

## CURRICULUM VITAE CHECKLIST

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Industry (private) sponsored or funded studies require various items in a CV in order to be able to verify the entries reflected on the FDA Form 1572 for investigational studies or to show the investigator qualifications for a device study or other studies.

Additionally, different private funding agencies have different expectations for the manner in which Curriculum Vitae's are updated. The following is a typical guideline checklist to apply to your Curriculum vitae.

- q Current within two years (include version date on each page or at minimum, the last page)
- q Full Name and Title
- q Current Position
- q Complete working address where trial will be conducted
- q Education and Research Experience (include years)
- q No confidential Information included
- q No reference to any current protocols or new drugs not yet approved by the FDA, refer to study titles in a generic fashion (i.e. A double blinded, placebo controlled study for an investigational agent in the treatment of hypertension)
- q Sign and Date your CV on a yearly basis (affirms that the CV information is truthful and current)
- q Documentation of professional licensure where appropriate attached (wallet-sized license)
- q If resident, fellow, or student serving as a sub-investigator; provide documentation of approval from program director and department chair to be involved in clinical trials. This should be in their training file. Provide a copy to RI/CRA.