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 application. The following instructions apply to the Heart and Stroke Foundation of Canada ("Heart & Stroke") research funding competitions requiring a BioSketch. Non-hyperlinked URLs are only allowed when specifically noted in funding opportunity competition guidelines and relevant application form field instructions.

To support applicants, Heart & Stroke has developed BioSketch exemplars for grants and personnel awards that illustrate how applicants may present their experience and contributions within the required format. **These exemplars are available on the** For Researchers **page of the Heart & Stroke website under the "BioSketch Instructions" of the *Resources* section**, and are provided solely to illustrate a typical BioSketch structure.

Who must complete the "BioSketch"

Applicants to Heart & Stroke funding competitions, including Principal Applicants (PA), co-Principal Applicants (co-PA), and co-Applicants, must include a Heart & Stroke BioSketch as part of their application for funding, as specified by the corresponding 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 as a guide to prepare a BioSketch for all grant and award applications.

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

An individual's BioSketch may not exceed six (6) 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* (*A* through *F*), as long as you do not exceed the six-page limit**. Font must be size 11 Arial Font, and page margins are not to be manipulated.**



If the submitted BioSketch of any applicant(s) exceeds the six-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 PA, co-PA, Trainee, co-Applicant, or other significant contributor.

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Degrees and Current Academic Appointment:

List all degrees and your current academic rank/appointment at the institution where your primary academic or research appointment is held (“Host Institution”).

Current Position

Fill in the current full time position Title and Start Date of the PA, co-PA, Trainee (if applicable), Supervisor/Co-Supervisor, or co-Applicant in the "Current Full-Time Position/Primary Appointment" field of the BioSketch Format Page.

First Faculty Appointment

Fill in the first full time faculty Appointment and Start Date of the PA, co-PA, co-Applicant, or Supervisor/Co-Supervisor in the "Date of First Full-Time Faculty Appointment" field of the BioSketch Format Page.

Languages

List all the language skills of the PA, co-PA, Trainee, Supervisor/Co-Supervisor or co-Applicant in the “Language Skills” field block.

Education/Training

Complete the education block. List your education and training in reverse chronological order, beginning with the most recent experience first. Include all postdoctoral training, residency training, and baccalaureate or other initial professional education, such as nursing, as applicable. Add or delete rows as necessary. 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 BioSketch.

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 that are most relevant to the proposed application (captured under *Section D*).

Note the following additional instructions for ALL applicants/candidates that may or may not be included:

- May be included:
  - Explain factors that affected your past productivity (e.g., family care responsibilities, illness, disability, military service, or other defined factor) you may address them in this section.
  - Indicate whether you have published or created research products under another name.
- May not be included:
  - Materials that are presented or described elsewhere in this BioSketch or application.
  - Figures, tables, or graphics.

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

- For personnel awards, supervisor(s)/mentor(s) are encouraged, but not required, to complete this section.

B. Professional Experience, Leadership Activities, and Honors - please include those most relevant to the proposed application

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 and **whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).** Undergraduates may include any previous positions, as applicable.

For applicants who are not currently located at the Host Institution, include the expected position at the Host Institution and the anticipated start date.

Applicants may organize this section using appropriate sub-headings, as needed (e.g., Academic and Scientific Appointments; Leadership Activities; Credentials; Honors).

C. Most Important Contributions to Science - please frame in the context of the proposed application

Who should complete the "Most Important Contributions to Science" section

All PAs, co-PAs, and co-Applicants should complete the "Contributions to Science" section. Supervisors/co-supervisors should also complete this section where required by the applicable funding opportunity.

Format

Briefly describe up to five (5) 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 (5) contributions, where applicable graduate students and post doctorates may wish to consider highlighting two (2) or three (3) contributions 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 bold your name and underline the names of trainees included as authors on any publications listed where you provided direct supervision at the time of publication.

You may cite **up to four (4) research products per contribution** that are most relevant to the contribution being described. Research products may include but are not limited to: peer-reviewed journal articles, conference proceedings (e.g., meeting abstracts, posters, or presentations), patents, data or research materials, databases, educational aids or curricula, instruments or equipment, models, protocols, and software or netware.

For each cited research product, please include **PubMed ID numbers (if applicable)**. If you are **not an author** of the research product, clearly indicate **your specific role or contribution**.

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You may **mention research products under development**, such as manuscripts not yet accepted for publication or interim outputs; however, **only published research products may be formally cited** in support of a contribution. Where relevant, mention of interim research products may be used to illustrate ongoing work, innovation, or knowledge translation (e.g., emerging tools, protocols, or technology transfer activities).

The **use of hyperlinks are not permitted** anywhere in the BioSketch.

Publication updates or additions may be permitted prior to a specified date, **only where explicitly allowed by 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. Prior Funding History - please include those most relevant to the proposed application

Content

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

- **Ongoing**

  Please list all your on-going grants that you currently hold as a principal investigator, co-principal investigator or as a co-investigator.

- **Completed**

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

Notes

- 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.
- Where applicable, applicants may include a brief summary of total research funding received as a Principal Investigator

E. Activities - please include those most relevant to the proposed application

Knowledge and Technology Translation Activities *(Most relevant)*

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;

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- 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)*

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).

Invited Talks

List selected invited or keynote presentations that are most relevant to the proposed application and demonstrate dissemination, translation, or influence of your research among academic, clinical, policy, community, or public audiences.

Selected Publications

List key peer-reviewed publications that best demonstrate your expertise and directly support the proposed research.

- Focus on quality and relevance rather than quantity.
- Bold your name and underline trainees or mentees (where applicable).
- Clearly indicate shared senior authorship or corresponding authorship, if relevant.

F. Additional Information: Scholastic Performance (Most relevant to the proposed application)



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.

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