# CV FORMAT PRINCIPAL RESEARCHER

Include only those CV section titles for which you have data. Renumber sections as necessary. **DO NOT** use the first-person singular pronoun. All narratives should be written in the third person and clearly indicate accomplishments since the last promotion or being hired at GT/GTRI. Please use a 10-point or larger font only. Also, remove the instructions/information statements from your final candidate dossier.

**Research Faculty Member's Name**

**Research Title**

**Laboratory, Center, or Academic Unit**

**CURRENT FIELDS OF INTEREST:**

**Identify and state below the areas which you feel should be evaluated.** When listing papers and conference presentations, etc. **bold your name** to aid in the review process.

## NATIONALLY OR INTERNATIONALLY RECOGNIZED ORIGINAL AND INNOVATIVE WORK

In each of the following subsections, list most recent first.

### Thesis/Dissertation

**Last Name, First Name MI.** "Thesis/Dissertation Title." PhD Dissertation, [OR] Master's Thesis, Academic Institution, Year. <http://www.url.com>. Do not list a master’s or doctoral thesis unless it has been officially completed

### B. Published Books and Parts of Books

List all authors in the same sequence as it appears in the publication. Use the following format:

1. Smith, J. and **Burdell, G. P.**, Planar Grating Diffraction Theory, Springer‑Verlag Publishing Co. (1993).
2. **Burdell, G. P.**, "Digital Data Storage," in Handbook of Optical Holography, pp. 5077, (H. J. Caulfied, Ed.), New York: Academic Press (1984).

### C. Published Journal Papers (refereed)

List most recent publication first. **Where there are multiple authors of a paper, all authors are to be listed.** If online publication, include URL.Include a description of your specific contribution, using the following format:

1. Smith, J. and **Burdell, G. P.**, "An electromechanical effect in the silicon alloy diode," IEEE Trans on Electron. Devices, vol. 10, no. 5, pp. 599607, June 1992. Burdell was faculty advisor and provided guidance in the conduct of the study.

### D. Submitted Journal Papers

Include in this section papers submitted for publications, but not yet accepted. Do not list papers that are “in preparation.” Use same format as C, and include the date submitted.

### E. Published Papers (nonrefereed)

Trade Publications. Hold Research Reports for Section P; do not list them here. If online publication, include URL, Use same format as C.

### F. Invited Conference Presentations

1. This refers to external GT/GTRI presentations you were explicitly invited to give because of your recognized expertise in the area. This does not refer to presentations you submitted to give and were subsequently accepted by conference organizers. Use same format as C.

### G. Conference Presentations with Proceedings (refereed)

1. This refers to conferences that, in addition to the presentations, also published a book/compendium of papers where each paper was a detailed scientific writing of a given presentation. “Refereed” means that your submission was sent through expert peer review prior to acceptance. (Rule of thumb – if you do not know if it was “peer reviewed” or “refereed,” then your presentation was likely not in this category).

Use same format as C.

### H. Conference Presentations with Proceedings (non-refereed)

1. Same considerations and format as G, except that there was no referee process.

### I. Conference Presentations without Proceedings

This refers to conferences where a presentation was given, but no paper was written and published by the conference in support of the presentation. Same format as C.

### J. Key Delivered Products

Products are tangible things delivered to the sponsor community which then provide utility to the external community for an extended period. Identify the key products or systems delivered to which the candidate made substantial contributions, including hardware, software code, contributions to public works, etc. This should not simply be a repeat of the projects performed by the candidate. Attach copies of sponsor testimonials where possible to document the impacts achieved. NOTE: IRAD efforts do not go here unless they are a special case with significant external dissemination and received some type of recognition/award for the effort from an organization external to Georgia Tech.

Each listing should follow the following format with associated content:

1. **Name/Title for Key Delivered Product:**

**Sponsor/ To Whom Delivered**:

**Date range for work performed by the candidate** (Ex: Jan. 2015- Mar. 2017):

**Describe Product** (Ex: What is it for the educated person not in your field? Why was this important? What is it used for, how does it fit into a larger effort, how widely is it used, is it well vetted/well distributed, etc.?):

**Candidate’s specific technical contributions** (Ex: Smith developed the XYZ algorithm that…):

### K. Research Recognition Awards

### L. Academic Courses Taught

**Semester** **Course** **Number of Students**

Semester, Year Course Title and Number

List the most recent course taught first. Indicate whether: (1) more than one section of a course was taught in the same semester, and (2) it was a new course.

