Curriculum Vitae

[Title] [Given Name] [Family Name]
[Professional Title]
Name and title are pulled automatically from HRIS

Note: Record level details are generally denoted only once for each section and sorted in reverse-chronological order by end-date, then by start-date. If there are multiple subsections, they will share the same format, unless noted otherwise.

Date Curriculum Vitae is Prepared: [Year Month Day]

Biographical Information → Edit My Profile → Addresses

Data in this section are all manually entered, except for Institutional email address, which pulls from HRIS. However, you can add email addresses if you would like to and select which address is visible publicly.

Primary Office	[Organisation]
	[Department]
	[Street],
	[City], [State or province], [County]
	[Postal Code]
Telephone	[Telephone Number *(Work)*], [Telephone Number *(Lab)*] → Phone numbers
Cellphone	[Cell Phone Number]
Fax	[Fax Number]
Email	[Email Address] → HRIS

1. EDUCATION Data in this section are all manually entered

Degrees → Edit My Profile → Education → **Degrees** *(where end-date = null = Present)*

[Start – End Dates]   [Qualification], [Department], [Institution name], [Street], [City], [Province/State], [Country], Supervisor(s): [Supervisors initials] [Supervisor last name]

Postgraduate, Research and Specialty Training → Edit My Profile → Education → **Postgraduate training** *(where end-date = null = Present)*

[Start – End Dates]   [Title], [Specialisation], [Institution name], [Country], Supervisor(s): [Supervisor(s)]

Qualifications, Certifications and Licenses → Edit My Profile → Education → **Certifications** *(where end-date = null = Present)*

[Start – End Dates]   [Title], [Specialty], [Institution name], [City], [Province/State], [Country], [Description (License / Membership #: License/ Membership Number)] → *Please leave License in the description.*

2. EMPLOYMENT Data in this section are all manually entered

[First Name LAST NAME]

Current Appointments → Professional Activities → **Office Held** *(where end-date >= current year)*

[Start – End Dates]   [Office held type], [Office name], [Division], [Department,] [Faculty], [Institution], [City], [Province], [Country], [Type].

Description.

Previous Appointments→ Professional Activities → **Office Held** *(where end-date is less than current year)*

[Presented in reverse chronological order]

[Start – End Dates]   [Office held type], [Office name], [Faculty], [Department,] [Division], [Institution], [City], [Province], [Country], [Type].

Description.

3. HONOURS AND CAREER AWARDS → Professional Activities→ **Honour/Award/Distinction**

Data in this section are all manually entered

Distinctions and Research Awards *(Please choose "Research or Innovation" for Recognition for)*

INTERNATIONAL *(Please choose "International" for geographic scope)*

Awarded *(Please choose "Awarded" for Nomination Status)*

[Start – End Dates]   **[Honour, Award or Distinction]**, [Role], [Division], [Department], [Faculty], [Organization (Name, City, Province/ State, Country)]. [Award Type], Specialty: [Specialty].

[*Description]. Total Amount: [Total Amount] [Currency]*

Nominated *(Please choose "Nominated" for Nomination Status)*

[Start – End Dates]   **[Honour, Award or Distinction]**, [Role], [Division], [Department], [Faculty], [Organization (Name, City, Province/ State, Country)]. [Award Type], Specialty: [Specialty].

[*Description]. Total Amount: [Total Amount] [Currency]*

NATIONAL *(Please choose "National" for geographic scope)*

Awarded *(Please choose "Awarded" for Nomination Status)*

Nominated *(Please choose "Nominated" for Nomination Status)*

PROVINCIAL/ REGIONAL *(Please choose "Provincial" for geographic scope)*

Awarded *(Please choose "Awarded" for Nomination Status)*

Nominated *(Please choose "Nominated" for Nomination Status)*

LOCAL *(Please choose "Local or Internal (U of T)" for geographic scope)*

Awarded *(Please choose "Awarded" for Nomination Status)*

Nominated *(Please choose "Nominated" for Nomination Status)*

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Teaching Awards *(Please choose "Teaching and Education" for Recognition for)*

