



**Office of Education, Faculty and Academic Affairs  
NYU Grossman School of Medicine**

## **Format of the Curriculum Vitae**

**Required for Consideration of Recommendations for  
Promotion & Tenure at  
NYU Grossman School of Medicine**

**March 6, 2025**

This guide shows how the C.V. and bibliography should be organized for submission with all recommendations for promotion and/or tenure. The Committee will not consider a C.V. that is organized in an alternative way and such submission will delay review of the recommendation.

The guide with instructions is presented first and this is followed by a sample C.V. All sections must be included even if there are no data to enter below the heading, as shown in the sample. The choice of font and format is left to you, but the C.V. should be clear and the entries unambiguous as to your role or contribution.

Questions should be addressed to Andrea Botta of the Faculty Records office at [andrea.botta@nyulangone.org](mailto:andrea.botta@nyulangone.org).

## Curriculum Vitae

FIRST NAME, LAST NAME, SUFFIX AND DEGREE(S)

### Contact Information

Home address:

Office address:

Work phone:

Cell phone (optional):

Work email address:

Other e-mail (optional):

Web page (optional):

### Additional Information

Place of birth: City, State, Country

### Current Appointments and Leadership Positions

**Faculty Appointment** (For joint appointments, please make separate line entries for each department in which you are appointed)

Effective date (mm/yyyy)  Academic Title  Tenure Status  Department  University  Location (City, State) *For tenure status, please indicate Tenure-eligible, Non tenure-eligible, or Tenured*

### **Hospital Appointment**

Effective date (mm/yyyy)  Title  Department  Hospital  Location (City, State)

**Administrative Leadership Positions** (Administrative roles are defined in a formalized contract or as defined by your department chair/institute director. Examples of Administrative Leadership roles are as follows: Vice Chairs, Service Chiefs, Section Chiefs, Division Directors, and Directors.)

Effective date (mm/yyyy)  Mission area  Program (for Edu. Roles only)  Title  Department  Institution Location (City, State)

*For Mission area, please indicate Education, Clinical, Research, Institutional, or Departmental  
For Program, please indicate UME, GME, Sackler, or Other*

### Education and Training

#### **Education**

Date (mm/yyyy)  Degree granted  Field of study  Institution  Location (City, State)

**Postdoctoral Training** (Include internships, residencies, clinical and research fellowships, postdoctoral research, and other postgraduate training)

Dates (mm/yyyy-mm/yyyy)  Position  Department/Discipline  Institution  Location (City, State)

**Specialty Certification** (List all certifications you hold in your specialty. Include general and specialty boards; include date of maintenance of certification only if applicable)

Date of certification or date of maintenance of certification (mm/yyyy)  Type of certification

**Licensure** (List all professional licenses you have or have held in the past) Date (yyyy)  State  License number

### **Previous Appointments and Leadership Positions**

**Faculty Academic Appointments** (For joint appointments, please make separate line entries for each department in which you were appointed)

Dates (mm/yyyy-mm/yyyy)  Academic Title  Tenure Status  Department  University  Location (City, State)

### **Hospital Appointments**

Dates (mm/yyyy-mm/yyyy)  Title  Department  Hospital  Location (City, State)

**Administrative Leadership Positions** (Administrative roles are defined in a formalized contract or as defined by your department chair/institute director. Examples of Administrative Leadership roles are as follows: Vice Chairs, Service Chiefs, Section Chiefs, Division Directors, and Directors.)

Dates (mm/yyyy-mm/yyyy)  Mission area  Program (for Edu. Roles only)  Title  Department  Institution  Location (City, State)

*For Mission area, please indicate Education, Clinical, Research, Institutional, or Departmental*

*For Program, please indicate UME, GME, Sackler, or Other*

### **Other Professional Positions**

Dates (mm/yyyy-mm/yyyy)  Title  Organization  Description  Location (City, State)

### **Awards, Honors, and Memberships in Honorary Societies**

(List any professional awards, honors, or memberships in honorary societies that you have received. These can include: Awards for teaching, research, or clinical care; External recognition of effort or expertise; Honorary degrees. Please do not include grant renewals/awards/PI, or any new hires/promotions/tenure.)

#### **Internal**

Date awarded (mm/yyyy)  Awarding institution/society  Name of award

#### **External**

Date awarded (mm/yyyy)  Awarding institution/society  Name of award

## Research Activity

### **Research Activities**

Personal statement (3-4 sentences): Describe your research activities, focus and accomplishments.

