**SUBMISSION OF CURRICULUM VITAE (CV)/ RESUME**

**TO INSTUTIONAL REVIEW BOARD**

Guidance for Research Personnel

Your CV needs to demonstrate that you are qualified by education, training, and experience to conduct the research.

A standard template for a CV is set below. This template would be suitable for principal investigators, study coordinators, nurse researchers, student researchers, and study staff.

It is important that experience relevant to the specific research project is fully summarized, but the overall document should be kept concise. CVs should be a maximum of five pages. In particular, CVs should not include lengthy lists of publications. Only relevant listings are needed.

This template is recommended, but its use is not required by the Texas Health Institutional Review Board. The board, however, has the right to ask for more information if information provided relating to research experience or training is lacking.

For questions, contact the IRB office at 682-236-6746 or [irb@texashealth.org](mailto:irb@texashealth.org)

Joe Research BS, RN

123 Main Street

Dallas, TX 75200

Phone (123) 456-7890

[Professional@email.com](mailto:Professional@email.com)

**Education** *(Include highest level of education.)*

University of Texas Doctorate in Medicine 2006-2010

University of Texas Bachelor of Science in Nursing 2004-2008

University of Texas Bachelor of Science in Biology 2002-2006

Edison High School High School Diploma 2000-2004

**Certifications and Licenses**

* List clinical licenses and the dates for which they are current
* List certifications that relate to research and the dates for which they are current

**Professional Experience** *(Include experience in the last 5 years including your current position.)*

Texas Health Resources Clinical Research Coordinator 2010- Present

* List duties and responsibilities you carry out with this position.

Medical Center Student Researcher 2008-2010

* List duties and responsibilities you carry out with this position.

**Research Experience** *(Summary of research experience, including the extent of your involvement. Refer to any specific clinical or research experience relevant to the current submission.)*

**Research Training** *(Details of any relevant training in the design or conduct of research, for example in the Clinical Trials Regulations, Good Clinical Practice, consent or other training appropriate to clinical research. Give the date of the training.)*

* Date Completed, Title of Training

**Relevant Publications** *(Give references to all publications in the last two years plus other publications relevant to the current submission.)*