

Summary of Contributions Q & A

We hope that this Q & A will help answer questions that you may have about preparing your summary of contributions. But, if your questions are not answered here, please feel free to contact our team using the messaging function on our secure server system. We are happy to help guide you through the process.

1. Q: Where can I find instructions for preparing my summary of contributions?

A: Please refer to the notification located on the upper left corner of your account. You can download the most up to date client packet by clicking the hyperlink "Client Packet" or "Help Area."

2. Q: Do you have a template I can use for preparing my summary of contributions?

A: Yes, the Client Packet includes a template in Appendix A. Please follow the template that we have provided and fill out all of the sections. Following the template we provide will enable us to draft strong recommendation letters for your case, an essential part of our proven strategy.

3. Q: Do you have samples that I can refer to when preparing my summary of contributions?

A: Yes, the Client Packet also includes samples in Appendix A. Please note that these samples are primarily meant to provide you with examples of the level of detail that we expect you to provide in your own summary of contributions. Every person's work is unique and you should be focused on your own work and achievements.

4. Q: Why do you need me to prepare a summary of contributions?

A: Given that you are the one who understands your professional endeavors best, we ask that you please provide as much information as possible in your summary of contributions so that we may develop an optimal strategy for petition approval tailored specifically to your case. The information you provide does not need to be polished or in complete sentence form; we simply request that you provide detailed and specific answers to each section where applicable.

5. Q: How do I know if I'm on the right track with regard to preparing my summary of contributions or if it's sufficient for you to use to prepare the materials for my case?

A: Once you upload a first draft of your summary of contributions along with any supporting documentary evidence, we will review it carefully and let you know what additional information we may need from you.

6. Q: How should I describe my Field/Industry in the Background Information section?

A: You should choose the single field designation that best encompasses the bulk of your past and current work.

7. Q: What kind of information should I include in the Summary of the Implementation/ Influence of the Work?

A: For each project, please summarize the implementation and/or attention your work has seen in the field so far. This may include brief descriptions of how your work was used in a few notable citations from independent researchers, requests for additional information about your work, awards, commercialized patents, media coverage, etc.

In particular, it would be very helpful if you are able to provide one or two sentences describing some of the more significant citations/implementations of your work and how other researchers have utilized your methods/results to further their own research. Please note that it is best to focus on the *quality* of the citations rather than the quantity for this section. Please be sure to provide the complete publication details of the papers where these citations appear.

8. Q: What do you mean by notable citations?

A: A notable citation is an independent citation that references a notable use of your work in a citing paper. If a citing paper uses your work as the foundation for their research, this would be a good example of a notable citation. Citations in review papers are also often good notable citations. A citation may also be notable if the citing articles used your work extensively or if the citing articles are from government labs, etc. You can refer to the sample summaries of contribution provided in the client packet to see what sorts of notable citations are helpful to include and how to describe them.

Please note that in order to be independent, the citation must not be a self-citation. Also, in order to be independent, your cited article must not share an author with the paper citing your article. We do not recommend including citations from your co-authors, coworkers, or other collaborators, as in our experience the USCIS is unlikely to consider dependent citations to be significant.

Finally, please be sure to include in your summary of contributions a description of any citations to your work made by your independent recommenders. Relatedly, please also be sure to note this information in your list of recommenders.

9. Q: What information should I include about my notable citations?

A: After you have selected a few notable independent citations, please describe in a sentence or two how they used your work. Please also provide titles of both the citing and cited paper and the publication information. Please refer to the sample summaries of contribution provided in the client packet for examples of how to describe them.

10. Q: Why do you need me to provide this information about my notable citations?

A: Since we are not researchers in your field, we are unable to look at a citing paper and determine how and why your work was used in the citing paper. However, describing specifically how some of these citations use your work to the USCIS will help us be more clear about the impact your work has had on your field, which is the most important thing for us to establish for your I-140 petition.

11. Q: What if I don't have any notable citations?

A: For any contributions that have not yet led to cited papers, please describe any other evidence you can provide to demonstrate the influence that this work has had on your field. This could include, but is not limited to, funding, licenses or contracts, collaborations, technology transfer agreements, patent commercialization, use in clinical guidelines, resulting clinical trials, or emails from independent researchers asking for your work.

12. Q: Can I include notable citations that are not listed on my Google Scholar profile?

A: Yes. Please note that for your petition package, as evidence of citations that are not counted on Google Scholar or another database, you will need to provide:

- a) The first page of the citing article with the title and abstract.
- b) Any pages where your work is referenced within the article, with your work highlighted.
- c) The reference page showing the citation of your paper, highlighted.

13. Q: Can I also include citations in my citation total that do not appear on Google Scholar but are tracked on some other database?