### **Grant History**

#### **Grants and Clinical Trials**

*Please enter grant information in the tables below. In each table, list all NIH grants first. To start a new line in the table, press the Tab key when you reach the end of a row. If there are no grants, so state.*

#### *Current*

Funding Agency	Role	Effort %	Project Title	No-Cost Extension	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
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#### *Pending*

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
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#### *Past*

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
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## Clinical Activity

Personal statement (3-4 sentences): Describe your clinical activities, focus and accomplishments.

## Education Activity

Personal statement (3-4 sentences): Describe your education activities, focus and accomplishments.

**Teaching Activities** (These can include: teaching to students/house staff, courses or lectures to medical students, residents, or graduate students)

Dates (mm/dd/yyyy)  Program (if applicable)  Teaching Activity  Course Title  Audience  Teaching site

*Frequency For Program, please specify UME, GME, Sackler, Other, or N/A*

*For Teaching Activity, please specify Teaching in medical school curriculum, Teaching in graduate school curriculum, Teaching in faculty and development programs, Teaching in residency programs, Teaching in fellowship programs, Development/organization/direction of a course of study, etc.*

*For Audience, please specify Students/house staff, Medical students, Residents, Graduate students, or Other*

*For Teaching Site, please specify Tisch (Superblock), Bellevue, NYU Orthopedic Hospital, NYU Langone – Brooklyn, Washington Square, or Other*

**Curriculum development and other innovative educational activities** (Types of activities can include: the development of new conferences, computer-based teaching materials, slides, videos, laboratory modules, course syllabi, educational websites, etc.)

Dates (mm/yyyy-mm/yyyy)  Type  Description

*For Type, please specify New conference, Computer-based teaching materials, Slides, Videos, Laboratory modules, Course syllabi, Educational websites, or Other*

**Invited Talks and Teaching of Peers** (These can include grand rounds, visiting professorships, lectures, keynote addresses, workshops, and other continuing medical education activities)

#### **Internal**

Sponsored by NYU Langone Health

Dates (mm/dd/yyyy-mm/dd/yyyy)  Role  Program (if applicable)  Title of Presentation/Course  Audience  Name of

Organization  Teaching site  Frequency  Location (City, State)

*For Role, please specify Invited speaker, Keynote speaker, Panelist, Moderator, or Other*

*For Program, please specify Grand rounds, CME, Visiting Professorship, Other, or N/A*

*For Teaching site, please specify Tisch (Superblock), Bellevue, NYU Orthopedic Hospital, NYU Langone – Brooklyn, Washington Square, or Other*

Sponsored by all other NYU schools

Dates (mm/dd/yyyy-mm/dd/yyyy)  Role  Program (if applicable)  Title of Presentation/Course  Audience  Name of

Organization  Teaching site  Frequency  Location (City, State)

*For Role, please specify Invited speaker, Keynote speaker, Panelist, Moderator, or Other*

*For Teaching site, please specify the NYU school in which the teaching occurred*

#### **External to NYU Langone Health and all other NYU schools**

Dates (mm/dd/yyyy-mm/dd/yyyy)  Scope  Role  Program (if applicable)  Title of Presentation/Course  Audience  Name of Organization  Teaching site  Frequency  Location (City, State)

**Mentoring and Advising** (Please indicate by asterisk \* in front of the names of those mentees who are cited on publications in your CV. If you know the Current Academic title and Institution of your mentee, you may indicate)

#### **Predoctoral students supervised and/or mentored**

Dates (mm/yyyy-mm/yyyy)  Name  Program  Role  Current Academic title (*optional*)  Institution (*optional*)

#### **Postdoctoral students supervised and/or mentored**

Dates (mm/yyyy-mm/yyyy)  Name  Program  Department  Role  Current Academic title (*optional*)  Institution (*optional*)

#### **Faculty mentored**

Dates (mm/yyyy-mm/yyyy)  Name  Department  Current Academic title (*optional*)  Institution (*optional*)

## **Institutional, Local/National Service and Related Activity**

### **Institutional Service**

Dates (mm/yyyy-mm/yyyy)  Committee type  Your role  Name of committee  Description

*For Committee type, please specify University, Hospital, School, Department or Other*

*For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, Mentoring champion, or Other*

### **Professional Service**

**Professional Service for Professional Organizations** (Include memberships, elected offices held, committee memberships, leadership roles, and involvement in meeting planning. If specific offices were held or committees were participated in, indicate applicable title and years)

Dates (mm/yyyy-mm/yyyy)  Your role  Name of organization  Description

*For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, or Other*

### **Peer Review Groups, Grant Application Review Groups, and Study Sections**

Dates (mm/yyyy-mm/yyyy)  Your role  Name of group  Name of organization

(Chair, Vice chair, Member, Ad-hoc member, Peer reviewer, Ad-hoc reviewer, Permanent member, or Other)

