

HEART & STROKE BIOGRAPHICAL SKETCH INSTRUCTIONS GUIDE

The Biographical Sketch ("BioSketch") is used to assist peer-reviewers in determining whether an applicant has the necessary skills and experience required to conduct the proposed research described in the grant application. The following instructions apply to Heart & Stroke research funding competitions requiring a BioSketch. Hyperlinks and URLs are only allowed when specifically noted in funding opportunity competition guidelines and form field instructions.

Who must complete the "BioSketch"

Applicants to Heart & Stroke funding competitions, including Principal Investigators (PI), co-Principal Investigators (co-PI), and co-Applicants, must include a Heart & Stroke BioSketch as part of their application for funding, as specified by the funding opportunity competition guidelines. If you are a Trainee (graduate or postdoctoral student) applying to a funding opportunity, you must also complete the BioSketch as well as your Supervisor/Co-Supervisor.

Format

Use the sample format found on the Heart & Stroke website to prepare/create a BioSketch for all grant and award applications.

Figures, tables, or graphics are not allowed in the BioSketch. Do not embed or attach files (e.g. video, graphics, sound, data).

An individual's BioSketch may not exceed six pages. This six-page limitation includes the table at the top of the first page. You can write as much as you need for each section (1 through 3), as long as you do not go over the total six-page limit. **Font size must be size 11 Arial Font, and page margins are not to be manipulated.**

! If the submitted BioSketch of any applicant(s) exceeds the 6-page limit, any pages beyond six (6) may be removed by Heart & Stroke prior to peer review of an application without notification to the individual.

Attach/Upload the completed BioSketch to the application as a PDF file. Note that you can save your file as a PDF by using the **'Print to PDF'** option in most word processors.

Content

Name:

Enter your name in the 'Name' field of the BioSketch Format Page if you are the PI, co-PI, trainee, co-applicant, or other significant contributor

Degrees and Current Academic Appointment:

List all degrees and your current academic rank/appointment at the host institution.

Current Position:

Fill in the current full time position Title and Start Date of the PI, co-PI, Trainee (if applicable), or co-Applicant in the "Position Title" field of the BioSketch Format Page.

First Faculty Appointment:

Fill in the first full time faculty Appointment and Start Date of the PI, co-PI or co-Applicant in the "First Faculty Appointment" field of the BioSketch Format Page.

Languages:

List all the language skills of the PI, co-PI, Trainee or co-Applicant in the “Languages” field block.

Education/Training

Complete the education block. Begin with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral, residency, and clinical fellowship training, as applicable, listing each separately.

For each entry provide:

- the name and location of the institution
- the degree received (if applicable)
- the month and year of end date (or expected end date).
- the field of study (for residency entries, the field of study should reflect the area of residency training)

Following the education block, complete Sections A-F as applicable of the biographical sketch.

A. Personal Statement

Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborations or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to (captured under Section D. Research Support).

You may cite up to four publications for research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or network. The inclusion of hyperlinks and URLs to cite these items is not allowed

You are allowed to cite interim research products. Note that interim research products have specific citation requirements.

Note the following additional instructions for ALL applicants/candidates:

- If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, disability, or military service, you may address them in this "A. Personal Statement" section.
- Indicate whether you have published or created research products under another name.
- You may mention specific contributions to science that are not included in Section C. Do not present or expand on materials that should be described in other sections of this BioSketch or application.
- Figures, tables, or graphics are not allowed.

Note the following instructions for specific subsets of applicants/candidates:

- For personnel awards, mentors are encouraged, but not required, to complete the "A. Personal Statement" section.

B. Employment Positions, Scientific Appointments, Credentials and Honors

List in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and **whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary)**. Undergraduates may include

any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date. Describe any credentials you have obtained that relate to your ability to successfully complete the proposed research.

List any relevant academic and professional achievements and honors. In particular:

- Students, postdoctorates, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
- Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

C. Contributions to Science

Who should complete the "Contributions to Science" section:

All PIs, co-PIs and co-Applicants should complete the "Contributions to Science" section.

