

## CV FORMAT and GUIDANCE

The following provides ideas and guidance for each section of the curriculum vitae (CV) template. It may be helpful to remember that “curriculum vitae” in Latin literally translates to “the course of [one’s] life.” While other nations typically think of a CV as a short résumé, in American academia, it is intended to capture everything you have done in your academic/professional career.

Please note the CV template is not an exhaustive list of all potential items that can be detailed with respect to a specific criterion. The template has been prepared as an attempt to align items that may demonstrate a particular promotion criterion. Guidance suggests removing a section if the individual does not have information; similarly, adding a section may be done if a faculty member has information that demonstrates the criteria.

Georgia Tech’s promotion review committees need to know which items on your CV were completed since your last promotion (or since your hire date, if this is your first time pursuing promotion).

**Please clearly delineate items you list below that were completed prior to your last promotion (or hire date).**

Please use a 10-point or larger font only.

<b><u>CURRENT FIELDS OF INTEREST</u></b>	Provide list of technical fields of interest
<b>I. <u>MASTERY OF A COMPLEX FIELD</u></b>	In each of the following subsections, list most recent first.
<b>A. <u>Thesis/Dissertation</u></b>	<b>Last Name, First Name MI.</b> "Thesis/Dissertation Title." PhD Dissertation, [OR] Master's Thesis, Academic Institution, Year. <a href="http://www.url.com">http://www.url.com</a> . Do not list a master’s or doctoral thesis unless it has been officially approved.
<b>B. <u>Publications, Presentations, Posters</u></b>	List papers, presentations, etc. in the categories (1 - 9) below, with most recent first. <b>Use the numbering provided in the template (1.1, 1.2, 2.1, 2.2, etc.).</b>  <b>Adhere to the style guide (APA, IEEE, etc.) that is most commonly used in your discipline. Refer to Appendix A for examples.</b>  When there are multiple authors of a publication, all authors are to be listed (bold and/or underline your name). Include a one-sentence description of your specific contribution.  If the publication is available online, provide the URL.
<b>1. <u>Published Journal Papers</u></b>	
<b>2. <u>Published Papers/Articles</u></b>	

<b><u>(non-refereed)</u></b>	
3. <b><u>Invited Conference Presentations</u></b>	This refers to external GT presentations you were explicitly invited to give because of your recognized expertise in the area. This does not refer to presentations you submitted to give and were subsequently accepted by conference organizers.
4. <b><u>Conference Presentations with Proceedings (refereed)</u></b>	This refers to conferences that, in addition to the presentations, also published a book/compendium of papers where each paper was a detailed scientific paper supporting a given presentation. “Refereed” means that your submission was sent through expert peer review prior to acceptance. (Rule of thumb – if you do not know if it was “peer reviewed” or “refereed,” then your presentation was likely not in this category).
5. <b><u>Conference Presentations with Proceedings (non-refereed)</u></b>	Same considerations as 4 (above) except that there was no referee process.
6. <b><u>Conference Presentations without Proceedings</u></b>	This refers to conferences where a presentation was given or a poster was presented, but no formal proceedings were produced. Examples may include: <ul style="list-style-type: none"> <li>• Industry or sponsor group/community presentations</li> <li>• International Economic Development Council (IEDC)</li> <li>• National Science Foundation (NSF) workshops</li> <li>• Technology Association of Georgia</li> <li>• Navy Day presentations</li> </ul>
7. <b><u>Editorial Work for Technical Journals</u></b>	Including Special Issues, if applicable.  Reviewer work for journals can be included in section V, Outreach and Service.
8. <b><u>Published Books and Parts of Books</u></b>	List all authors in the same sequence as it appears in the publication.
9. <b><u>Submitted Journal Papers In Review</u></b>	Include in this section papers submitted for publications, but not yet accepted. Do not list papers that are “in preparation.” Include the date submitted.
C. <b><u>Key Delivered Products</u></b>	Products are tangible things delivered to the sponsor community which then provide utility to the external community for an extended period. Identify the key products or systems delivered to which the candidate made substantial contributions, including hardware, software code, contributions to public works, etc. This should not simply be a repeat of the projects performed by the candidate. Attach copies of sponsor testimonials where possible to document the impacts achieved.  NOTE: IRAD or Seed Grants do not go here unless they are a special case with significant external dissemination and received some type of recognition/award for the effort from an organization external to Georgia Tech.  Each listing should follow the following format with associated content.  1. Name/title for key delivered product: Sponsor/to whom delivered:

	<p>Date range for work performed by the candidate: (<i>Ex: Jan. 2015- Mar. 2017</i>)</p> <p>Product description: (<i>Ex: What is it for the educated person not in your field? Why was this important? What is it used for, how does it fit into a larger effort, how widely is it used, is it well vetted/well distributed, etc.?</i>)</p> <p>Candidate's specific technical contributions: (<i>Ex: Smith developed the XYZ algorithm that...; What did you do? Why was it hard/unique? </i>):</p>
<b>D. <u>Professional Research Recognition Awards</u></b>	
<b>E. <u>Knowledge Sharing</u></b>	<p>See <b>Appendix B</b> for example table for listing courses taught. The table should include any/all of academic courses taught, continuing education courses taught, short courses, trainings/workshops/tutorials taught, and any curriculum developed whether taught by you or not.</p> <p>List the most recent course taught first. Indicate whether: (1) more than one section of a course was taught in the same semester, and (2) in the column titled "Role in Curriculum Development," indicate if it was a course you developed, if it was updated, etc. This may include academic or continuing education courses, laboratory experiments, instructional materials, etc., developed.</p> <p>If you taught a course but were not the professor of record (i.e., because you are not adjunct faculty), you must list the professor officially on record for the course.</p> <p><b>Note/Suggestion:</b> Not part of the CV, but <b>required for a promotion dossier</b> is systematic evaluation of teaching effectiveness (for example, GT CIOS or GTPE feedback). The evaluation of teaching effectiveness may include student perceptions as determined using the Institute instrument, a school instrument, school interviews of graduating seniors, letters from faculty associates, etc. <b>Recommendation:</b> Keep an updated file (Word, Excel, etc.) with teaching effectiveness/evaluation data that can be uploaded as supplementary documentation when preparing the promotion dossier.</p>
<b>F. <u>Professional Registration/Certifications Attained</u></b>	<p>Only true professional certifications awarded by a nationally or internationally authorized certification organization should be listed here; i.e., Project Management Professional (PMP) granted by Project Management International, Certified Information Systems Security Professional (CISSP), a Certified Professional Engineer (PE), etc. If a registration number is given, include it here.</p> <p>Do not include training courses attended at GT, GTRI, GTPE, or any external organization issuing certificates of <b>course</b> completion.</p>
<b>G. <u>Testimony before Legislative</u></b>	

<b><u>Committees</u></b>	
<b><u>H. Expert Witness</u></b>	
<b><u>II. TECHNICAL CONTRIBUTIONS AND INNOVATION</u></b>	
<b><u>A. Research/ Technical Reports</u></b>	<p>Greatest weight given to final reports, design documents, research results, data analysis, or other reports that emphasize technical content. If there are multiple reports in a series, document the series with one entry and indicate the dates or nature of the recurrence of these reports. Try to avoid long lists of entries that are the same type of report. List all the reports for a ‘project/product’ and if a report is updated/ revised, list the report only once, and indicate the dates. It is permitted to add a few words about the significance of noteworthy reports. List most recent reports first.</p> <p>Group reports of the same type together.</p> <p>Document multiple similar reports as a series with one top-level entry with individual documents listed underneath if desired; for example, list a top-level entry for “Software Test Reports” and then list the individual software test reports underneath with appropriate information.</p> <p>Note that the number of pages and percentage of authorship must be listed for each report.</p> <p>Sponsor presentations are not typically included, but if there is a significant presentation prepared that replaces a technical report, it may be included.</p> <p>Use the style guide used in your discipline (see <b>Appendix A</b>). Include Type of Report (e.g. Final), Sponsor Name, Project Number, Contract No., Date, Total number of pages (required for all final reports; should be included for all reports to show significance of the report). Describe your contribution to the report contents.</p> <p>Examples (not an exhaustive list):</p> <ul style="list-style-type: none"> <li>• Contract report deliverables</li> <li>• IPT (Integrated Product Team) meetings with sponsors and partners</li> <li>• Sponsor tutorials</li> <li>• Large presentations to a group of stakeholders including current and prospective sponsors</li> </ul>
<b><u>B. Independent Research and Development Efforts, Seed Grants, Other Significant Technical Innovation</u></b>	<p>Highlight only significant IRAD or Seed Grants you have supported over the years. Use same format as for Key Delivered Products (Section I.C).</p> <p>Other efforts such as significant contribution to technical standards or technical working groups may also be listed here. Also include documents/working guidelines, etc., with significant contribution by the candidate that were products of committee and/or working groups and disseminated to at least members of that broader community.</p>