INTERNATIONAL *(Please choose "International" for geographic scope)*

<u>Awarded</u> *(Please choose "Awarded" for Nomination Status)*

[Start – End Dates]   **[Title/Name of Award]**, [Role], [Division], [Department], [Faculty], [Institution/Organization (Name, City, Province/State, Country)]. [Award Type], Specialty: [Specialty]

[Description], Total Amount: [Total Amount] [Currency]

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

[Start – End Dates]   **[Title/Name of Award**], [Role], [Division], [Department], [Faculty], [Institution/Organization (Name, City, Province/State, Country. [Award Type], Specialty: [Specialty].

[Description], Total Amount: [Total Amount] [Currency]

NATIONAL *(Please choose "National" for geographic scope)*

<u>Awarded</u> *(Please choose "Awarded" for Nomination Status)*

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

PROVINCIAL/ REGIONAL *(Please choose "Provincial" for geographic scope)*

<u>Awarded</u> *(Please choose "Awarded" for Nomination Status)*

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

LOCAL *(Please choose "Local or Internal (U of T)" for geographic scope)*

<u>Awarded</u> *(Please choose "Awarded" for Nomination Status)*

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

Student/Trainee Awards *(Please choose "Student or Trainee" for Recognition for)*

INTERNATIONAL *(Please choose "International" for geographic scope)*

<u>Awarded</u> *(Please choose "Awarded" for Nomination Status)*

[Start – End Dates]   **[Name of Award]**, [Role], Awardee Name: [Student Name], [Division], [Department], [Faculty], [Institution/ Organization (Name, City, Province/State, Country)]. [Award Type], Specialty: [specialty].

[Description], Total Amount: [Total Amount] [Currency]

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

[Start – End Dates]   **[Name of Award]**, [**Role**], Awardee Name: [Student Name], [Division], [Department], [Faculty], [Institution/Organization (Name, City, Province/State, Country)], [Award Type],

[First Name LAST NAME]

Specialty: [Specialty].
[Description], Total Amount: [Total Amount] [Currency]

NATIONAL *(Please choose "National" for geographic scope)*
<u>Awaeded</u> *(Please choose "Awarded" for Nomination Status)*

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

PROVINCIAL/ REGIONAL *(Please choose "Provincial" for geographic scope)*
<u>Awarded</u> *(Please choose "Awarded" for Nomination Status)*

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

LOCAL *(Please choose "Local or Internal (U of T)" for geographic scope)*
<u>Awarded</u> *(Please choose "Awarded" for Nomination Status)*

<u>Nominated</u> *(Please choose "Nominated" for Nomination Status)*

4. PROFESSIONAL AFFILIATIONS AND ACTIVITIES Data in this section are all manually entered

Professional Associations → Professional Activity → **Membership**

[Start – End Dates]   [**Role**], [**Institution**], **[Membership Number]**

Administrative Activities→ Professional Activity → **Committee Membership**

INTERNATIONAL *(Please choose "International" for geographic scope under Additional Info)*
<u>[Institution/Organization name]</u> *(Records associated with the same institution will be listed beneath a single instance of that institution's name, unless the Geographical scope is different)*

[Start – End Dates]   **[Role]**, [Committee Name], [Faculty], [Department], [Division], [(*part of the institution's info:* Street address, City, State or province, Country, Zip code/postcode)], [Primary Audience], Educational Administration *(if box is ticked-off)*,

[Description].