*For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, Peer reviewer, Ad-hoc reviewer, Permanent member, or Other*

### **Advisory Boards and Consultant Positions**

Dates (mm/yyyy-mm/yyyy)  Your role  Name of board  Sponsoring organization

*For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, or Other*

**Organizing Roles in Scientific Meetings** (List all organizing roles you have help in professional or scientific society meetings, symposia, or workshops)

Meeting date (mm/yyyy)  Role  Meeting name  Name of organization  Location (City, State)

*For Your role, please specify Chair, Co-Chair, Vice chair, Moderator, Planning committee member, or Other*

**Editorial and Journal Positions** (List all editorial board review positions and all ad-hoc review positions)

Dates (mm/yyyy-mm/yyyy)  Role  Name of organization  Complete title of publication

*For Your role, please specify Editor, Co-editor, Editorial board member, Ad-hoc reviewer, Peer reviewer, or Other*

### **Community Service, Volunteer Activities, and Teaching of Patients**

Dates (mm/yyyy-mm/yyyy)  Role  Name of organization  Location (City, State)

### **Military Service**

Years of Service (yyyy-yyyy)  Branch

### **Bibliography**

**Publications** (You must list all authors. Do not use “et al.”)

*References should be written in accordance with: Anonymous. Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. NEJM 1997;336:308-315.*

**Number reference consecutively in the order in which they were published, and separate by category as follows:**

Peer-reviewed Publications

Peer-reviewed reviews Non peer-reviewed publications

Book Chapters, Books

Editorials and Commentaries

Book reviews

Meeting Reports, Consensus Reports, practice guidelines and any other publication

Media appearances

Year (yyyy)  Authors  Title  Medium  Publisher/Distributor  Link (if applicable)

*For Medium, please specify Television, Radio, Print, Social Media, or Other*

Other Media including Research and Analytic tools (Please include description) Year

(yyyy)  Authors  Description

## **Abstracts**

### **Oral and poster presentations**

Date (mm/dd/yyyy)  Authors  Title  Conference title  Organization  Location (City, State)

### **Patents**

Year (yyyy)  Name  Issuing country  Patent number  Date filed  Date granted

Date Prepared: June 6, 2018

### **Curriculum Vitae [Example]**

JOHN J. DOE, MD, PhD

## Contact Information

Home address: 1155 Fifth Avenue New York, NY 10028  
Office address: 550 First Avenue New York, NY 10016  
Work phone: 212-555-5555  
Cell phone: 718-555-5555  
Work email address: john.doe@med.nyu.edu  
Other e-mail: johndoe@gmail.com  
Web page: <http://www.med.nyu.edu/people/johndoe> 317

## Additional Information

Place of birth: New York, NY USA

## Current Appointments and Leadership Positions

### Faculty Appointment

07/2018 Professor, Tenured, Department of Medicine, Old World Medical School, Boston, MA

### Hospital Appointment

07/2009 Physician, Old World Medical School, Boston, MA

**Administrative Leadership Positions** 01/2018 Departmental, Division Director, Division of Pulmonary Medicine, Eastern Hospital, New York, NY

## Education and Training

### Education

1986	Certificate		Einstein Preparatory	Queens, NY
1990	BS	Biology	Eastern Institute of Technology	New York, NY
1994	MD	Medicine	Western Medical Center	New York, NY
1998	PhD	Genomics	New World Graduate School	Brooklyn, NY

### Postdoctoral Training

08/1995-08/1998	Fellow, National Foundation for Infantile Diseases, Eastern Institute of Technology, Boston, MA
08/1997-08/1998	Research Fellow, Medicine (Biochemistry), Western Medical School, Brooklyn, NY
07/1998-07/1999	Intern, Medicine, Eastern Hospital, Boston, MA

07/1999-07/2001	Senior Assistant Resident, Internal Medicine, Eastern Hospital, New York, NY
08/1999-08/1960	Traveling Fellow, Internal Medicine, University of Cambridge, England
07/2001-07-2002	Chief Resident, Internal Medicine, Eastern Hospital, New York, NY
08/2002-05/2004	Postdoctoral Researcher, Informatics, Old World Graduate School, New York, NY

### **Specialty Certification**

2001 American Board of Internal Medicine

### **Licensure**

1995 Massachusetts #123456A

### **Previous Appointments and Leadership Positions**

#### **Faculty Academic Appointments**

07/2001-07/2004	Instructor, Not Tenure-Eligible, Anatomy, Western Medical School, New York, NY
07/2004-07/2009	Assistant Professor, Tenure-Eligible, Anatomy, Western Medical School, New York, NY
07/2009-07/2018	Associate Professor, Tenure-Eligible, Medicine, Western Medical School, New York, NY