<p><b>C. <u>Significant Technical Innovation and/or Contributions on Sponsored Programs</u></b></p>	<p>This section is to detail unique contributions to <b>technical innovation</b>. Highlight only significant sponsored efforts you have supported over the years. Do not repeat information that has already been shared in section I.C, Key Delivered Products.</p> <p>Examples might be analysis/trade studies, mathematical derivations, internal model developments, etc. in support of sponsored research but did not produce a hardware or software prototype. Use same format as for Key Delivered Products (Section I.C).</p>
<p><b>D. <u>Patents</u></b></p>	<ol style="list-style-type: none"> <li>1. Patents Issued (include dates)</li> <li>2. Full Patent Applications (officially applied for to U.S. Patent and Trademark Office or other patent issuing bodies)</li> <li>3. Provisional Patents</li> <li>4. Invention Disclosures</li> </ol>
<p><b>III. <u>PROJECT LEADERSHIP AND SUPERVISION</u></b></p>	<p>In each of the following subsections, list most recent first.</p>
<p><b>A. <u>Leadership in Funded Research</u></b></p>	<p><b>Externally sponsored programs for which the candidate served in a leadership role (NOTE: only list information if you served as a PD/PI, co-PD/PI, Task Leader, System Engineer, Lead HW Engineer, or Lead SW Engineer).</b></p> <p>Avoid confusing terms such as “Project Director of a Subtask,” “Program Director,” or other titles to indicate project leadership not recognized by GT.</p> <p><b>See Appendix C</b> for example tables that best represent how to organize the information for the types of projects in your unit. Be clear to detail your leadership and supervision on funded research.</p>
<p><b>1. <u>Externally Sponsored Programs for which the Candidate Served in a Leadership Role</u></b></p>	<p><b>Use the numbering provided in the template (1.1, 1.2, etc.).</b></p>
<p><b>2. <u>Internally Funded Programs for which the Candidate Served in a Leadership Role</u></b></p>	<p><b>Use the numbering provided in the template (2.1, 2.2, etc.).</b></p>
<p><b>B. <u>Additional Supervisory Responsibilities</u></b></p>	<p>In this section, describe supervisory duties with organizational units. Describe the candidate’s title and responsibilities. (For example, Branch Head, Director, Manager, etc.) Describe the number of persons supervised and their levels. Provide dates for which these responsibilities were carried out. If this is the candidate’s primary role, provide date this role began.</p>