NATIONAL *(Please choose "National" for geographic scope)*

PROVINCIAL / REGIONAL *(Please choose "Provincial/Regional" for geographic scope)*

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[First Name LAST NAME]

LOCAL *(Please choose "Local" for geographic scope)*

Peer Review Activities

ASSOCIATE OR SECTION EDITING/ EDITORIAL BOARDS⊕ Professional Activity ⊕ **Editorial**

[Start – End Dates]   **[Role],** [Title], Number of Reviews: [Number of Reviews]

JOURNAL REVIEWS → Professional Activity → **Journal Review / Referee**
[start-date – end-date]   **[Role],** [title], [Number of Reviews]

GRANT REVIEWS ⊕ Professional Activity ⊕ **Grant Application Assessment**

[start-date – end-date]   **[Role],** [institution (Name, Organisation, Department, City, State or province, Country)]. Funding Organisation: [organisation (Name, Organisation, Department, Country)], Number of Reviews: [amount]

PRESENTATION REVIEWS⊕ Professional Activity ⊕ **Conference Review / Referee**

[start-date – end-date]   **[Role]**, [title], [organization (Name, Organisation, Department, City, Country)], Number of Reviews: [amount]

Other Research and Professional Activities

RESEARCH PROJECT⊕ Scholarly & Creative Works ⊕ **Team Research Project**
[Start – End Dates]   **[Role],** [Title]. [Institution/ Organization], [City], [Province], [Country]. Supervisor(s): [Supervisor(s) Name]. Collaborators: [Collaborators Name]

[Notes].

THESIS PROJECT⊕ Scholarly & Creative Works ⊕ **Thesis / Dissertation**
[Start – End Dates]   **[Role]**, [Title]. [Institution/Organization], [City], [Province], [Country]. Supervisor(s): [Supervisor(s) Name]. Collaborators: [Collaborators Name]

[Notes].

C. Academic Profile Data in this section are all manually entered

1. RESEARCH STATEMENTS → Edit My Profile → **Research interests**

[Free text field].

2. TEACHING INTRODUCTION, PHILOSOPHY AND SUMMARY → Edit My Profile → **Teaching Summary**

[Free text field].

3. CREATIVE PROFESSIONAL ACTIVITIES STATEMENT→ Professional Activity → **Introduction to CPA (MED)**

[Introduction to CPA]

D. Research Funding

This section is populated through an automated upload from the VPRI Grant database. Please see slide 80 in the <u>CV Report- Data Entry Guide for Elements</u> for further details about why some grant data might not show up on your profile. For the grants to appear in the report, each record needs to be manually updated to show the funding status of the grant in Elements. See slides 86-91 for screen shot instructions on how to do this.

1. GRANTS, CONTRACTS AND CLINICAL TRIALS→ Grant & Contract → **Sponsored Research Agreement**

PEER-REVIEWED GRANTS *(Check-off "Peer Review Required by Sponsor")*

FUNDED *(Please choose "Funded" for grant status under Additional Info)*

[Start – End Dates]   **[Role],** [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account Number]. Principal Investigator: [Last Name, First Name(s)]. Collaborators: [Name(s)], Total Amount: [Amount] [Currency], [Funding Type].

[Description].

AWARDED BUT DECLINED *(Please choose "Awarded But Declined" for grant status under Additional Info)*

[Start – End Dates]   **[Role],** [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account Number]. Principal Investigator: [Last Name, First Name(s)]. Collaborators: [Name(s)]. Total Amount: [Amount] [Currency]. [Funding Type].

[Description].

NON-PEER-REVIEWED GRANTS *(See the check box for Peer Review or Non-refereed item)*

FUNDED *(Please choose "Funded" for grant status under Additional Info)*

AWARDED BUT DECLINED *(Please choose "Awarded But Declined" for grant status under Additional Info)*

2. SALARY SUPPORT AND OTHER FUNDING → Grant & Contract → **Salary Support and Other Funding (MED)**

Personal Salary Support *(Please Choose "Personal Salary Support" in Funding Type)*

[Start – End Dates]   [Funding Title]. [Funding Source (Name, Org, Dept, City, State/Province, Country)]. [Amount] [Currency]. Other Funding Source: [other-funding-source], Specialty: [Specialty].

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Trainee Salary Support *(Please Choose "Trainee Salary Support" in Funding Type)*

[Start – End Dates]	[Funding Title]. Trainee Name: [Trainee Name]. [Funding Source (Name, Org, Dept, City, State/Province, Country)]. [Amount] [Currency]. Other Funding Source: [other-funding-source], Specialty: [Specialty].