#### **Hospital Appointments**

07/1995-07/1998	Assistant, Medicine, Eastern Hospital, New York, NY
07/2004-07/2006	Associate, Medicine, Eastern Hospital, New York, NY
07/2006-07/2009	Senior Associate, Medicine, Eastern Hospital, New York, NY

#### **Administrative Leadership Positions**

08/2015-08/2016 Institutional, Assistant Dean, VA Medical Center, Western School of Medicine, New York, NY

#### **Other Professional Positions**

08/2006 -05/2009	Career Development Awardee, U.S. Public Health Service, New York, NY
04/2018-	Fogarty Senior International Fellow, U.S.P.H.S., National Institutes of Health Clinical Physiology Laboratory, Paris, France

### **Awards, Honors, and Memberships in Honorary Societies**

#### **Internal**

05/2001	Western Medical School, John Bearsford Tipton Award presented by the third year class to the most outstanding lecturer in medical economics
06/2006	Western Medical Center Alumni Association, Distinguished teacher of the Year

#### **External**

05/1990	Phi Beta Kappa	Member
04/1994	Alpha Omega Alpha	Member

09/2009	University of Copenhagen	Tuborg Award
01/2014	American Society of Pulmonary Diseases	E.S. Reynolds Medalist
02/2018	Belgian Academy of Sciences	Corresponding Member

## Research Activity

### Research Activities

Major Research Interests include:

1. Informatics as applied to proteomics of invertebrates
2. Genomics of the mosquito

Work in both of these areas is designed to lead to novel, non-vaccine therapies for vector-borne diseases of man.

### Grant History

#### Grants and Clinical Trials

##### *Current*

Funding Agency	Role	Effort %	Project Title	No Cost Extension	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
NIH	PI	25%	Functions of XYZ	N	P01	GM56712	JD554445	01/2014	12/2020	90,000	82,000	172,000	1,371,483	524,517	1,896,000
NSF	PI	30%	The Genome of the European Hedgehog	N	IBN – 10010	E2457556		07/2012	06/2020	40,000	25,000	65,000	243,000	80,000	323,000
Hirsch/Weill-Caulier	PI	25%	Prepost, a novel sequence	N	Career Development Award			04/2017	06/2019	78,987	26,332	105,319	236,961	78,996	315,957

##### *Pending*

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
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##### *Past*

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
NIH	PI	30%	Functions of XYZ	R01	B1234	RE312234	01/2005	12/2010	460,555	230,687	691,242			
Edward Malinckro Jr. Foundation	Co-PI	10%	Algorithm approaches to genomic conquest	N/A	991,320 of XYZ		07/2007	06/2012	62,774	41,899	104,673	406,008	124,000	530,008

## Clinical Activity

Personal statement (3-4 sentences): Describe your clinical activities, focus and accomplishments.

## **Education Activity**

Personal statement (3-4 sentences): Describe your education activities, focus and accomplishments.

### **Teaching Activities**

09/2001-08/2009	UME, Teaching in medical school curriculum, Cytology and Histology, medical students, 10 hours per year
10/2001-05/2010	GME, Teaching in residency program, Attending physician for Medical Service, Residents, Eastern Hospital Clinical Center, 40 hours per year
07/2009-06/2011	UME, Teaching in medical school curriculum, didactic sessions in Pulmonary Medicine for Core Clerkship in Medicine, medical students, 4 hours per year.

### **Curriculum development and other innovative educational activities**

06/2001-09/2005	Development of a course of study, Anatomy seminar series for medical students and graduate students, Department of Cell Biology, 20 hours first year and 5 hours thereafter
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### **Invited Talks and Teaching of Peers**

#### **Internal**

None

#### **External to NYU Langone Health and all other NYU schools**

07/2009-	Regional, Visiting Fellow, Northern Hospital, Division of Pulmonary Medicine, Baltimore, MD
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### **Mentoring and Advising**

#### **Predoctoral students supervised and/or mentored**

None

#### **Postdoctoral students supervised and/or mentored**

07/2012-06/2014	Jim Doe, Western Hospital Internal Medicine Residency Program, Medicine, Advisor, Adjunct Assistant Professor, Western Hospital
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#### **Faculty mentored**

04/2009-03/2011	Jane Doe, Medicine, Associate Professor, Eastern Hospital
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## **Institutional, Local/National Service and Related Activity**