<p><b>C. <u>Individual Student Guidance/Development</u></b></p>	<p>Include in this section only information on students for whom you were a principal advisor. Any students supervised in the course of sponsored, IRAD, or seed grant efforts should be listed under III A. This section refers to supervision in the course of furthering academic or targeted research development outside of a given sponsored program. If you were not the official professor on record (e.g., because you are not adjunct faculty), you must list the professor officially on record for the supervisory role, course credit received, etc.</p> <p>Advisory committees on which you served should be listed under Outreach and Service (section V).</p> <p>For each student advised, list the publications that resulted from the research. This can be done by referencing the number of the publication in another section of the CV. If you supervised more than one of the same type of student, use the numbering provided in the template (1.1, 1.2, etc.).</p> <ol style="list-style-type: none"> <li><b>1. Postdoctoral Fellows Supervised</b> Fellow's name, period of residence, research area.</li> <li><b>2. Ph.D. Students Supervised (in process as well as graduated)</b> Student's name, semester graduated, thesis title.</li> <li><b>3. Ph.D. Special Problems Students</b> Individual research efforts for which students register and receive course credit. List: Student name, year, project title, course number (e.g., ME67xx), Instructor of Record (if not the candidate).</li> <li><b>4. Master's Students Supervised</b> Same format as 2.</li> <li><b>5. Master's Special Problems Students</b> Same format as 3.</li> <li><b>6. Undergraduate Special Problems Students</b> Same format as 3.</li> <li><b>7. Graduate Research Assistants, Student Assistants, and/or Co-op Students Trained/Supervised</b> Relationship of GRA research to their advanced degree program/thesis.</li> </ol>
<p><b>IV. <u>SPONSORED PROGRAM DEVELOPMENT</u></b></p>	<p>In each of the following subsections, list most recent first.</p>
<p><b>A. <u>Research Program Development</u></b></p>	<p>List major program(s) of research, the development of which you had principal responsibility. Examples might include the broad area of phosphor technology applications to flat panel displays and near-field measurements. This section essentially tells the story of how your role in</p>

	<p>program development grew (increasing responsibility) and focused on certain areas of research (exemplified below). Explain your role in developing research programs that may include activities and efforts not explicitly captured by proposal listing below. Clearly state concrete activities/efforts.</p> <p>Statements like “instrumental in the development of the &lt;X&gt; program” should be supported by details of project leadership and contributions, technical reports, and proposals listed elsewhere in the CV.</p>
<b>B. <u>Research Proposals</u></b>	<p>When listing proposals as “Pending,” include only those that are still waiting award; do not list any proposals from years past still marked as “pending.”</p> <p><b>See Appendix D</b> for example tables detailing how to organize information for external proposals and internal proposals.</p>
<b>1. <u>External Proposals to Sponsors</u></b>	Prepare a table that details external funding written and indicate which ones were funded. Give the title, organization to which it was submitted, funding level requested and date submitted. List most recent proposals first.
<b>2. <u>Internal Proposals</u></b>	Prepare a table that details proposals for internally-funded projects. IRADs, strategic initiatives, seed grants, etc. For sponsor, list as appropriate: GT group or college, GTRI, GTRI/lab, etc.
<b>C. <u>Other Business Development Activities</u></b>	Demonstrations to would-be sponsors where previous work done for paying sponsors is presented.
<b>V. <u>OUTREACH AND SERVICE</u></b>	In each of the following subsections, list most recent first.
<b>A. <u>Professional Activities</u></b>	<p>Memberships on Boards, National Committees, Professional Societies, etc. Note if the position was obtained by election. List activities such as:</p> <ol style="list-style-type: none"> <li>1. Member, American Association for the Advancement of Science, 1990-present.</li> <li>2. Senior Member, IEEE, 2012-present (member since 2001)</li> <li>3. Treasurer (elected), Atlanta Section of IEEE, 2015-2016.</li> <li>3. Program Chairman, Atlanta Section of IEEE, 2013-2014.</li> <li>4. Chairman of Houston IEEE, Joint Group Chapter, 2022.</li> </ol>
<b>B. <u>On-campus Committees</u></b>	<p>List activities such as:</p> <ol style="list-style-type: none"> <li>1. Chair, Task Force on Agile Manufacturing, 1992-1994.</li> <li>2. Member, Research Advisory Council, 1991-1994.</li> <li>3. Member (elected), Statutes Committee, Faculty Standing Committee, 2019-2022.</li> <li>4. Member, Research Faculty Peer Promotion Committee (GTRI/SEAL), FY19-FY21</li> <li>5. Chair, Research Faculty Peer Promotion Committee (GTRI/SEAL), FY-22-present</li> </ol> <p>A statement should be provided giving the type and extent of your participation on each committee to which you believe you made a significant contribution</p>