E. Publications

This section is populated by claiming records suggested by the algorithm, so once claimed the publication will appear in the CV report. Check back regularly to claim new publications. If certain records are missing, please add them manually.

1. MOST SIGNIFICANT PUBLICATIONS *(Please check "Most Significant Publication" under Additional Info)*

1. *If Journal article:* [authors - ***CV holder's name bolded***]. [title]. [journal]. [publication-date (Year Month Day)]; [volume] ([issue]):[pagination]. [medium]. Available from: [author-url]. Impact Factor: [Impact Factor]. *Print* Trainee publication *(if [c-med-sc-trainee-publication] is checked)*, Trainee Details: [c-med-sc-trainee-details]. [types], [publication-status], [c-med-sc-publication-role].

   [*c-med-sc-significant-details*].

   (If Book or Chapter or Report/Policy Document or Monograph or Other Publication, please follow the format below)

2. PEER-REVIEWED PUBLICATIONS *(Please uncheck "Non-refereed item")*

Journal Articles → Scholarly & Creative works → Journal Article → **Article**

[Presented in reverse chronological order]

1. [Author(s) - ***CV holder's name bolded***]. [Article Title]. [Journal Name]. [Year] [Month] [Day];[Volume]([Issue]):[Page Range]. Available from: [URL]. [Status - *only if "In Press"*]. Impact Factor [Impact Factor] (Additional info). (Trainee publication, [Trainee Details] *- only if it is a trainee publication*. [type], [publication-status], **[Role]**.

   Editorials & Commentaries → Scholarly & Creative works → Journal Article → **Editorial Comment**

   [Same citation format as "Journal Articles"]

   Letters to Editor → Scholarly & Creative works → Journal Article → **Letter**

   [Same citation format as "Journal Articles"]
   [Author(s) - ***CV holder's name bolded***]. [Title]. [Journal Name]. [Year] [Month] [Day]. [Rest of Citation]. (Trainee publication, [Trainee Details] *- only if it is a trainee publication*. **[Role]**.

   Review → Scholarly & Creative works → Journal Article → **Review**

   [Author(s) - ***CV holder's name bolded***]. [Issue Title]. [Journal Name]. [Year] [Month] [Day]; [Volume]([Issue]). [# of pages] p. [Rest of Citation]. Available from: [publisher-url]. Impact Factor, (Trainee publication, [Trainee Details] *- only if it is a trainee publication*. **[Role]**

   Corrigendum → Scholarly & Creative works → Journal Article → **Corrigendum**

   [authors] - ***CV holder's name bolded***. [Title], [Canonical Journal Title], [Reporting Date 1]; [volume]([issue]): [pagination Begin], [pagination End], Available from: [publisher-url]. [Status - *only if "In Press"*]. Impact Factor, (Trainee publication, [Trainee Details] *- only if it is a trainee publication*. **[Role]**

Addendum → Scholarly & Creative works → Journal Article → Addendum

[authors] - *CV holder's name bolded*. [Title], [Canonical Journal Title], [Reporting Date 1]; [volume]([issue]): [pagination Begin], [pagination End], Available from: [publisher-url]. [Status *- only if "In Press"*]. Impact Factor, (Trainee publication, [Trainee Details] *- only if it is a trainee publication.* **[Role]**

Rapid Communication → Scholarly & Creative works → Journal Article → Rapid Communication

[authors] - *CV holder's name bolded*. [Title], [Canonical Journal Title], [Reporting Date 1]; [volume]([issue]): [pagination Begin], [pagination End], Available from: [publisher-url]. [Status *- only if "In Press"*]. Impact Factor, (Trainee publication, [Trainee Details] *- only if it is a trainee publication*. **[Role]**

Books & Books Edited → Scholarly & Creative works → Book

1. [Author(s) - *CV holder's name bolded*]. [Book Title]. [Edition]. [Editors], editor(s). [Volume]. [City] ([Country]): [Publisher]; [Year]. [# of pages] p. [Rest of Citation]. Available from: [URL]. [Status *- only if "In Press* (Trainee publication, [Trainee Details] *- only if it is a trainee publication*. **[Role].**