Some type of systematic evaluation of teaching effectiveness must be incorporated into the documentation. This may include student perceptions as determined using the Institute instrument, a school instrument, school interviews of graduating seniors, letters from faculty associates, etc. If you taught a course but was not the professor on record (i.e., because you are not adjunct faculty), you must list the professor officially on record for the course.

### M. Continuing Education Courses Taught

Give course title and date. Describe your contribution (e.g., course lecturer). Include evaluation data.

### N. Curriculum and/or Short Course Development

Describe new academic or continuing education courses, laboratory experiments, instructional materials, etc., developed.

### O. Professional Registration/Certifications Attained

### P. Technical Reports

Include reports with technical content. If there are multiple reports in a series, document the series with one entry and indicate the dates or nature of the recurrence of these reports. Try to avoid long lists of entries that are the same type of report. Another recommend option is to list all the reports for a ‘project/product’ and if a report is updated/revised, list the report only once, and indicate the dates. It is permitted to add a few words about the significance of noteworthy reports. If online publication, include URL.List most recent reports first. Use the following format:

1. **Burdell, G. P**. and Duwhat, J.P., "New method of painting Golden Gate Bridge," Type of Report (e.g. Final), Sponsor Name, Project Number, Contract No., Date. Total number of pages (required for all final reports; should be included for all reports to show significance of the report). Describe your contribution to the report contents.

### Q. Patents

1. Patents issued. (Include Dates)

1. Full Patent Applications (officially applied for to US Patent and Trademark Office or other patent issuing bodies)

3. Provisional Patents

4. Invention disclosures.

## DEVELOPMENT AND MANAGEMENT OF SIGNIFICANT TECHNICAL THRUSTS

In each subsection below, list most recently supervised work first. Emphasis should be placed on projects where candidate held a supervisory role with budgetary responsibility [PD, PI, Task Leader].

### Independent Research and Development Efforts/ Other Significant Technical Innovation

Describe any IRAD efforts. Use same format as for Key Delivered Products (Section I.J). Other efforts such as significant contribution to technical standards or technical working groups may also be listed here. Also include documents/working guidelines, etc., with significant contribution by the candidate that were products of committee and/or working groups and disseminated to at least members of that broader community.

### Significant Technical Innovation and/or Contributions on Sponsored Programs

This section is to detail unique contributions to **technical innovation**. Highlight only significant sponsored efforts you have supported over the years. Do not repeat information that has already been shared in section I.J, Key Delivered Products. Examples might be analysis/trade studies, mathematical derivations, internal model developments, etc. in support of sponsored research but did not produce a hardware or software prototype. Use same format as for Key Delivered Products (Section I.J).

### Research Program Development

List major program(s) of research for the development of which you had principal responsibility. Examples might include the broad area of phosphor technology applications to flat panel displays and nearfield measurements. This section essentially tells the story of how your role in program development grew (increasing responsibility), and focused on certain areas of research (exemplified below). Explain role in developing research programs that may include activities and efforts not explicitly captured by proposal listing below. Clearly state concrete activities/efforts. Start with the most recent first.

### Research Proposals

List each proposal in the appropriate table below for external funding written and indicate which proposals were funded. Give the title, organization to which it was submitted, funding level requested and date submitted. List most recent proposals first. Proposals for internally-funded projects should be mentioned last.

**External Proposals to Sponsors**

List the following information for each proposal:

|  |  |  |
| --- | --- | --- |
|  | Title: |  |
|  | Sponsor: |  |
|  | PI: |  |
|  | Candidate’s Role: | [As listed in the proposal: Program Manager, Project Director/Principal Investigator, Co-Project Director/Principal Investigator, Task Leader, Contributor] |
|  | Date Submitted: |  |
|  | Amount Requested: |  |
|  | Result: | [Funded, Not Funded, Pending] |
|  | Funding Level: |  |
|  | Period of Performance: |  |
|  | Contribution to Proposal: | [Briefly describe your contribution to this effort in 2-3 sentences. Focus on your specific role in helping to lead and/or develop the proposal and its content as per this section (e.g., stating “technical contributions” is not sufficient; explain them)]. |
|  |  |  |
|  | Title: |  |
|  | Sponsor: |  |
|  | PI: |  |
|  | Candidate’s Role: |  |
|  | Date Submitted: |  |
|  | Amount Requested: |  |
|  | Result: |  |
|  | Funding Level: |  |
|  | Period of Performance: |  |
|  | Contribution to Proposal: |  |
|  |  |  |
| 3. |  |  |

