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**Education**

1971 B.A., *English, American History* Michigan State University East Lansing, MI  
1974 M.Ed., *Educational Psychology* University of Illinois Urbana, IL

**Work History**

1996–Present Department of Physics, University of Illinois Urbana, IL  
*Director, External Affairs and Special Projects*  
1993–1996 Dept. of Nuclear Engineering, University of Illinois Urbana, IL  
*Assistant Editor*  
1980–1999 Parkland College Champaign, IL  
*Part-time Faculty—Communications Division, Business Division*  
1980–1992 Prairie State Meats, Inc. Champaign, IL  
*Owner/General Manager*  
1971–1980 Swift & Company Champaign, IL  
*General Manager*  
1976–1977 Assistant Plant Manager  
1974–1976 Sales Representative  
1971–1974 Customer Service, Assistant Office Manager

**Publications**

*IEEE/NPSS 16th Symposium on Fusion Engineering*, eds. G.H. &

2 volumes, 1625 pp.

*The Eighth International Conference on Emerging Nuclear Energy*

C.M. Elliott, IPPE, Obninsk, Russia (1997). 2 volumes, 825

pp. D.K. Campbell, G.E. Gladding, and C.M. Elliott, "Parallel Parkin

Introductory Physics Sequence at Illinois," *Forum for Educat*

C.M. Elliott, B.V. Litvinov, *Fundamentals of Publishing in West*

(1999). In Russian.

C.M. Elliott, *How to Develop Successful Technical Proposals*, Int

(2001). In Russian.

**Selected Invited Talks and Presentations**

"Fundamentals of Publishing in Western Technical Journals," *Project 19 Specialists' Workshop*, RFNC, National

Research Institute of Technical Physics, Snezhinsk, Russia (December 4–8, 1995).

"Building an Effective Technical Paper," *Inst. of Physics and Power Eng., Obninsk, Russia* (June 29, 1996).

"Building an Effective Technical Proposal," *2nd Ural Seminar on Radiation Damage in Metals and Alloys*, RFNC,

National Research Institute of Technical Physics, Snezhinsk, Russia (February 23–March 1, 1997).

"Electronic Resources on the World Wide Web/Интернет- источники ценной информации," *Fifth Zolotozdol'din*

*Scientific Talks*, RFNC, National Research Institute of Technical Physics, Snezhinsk, Russia (September 21–26,

1998).

"Guidelines for Publishing in Western Technical Journals/Правила для Опубликования Работ в Западных Научно-

Технических Журналах," *Faculty Workshop, Moscow Engineering Physics Institute, Moscow, Russia*, February

18–19, 1999.

"Electronic Resources on the World Wide Web/Интернет- источники ценной информации," *3rd Ural Seminar on*

*Radiation Damage Physics*, Beretovki, Russia (February 26, 1999).

"Writing Successful Technical Proposals/Составление Удачной Заявки на Грант," *Moscow State University*

Department of Physics, Moscow, Russia, March 3, 1999.

"Creating Successful Technical Proposals/Рассматриваются рекомендации по написанию удачной заявки на

грант," *Faculty Workshop, Nizhny Novgorod University, Nizhny Novgorod, Russia*, September 21–24, 1999.

"Creating Successful Technical Proposals/Рассматриваются рекомендации по написанию удачной заявки на

грант," *Specialists' Workshop, RFNC/Institute of Technical Physics, Snezhinsk, Russia*, September 28–30, 1999.

# Preparing a CV for a Research Proposal

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## Goals for this session

Learn what a “CV” is and why it is included in a research proposal

Learn who should have CVs

Learn what elements are included—and omitted—in a CV for a research proposal

Learn criteria for selecting publications to be included in a CV

Learn how to coordinate the CVs with the description of key personnel in the proposal for the most positive effect



**CV = *curriculum vitae* (life story)**

**A concise summary of a person's  
education and professional experience**

**Also called "resume," "biographical  
sketch," "biosketch," "biography"  
"biodata"**

**Includes**

**Education**

**Employment history**

**Honors and awards**

**Affiliations**

**Publications**

**Service to the profession**

**Other information if required by funder**



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**The purpose of  
including CVs in a  
research proposal  
is to convince funders  
and reviewers that the  
your team has the  
requisite education,  
skills, and experience  
to carry out the project  
successfully.**



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**A CV should be provided for all key scientific personnel in the proposal**

**Principal investigator (PI) or project director**

**Other senior scientists who direct or carry out experiments**

**Anyone whose special skills or training will contribute to the project**

**Any senior person who is paid from project funds**

**Typically CVs are not required for students or technicians**



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**Carefully follow all instructions in the RFP about CVs**

**Include all required information**

**Adhere to page limits and formatting requirements**

**Do not include personal information that is unrelated to ability to do the research proposed**

**Marital status**

**Age or date of birth**

**Children or other dependents**



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**Your name goes on the first line**

**Center your name and affiliation at the top of the page**

**Provide complete contact information**

**Telephone number, with country code**

**Fax number, with country code**

**Email address**



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## List your education and training next

