

## Fellowship Biosketch Formatting Guide: April 2022

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 09/30/2024)

**Step 1:** Check for correct OMB No. Correct version is currently Rev. 10/2021 through 09/30/2024

**Step 2:** Check for consistency of name formatting (recommend Last Name, First Name). Do not include academic degrees.

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 09/30/2024)

### BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: Hayes, Susan

eRA COMMONS USER NAME (credential, e.g., agency login): HayesS

**Step 3:** Check for eRA Commons username (required for all Senior/Key Personnel, Other Significant Contributors (OSCs), and other key individuals listed on the Research & Related Senior/Key Person Profile).

POSITION TITLE: Postdoctoral Fellow

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education first, followed by additional professional education/training. Include postdoctoral and residency training if applicable. A nursing,

**Step 4:** List title of current position. Do not include institution or location.

INSTITUTION AND LOCATION	DEGREE (if applicable)	Start Date MM/YYYY	Completion Date MM/YYYY	FIELD OF STUDY
Wake Forest University, Winston-Salem, NC	BS	08/2009	05/2013	Engineering
Georgetown University, Washington, DC	PHD	08/2013	05/2019	Molecular Biology
Michigan State University, East Lansing, MI	Postdoctoral Fellow	09/2019	Present	Bioinformatics/ Immunology

**Step 5:** Include both institution AND location (city, state; or country if outside of US).

**Step 6:** List baccalaureate or other initial professional education first, followed by additional professional education/training. Include postdoctoral and residency training if applicable. Make sure to list the month and year of the start and end dates.

### Header Instructions (Per NIH Guidelines)

- Formatting/Font:** Arial font size 11; 8.5x11 page; 0.5" margins
- Name:** Fill in the name of the senior/key person or other significant contributor in the "Name" field of the Biosketch Format Page.
- eRA Commons User Name:** A valid eRA Commons username is required for all Senior/Key Personnel, Other Significant Contributors (OSCs), and other key individuals listed on the Research & Related Senior/Key Person Profile.
- Position Title:** Fill in the position title of the senior/key person or other significant contributor (OSC) in the "Position Title" field of the Biosketch Format Page.
- Education/Training:** Begin with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral, residency, and clinical fellowship training, as applicable, listing each separately. For each entry provide:
  - the name and location of the institution
  - the degree received (if applicable)
  - the month and year of end date (or expected end date). For fellowship applicants only, also include the month and year of start date.
  - the field of study (for residency entries, the field of study should reflect the area of residency training)

## Section A Formatting

### A. Personal Statement

My academic training and research experience have provided me with an interdisciplinary background in biological disciplines including molecular biology, microbiology, biochemistry, and genetics. As an undergraduate, I conducted research with Dr. Xavier Factor on the mechanism of action of antibiotics. As a predoctoral student with Dr. Tanti Auguri, my research focused on transcription in yeast, and I gained expertise in the isolation and biochemical characterization of protein complexes. I developed a novel protocol for the purification of component X of the Most Novel Complex. A subunit of this complex challenged a key paradigm of transcription elongation and was a featured article in a major journal. During my undergraduate and graduate careers, I received several academic and teaching awards. For my postdoctoral training, I will continue to build on my previous training in transcriptional controls by moving into a mammalian system that will allow me to address additional questions regarding the regulation of differentiation and development. My sponsor Dr. I.M. Creative is an internationally recognized leader in the transcription/chromatin field and has an extensive record of training postdoctoral fellows. The proposed research will provide me with new conceptual and technical training in developmental biology and whole genome analysis. In addition, the proposed training plan outlines a set of career development activities and workshops – e.g. grant writing, public speaking, lab management, and mentoring students – designed to enhance my ability to become an independent investigator. My choice of sponsor, research project, and training will give me a solid foundation to reach my goal of studying developmental diseases in humans. During my second postdoctoral year in Dr. Creative's lab, my father had a severe stroke that eventually ended his life. I was out of the lab for six months dealing with my father's incapacitating illness and end-of-life issues. This hiatus in training reduced my scientific productivity. I am confident this proposed research project and training plan will enhance my scientific portfolio and will help recuperate my scientific productivity. My long-term research goals involve becoming an independent researcher and developing a comprehensive understanding of key developmental pathways and how alterations in gene expression contribute to human disease.

