Attachment E02 – NCI/DCTD/CTEP Biosketch

Screenshots

Figure 7: NCI Biosketch – Electronic Capture of Personal Information

Figure 8: NCI Biosketch - Electronic Capture of Education

July 2018

Figure 9: NCI Biosketch - Electronic Capture of Professional Training

Figure 10: NCI Biosketch - Electronic Capture of Employment

Figure 11: NCI Biosketch - Electronic Capture of Professional Certifications

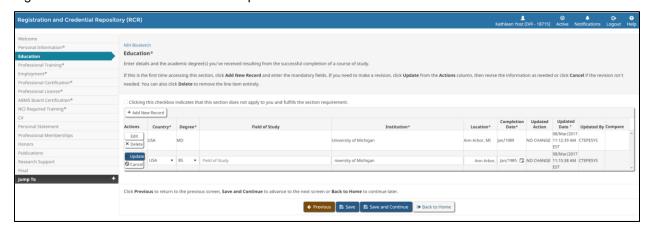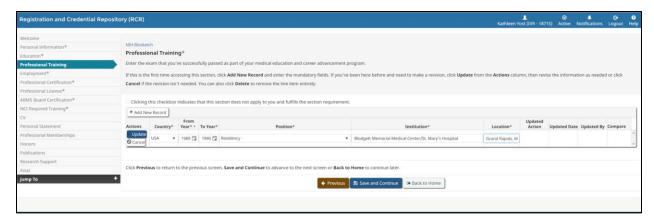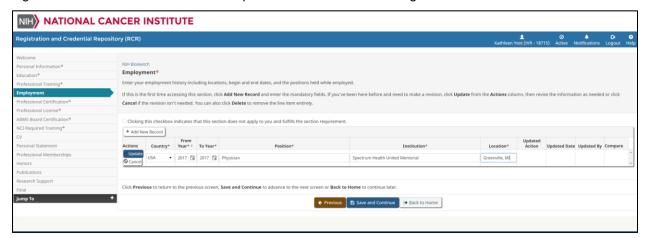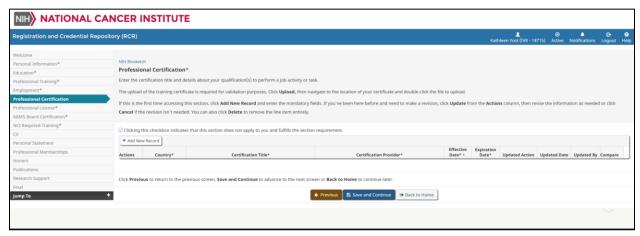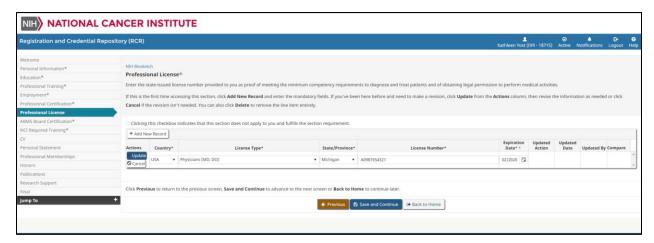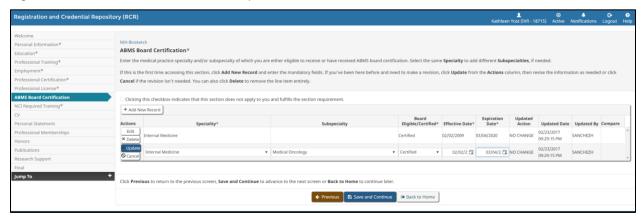Figure 12: NCI Biosketch - Electronic Capture of Professional Licenses

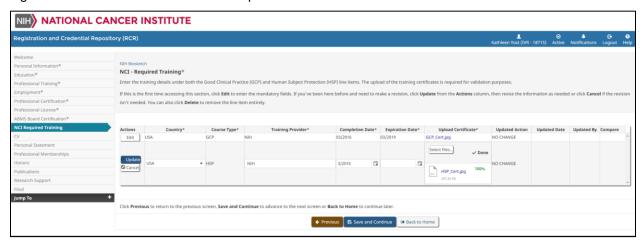Figure 13: NCI Biosketch - Electronic Capture of ABMS Board Certification

Figure 14: NCI Biosketch - Electronic Capture of NCI Required Training

Breakdown of Elements

There are 14 different sections of the Biosketch that are electronically captured, with the following information displayed for each section; the asterisk (*) indicates that the section is mandatory for investigators to fill out:

