

Guidance for TransCelerate - CV Template

Version: 1.0

March 26, 2014

Abbreviated CV Template

Background:

CV Template was created to capture research staff member's qualifications. The template can be used for any individual that is required to provide a CV to a sponsor (e.g. Primary investigator/ sub-investigator/ study coordinator/study nurse).

Contents:

- The CV template is a compilation of the information commonly collected by each participating sponsor company.
- The CV template is an abbreviated CV; it collects the necessary information regarding an individual's qualifications for conducting clinical trials with respect to education, training and most relevant clinical trial experience in the space provided.
- The CV template is not intended to be a comprehensive CV.
- The form does have text limitations – abbreviations should be used where appropriate to maximize the text space provided (e.g.: St, Ave., Blvd., MD., PA. etc.)
- Text sections are limited, there will be a sound to make you aware when the maximum text has been reached
- **Professional License section** is intended to capture any certificates or professional licenses – provided to research staff personnel that demonstrate they are qualified by local laws/ programs. The expiry date should be listed and the issuing/ granting authority. Ex – Russia physicians receive certificates of specialization – the certificate has a number and expiry date and is issued by the Territory of Russian Federation – this information should be included in the professional license section. The training program would also be listed in the Professional Experience/Other related training.

Use:

The CV template can be accessed on the TransCelerate Website <http://TransCelerateBiopharmainc.com/> under the Site Qualification and Training Initiative.

- The Sponsor should inquire if the site/individual has previously completed the TransCelerate CV template; if not, then the user should direct the site/individual to the TransCelerate website directing to obtain the CV template.
- Once completed, the CV should be issued by the site to the requesting sponsor.
- The site should be instructed to keep a copy of each CV and upon repeat request, review and update the content, sign (if required by the sponsor) date and send to the new requestor.
- Some sponsors require a signature on the CV template. If a signature is required it will be communicated by the requesting sponsor.

If you experience software compatibility issues completing TransCelerate forms ex. Guidance for TransCelerate - Site Profile Form CV Template

You may check your adobe software version. The minimum system requirement is adobe reader. We advise you to download the newest version of adobe reader, which can be found for free on the adobe website. Please click on the link below and follow steps 1-3.

<http://get.adobe.com/reader/>

If for any reason the newest version did not download correctly- please uninstall the current version you have on your computer and reinstall the newest version.

If you have issues accessing/or completing the form please contact the individual/member sponsor who requested the form.