

# 2021 Contact Update Submission Requirements



Review required information for submission of the 2021 Pitt Pediatrics Contact Update Form based on institutional affiliation(s). Direct email invitations will be sent in the spring of 2021.

**Have a Pitt network account?** All Pitt faculty, Pitt staff, Pitt postdocs, Pitt students, and select UPMC or UPP personnel with Pitt accounts must use Pitt network credentials to access the 2021 Contact Update Form. Account questions and password reset requests are handled by the Pitt Information Technology Help Desk at 412-624-4357. Technicians are available 24/7/365, including holidays.

TYPE OF INFORMATION COLLECTED OR REQUESTED	PITT FACULTY AND/OR UPMC & UPP PHYSICIANS*	PITT STAFF, UPMC OR UPP STAFF, PITT STUDENTS, AND PITT POSTDOCTORAL ASSIGNEES	UPMC FELLOWS AND RESIDENTS
<b>Name and Postnominal Letters or Other Credentials</b>	<b>Required</b>	<b>Required</b>	<b>Required</b>
<b>Academic Office Location and Business Telephone Number(s)</b>	<b>Required</b>	<b>Required**</b>	<b>Required**</b>
<b>Research Bay Number, Seat Letter, and Supervising PI Name</b> Needed for computer ordering as part of the PittNet migration; applies to all non-faculty research personnel with laboratory space in Rangos Research Center, Biomedical Science Tower, Biomedical Science Tower-South, and Biomedical Science Tower 3***	N/A	<b>Required</b> , if applicable based on job duties and main work location***	<b>Required</b> , if applicable based on job duties and main work location***
<b>Institutional Affiliations and Pitt Pediatrics Division/Center/Institute/Business Unit Assignment(s)</b>	<b>Required</b>	<b>Required</b>	<b>Required</b>
<b>Pitt and/or UPMC Email Addresses</b>	<b>Required</b>	<b>Required</b>	<b>Required</b>
<b>Biography</b> 2-3 paragraph minimum outlining relevant academic and research interests; should be formatted with Pitt abbreviations, unit names, and writing style	<b>Required</b> , should be formatted <a href="#">using this example</a>	<b>Optional</b>	<b>Required</b>
<b>Profile Photo or Headshot</b> Original high-resolution headshot in JPEG or PNG format, minimum 680x600 pixels, with adequate space around the head and shoulder area; no masks or similar facial coverings	<b>Required</b>	<b>Optional</b>	<b>Required</b>

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<b>Home or Residential Mailing Address</b> Used for performance reviews and other internal functions; will not be published	<b>Required</b>	N/A	N/A
<b>Curriculum Vitae (CV) or Résumé</b> Must be provided in Microsoft Word or Rich Text format (no PDFs) with all comments, tracked changes, and similar edit marks removed	<b>Required</b> , must use <a href="#">Pitt School of Medicine CV format</a>	<b>Optional</b> , postdocs and research staff that maintain a list of publications strongly recommended to provide a CV	<b>Required</b> , <a href="#">Pitt School of Medicine CV format</a> highly recommended
<b>Research Publication/Tracking Systems</b> MyNCBI, ORCID, Web of Science ResearcherID, and Scopus (Elsevier) profile information	<b>Required</b> , if available	<b>Optional</b> , postdocs and research staff strongly recommended to provide profile details	<b>Optional</b>
<b>Research Interest Keywords</b> Brief statements identifying relevant research interests for use under a new Pitt Pediatrics website search tool; should not exceed 40 characters per interest	<b>Required</b>	<b>Optional</b> , postdocs and researchers strongly recommended to provide keywords	<b>Optional</b>
<b>Administrative Assistant or Executive Assistant Information</b>	<b>Optional</b>	<b>Optional</b>	<b>Optional</b>
<b>Personal Website(s) or Social Media Account Links</b> May add third-party lab websites or professional social media accounts to a Pitt Pediatrics website directory profile	<b>Optional</b>	<b>Optional</b>	<b>Optional</b>
<b>Fellow and Resident Questionnaire</b> General marketing and program-related questions for trainees	N/A	N/A	<b>Required</b>
<b>Curriculum Vitae (CV) for Public Review</b> Personnel may provide a CV for upload to their public Pitt Pediatrics website profile	<b>Optional</b>	<b>Optional</b>	<b>Optional</b>

\*Includes all University of Pittsburgh faculty with a primary or secondary academic appointment in Pediatrics and/or physicians with a UPMC or UPP-only appointment under a Pitt Pediatrics division, center, institute, or unit.

\*\*Non-faculty must accurately provide at least a building and floor number on the form but can elect to display a generic Children's Hospital street address on their website directory profile.

\*\*\*Personnel located in Rangos, BST, BST-South, and BST3 that do not have laboratory space may skip these fields.

Rev. 05/12/2021