1. Personal Information*
   a. CTEP Person ID: A read-only display of the investigator's CTEP Person ID preceded by their registration type.
   b. Prefix
   c. First Name*
   d. Middle Name or Initial
   e. Last Name*
   f. Suffix
   g. Date of Birth
   h. Signature Display*
   i. Correspondence Display*
2. Education*
   a. Add New Record: Allows the investigator to manually add education information to their Biosketch.
   b. Delete: Allows the investigator to delete a row of education information from their Biosketch.
   c. Country*: The country where the degree was conferred.
   d. Degree*: The type of degree, e.g., B.S. or M.D.
   e. Field of Study: The field of study/major the degree is concentrated in.
   f. Institution*: The institution the degree was conferred from.
   g. Location*: The location of the institution.
   h. Completion Year*: The year the degree was conferred.
3. Professional Training*
   a. Add New Record: Allows the investigator to manually add training to their Biosketch.
   b. Actions: Allows the investigator to delete a row of training information from their Biosketch.
   c. Country*: The country where the training was received.
   d. From Year*: The year the training started.
   e. To Year*: The year the training ended.
   f. Position*: The position type of the training, e.g., residency or fellowship.
   g. Institution*: The institution where the training was conducted.
   h. Location*: The location of the institution.
4. Employment*
   a. Add New Record: Allows the investigator to manually add employment to their Biosketch.
   b. Delete: Allows the investigator to delete employment information from their Biosketch.
   c. Country*: The country where the employment was held.
   d. From Year*: The year the employment started.

  e. To Year*: The year the employment ended.
  f. Position*: The position type of employment, e.g., physician.
  g. Institution*: The institution where employment was held.
  h. Location*: The location of the institution.
5. Professional Certification*
  a. Add New Record: Allows the investigator to manually add certifications to their Biosketch.
  b. Delete: Allows the investigator to delete certification information from their Biosketch.
  c. Country*: The country where the certification was awarded.
  d. Certification Title*: The official title of the certification.
  e. Certification Provider*: The company or organization that held the certification course.
  f. Effective Date*: The date the certification became effective.
  g. Expiration Date*: The date the certification expires.
6. Professional License*
  a. Add New Record: Allows the investigator to manually add licenses to their Biosketch.
  b. Delete: Allows the investigator to delete license information from their Biosketch.
  c. Country*: The country where the license was granted.
  d. License Type*: The type of license that was granted.
  e. State/Province*: The state or province that granted the license.
  f. License Number*: The number of the license.
  g. Expiration Date*: The date the license expires.
7. ABMS Board Certification*
  a. Add New Record: Allows the investigator to manually add board certifications to their Biosketch.
  b. Delete: Allows the investigator to delete board certification information from their Biosketch.
  c. Specialty*: The specialty of the ABMS certification.
  d. Subspecialty: The sub-specialty of the ABMS certification, if applicable.
  e. Board Eligible/Certified*: The status of the ABMS certification.
  f. Effective Date*: The date the board certification is effective.
  g. Expiration Date*: The date the board certification expires.
8. NCI Required Training*
  a. Actions: Allows the investigator to edit or update NCI required training information from their Biosketch.
  b. Country*: The country where the NCI training was held.
  c. Course Type*: The type of NCI training, e.g., GCP (Good Clinical Practices) or HSP (Human Subject Protection).
  d. Course Title*: The name of the course.
  e. Training Provider*: The company or organization that provided the NCI training.
  f. Completion Date*: The date the NCI training was completed.
  g. Expiration Date*: The date the NCI training expires.

      h. Upload Certificate: Allows the investigator to upload a copy of the training certificate.
9. CV: The Investigator can optionally upload a scanned version of their CV by clicking the 'Select files' button and uploading the necessary file(s).
10. Personal Statement: The Investigator can enter a brief, optional description of their suitability to take on a project role.
11. Professional Memberships
      a. Add New Record: Allows the investigator to manually add memberships to their Biosketch.
      b. Delete: Allows the investigator to delete a membership from their Biosketch.
      c. Membership: The type of membership held.
      d. From Year: The year the membership started.
      e. To Year: The year the membership ended.
12. Honors
      a. Add New Record: Allows the investigator to add honors to their Biosketch.
      b. Delete: Allows the investigator to delete or update an honor from their Biosketch.
      c. Honor: The type of honor that was received.
      d. From Year: Start year the honor was received.
      e. To Year: End year the honor was received.
13. Publications – There are two sub-sections for Publications: 1) Publication(s) Relevant to Current Application, and 2) Additional Publications. Both sub-sections have the following information:
      a. Add New Record: Allows the investigator to add relevant publications to their Biosketch.
      b. Delete: Allows the investigator to delete or update a publication from their Biosketch.
      c. Year: The year the publication was published.
      d. Citation: The citation information for the publication.
14. Research Support
      a. Add New Record: Allows the investigator to add relevant studies to their Biosketch.
      b. Delete: Allows the investigator to delete or update a study from their Biosketch.
      c. Type: The type of research conducted.
      d. Research ID: The research ID.
      e. Principal Investigator: The name of the Principal Investigator.
      f. From Date: The start date of the study.
      g. To Date: The end date of the study.
      h. Research Name: The title of the study.
      i. Description: The description of the study.
      j. Role: The investigator's role in the study.