Environmental Protection Agency (EPA)
Office of Science Coordination and Policy (OSCP)
Biosketch Instructions, Example, and Fillable Form

Thank you for your interest in peer reviews at the EPA. As part of the process of soliciting, nominating, and recruiting established members of a panel or committee or adding *ad hoc* members for select meetings, OSCP needs a one-page biographical sketch (a.k.a. biosketch).

We are requesting that you provide information that is focused and appropriate to represent your profession, expertise, scientific or related technical experience, and prior panel or committee experience like that of a Federal Advisory Committee (e.g., Scientific Advisory Panel, Scientific Advisory Board, Board of Scientific Counselors, or similar).

The one-page biosketch will be used in the candidate phase of recruiting and identifying members with the credentials that support the potential participation in a particular meeting and, if placed on a panel or committee meeting roster, will be used to document members who contributed to a meeting.

INSTRUCTIONS

The next page provides a description of the information that is requested by field name.

The following page is an example of a properly formated one-page biosketch.

The last section (2 pages) of this document is a fillable form that corresponds to the fields (sections) that comprise the biosketch. *Fields are character limited.* Scroll bars may appear for a field, but once the maximum characters are used the field will accept no additional information. We will receive the form and extract the information to a document for final review and formatting. If more than one page of information is received, we will contact you about any edits made to conform to the single page format.

NOTE: This PDF file is in an "extended format" and can be opened, fields filled in, and the file saved using either Acrobat Reader or Acrobat Professional. In the extended format you will be able to open the file later and edit the document.

BIOGRAPHICAL SKETCH TEMPLATE

Candidate's name: First Name, Middle initial, Last Name: (including credentials)

Affiliation: Primary position title and Primary Place of employment (including city and state)

Expertise: Chemistry; Human Physiology; Ecological Toxicology; other

Education: include degrees earned and name of college/university

Experience Summary: Start with candidate's name (and describe experience; e.g., Dr. Smith is a professor of Human Physiology with 15 years of teaching and research on …); additional concurrent position(s) and place(s) of employment; editorial roles, workshop or workgroup activities (years served should appear in parentheses, e.g., 2011-2012), and primary research interests. Usually 200-word count.

Panel Experience: Provide committee/panel style peer review experience(s) with the listing of the years served on the panel (i.e. 2000-2004).

EXAMPLE:

Daniel Schlenk, Ph.D.

Affiliation: Professor of Aquatic Ecotoxicology and Environmental Toxicology at the University of California Riverside, CA.

Expertise: Research on understanding the biochemical factors that influence susceptibility to environmental and natural chemicals with a focus on Aquatic Ecotoxicology.

Education: PhD in Toxicology, Oregon State University. BS Toxicology Northeast Louisiana University.

Experience Summary: Dr. Daniel Schlenk is Professor of Aquatic Ecotoxicology and Environmental Toxicology at the University of California-Riverside. He is a Fellow of the American Association for the Advancement of Science, and from 2007-2014. Dr. Schlenk was a member of the Board of Directors for the North American Society of Environmental Toxicology and Chemistry (2003-2006). His research interests focus on mechanisms of action of pesticides, PAHs, and emerging compounds in aquatic organisms.

Panel Experience: Dr. Schlenk is currently a member of EPA Science Advisory Committee on Chemicals (SACC; 2017-present); Dr. Schlenk's experience on Federal panels includes: Permanent Member US EPA Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) Science Advisory Panel (2007-2012) and Chair US EPA FIFRA Science Advisory Panel (2012-2014). USEPA Chemical Safety Advisory Committee (CSAC) (2016) and the Toxic Substances Control Act (TSCA), Draft Risk Assessment Work Plan Chemical for 1-Bromopropane (2016); Ad hoc reviewer National Institute of Environmental Health Sciences (NIEHS) Freshwater Biomedical Centers (1996); US Department of Agriculture (1997-2000) and National Science Foundation (1996-present); National Oceanic and Atmospheric Administration (NOAA) Oceans and Human Health Initiative Grant Review Panel (2005); US EPA Endocrine Disrupter Mixtures Grant Review Panel (2005); US EPA Science Advisory Board, Aquatic Life Criteria Guidelines (2005); NIEHS P30 Core-Center Applications (2008); and NIEHS Superfund Research Program P42 Center Applications (2016). Dr. Schlenk has also served on numerous State and foundation review panels and committees.

Scroll to the top of this document for Instructions, biosketch template, and example. Use the fields below to enter you biosketch information.

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