<b>C. <u>Reviewer Work for Technical Journals</u></b>	
<b>D. <u>Reviewer Work for Conferences</u></b>	
<b>E. <u>Conference Session Chairs</u></b>	
<b>F. <u>Special Activities</u></b>	<p>List special activities such as special school/laboratory tours, presentations to visitors, judging science fairs or GT activities (like InVenture Prize), interactions with local high schools, etc.</p> <p>Internal presentations or short tutorials i.e., Six Sigma tutorials to a group of teams within a lab, lab or divisional Academic presentations, lab or divisional DevOps and other best practices for lunch and learns, etc.</p>
<b>G. <u>Outside Professional Activities/ Consulting</u></b>	List company name, area of consultation, and date.
<b>H. <u>Civic Activities</u></b>	
<b>VI. <u>OTHER</u></b>	<b>NOT REQUIRED</b>
	<p>Promotion candidates may have additional information to include. A candidate should not solicit letters of support, but may have letters of praise that have been received since the last promotion or since being hired.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>• Copies of professional certifications</li> <li>• Letters of appreciation for a contract completed and deliverables provided</li> <li>• Letters from colleagues (supervisors, PDs, PIs)</li> </ul>



## **APPENDIX A: Style guide examples for citing published works or presentations.**

**Use the style that is most commonly used in your discipline.**

### **JOURNAL:**

#### **IEEE**

G.P. Burdell, "Infrared navigation—Part I: Theory," *IEEE Trans. Aerosp. Electron. Syst.*, vol. AES-4, pp.588-613, Nov. 1944.

#### **MLA**

Burdell, George P., Jane S. Doe, and John L. Smith. "What do we gain by a blended classroom?." *International Journal of Engineering Education* 36.1A (2020): 2-17.

#### **APA**

Burdell, G. P., Doe, J. S., & Smith, J. L. (2020). What do we gain by a blended classroom? *International Journal of Engineering Education*, 36(1A), 2-17.

#### **AMA**

Burdell GP, Smith JL. Cardiac denervation in diabetes. *BMJ*. 1973;4:584-586.

#### **Chicago**

Burdell, George P., Jane S. Doe, and John L. Smith. "What do we gain by a blended classroom?." *International Journal of Engineering Education* 36, no. 1A (2020): 2-17.

#### **Harvard**

Burdell, G.P., Doe, J.S. and Smith, J.L. 2020. What do we gain by a blended classroom? *International Journal of Engineering Education* 36(1A), pp.2-17.

#### **Vancouver**

Burdell GP, Doe JS, Smith JL. What do we gain by a blended classroom? A comparative study of student performance and perceptions in a fluid mechanics course. *International Journal of Engineering Education*. 2020 Jan 1; 36(1A):2-17.

### **CONFERENCE PRESENTATIONS WITH PROCEEDINGS:**

#### **IEEE**

G.P. Burdell, "Magnetization reversal in films with biaxial anisotropy," in *1987 Proc. INTERMAG Conf.*, pp.2.2.1-2.2.6.

#### **MLA**

Burdell, George P., Jane S. Doe, and John L. Smith. "Utilizing a MOOC to Assess Student Understanding of Fundamental Principles in Combined Static Loading." *2017 ASEE Annual Conference & Exposition*. 2017.

#### **APA**

Burdell, G. P., Doe, J. S., & Smith, J. L. (2017, June). Utilizing a MOOC to Assess Student Understanding of Fundamental Principles in Combined Static Loading. In *2017 ASEE Annual Conference & Exposition*.

#### **AMA**

Burdell GP, Doe JS. Characterization of upper limb muscle volume in female older adult subjects following resistance exercise training. *Conference Proceedings of the Annual Meeting of the American Society of Biomechanics*. January 2010;11-12. Ipswich, MA. [URL] April 10, 2012.

#### **Chicago**

Burdell, George P., Jane S. Doe, and John L. Smith. "Utilizing a MOOC to Assess Student Understanding of Fundamental Principles in Combined Static Loading." In *2017 ASEE Annual Conference & Exposition*. 2017.

