



## Monday Morning Practice Pearls #68

### I know what a Curriculum Vitae (CV) is, but are there any particulars that I need to know related to CCR requirements?

Per ICH GCP E8.2.10, a CV is required to document qualifications and eligibility to conduct trial and/or provide medical supervision of subjects. Regardless of your CV format, there are a few things that you need to include to be compliant with Center for Cancer Research (CCR) requirements.

#### Full name

- Name on CV should match name on license, if applicable as well as that listed in NED. If these differ and cannot be updated, a note to file (NTF) should accompany the CV.
- *Note for 1572:* For individuals also included on the 1572, name and credentials on 1572 should match name and credentials on CV (e.g., “Jennifer” should not be listed as “Jenn”).

#### Position

- Include your current NIH position. This means that you will need to update your CV once you join the CCR.

#### Office address

- The office address on the CV should match the official address in NED. If these differ and cannot be updated, a NTF should accompany the CV.
- *Note for 1572:* For PI, address on 1572 should match CV/NED.

**IMPORTANT:** Do not include personal information on the CV such as: Social Security Number, birth date, home address, personal phone number or email address, information about spouse and/or children.

#### CVs must be signed and dated:

- Signature and date may be wet-ink/scanned or PIV card signature *on page 1* – preferred placement is at the top, right-hand side.
  - Wet-ink: Both signature and date should be written by hand, CV scanned (either page 1 scanned to generated pdf of pages 2-on; or, full document scanned).
  - PIV card signature: Electronic signature placed (with date), entire CV saved as pdf.



**Tip:** *Some pharmaceutical collaborators require wet-ink signatures and will not accept PIV card signatures. If you are a PI/AI on an industry-sponsored study, please consider the wet-ink option!*

**Reminder:** Names on the delegation log should be the same as on the individual’s CV and the protocol’s 1572, if applicable.