### **Institutional Service**

07/1995-06/1998	Hospital, Member, Alcoholism Clinic at Eastern Hospital
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05/2000-04/2001	Hospital, Member, Pharmacy Committee at Eastern Hospital
05/2001-04/2018	Hospital, Member, Environmental Safety Committee at Eastern Hospital
07/2001-06/2018	Hospital, Attending Physician, Medical Service at Western Hospital
07/2001-05/2015	Hospital, Director, Tuesday Evening Medical Clinic at Eastern Hospital
08/2001-07/2009	Department, Member, Library Committee, Department of Anatomy
08/2009-07/2010	School, Member, Examination Committee
08/2009-04/2018	Hospital, Chair, Environmental Safety Committee at Eastern Hospital
08/2014-	School, Member, Standing Committee on the MD/PhD Program
07/2015-06/2018	School, Member, Board of Advisors of Western Medical School

## Professional Service

<a href="#">Professional Service for Professional Organizations</a>	08/1992-	Member, Boylston Medical Society
04/1997-04/1999	Member, Informatics Society	
07/1999-	Member, Association for Lung Research	
05/2000-	Councilor in Medicine, Lung Research Society	
11/2000-12/2001	Education Committee Member, Genomics Society	
02/2004-06/2007	Member, American Society for Genomic Research	
03/2009-	Trustee, Society of Pulmonary Medicine	
01/2012-08/2018	Member, National Council on Environmental Protection and Measurements, Committee on Administered Drugs	
04/2012-03/2013	Member, Pulmonary Medicine Services State of New York, Advisory Committee	
08/2015-09/2018	Member, National Institutes of Health's National Heart and Lung Institute, Diagnostic Pulmonary Function Committee	
10/2015-	Member, American College of Physicians	
05/2016-09/2018	Member, University of California Los Alamos Scientific Laboratory, Medical Committee	

## [Peer Review Groups, Grant Application Review Groups, and Study Sections](#)

06/2015-	Permanent member, Biomedical Computing and Health Informatics Study Section, NIH
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## [Advisory Boards and Consultant Positions](#)

06/2013-07/2018	Member, American Board of Pulmonary Medicine
06/2015-07/2018	Secretary, American Board of Pulmonary Medicine
08/2018-07/2019	Member, Diagnostic Research Advisory Group , National Institutes of Health's National Heart and Lung Institute

<a href="#">Organizing Roles in Scientific Meetings</a>	12/2009	Scientific Co-Chairman, 2 <sup>nd</sup> International Congress of the World, Federation of Medicine and Biology, Washington, DC
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<a href="#">Editorial and Journal Positions</a>	04/1995-04/1996	Editor, The Relative Observer
Editor, The New York Journal of Science	03/2002-	Associate
09/2003-09/2013	Ad-hoc reviewer, American Journal of Medical Sciences	
08/2005-	Editorial board member, Empire Ornithology	
06/2009-05/2013	Editor-in-Chief, The Old Journal	
05/2011-	Ad-hoc reviewer, Catheterization and Cardiovascular Diagnosis	

06/2015-	Editorial board member, Genomics and Informatics
06/2017-	Ad-hoc reviewer, Journal of Cell Physiology
02/2018-	Ad-hoc reviewer, New England Journal of Medicine

### **Community Service, Volunteer Activities, and Teaching of Patients**

09/2011-08/2018	Founder and Chairman of the Board, InverAgenTechCom, New York, NY
07/2015-	Board of Trustees Member, The Big Red School, New York, NY

### **Military Service**

None

## **Bibliography**

### **Publications**

#### **Peer-reviewed Publications**

1. Anonymous. Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. NEJM 1997;336:308-315.

#### **Peer-reviewed reviews**

#### **Non peer-reviewed publications**

#### **Book Chapters, Books**

#### **Editorials and Commentaries**

#### **Book reviews**

#### **Meeting Reports, Consensus Reports, practice guidelines and any other publication**

#### **Media appearances**

2. 2015, John Doe, "Cell Kinetics in 2015", Print, The Washington Square Herald, [www.wsh.com/83742](http://www.wsh.com/83742)

#### **Other Media including Research and Analytic tools (Please include description)**

### **Abstracts**

None

### **Oral and poster presentations**

09/15/2010 Doe JJ and Roe JJ, Functions of XYZ, Northeast Cell Conference, Federation of Medicine and Biology, Boston, MA

## Patents

2005 A novel bioinformatics program for the automatic elucidation of the genomes of the lower species, United States, Patent No. 000,010,101,111, Filed 02/03/2005, Granted 02/01, 2009