# BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors. Follow this format for each person.

**DO NOT EXCEED ONE PAGE.**

**NAME (First, Middle Initial, Last):**

**CURRENT POSITION TITLE:**

**POSITION FOR PROPOSED PROJECT:**

**EDUCATION/TRAINING** (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTITUTION AND LOCATION** | **DEGREE**  ***(if applicable)*** | **YEAR(s)** | **FIELD OF STUDY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

A. Personal Statement

*Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., Project Director, Project Coordinator) in the project that is the subject of the application. The goal of this section is to clearly and concisely describe the qualities that make you best-suited to fulfilling your role in the proposed project. Write this in the first person.*

*Suggested points to address:*

* *Brief (1-3) sentence outline of the proposed work.*
* *Your experience highlighting specific skills, training, or grants that are applicable to your leadership or participation in this project. How does your formal education, training and experience contribute to the feasibility of the project?*
* *How is your expertise complementary to the expertise of the other members of the team? How does your role integrate into the team structure?*
* *Your background in directing, coordinating, and supervising projects, and how this makes you well-qualified to participate in the proposed work. Give specific examples of the projects you have previously coordinated, highlighting specific experience applicable to this work demonstrating why you are highly qualified for your role. (For example, if you will be responsible for project coordination of the proposed project, describe how you have been successful in this role in other projects.)*
* *State what role, if any, you had in generating the preliminary data in the proposal.*
* *End with a summary (one sentence) that generalizes why your experience has prepared you for this project.*

**B. Positions and Employment**

*List in chronological order previous positions, concluding with your present position. Provide the duration in years for each position.*

*Name of Position*

*Name of Position*

*Name of Position*

***[DELETE ALL*** *instructions in italics when you complete the biographical sketch.]*