####Email: Jdoe14@health.usf.edu |  |
|  |  |  |
| **Citizenship** |  |
|  | if non-USA / VISA type |  |
|  |  |  |
| **Education** |  |
|  | Other Advanced Degrees Institution, degree received, year, honors | Dates Attended |
|  | Medical School Institution, year degree awarded, honors | Dates Attended |
|  | Undergraduate Institution, major field, degree and year received, honors |  |
|  |  |  |
| **Postgraduate Training** |  |
|  | Fellowship Institution, address, level and specialty | Dates |
|  | Residency Institution, address, level and specialty | Dates |
|  | Board Certification and License (active and inactive) | Dates |
|  |  |  |
| **Awards, Honors, Honorary Society Memberships** |  |
|  | List | Dates received |
|  |  |  |
| **Military Services** |  |
|  | Rank (delete if N/A) | Dates of Service |
|  |  |  |
| **Appointments** (academic, administrative, hospital, other) |  |
|  | Position, institution | Dates current to past |
|  |  |  |
| **Teaching, Lecture** Undergraduate Medical UME, DPT, PA, Pharm)Graduate Medical (residents, fellows)Hospital |  |
|  | List teaching assignment with year(s), course name and number, number of students, current to past | Dates |
| **Teaching, Supervisory** |  |
|  | Clinical supervisory and training responsibilitiesLaboratory or other research supervisory, trainingFormally supervised traineesFormal teaching of peers (e.g. CME, other continuing ed) |  |
|  |  |  |
| **Lectures by Invitation** (international, national, regional, local) |  |
|  | Title, sponsor, place | Date |
|  |  |  |
| **Clinical Activities or Innovations** (specialty certification, professional licenses, practice activities, clinical innovations, technical and other scientific innovations |  |
|  | List, recertification status | Date Awarded |
|  | List | Date Awarded |
|  |  |  |
| **Scholarly Activity** (grant history) |  |
|  | A) Current GrantsAgency: NIH/NIAID **SAMPLE R01 FORMAT**I.D.# R01 AI22222 Title: “Innate immunity in ulcerative colitis”P.I.: Jane Doe, M.D.Percent effort: 35%Direct costs per year: $250,000 Total costs for project period: $2,043,750Project period: 04/01/2004 – 03/31/2009 Agency: NIH/NIAID **SAMPLE N01 FORMAT**ID#: R01 AI22222 **Different PI**Title: “Innate immune responsiveness in the elderly GI tract”P.I.: John Smith, M.D.Role on Project: Co-investigatorPercent effort: 10% Direct costs per year: $442,323Total costs for project period: $7,097,957 Project period: 09/30/2005 – 09/29/2010B) Past Grants **SAMPLE Foundation Grant FORMAT**Agency: Ulcerative Colitis Foundation I.D.# Established Investigator Grant Title: “Toll-like receptors in ulcerative colitis”P.I.: Jane Doe, M.D.Percent effort: 10%Total costs for project period: $270,000Project period: 07/01/2001 – 06/30/2004Agency: NIH/NIAMS **SAMPLE P30 FORMAT**I.D.# P30 22222 – Pilot Project **Pilot Project**Title: “Epithelial resistance to gut pathogens”P.I.: Jane Doe, M.D.Percent effort: 5%Total costs for project period: $20,000 Project period: 07/01/2002 – 06/30/2003 Agency: NIH/NIAMS **SAMPLE K SERIES AWARD** I.D.# K08 AI22222 **FORMAT**Title: “Pathology of ulcerative colitis”P.I.: Jane Doe, M.D. Percent effort: 50%Total costs for project period: $577,500 Project period: 04/01/1996 – 03/31/2001Agency: NIH/NIAID **SAMPLE PO1 FORMAT**I.D.# P01 AI30584 **Different PI**Title: “Ulcerative colitis: pathogenesis and protection” P.I.: John Smith, Ph.D.Role on project: Core DirectorPercent effort: 10%Total costs for project period: $4,084,086Project period: 09/30/1991 – 08/31/1995Agency: American College of PathologyI.D.# Postdoctoral FellowshipTitle: “Gut pathology”P.I.: Jane Doe, M.D.Percent effort: 90%Total costs for project period: $37,000Project period: 07/01/1987 – 06/30/1989 |  |
|  |  |  |
| **Published Bibliography** |  |
|  | Peer-reviewed (list from earliest to most recent; letter to editor/replies)**Doe, J.**, and I.N. View, Title. *J. Clin. Invest.* 1980, 65:1372-1381.**Doe, J.**, I.N. View, L. Liu. Title. *Nature Med.* 2006, 74:2154-2160. | Earliest to most recent |
|  | Case Reports, Technical Notes, LettersDoe, J., L. Liu, and I.N. View. Letter (reply). Digestive Dis. 2003, 187:1676. |  |
|  | Books, Textbooks, Chapters (list from earliest to most recent)**Doe, J.** Inflammatory Bowel Disease: Ulcerative colitis. In GI Immunology, 10th edition, ed. T.G. Intestine, D.P. Stomach, and A.I. Esophagus, McGraw-Hill Co., New York, NY, 2001, pp. 688-697.**Doe, J.** Ulcerative colitis. In Current Diagnosis & Treatment in Gastroenterology, 2nd edition, eds. J. Intestine, D. Stomach, and J. Esophagus, McGraw-Hill Co., New York, NY, 2005, pp. 500-525. |  |
|  |  |  |
|  | Papers in Press (list from earliest to most recent)**Doe, J.,** and I.N. View. Title. *J. Clin. Invest.*  |  |
|  | Invited Publications |  |
|  |  |  |
| **Other Research and Creative Achievements** |  |
|  |  (If applicable) Only include patents that have received a number |  |
|  |  |  |
| **Service** university, hospital/profession, scientific meetings, community service, society memberships, professional or scientific, international, national, regional, local, editorial positions |
|  | (list including term of appointment, indicate if chair) | Dates |
|  |  |  |
|  | (list title, society, organizing role, location, date) | Dates |
|  |  | Dates |
|  | (include dates of membership and offices held) | Dates |
|  | (list position, organization, dates) | Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  | *(on separate paper – limit to 500 words)* |  |