Curriculum Vitae: You **MUST** use the [Temerty Faculty of Medicine CV (download template)](#).

Review your CV and make sure that **citations are complete** and that you are using Temerty Faculty of Medicine (TFoM) terminology. Below are some common CV errors that make reviewing /understanding your accomplishments more difficult for reviewers.

Common errors in GRANTS section:
- Not indicating your role
- Not including total amount of award
- Not indicating how much of the award is allocated to your lab

This is how you should cite your grants / awards:
2013 Oct - 2018 Sep **Principal Investigator**. Quisque auctor semper euismod. Aenean vel pulvinar nisi, consequat laoreet neque. Canadian Institutes of Health Research (CIHR). Open Operating Grant. PI: Smith, John. 749,900 CAD. 500,000 CAD to Smith Lab. [Grants / Renewal] ***Ranked 1st on CIHR Genetics panel.***

Common errors in PEER REVIEWED PUBLICATION section:
- Not numbering your publications.
- Incomplete publication citations. E.g. missing year, missing publication name, etc.
- Not underlining your trainees under publications section.
- **Common errors in the "Journal Articles" Section:**
  - Including manuscripts that have NOT been accepted for publication.
    - There is a separate section for these submitted manuscripts.
  - Including publications that are not based on original research or were not published in a peer-reviewed journal in the "Journal Articles" section.
    - E.g. **Do not include case reports, editorials, letters to the editor**, or clinical guidelines that were ONLY published on a society's website in the peer-reviewed publication section.
- Not writing your role for each paper: refer to CV template for accepted Temerty Faculty of Medicine terminology, e.g. **Co-/ Principal Author** or **Co-/ Senior Responsible Author**, etc.

Common errors in PRESENTATIONS and SPECIAL LECTURES section:
- Not indicating your presentation role. Refer to CV templated for accepted Temerty Faculty of Medicine terminology. E.g. Chair, Invited Speaker, Keynote Speaker, Lecturer, Presenter, etc.
- Not indicating if your presented abstracts were podium presentation or poster presentation.
- Not clearly indicating /separating if something was a podium (oral) presentation **OR** an invited speaker presentation.
- Not underlining your trainees under presentations section.

Other Tips for your CV:
- In "Professional Affiliations and Activities" section, organize this by geographical location
- In "Other Research and Professional Activities" section, list collaborators by geographical location
- The Research and CPA statements, and Teaching philosophy are brief summaries of your longer statements.