Book Chapters→ Scholarly & Creative works → Chapter

1. [Author(s) - *CV holder's name bolded*]. [Chapter Title]. In: [Editors], editor(s). [Book Title]. [Edition]. [Volume]. [City] [(Country)]: [Publisher]; [Year]. p. [Page Range]. [Rest of Citation]. Available from: [URL]. [Status *- only if "In Press"*]. (Trainee publication, [Trainee Details] *- only if it is a trainee publication*. **[Role**.

Monographs → Scholarly & Creative works → Monograph

1. [Author(s) - *CV holder's name bolded*]. [Title]. [Series]. [Place of publication]: [Publisher]; [Publication date]. Available from: [author url]. (*Print* Trainee Publication, Trainee Details: [c-med-sc-trainee-details] *if [c-med-sc-trainee-publication] is checked).* [publication-status], **[c-med-sc-publication-role]**.

Other Publications → Scholarly & Creative works → Other Publication *(Enter here Multimedia, Magazine Entries, Newspaper Articles, Online Resources, Journal Issues)*

1. [Author(s) - *CV holder's name bolded*]. [Title]. [Series]. [Place of publication]: [Publisher]; [Publication date]. Available from: [author url]. (*Print* Trainee Publication, Trainee Details: [c-med-sc-trainee-details] *if [c-med-sc-trainee-publication] is checked).* [publication-status], **[c-med-sc-publication-role]**.

3. NON-PEER-REVIEWED PUBLICATIONS *(Please check "Non-refereed item" in Additional Info)*

[Same citation format as Peer-Reviewed Publications]

Journal Articles

Books and Books Edited

Book Chapters

Monographs

Reports/Policy Documents

Other Publications

4. SUBMITTED PUBLICATIONS *(Please choose status to "Submitted')*

[Same citation format as Peer-Reviewed Publications]

Journal Articles

Books and Books Edited

Book Chapters

Monographs

Reports/Policy Documents

Other Publications

5. IN PREPARATION *(Please choose status to "In Preparation")*

[Same citation format as Peer-Reviewed Publications]

Journal Articles

Books and Books Edited

Book Chapters

Monographs

Reports/Policy Documents

Other Publications

F. Intellectual Property

Data in this section are all manually entered.

1. PATENTS → Scholarly & Creative works → **Commercialization** *(Please choose Type "Patents")*

[Presented in reverse chronological order]

[Date of Issue] **[Title]**. Filing Date: [Year] [Month]. Patent #: [Patent #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names].
[Notes].

2. COPYRIGHTS → Scholarly & Creative works → **Commercialization** *(Please choose Type "Copyrights")*

[Date of Issue] **[Title]**. Filing Date: [Year] [Month]. Copyright #: [Patent #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names].
[Notes].

3. LICENSES → Scholarly & Creative works → **Commercialization** *(Please choose Type "Licenses")*

[Date of Issue] **[Title]**. Filing Date: [Year] [Month]. License #: [Patent #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names].
[Notes].

4. DISCLOSURES → Scholarly & Creative works → Commercialization *(Please choose Type "Disclosures")*

[Date of Issue] **[Title]**. Filing Date: [Year] [Month]. Disclosure #: [Patent #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names].
[Notes].

5. TRADEMARKS → Scholarly & Creative works → Commercialization *(Please choose Type "Trademarks")*

[Date of Issue] **[Title]**. Filing Date: [Year] [Month]. Trademark #: [Patent #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names].
[Notes].

G. Presentations and Special Lectures Data in this section is a mix of manual entry and records that can be claimed, just like publications. Conferences can be claimed, but records need to be manually updated in order to print in the correct section of the CV report. See slides 166-172 for additional information and screen shot instructions.

