

## Guidance for TransCelerate BioPharma Abbreviated Curriculum Vitae (CV) Template

### Background

This CV Template was created to capture research staff qualifications.

With the launch of the [Shared Investigator Platform](#) (SIP), TransCelerate sought ways to further streamline efficiencies for Investigative Sites. As sites are invited by sponsors to join SIP, they will take part in onboarding activities, which include completing their User Profiles. Upon completion of the User Profile, the details allow a user to generate a full or abbreviated CV from SIP. This off-line CV Template contains the same information as the CV output from the SIP User Profile.

### Use

Use will vary depending on if the Investigative Site is currently using the Shared Investigator Platform (SIP).

Site <u>NOT</u> using SIP	Site <u>USING</u> SIP
<ul style="list-style-type: none"> <li>You may begin using the Abbreviated CV Template located on the TransCelerate <a href="#">Site Qualifications and Training Initiative Asset Page</a>.</li> <li>You should keep a copy of each CV and upon request, review and update the content, sign (if required by the sponsor), date, and send to the sponsor.</li> <li>If you are invited to join SIP by your sponsor, you'll be provided specific onboarding instructions by your sponsor which you should follow carefully to create your User Profile, which will then generate your CV.</li> <li><b>Note for Sites not using SIP:</b> There are 2 additional forms (Facility Profile and Department Profile) that correlate with the User Profile Form when onboarding to SIP. While these additional forms are not required when using the TransCelerate CV Template, they may be pertinent for future SIP integration.</li> <li><b>Note for Sites not using SIP:</b> This CV Template cannot be uploaded to SIP.</li> </ul>	<ul style="list-style-type: none"> <li>You should be able to export a CV from SIP based on the information provided in your user profile, and the export will contain the same information as this off-line CV Template.</li> <li>The exported abbreviated CV can be shared with sponsor companies not currently utilizing SIP.</li> <li>Your user profile information should be maintained directly in the platform.</li> </ul>

### Contents

- 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.

### General Considerations

- A sponsor should inquire if the site has previously completed the TransCelerate CV Template or if it is a user of SIP. If it is a user of SIP, it can export abbreviated CVs directly from the system. If it is not a SIP user, then please follow the sponsor's instructions for completion of the form.
- 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, please 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.