

U.S. Department of Labor Biographical Sketch Details

The U.S. Department of Labor's (DOL) Secure Transfer, Restricted-Use Data Lake (STRUDL) requires researchers to provide biographical sketches. Researchers are individuals on the proposed project that are considered senior personnel, key personnel, and other significant contributors. The DOL Biographical Sketch (**limited to three pages**) must be provided with the STRUDL application.

Inclusion of additional information beyond that specified below may result in the application being returned without review. **Do not submit any personal information in the Biographical Sketch.** This includes items such as home address; home telephone, fax, or cell phone numbers; home email address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the application. DOL is not responsible or in any way liable for the release of such material.

The format of the biographical sketch is as follows:

1. Identifying Information

- Name: Enter the name of the researcher (last name, first name, middle name, including any applicable suffix).
- Position title: Enter the current position title of the researcher.

2. Organization and Location

- Primary organization: Enter the name of the primary organization of the researcher.
- Location: Enter the city, state/province, and country where the primary organization is located. If the state/province is not applicable, enter "N/A." Indicate "virtual" if the project is not based in a physical location.

3. Professional Preparation

Provide a list of the researcher's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education. For each entry provide

- the name of the organization;
- the location of the organization: city, state/province, and country of the primary organization (if the state/province is not applicable, enter "N/A");
- the degree received (if applicable);

- the month and year the degree was completed or expected completion date (for fellowship applicants only, also include the start date of the fellowship); and
- the field of study.

4. **Appointments and Positions**

Provide a list, in reverse chronological order by start date, of the researcher's **three most recent** academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether remuneration is received, and whether full time, part time, or voluntary (including adjunct, visiting, or honorary). For each entry provide the following:

- Start date: YYYY
- End date: YYYY
- Appointment or position title
- Name of organization
- Department (if applicable)
- Location of organization: city, state/province, country

Note that for all professional appointments, researchers must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

5. **Projects**

Provide a list of up to **four projects** you have been a part of that most closely related to the proposed project. For each entry provide the following:

- Title: project title
- Period of Performance: MM/YYYY – MM/YYYY
- Role: principal investigator, co-principal investigator, key personnel, etc.
- Description: provide a brief description of the project (one to three sentences) that describes the project and your contributions to it