Title the section “Education”

List every institution that you attended  
in chronological order

Each entry must include

The institution’s name and location

The degree you earned

The year you received the degree

Your major field of study



## Education

1971 B.A., *English, American History*

Michigan State University

East Lansing, MI USA

1974 M.Ed., *Educational Psychology*

University of Illinois

Urbana, IL USA



## List your employment next

Title the section “Employment” or  
“Professional Appointments”

List every institution where you worked  
in *reverse* chronological order

Each entry should include

The organization’s name and location

The years that you worked there

Your job title

Include every professional appointment  
since you completed your final  
academic degree or training



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## Employment

1999– Director, External Affairs

Present Department of Physics  
University of Illinois  
Urbana, IL 61801 USA

1996– Assistant Head for Academic Affairs

1999 Department of Physics  
University of Illinois  
Urbana, IL 61801 USA



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## **List honors and awards and professional associations next**

### **Honors and awards**

**Title of the award**

**Entity that bestowed the award**

**Year it was given**

### **Professional associations**

**Name of the association**

**Your rank (member, fellow, senior member)**

**Years you have been associated with the organization**



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## **Awards and Associations**

Phi Beta Kappa Society, 1970

Chancellor's Award for Excellence, University of Illinois, 2002

Member, American Physical Society, 1997–present

Member, American Association for the Advancement of Science, 1999–present



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## **List research interests and significant contributions**

**Keep the entries short—no more than two or three lines**

**Restrict to primary interests and key contributions**

**Select interests and contributions most closely related to the proposed project**



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## **Research Interests**

Experimental biological physics; fluorescence microscopy and spectroscopy; DNA–protein interactions; molecular biology

## **Research Contributions**

Room temperature observation of novel single-molecule dynamics, such as spectral jumps, dark states, quantum jumps to metastable triplet state, and rotational jumps

Detection of single fluorescent molecules and energy transfer between a single donor-acceptor pair



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## List most-relevant publications

### Provide complete bibliographic citations

Authors' names

Title of the paper or book

Journal title, volume, and year

If a book, publisher and city where published

Inclusive page numbers

If you have a lot of publications, subdivide them into sections—books, journal articles, proceedings

### For publications not in English

Translate the title into English

Indicate the language following the bibliographic citation



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## Publications

*IEEE/NPSS 16th Symposium on Fusion Engineering*, eds. G.H. Miley and C.M. Elliott, IEEE, Piscataway, NJ (1996). 2 vols., 1625 pp.

D.K. Campbell, G.E. Gladding, and C.M. Elliott, “Parallel Parking an Aircraft Carrier: Revising the Calculus-Based Introductory Physics Sequence at Illinois,” *Forum on Education of the American Physical Society* 17, 9–13 (1997).

C.M. Elliott, *How to Develop Successful Technical Proposals*, International Science and Technology Center, Moscow (2001). 104 pp. In Russian.



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**List significant invited talks if there is room for them**

**Title the section “Invited Talks”**

**Give the title of the talk, the name of the conference, the venue, and the date**



### **Invited Talks**

C.M. Elliott, “The New U.S. Nanotechnology Initiative,” *Семинара Наночастицы И Нанохимия*, Institute for the Problems of Chemical Physics, RAS, Chernogolovka, Russia, October 1–2, 2000.

C.M. Elliott, “Presenting your Results in Papers and Oral Presentations in the West,” Science Information Service, RAS (VNIITI), Moscow, Russia, March 7, 2001.



**Other information may be included if it is permitted by the RFP and would strengthen your proposal**

**Previous grants received**

**Patents**

**Previous successful international collaborations**

**Training of young scientists—names and current affiliations of former students**



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**Use CVs to supplement the project description**

**The technical narrative should include a discussion of the qualifications of key personnel who will do the work**

**The CVs can be used to provide additional information about them**

**Honors and awards**

**Related experience and appointments**

**Demonstrated success in other endeavors**



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## **Select information to emphasize relevant experience and prior success**

**If you include research interests, put the topic of the proposed project first**

**If you include significant contributions, emphasize those most closely related to the proposed work**

**Select publications most closely related to the proposed work**



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## **Select publications according to this hierarchy**

- 1. Articles in English published in prestigious peer-reviewed journals**
- 2. Articles in English in widely available proceedings**
- 3. Review articles**
- 4. Peer-reviewed articles in prestigious, accessible Russian journals**
- 5. Books in Russian**
- 6. Other publications**



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**Do not include purely personal information unless the RFP specifically asks for it**

**Date of birth—age  
Citizenship—place of birth  
Marital status  
Children or dependents  
Race or ethnic category  
Health status**



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**Let's review what we've learned...**

- ✓ **What a CV is and why it's included in a research proposal**
- ✓ **Which members of the research team should provide CVs**
- ✓ **What elements are included—and omitted—in a CV**
- ✓ **How to select the best publications to be included in a CV**
- ✓ **How to coordinate the CV with the description of key personnel in the proposal for the most positive effect**



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