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Education

| | | | |
|------|--|---------------------------|------------------|
| 1971 | B.A., <i>English, American History</i> | Michigan State University | East Lansing, MI |
| 1974 | M.Ed., <i>Educational Psychology</i> | University of Illinois | Urbana, IL |

Work History

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

Publications

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

The Eighth International Conference on Emerging Nuclear Energy Systems, eds. A.V. Zrodzko, A.L. Shimkevich, C.M. Elliott, IPPE, Obninsk, Russia (1997). 2 volumes, 825 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* (Summer 1997).

C.M. Elliott, B.V. Litstov, *Fundamentals of Publishing in Western Technical Journals*, VNIIT, Snezhinsk, Russia (1999). In Russian.

C.M. Elliott, *How to Develop Successful Technical Proposals*, International Science and Technology Center, Moscow (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," *3rd Uralis 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 - источник ценной информации," *7th Zababakhin 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 - источник ценной информации," *3rd Uralis Seminar on Radiation Damage Physics*, Berezniki, 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 научной заявки на грант," *Specialists' Workshop*, RFNC Institute of Technical Physics, Snezhinsk, Russia, September 28-30, 1999.

Preparing an Proposal Biosketch

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One of your basic (and often neglected) tasks as a scientist is to keep an up-to-date CV.

Over the course of your career, you'll be asked to provide a CV many times:

1. for employment decisions—to get a job, to get a raise, to get promoted
2. for applications for special workshops or conferences
3. for funding of research proposals
4. for nominations for honors and awards

Today, we're going to talk specifically about the abbreviated CV-like document that is part of most grant proposal submissions.

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1

The purpose of including a bio in a research proposal is to:



1. Convince the program officers and reviewers that you have the requisite education, skills, and experience to complete the project successfully
2. Convince the *apparatchiks* that you can follow directions
3. Convince everybody that you are careful and attentive to detail

2

Proposal biosketches are targeted 

Adjust the bio for the project you're proposing



Pick publications and activities that are closely related to the proposed project

Emphasize success in related projects

3

Proposal CVs are a specialized form of resume, designed to get a research project funded.

Use your bio to supplement the technical narrative of the proposal

Related experience and appointments

Demonstrated success in related endeavors

Track record in activities of particular interest to that agency (technology transfer, broadening participation of underrepresented individuals, development of STEM pedagogy or resources)

Special skills

Tip: Include a short section in the technical narrative that describes the special qualifications of your project team—some reviewers will not look at the biosketches

4

Carefully follow all instructions about bios

Include all required information

Adhere to page limits and formatting rules

**Do not include personal information that is
unrelated to your skills and experience**

Personally sensitive information (SSNs, home address)

Marital status

Age or date of birth

Membership in a protected class (race, gender, ethnicity)

Health status

**Funding agencies change rules all the time—don't
assume that what you did (or got away with)
last year is okay this year**

5

Read the directions. Obey.

NIH uses a proprietary software package (SciENCv) to spit out compliant biosketches for NIH and NSF proposals; q.v. <https://www.ncbi.nlm.nih.gov/sciencv/>.

Until October 2023, NSF had fillable PDF templates that could be used for biosketches for NSF proposal. Those templates are no longer allowed; proposers must use SciENCv.

SciENCv is required by most federal funders
<https://www.ncbi.nlm.nih.gov/sciencv/>

**Under “Uniform Guidance,” federal funders are
standardizing bio contents and formatting**

**Eliminates the need to repeatedly enter biosketch
information**

Automatically formats to meet agency requirements

Any researcher may register for a SciENCv account

**Data are owned by the researcher, who controls what
data are made public**

Researcher edits and maintains information

**Currently required by NSF, NIH, and DOE; other federal
agencies expected to follow suit**

6

Follow the SciENCv instructions witlessly—no deviations allowed.

What about ORCID iDs?



**Permanent numerical identifier you can
associate with your name**

**More and more publishers and funders are
requiring them**

**Particularly useful if you have a common
surname or if you change your surname**

**University Library has created a slick interface
that makes registering a snap
<https://orcid.library.illinois.edu/>**

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For NIH proposals only*, include three more mandatory sections

Personal statement—narrative description of why you are well suited for your role, e.g., technical expertise, access to facilities, prior accomplishments

Honors and awards

Contribution to science—list up to five of your most significant contributions to science, including up to four peer-reviewed pubs for each

***This information is a good addition to any proposal, but it must go in the technical description of the project, not the CV**

8

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 contributions, emphasize those most closely related to the proposed work

Select publications or products most closely related to the proposed work

In addition to your formal CV, develop a narrative CV

Celia Mathews Elliott is an academic professional in the Department of Physics at the University of Illinois at Urbana-Champaign. She has extensive experience in grant and proposal writing and funding of scientific research in academic institutions. She teaches one course per semester in scientific and technical communications for advanced physics undergraduates. Prior to joining the Department of Physics, she worked as a technical editor for three international peer-reviewed physics journals, and she served as a part-time faculty member at Parkland College, teaching business management and business writing from 1981 to 1997. She holds a bachelor's degree in English and a bachelor's degree in American history from Michigan State University and attended graduate school in educational psychology at the University of Illinois. She was presented an honorary doctorate in humane letters from South Ural State University (Russia) in 2003, and the Civilian Research and Development Foundation Recognition Medal in 2005 for her work with scientists in the former Soviet Union.

10

Keep the narrative to one or two paragraphs.

You'll use the narrative over and over for people to introduce you as a speaker, so emphasize things that establish your credibility as an expert.

You can incorporate the narrative in your formal CV:

Name

Affiliation

Contact Information

Narrative

Education

Employment

....

To recap:

Follow the rules

Tune your biosketch to the specific proposal

Follow the rules!

**Select items that give reviewers confidence
that you will be successful**

**Allow enough time to read, revise, and
proofread your biosketch**

Follow the rules!!!



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<http://physics.illinois.edu/people/Celia/>

For more proposal advice, see <http://physics.illinois.edu/people/Celia> and scroll down past the departmental propaganda to the “Additional Information” section.