#### **Harvard**

Burdell, G. P., Doe, J. S., & Smith, J. L., 2017, June. Utilizing a MOOC to Assess Student Understanding of Fundamental Principles in Combined Static Loading. In *2017 ASEE Annual Conference & Exposition*.

#### **Vancouver**

Burdell GP, Doe JS, Smith JL. Utilizing a MOOC to Assess Student Understanding of Fundamental Principles in Combined Static Loading. In *2017 ASEE Annual Conference & Exposition* 2017 Jun 24.

### **CONFERENCE PRESENTATIONS WITHOUT PROCEEDINGS:**

#### **IEEE**

G. Burdell, "An analysis of surface-detected EMG as an amplitude-modulated noise," presented at the 1989 Int. Conf. Medicine and Biological Engineering, Chicago, IL.

#### **MLA**

Burdell, George P., Doe, Jane S. "Engineering MOOCs: Communities of Inquiry?" Accelerate, Online Learning Consortium Conference, 16 November 2017, Walt Disney World Swan Hotel, Lake Buena Vista, FL. Conference Presentation.

#### **APA**

Burdell, G.P., Doe, J.S. (2017, November 15-17). *Engineering MOOCs: Communities of inquiry?* [Conference presentation]. Online Learning Consortium Accelerate Conference, Lake Buena Vista, FL, United States. <https://onlinelearningconsortium.org/conference-session?id=3193&session=3787>

#### **AMA**

Burdell GP, Doe JS. The benefits and challenges of medical-legal partnerships. Oral presentation at: American Public Health Association Annual Meeting; June, 2011; Minneapolis, MN.

#### **Chicago**

Burdell, George P., Jane S. Doe. "Engineering MOOCs: Communities of Inquiry?" Presentation at the Accelerate Conference of the Online Learning Consortium, Lake Buena Vista, FL, November 2017.

#### **Harvard**

Burdell, G.P. and Doe, J.S. 2017. *Engineering MOOCs: Communities of inquiry?* Online Learning Consortium Accelerate Conference, 16 November, Lake Buena Vista, FL.

**Vancouver**

Burdell GP, Doe JS. Engineering MOOCs: Communities of inquiry? Presentation at: Accelerate Conference of the Online Learning Consortium; 2017 Nov 15-17; Lake Buena Vista, FL.

**Additional examples** (such as books or book chapters) can be found on websites for these style guides:

**IEEE:** [https://www.ieee.org/content/dam/ieee-org/ieee/web/org/conferences/style\\_references\\_manual.pdf](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/conferences/style_references_manual.pdf)

**MLA:** <https://style.mla.org/works-cited/citations-by-format/>

**APA:** <https://apastyle.apa.org/style-grammar-guidelines/references>

**AMA:** [https://research.library.oakland.edu/sp/subjects/tutorial.php?faq\\_id=187](https://research.library.oakland.edu/sp/subjects/tutorial.php?faq_id=187)

**Chicago:** [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

**Harvard:** <https://www.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right>

**Vancouver:** <https://subjects.library.manchester.ac.uk/referencing/referencing-vancouver>

**APPENDIX B: Courses Taught example table**

<b>Institution/ Organization</b>	<b>When Taught</b>	<b>Course Title (course code, if applicable)</b>	<b>Role in Curriculum Development</b>	<b>Approx. Number of Students/Attendees</b>
Georgia Tech	Summer 2019	Intro to Computing (CS 1301)	Revised existing course	50
Georgia Tech	Fall 2019	Introduction to Media Computation (CS 1315)	Co-developed new curriculum	2 sessions taught: 40 38
American Society for Engineering Education	July 2018	Incorporating Online Materials in a Civil Engineering Lab (workshop)	Developed original workshop	35
Eglin Air Force Base	August 2017	ALR 56M User Instruction and Data Interpretation (training)	Co-developed with project development team	12
Georgia Tech		Data-driven Education (VIP team)	Co-developed with instructor of record	

In the case where you developed course curriculum, lab experiments, etc. but did not teach it yourself, leave the semester/term and number of students/attendees blank.