1. INTERNATIONAL *(Please choose "International" for geographic scope)*

Invited Lectures and Presentations → Scholarly & Creative works → **Presentation / Lecture** *(Please choose "Invited Lecture/Presentation" as presentation type. If presentation type = "Grand Rounds", "Continuing Education" must*

be chosen as Primary Audience)

[Date]   **[Presentation Role]**. [Title]. [Organizer]. [City], [State/Province], [Country]. Presenter(s): [Presenter(s)]. [Description/Contribution Value]. Available from: [URL]. (Trainee Presentation *- only if it is a trainee presentation is checked*.

Presented Abstracts → Scholarly & Creative works → Conference and/**or Poster**.

[start-date]   **[Presentation Role]** or **[Presentation Role Other]** or **Relationship with** *- if [Presentation Role] and [Presentation Role Other] are both null*. [Title], [Name of conference], [Addresses] or [Conference place] *if [addresses] is null*. Presenter(s): [Presenters], [Abstract], Available from: [Author URL]. Trainee Presentation *- only if trainee presentation is checked*

Presented and Published Abstracts → Scholarly & Creative works → **Conference** and/or **Poster** *(Please provide the publication information in Additional Info)*

[start-date]   **[c-med-sc-presentation-role]** or **[c-med-sc-presentation-role-other]** or **relationship with** *- if [Presentation Role] and [Presentation Role Other] are both null*. [Title], [Name of conference], [Addresses] or [Conference place] *if [addresses] is null*. Presenter(s): [Presentations], [Abstract], Available from: [Author URL]. Trainee Presentation *- only if trainee presentation is checked*.

Publication Details:
[authors]. [title]. [journal]. [publication-date] or *(if Poster, print* [online-publication-date], [volume], [Issue]): [pagination], [notes], **[c-med-sc-publication-role]**

Media Appearances → Professional Activity → **Media Relation**

[Date]   **[Presentation Role]**. [Topic]. Interviewer: [Interviewer]. [Program], [Network]. [City], [State/Province], [Country]. Presenter(s): [Presenter(s)]. [Description/Contribution Value]. End date: [Year] [Month] [Day]. Available from: [URL]. Trainee Presentation *- only if it is a trainee presentation*.

2. NATIONAL *(Please choose "National" for geographic scope)*

Invited Lectures and Presentations → Scholarly & Creative works → **Presentation / Lecture** *(Please choose "Invited Lecture/Presentation" as presentation type. If presentation type = "Grand Rounds", "Continuing Education" must be chosen as Primary Audience)*

Presented Abstracts → Scholarly & Creative works → **Conference** and/or **Poster**.

Presented and Published Abstracts → Scholarly & Creative works → **Conference** and/or **Poster** *(Please provide the publication information in Additional Information)*

Media Appearances → Professional Activity → **Media Relation**

3. PROVINCIAL/ REGIONAL *(Please choose "Provincial" for geographic scope)*

Invited Lectures and Presentations → Scholarly & Creative works → **Presentation / Lecture** *(Please choose "Invited Lecture/Presentation" as presentation type. If presentation type = "Grand Rounds", "Continuing Education" must be chosen as Primary Audience)*

Presented Abstracts → Scholarly & Creative works → **Conference** and/or **Poster**.

Presented and Published Abstracts → Scholarly & Creative works → **Conference** and/or **Poster** *(Please provide the publication information in Additional Information)*

Media Appearances → Professional Activity → **Media Relation**

4. LOCAL *(Please choose "Local" for geographic scope)*

Invited Lectures and Presentations → Scholarly & Creative works → **Presentation / Lecture** *(Please choose "Invited Lecture/Presentation" as presentation type. If presentation type = "Grand Rounds", "Continuing Education" must be chosen as Primary Audience)*

Presented Abstracts → Scholarly & Creative works → **Conference** and/or **Poster**.

Presented and Published Abstracts → Scholarly & Creative works → **Conference** and/or **Poster** *(Please provide the publication information in Additional Information)*

Media Appearances → Professional Activity → **Media Relation**

H. Teaching and Design

Please see the Teaching and Educational Report for full details.