**Step 1:** Listing ongoing or recently completed projects (within past 3 years) is optional for Section A. The correct order/formatting is as follows:

Project # (can include agency/sponsor name before #)  
PI Last Name (PI), Role:  
Dates of Project  
Project Title

- Do **NOT** include aims or direct/indirect costs for each project.
- Do **NOT** include projects with end dates longer than 3 years ago.

1. **Hayes S, Schneider K, Chen M, Auguri T.** Rapid isolation and characterization of a novel transcription complex in *Saccharomyces cerevisiae* and its role in transcription elongation. *Journal of Cell Biology*. 2016; 128:770.

**Step 2:** Listing relevant citations is optional for Section A. Ensure that **no more than four** publications or research products are listed. Recommend bolding or underlining name, as shown here. There is no citation style requirement, however it is recommended to have consistency with one style throughout the biosketch.

### Section A Instructions (Per NIH Guidelines):

- Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to (previously captured under Section D. Research Support).
- You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software. Use of hyperlinks/URLs to cite these items is not allowed. You are allowed to cite interim research products. Note: interim research products have specific citation requirements. See related [Frequently Asked Questions](#) for more information.
- Note the following additional instructions for ALL applicants/candidates:
  - If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, disability, or military service, you may address them in this "A. Personal Statement" section.
  - Indicate whether you have published or created research products under another name.
  - You may mention specific contributions to science that are not included in Section C. Do not present or expand on materials that should be described in other sections of this Biosketch or application.
  - Figures, tables, or graphics are **not** allowed.

## Section B Formatting

### B. Positions, Scientific Appointments, and Honors

#### Positions and Scientific Appointments

2019 – Present Postdoctoral Researcher, Michigan State University, East Lansing, MI  
2012 – Present Member, National Society for Bioinformatics and Biotechnology  
2010 – Present Member, Association for Women in Science  
2009 – Present Member, Sigma Xi

#### Honors

2013 B.S. awarded with high honors, Wake Forest University, Winston-Salem, NC  
2013 Paula F. Laufenberg Award for best senior project in the Department of Engineering, Wake Forest University, Winston-Salem, NC  
2013 STAR award for public service in engineering, The IBeam Group  
2010 – 2011 Scholarship, National Merit Scholarship Program  
2009 – 2011 Scholarship, Daughters of Hawaii Society

**Step 1:** Check that the correct title for Section B is listed. It should be "**Positions, Scientific Appointments, and Honors**". It is **no longer** "Positions and Employment". The two correct subheadings are: "Positions and Scientific Appointments" and "Honors". If you listed "Professional Memberships" in the past, those memberships would now go under the "Positions and Scientific Appointments" subheading.

**Step 3:** List all honors or awards in **reverse chronological order**. You may include honors and/or awards from the past. Include location (city, state) when applicable.

**Step 2:** List in **reverse chronological order** all **current** positions and scientific appointments, both domestic and foreign.

- Make sure positions/appointments are in reverse chronological order.
- Include location (city, state) for position/appointment when applicable.
- Do NOT list appointments or positions that are not current.
- Do NOT include months when listing dates (years only).

### Section B Instructions ([Per NIH Guidelines](#)):

- List in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). High school students and undergraduates may include any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.
- List any relevant academic and professional achievements and honors. In particular:
  - Students, postdoctorates, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
  - Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

## Section C Formatting

**Step 1:** Check for correct formatting. List up to five significant contributions to science. While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant. The description of each contribution should be no longer than one-half page, including citations. Do NOT copy and paste a full list of publications and/or presentations from CV to represent contributions to science. This will not be accepted.