**Internal Proposals (GT and/or GTRI)**

IRADs, strategic initiatives, seed grants, etc. For sponsor, list as appropriate: GT group or college, GTRI, GTRI/lab, etc.

|  |  |  |
| --- | --- | --- |
| 1. | Title: |  |
|  | Sponsor: |  |
|  | PI: |  |
|  | Candidate’s Role: | [As listed in the proposal: Program Manager, Project Director/Principal Investigator, Co-Project Director/Principal Investigator, Task Leader, Contributor] |
|  | Date Submitted: |  |
|  | Amount Requested: |  |
|  | Result: | [Funded, Not Funded, Pending] |
|  | Funding Level: |  |
|  | Period of Performance: |  |
|  | Contribution to Proposal: | [Briefly describe your contribution to this effort in 2-3 sentences. Focus on your specific role in helping to lead and/or develop the proposal and its content as per this section (e.g., stating “technical contributions” is not sufficient; explain them)]. |
|  |  |  |
| 2. | Title: |  |
|  | Sponsor: |  |
|  | PI: |  |
|  | Candidate’s Role: |  |
|  | Date Submitted: |  |
|  | Amount Requested: |  |
|  | Result: |  |
|  | Funding Level: |  |
|  | Period of Performance: |  |
|  | Contribution to Proposal: |  |
|  |  |  |
| 3. | Title: |  |

### Performance of Funded Research

**Externally Sponsored Programs for which the Candidate served in a Leadership Role (NOTE: Only list information if you served as a PD/PI, co-PD, Task Leader, System Engineer, Lead HW Engineer, or Lead SW Engineer)**

|  |  |  |
| --- | --- | --- |
| 1. | Title: |  |
|  | Contract Number: |  |
|  | Sponsor: |  |
|  | P.I.: |  |
|  | Candidate’s Role: | [Program Manager, Project Director/Principal Investigator, Co-Project Director/Principal Investigator, Task Leader] |
|  | Budgetary Authority? | [Did Candidate have Budgetary Authority?] |
|  | Sub-budget? |  |
|  | Subtask Title? |  |
|  | Amount Funded for Task: | [Amount Funded in Task for which Candidate was Responsible] |
|  | Amount Funded for Project: |  |
|  | Number and Rank of Persons Supervised: | [Ex: 15 (3 PRE, 1 SRE, 1 REII, 1 REI, 9 students)] |
|  | Period of Performance (Project): |  |
|  | Period of Performance (Candidate): |  |
|  | Contributions: | [Briefly describe your contribution to this effort in 2-3 sentences. Focus on leadership and supervision as per this section. This should not be a repeat of technical work described under Key Delivered Products in the previous section] |
|  |  |  |
| 2. | Title: |  |
|  | Contract Number: |  |
|  | Sponsor: |  |
|  | P.I.: |  |
|  | Candidate’s Role: |  |
|  | Budgetary Authority? |  |
|  | Sub-budget? |  |
|  | Subtask Title? |  |
|  | Amount Funded for Task: |  |
|  | Amount Funded for Project: |  |
|  | Number and Rank of Persons Supervised: |  |
|  | Period of Performance (Project): |  |
|  | Period of Performance (Candidate): |  |
|  | Contributions: |  |
|  |  |  |
| 3. | Title: |  |

**Internally Funded Programs (GT or GTRI) for which the Candidate served in a Leadership Role (NOTE: Only list information if you served as a PD/PI, co-PD, Task Leader, System Engineer, Lead HW Engineer, or Lead SW Engineer)**

IRADs, strategic initiatives, seed grants, etc. For sponsor, list as appropriate: GT group or

college, GTRI, GTRI/lab, etc. NOTE: Information should only be listed if you served in a leadership role.