1. INNOVATIONS AND DEVELOPMENT IN TEACHING AND EDUCATION → Teaching & Supervision → **Course Developed**

[Start – End Dates] [Title], [Primary Audience], [Faculty], [University Department], [Division], [Institution/ Organization]
[Description].
[Impact].

I. Research Supervision → Teaching & Supervision → **Research-based Degree**

Data in this section are all manually entered

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Supervision

1. PRIMARY OR CO-SUPERVISION *(UofT Supervisory Role = Supervisor or Co-Supervisor)*

Multilevel Education *(Primary Audience = Multilevel Education)*

[Start – End Dates]   **[Role.** [Supervisee Name], [Graduate Unit], [Collaborative Program]. Supervisee Position: [Supervisee Position], Supervisee Institution: [Supervisee Institution]. *[Research Project Title]*. *[Group Supervision – if applicable]*, *[Non-thesis Project – if applicable]*. Supervisor(s): [Supervisor(s)]. Collaborator(s): [Collaborators]. Completed: [year student completed degree *- if applicable]*.

Undergraduate Education *(Primary Audience = Undergraduate Education)*

Graduate Education *(Primary Audience = Graduate Education)*

Undergraduate MD *(Primary Audience = Undergraduate MD)*

Postgraduate MD *(Primary Audience = Postgraduate MD)*

Continuing Education *(Primary Audience = Continuing Education)*

Faculty Development *(Primary Audience = Faculty Development)*

Patient and Public Education *(Primary Audience = Patient and Public Education)*

Postdoctoral Research Fellow (PhD) *(Primary Audience = Postdoctoral Research Fellow (PhD))*

Research Associate *(Primary Audience = Research Associate)*

Clinical Research Fellow (MD) *(Primary Audience = Clinical Research Fellow (MD))*

Other *(Primary Audience = Null)*

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2. OTHER SUPERVISION *(UofT Supervisory Role = Committee Member or null)*

Multilevel Education *(Primary Audience = Multilevel Education)*

[Start – End Dates]	**[Research supervisory role other]** or **[UofT Supervisory Role]**. [Year/Stage], [Student Name], [Graduate Unit], [Collaborative Program]. Supervisee Position: [Supervisee Position], Supervisee Institution: [Supervisee Institution]. *[Thesis Title]. [Group Supervision – if applicable], [Non-thesis Project – if applicable]*. Supervisor(s): [Supervisor(s)]. Collaborator(s): [Collaborators]. Completed [year completed *- if applicable*].

Undergraduate Education *(Primary Audience = Undergraduate Education)*

Graduate Education *(Primary Audience = Graduate Education)*

Undergraduate MD *(Primary Audience = Undergraduate MD)*

Postgraduate MD *(Primary Audience = Postgraduate MD)*

Continuing Education *(Primary Audience = Continuing Education)*

Faculty Development *(Primary Audience = Faculty Development)*

Patient and Public Education *(Primary Audience = Patient and Public Education)*

Postdoctoral Research Fellow (PhD) *(Primary Audience = Postdoctoral Research Fellow (PhD))*

Research Associate *(Primary Audience = Research Associate)*

Clinical Research Fellow (MD) *(Primary Audience = Clinical Research Fellow (MD))*

Other *(Primary Audience = Null)*

J. Creative Professional Activities CPA Activity (MED) → Professional Activity → CPA Activity (MED) Data in this section are all manually entered

1. PROFESSIONAL INNOVATION AND CREATIVE EXCELLENCE *(CPA Category = Professional*

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[First Name LAST NAME]

Innovation and Creative Excellence)

[Start – End Dates]   [Title].
                         [Description].
                         [Impact].

2. CONTRIBUTIONS TO THE DEVELOPMENT OF PROFESSIONAL PRACTICES *(CPA Category = Contributions to the Development of Professional Practices)*

[Start – End Dates]   [Title].
                         [Description].
                         [Impact].

3. EXEMPLARY PROFESSIONAL PRACTICE *(CPA Category = Exemplary Professional Practice)*

[Start – End Dates]   [Title].
                         [Description].
                         [Impact].

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