**PURPOSE:** The purpose is to clearly define what is necessary and required in a curriculum vitae (CV).

**SCOPE:** All staff

**PERSONNEL RESPONSIBLE:**  Principal Investigator, Sub-Investigators, Study Coordinator and/or other pertinent staff who will conduct research.

**PROCEDURES:**

* Curriculum vitae (CV) should be maintained for all staff capturing the staff member’s qualifications, positions within the site and previous employment, clinical trial experience, and publications, if applicable.
* The CV shall be updated as required when a staff member changes positions/roles or any updated clinical trial experience or publications.

**RESOURCES:**

* Good Clinical Practices
* ICH guidelines
* Site Policies and Procedures