

NIH Office of Intramural Research (OIR)

CV Guidance for Staff Clinicians Seeking Title Designation Review

General Instructions

All events in the CV and bibliography should be chronologic, beginning from the earliest and ending with the most recent. Do not include sections that are not relevant for you. Please seek input on the contents and organization of your CV from peers and your supervisor. The submitted CV and bibliography should accurately relay the breadth and impact of your activities in order to justify the proposed title designation. The CV bibliography should clearly note which publications are peer reviewed and include all co-authors for all publications. The name of the nominee seeking a title designation should be bolded in each listing.

Please consult the NIH Sourcebook document titled, “**Career Development for Staff Clinicians at the NIH**” located here:

https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/personnel/guidance-staff_clinician_levels.pdf

Further resources are available on the Staff Clinician Council website located here:

<https://sigs.nih.gov/scc/staff-clinician-resources>

Local / Regional / National / International

There are a number of places in the CV that are categorized as *local*, *regional*, *national*, or *international* as it is expected that the reach of one’s influence and activities will broaden with rank. For the descriptions below, the designations for each activity are based on both the proximity of the activity to the institution at which the candidate was appointed at that time as well as the source of the invitation to speak/teach.

Local Activities and Roles:

- During the time of appointment at an institution, includes activities and roles at or arranged by that institution and any of its affiliated institutions

Regional Activities and Roles:

- During the time of appointment at an institution, includes activities and roles based on invitations by institutions that are geographically nearby

National Activities and Roles:

- Includes invitations and roles within the US, but outside the local geographic region
- If a national meeting happens to be held within your local or regional area, include it as a national activity, not a local or regional one, if you are invited by the national organization

International Activities and Roles:

- Includes activities and roles outside the US based on invitations by international organizations not affiliated with the institution at which you held an academic position at that time.
- If an international meeting happens to be held in the United States, or within your previous local, regional or national area, include it as international activity, not a local, regional or national one, if you are invited by the international organization.
- Society meetings should be considered international only if annual meetings are occasionally held outside North America.