**APPENDIX C: Example table for Section III.A Leadership and Supervision**

This appendix shows tables a promotion candidate should use to detail their leadership and supervision on funded research. The information contained in the tables may be a little different due to the types of projects performed in different units. Use the table that best demonstrates your leadership and supervision. It may be useful to include an introductory statement that explains the types of projects performed in your unit.

**Enterprise Innovation Institute (EII):**

Example table detailing project leadership of Client Projects. Since there are many funded Client Projects, it is suggested the dossier explain the candidate’s overall contributions to client projects providing overall summary information and then providing details of several significant Client Projects where the promotion candidate had significant impact or outcomes.

1.	Project Title:	
	Client:	
	# Project Hours:	
	Project Cost:	[Amount charged to client. Explain any zero-cost contracts and indicate if the project cost is being funded via a grant.]
	Number and Rank of Persons Supervised:	[Ex: 2 (1 PM, 1 student co-op)]
	Project Dates:	[Beginning Date – End Date]
	Contributions:	[Briefly describe your contribution to this effort in 1-2 sentences. Focus on leadership and include any client impacts obtained. This should not be a repeat of technical work described under Key Delivered Products in the previous section]
2.	Project Title:	
	Client:	
	# Project Hours:	
	Project Cost:	
	Number and Rank of Persons Supervised:	
	Project Dates:	
	Contributions:	

**GTRI:**

Example table detailing project leadership on Externally Sponsored Programs or on Internally Funded Programs. It is suggested to provide a table for externally funded projects and a separate table for internally funded projects.

1.	Title:	Use the title of the project, vs title of the contract.
	Contract Number:	
	Sponsor:	For <b>externally funded</b> programs: Use real sponsor’s name for actual funding (not abbreviation found in GT/GTRI contract information systems example: not Offutt, but F-16 SPO).

		For <b>internally funded</b> programs: use the name of the GT unit.
	P.I.:	
	Candidate's Role:	[Program Manager, Project Director/Principal Investigator, Co-Project Director/Principal Investigator, Task Leader, System Engineer, Lead HW Engineer, Lead SW Engineer]
	Budgetary Authority?	[Did Candidate have Budgetary Authority?]
	Subtask Title?	
	Amount Funded for Task:	[Amount Funded in Task for which Candidate was Responsible]
	Amount Funded for Project:	
	Number and Rank of Persons Supervised:	[Ex: 15 (3 PRE, 1 SRE, 1 REII, 1 REI, 9 students)]
	Period of Performance (Project):	
	Period of Performance (Candidate):	
	Contributions:	[Briefly describe your contribution to this effort in 2-3 sentences. Focus on leadership and supervision as per this section. This should not be a repeat of technical work described under Key Delivered Products in the previous section]
2.	Title:	
	Contract Number:	
	Sponsor:	
	P.I.:	
	Candidate's Role:	
	Budgetary Authority?	
	Subtask Title?	
	Amount Funded for Task:	
	Amount Funded for Project:	
	Number and Rank of Persons Supervised:	
	Period of Performance (Project):	
	Period of Performance (Candidate):	
	Contributions:	
3.	Title:	

**APPENDIX D: Example table for Section IV. Sponsored Program Development**

The following tables should be used to detail External OR Internal Proposals.

1.	Title:	
	Sponsor:	
	PI:	
	Candidate's Role:	[As listed in the proposal: Program Manager, Project Director/Principal Investigator, Co-Project Director/Principal Investigator, Task Leader, Contributor]
	Date Submitted:	
	Amount Requested:	
	Result:	[Funded, Not Funded, Pending]
	Funding Level:	
	Period of Performance:	
	Contribution to Proposal:	[Briefly describe your contribution to this effort in 2-3 sentences. Focus on your specific role in helping to lead and/or develop the proposal and its content as per this section (e.g., stating "technical contributions" is not sufficient; explain them)].
2.	Title:	
	Sponsor:	
	PI:	
	Candidate's Role:	
	Date Submitted:	
	Amount Requested:	
	Result:	
	Funding Level:	
	Period of Performance:	
	Contribution to Proposal:	
3.	Title:	