A: Yes. But please note that if you would like to claim citations that are not tracked on Google Scholar, you will need to provide the following additional pages for each article for which you would like to claim additional citations:

a. A full list of articles that cited your work on Google Scholar. The titles, list of authors, and publication information must be translated for any citations that do not appear in English.

b. A full list of articles that cited your work from the other database. As above, the titles, list of authors, and publication information must be translated for any citations that do not appear in English. Please then highlight all unique citations that appear on the other database but are not tracked on Google Scholar.

c. (Optional): A chart or table clarifying where the citations to your work are listed. If you choose to provide such a table, it must match the evidence from Google Scholar and the other database exactly.

14. Q: Can I include citations made by papers not published in English?

A: Yes. However, all documents submitted to the USCIS must be in English or be accompanied by a certified translation. Please note that, if peer-reviewed articles have the journal information, article title, authors list, and abstract in English, you should not need a certified translation for them. If a translation is needed, you, or a colleague fluent in both English and the language in which this document was written, can do a certified translation by submitting 1) a certified translation affidavit, 2) the document in its original language, and 3) a separate document containing the English translation. We can upload a template of a certified translation affidavit at your request.

15. Q: Can I include projects in my summary of contributions which are ongoing/ have not yet been completed?

A: It is best for you to focus on describing your most influential work in your summary of contributions. The USCIS is unlikely to find projects that have not yet resulted in publications, citations, or seen other forms of implementation to be significant. Therefore, the focus of the materials we prepare for your petition will not be on your work that is still ongoing, if it has not yet been significantly and independently implemented.

16. Q: Should I include projects relating to my past work even though it isn't directly related to my current work?

A: As long as all of your projects broadly relate to your field of expertise, it should be fine to mention your past work, even though it may not be directly related to your current work.

17. Q: Should I include my most cited work in my summary of contributions?

A: Yes, please be sure to do so. The USCIS places a great deal of weight on citations as objective evidence of the significance of one's work. So, it is important that we include a discussion of your most cited work in the materials we prepare for your petition.

18. Q: Should I include abstracts in my summary of contributions?

A: No. You should only include full-length, peer-reviewed publications in your summary of contributions. The USCIS is unlikely to find abstracts to be significant evidence of the influence of your work. The USCIS is also unlikely to view poster presentations or other conference participation which has not resulted in full-length peer-reviewed publications to be significant. Therefore, we will not be discussing them in the materials we prepare for your petition and you do not need to include them in your summary of contributions.

19. Q: Should I include student awards in my summary of contributions?

A: No. In our experience, the USCIS only considers awards to be significant if they are major awards open to all experts in the field. As such, we do not suggest including awards such as travel grants, best paper awards, or other academic awards, as we will not be discussing them in the materials that we prepare for your petition.

20. Q: Should I include my Sigma Xi membership in my summary of contributions?

A: No. Based on communications we have received directly from the USCIS, Sigma Xi membership is not considered significant by the USCIS.

21. Q: I've been invited to be included in Marquis Who's Who. If I accept this invitation will it be helpful to my case?

A: No. Memberships such as this that require payment of a fee are unlikely to be viewed as significant by the USCIS. Therefore, we would not suggest discussing your inclusion in Marquis Who's Who, or other memberships which require payment of a fee, in the materials we prepare for your petition and you do not need to include it in your summary of contributions.

22. Q: My work has received media coverage from my university. Should I include this in my summary of contributions?

A: No. The USCIS is unlikely to find media coverage from your university to be significant. Therefore, we will not be discussing it in the materials we prepare for your petition and you do not need to include it in your summary of contributions. Similarly, the USCIS is unlikely to find significant any media coverage that is based on press releases from your institution.

Additionally, coverage in Science Daily is also unlikely to be considered significant by the USCIS and should not be discussed in the materials we prepare for your petition.

Please also note that media coverage included in the summary of contributions should include mention of your name specifically or the title of a paper you authored.

23. Q: Should I include my experience with judging high-school science fairs or evaluating my co-workers in the section of the summary of contributions regarding peer-review experience?

A: No. The USCIS is unlikely to find this sort of review experience as significant and should not be discussed in the materials we prepare for your petition. Rather, you should include peer-review work that you have done for journals in your field, including service as an editor for any peer-reviewed journals.

24. Q: Should I include invitations to present at conferences, present lectures, or to serve on an editorial board?

A: No. The USCIS is unlikely to find such invitations to be significant. Please also do not include invitations to conduct reviews for peer-reviewed journals, if you have yet to submit the reviews.

If you have accepted an invitation to serve on an editorial board for a peer-reviewed journal and can provide evidence of your service on the editorial board, then this information should be included in your summary of contributions. As evidence of your editorial board service, please provide evidence that confirms your service is already underway or has occurred in the past, such as the inclusion of your name on the website of the journal in question.

25. Q: Will my summary of contributions be submitted to USCIS?

A: No. The summary of contributions will be used solely as a resource for drafting your recommendation letters and petition letter and as a guide for gathering the supporting documentation necessary for assembling your petition package.