### C. Contributions to Science

1. **Early Career:** My early career contributions were focused on applying my knowledge of structural engineering to improving the design and integrity of tensile structures. More specifically, I worked with a team of engineers at the IBeam Group to develop concrete with a higher tensile strength that could be utilized in large structures such as suspension bridges. My particular role in the project was to identify candidate polymers, determine the ultimate tensile strength of these polymers, and make recommendations as to which polymer would afford concrete the most structural integrity under various stresses.
  - a. **Hayes S**, Janessa AJ. Redesigning the Golden Gate bridge. National Undergraduate Symposium on Science and Engineering; 2011; Baltimore, MD.
  - b. Lorentson C, **Hayes S**, Sauer N, Mehta S. Use of high-tensile concrete in cantilevered structures. J Applied Engineering. 2012; 63:413.
2. **Graduate Career:** My graduate research contributions focused on transcriptional gene regulation in *Saccharomyces cerevisiae*. Results from my research were highly relevant as they provided new details into the workings of complex biological systems and allowed for further extrapolations into the development of certain diseases and their progression. I originally developed a novel protocol for the purification of components of large protein complexes. A subsequent publication, in which I isolated and characterized a long sought-after transcription complex, challenged a key paradigm of transcription elongation and was a featured article in a major journal.
  - a. **Hayes S**, Schneider K, Chen M, Auguri T. Rapid isolation and characterization of the most novel transcription complex in *Saccharomyces cerevisiae* and its role in transcription elongation. CSHL Meeting on Mechanisms of Eukaryotic Transcription; 2015 August; Cold Spring Harbor, NY.
  - b. **Hayes S**, Schneider K, Chen M, Auguri T. Rapid isolation and characterization of a novel transcription complex in *Saccharomyces cerevisiae* and its role in transcription elongation. Journal of Cell Biology. 2016; 128:770.
  - c. **Hayes S**, Auguri T. A tandem affinity purification tag approach allows for isolation of interacting proteins in *Saccharomyces cerevisiae*. Yeast Genetics and Molecular Biology Meeting; 2017 September; Seattle, WA.

**Step 2:** List up to a maximum of four citations per contribution. Recommend using "a-d" in numbering form, and utilizing the same citation style throughout the section. Recommend bolding or underlining name, as shown here. .

- Do NOT include more than four citations.

#### Complete List of Published Work in MyBibliography:

<https://www.ncbi.nlm.nih.gov/myncbi/1CifFFV4VYQZE/bibliography/public/>

**Step 3:** There is option to provide a URL to a full list of your published work. This URL must be to a Federal Government website (a .gov suffix). NIH recommends using My Bibliography. Providing a URL to a list of published work is not required.

- Do NOT include a non-Government URL (e.g. Google Scholar or Research Gate).

## Section C Instructions ([Per NIH Guidelines](#))

- Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one-half page, including citations.
- While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant.
- For each contribution, indicate the following:
  - the historical background that frames the scientific problem;
  - the central finding(s);
  - the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
  - your specific role in the described work.
  - Figures, tables, or graphics are not allowed.
- For each contribution, you may cite up to four publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was. Note that while you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cite only published papers to support each contribution. Research products can include audio or video products (see the [NIH Grants Policy Statement, Section 2.3.7.7: Post-Submission Grant Application Materials](#)); conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. Use of hyperlinks and URLs to cite these items is not allowed.
- You are allowed to cite interim research products. Note: interim research products have specific citation requirements. See related [Frequently Asked Questions](#) for more information.
- You may provide a URL to a full list of your published work. **This URL must be to a Federal Government website (a .gov suffix).** NIH recommends using [My Bibliography](#). Providing a URL to a list of published work is not required.
- Descriptions of contributions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application.



## Section D Formatting – Fellowship Applicants Only

**Note:** Only the following types of applicants must complete this section:

- applicants for predoctoral and postdoctoral fellowships
- applicants to dissertation research grants (e.g., R36)
- candidates for research supplements to promote diversity in health-related research from the undergraduate through postdoctoral levels

### D. Scholastic Performance

YEAR	COURSE TITLE	GRADE
GEORGETOWN UNIVERSITY		
2013	Seminar in Molecular Biology	P
2013	Basic Biomedical & Biological Sciences	P
2014	Model Systems	P
2014	Statistics for the Life Sciences	P
2014	Current Topics in Molecular Genetics	P
2015	Ethics in Biological Research	CRE
2015	Biochemistry	P
2015	Physiology	P
2016	Seminar in Systems Biology	P
2016	Protein Chemistry	P

Except for the scientific ethics course, Georgetown University graduate courses are graded P (pass) or F (fail). Passing is C plus or better. The scientific ethics course is graded CRE (credit) or NC (no credit). Students must attend at least seven of the eight presentation/discussion sessions for credit.

**Predoctoral applicants/candidates (including undergraduates and post-baccalaureates):** List by institution and year all undergraduate and graduate courses, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a

**Postdoctoral applicants:** List by institution and year all graduate scientific and/or professional courses with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.