Format:

Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations.

While all applicants may describe up to five contributions, where applicable graduate students and post doctorates may wish to consider highlighting two or three they consider most significant.

Content:

For each contribution, indicate the following:

- the historical background that frames the scientific problem;
- the central finding(s);
- the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
- your specific role in the work described.
- Figures, tables, or graphics are not allowed.
- Please underline the names of trainees included as authors on any publications listed where you provided direct supervision at the time of publication.

For each contribution, you may cite up to four publications or research products that are relevant to the contribution. Please include PubMed ID numbers (if applicable). If you are not the author of the product, indicate what your role or contribution was. Note that while you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cite only published papers to support each contribution. Research products can include audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. Use of hyperlinks and URLs to cite these items is not allowed. At your discretion you may include a listing of additional published works.

Descriptions of contributions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application, they could showcase instances where your research has led to innovations, patents, or technology transfer activities. Dependent on the funding opportunity being applied to, publication updates may be permitted prior to a specified date (as noted in the funding opportunity competition guidelines).

Heart & Stroke recognizes the San Francisco Declaration on Research Assessment (DORA), which outlines the need to improve the ways in which the outputs of research are evaluated. Applicants are invited to consider a broad range of contributions and impacts to highlight in their applications, for example: publications and citations, reports and books, prestigious awards, knowledge mobilization outputs & activities, influence on policy and practice, public engagement (including public, patients, providers, policymakers/government, researchers, industry, mainstream and social media), community-based participatory research, training & mentorship, guidelines, standards, software and tools, networks, collaborations and partnerships, datasets, code and infrastructure development commercialized and open-access products, etc.

D. Research funding History (past 5 years)

Content:

List in reverse chronological order your research funding history using the following headings:

- **Awarded and Ongoing**

Please list all your on-going grants that you currently hold as a principal investigator, co-principal investigator or as a co-investigator. Please include the funding agency grant/award number.

- **Completed**

Please list your 5 most recently completed grants held as a principal investigator, or co-principal investigator.

Notes:

- Please highlight those that are most relevant to the proposed application.
- Include the funding organization, the grant program, title, funding start/end date and the amount of the grant reported in Canadian dollars (CDN\$).
- Please do not include funding that you were awarded, but declined, or funding applications that are currently under review.

E. Activities (past 5 years)

Knowledge and technology translation activities (Most relevant – up to 5)

Include the Knowledge and Technology Translation activities that best relate to the work described in your application. Please ensure to provide information regarding:

- The development of KT approaches for application / uptake / dissemination of research findings;
- Occasions where you have been able to translate your work into the real world or participate in outreach programs;
- Occasions where you have developed prevention / intervention programs based on your research work;
- Occasions where you have created/built spin-off companies based on your research discoveries;
- Occasions where you have developed standards / guidelines / etc. based on your research findings.
- If applicable, highlight your contributions to promoting Equity, Diversity & Inclusion.

Supervisory activities (Most relevant – up to 10)

Please provide information regarding how you have helped to mentor/train the future of highly skilled health researchers by indicating the individuals you have supervised/co-supervised. Individuals included in this section can include students, trainees, post-doctoral fellows, lab volunteers, etc.

Notes

- Do not include students you may have supervised as part of an undergraduate course.
- Please indicate where the individuals you trained are now (if known).

F. Additional Information: Research Support and/or Scholastic Performance (past 5 years)

*** Note:** This section is not mandatory and only the following types of applicants must complete this section:

- applicants for predoctoral and postdoctoral fellowships
- candidates for research opportunities to promote diversity in health-related research from undergraduate through postdoctoral levels

Scholastic Performance

Predoctoral applicants/candidates (including undergraduates and post-baccalaureates): List by institution and year all undergraduate and graduate courses, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.

Postdoctoral applicants: List by institution and year all graduate scientific and/or professional courses with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.