|  |  |  |
| --- | --- | --- |
| 1. | Title: |  |
|  | Contract Number: |  |
|  | Sponsor: |  |
|  | P.I.: |  |
|  | Candidate’s Role: | [Program Manager, Project Director/Principal Investigator, Co-Project Director/Principal Investigator, Task Leader] |
|  | Budgetary Authority? | [Did Candidate have Budgetary Authority?] |
|  | Subtask Title? |  |
|  | Sub-budget? |  |
|  | Amount Funded for Task: | [Amount Funded in Task for which Candidate was Responsible] |
|  | Amount Funded for Project: |  |
|  | Number and Rank of Persons Supervised: | [Ex: 15 (3 PRE, 1 SRE, 1 REII, 1 REI, 9 students)] |
|  | Period of Performance (Project): |  |
|  | Period of Performance (Candidate): |  |
|  | Contributions: | [Briefly describe your contribution to this effort in 2-3 sentences. Focus on leadership and supervision as per this section.] |
|  |  |  |
| 2. | Title: |  |
|  | Contract Number: |  |
|  | Sponsor: |  |
|  | P.I.: |  |
|  | Candidate’s Role: |  |
|  | Budgetary Authority? |  |
|  | Subtask Title? |  |
|  | Sub-budget? |  |
|  | Amount Funded for Task: |  |
|  | Amount Funded for Project: |  |
|  | Number and Rank of Persons Supervised: |  |
|  | Period of Performance (Project): |  |
|  | Period of Performance (Candidate): |  |
|  | Contributions: |  |
|  |  |  |
| 3. | Title: |  |

### Additional Supervisory Responsibilities

In this section describe supervisory duties with organizational units. Describe the role and the level. (For example, Branch Head.) Describe the number of persons supervised and their levels. Provide dates for which these responsibilities were carried out.

### Individual Student Guidance/Development

Include in this section only information on students for whom you were a principal advisor. Any students supervised in the course of sponsored or IRAD efforts should be included under II.A. This section refers to supervision in the course of furthering academic or targeted research development outside of a given sponsored program. If you were not the official professor on record (i.e., because you are not adjunct faculty), you must list the professor officially on record for the supervisory role, course credit received, etc.

Advisory committees on which you served should be listed under Outreach and Service (section III).

For each student advised, list the publications that resulted from the research. This can be done by referencing the number of the publication in another section of the CV.

**1. Postdoctoral Fellows supervised.**

Fellow's name, period of residence, research area.

**2. PhD students supervised (in process as well as graduated).**

Student's name, semester graduated, thesis title.

**3. PhD Special Problems students.**

Individual research efforts for which students register and receive course credit.

List: Student name, year, project title.

Course number (e.g., ME67xx), Professor on Record (if not the candidate).

**4. MS students supervised.**

Same format as 2.

**5. MS Special Problems students.**

Same format as 3.

**6. Undergraduate Special Problems students.**

Same format as 3.

**7. Graduate Research Assistants and/or Co‑op students trained.**

Relationship of GRA research to their advanced degree program/thesis.

## OUTREACH AND SERVICE

### A. Professional Activities

Note if the position was obtained by election. List activities such as:

1. Member, American Association for the Advancement of Science, 1990‑present.

2. Treasurer, (elected) Atlanta Section of IEEE, 1984‑1985.

3. Program Chairman, Atlanta Section of IEEE, 1983‑1984.

4. Chairman of Houston IEEE, Joint Group Chapter, 1982.

### B. On Campus Committees

List activities such as:

1. Chair, Task Force on Agile Manufacturing, 1992‑1994.

2. Member, Research Advisory Council, 1991‑1994.

3. Member (elected), Statutes Committee, Faculty Standing Committee, 2019-2022.

4. Member, Research Faculty Peer Promotion Committee (GTRI/SEAL), FY21.

A statement should be provided giving the type and extent of your participation on each committee to which you believe you made a significant contribution.

### C. Outside Professional Activities/Consulting

List company name, area of consultation, and date.

### Civic Activities

### E. Special Activities

Such as special school/laboratory tours, presentations to visitors, judging science fairs or GT activities (like Inventure Prize), interactions with local high schools, etc.

## IV. NATIONAL AND INTERNATIONAL PROFESSIONAL RECOGNITION

Broad recognition of technical stature as evidenced by invited papers or seminars, session chairperson at national symposia, memberships on national committees, offices in professional societies, or other appropriate honors.

### A. Invited papers or seminars

### Conference Session Chairmanships

### C. Offices in professional societies

### Editorial and Reviewer Work for Technical Journals

1. **Editorial and Reviewer Work for Conferences**

### F. Testimony before Legislative Committees

### G. Expert Witness

### H. Membership on Boards, National Committees, judge for STEM (science fairs), etc.