**CURRICULUM VITAE – NAME**

(To update this table of contents’ headings and page numbers automatically: Right-click on one of the headings in the table of contents, select, “Update Field”, click “Update Entire Table”, then click “OK”. If you add any headings, ensure they are a Heading 1 or Heading 2 under “Styles” in the Home ribbon above. The table will update with any page changes. If you require assistance with this document, please connect with [irp@uwo.ca](mailto:irp@uwo.ca). Please delete all purple text when it is no longer needed.)

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Follow these formatting instructions to prepare your CV:

* Applicants must follow the order outlined below.
* Arial 12-point font **must be** used for the CV.
* Text should be single spaced, with no more than 6 lines per inch
* One-inch margins on all sides
* Ensure all pages are numbered
* Begin with the most recent information.
* Start each entry on a new line.

Please delete all purple text when it is no longer needed.

# PERSONAL INFORMATION

# EDUCATION

* List your Degrees and subject area and year of conferral.

# RECOGNITIONS

* List any awards you have received. The focus should be on awards you have received as an independent researcher. Include minor, discipline-specific awards as they may help you stand out.
* As a reminder, the program defines "independent researcher" as: "The first independent academic research appointment is defined by the Ministry as a position where a researcher is capable of independently publishing, supervising, and applying for funding."
* We suggest including a sentence or two to describe the purpose of each award, emphasizing if it was competitive and why it showcases your excellence.
* List other evidence of recognition, such as a prize, or leadership of a committee etc.

# RESEARCH (PI) PROFILE

Briefly highlights the researcher’s skills and work experience relevant to the proposal.

* Provide a brief overview of you and your research. Include your principal areas of research, primary research aims, and any further significant contributions you want to highlight.
* You could include things like: HQP totals, total funding you have received, notable knowledge translation activities, etc.
* You may also use this section to explain any publication conventions in the discipline or any situations that are unique to your CV. **Independence from your supervisor should be emphasized in this CV**. If for some reason you still publish with your supervisor and an objective reviewer would question your independence, you should describe your circumstances.

# EMPLOYMENT HISTORY

* Include academic and non-academic employment. Include the name of the organization and years of employment.

# RESEARCH FUNDING HISTORY

* List all research grant funding you have held, including start and end dates, role, granting agency and program, grant title, total funding amount.
* We suggest including a table to capture this and example is included. Use of this table is optional.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PI & Co-Is** | **Title of project** | **Funding Source**  **Program** | **Amount per year**  (CAD) | **Years of tenure** | |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# ACTIVITIES

## STUDENT/POST-DOCTORAL SUPERVISION

* You may include the list of students you have supervised, divided by degree type. We recommend also including a summary table of your career totals.
* Highlight any trainees that have gone on to do notable things in academia or outside or any students who have won notable awards.
* Include current employment or academic status for trainees.
* An example. Modify or discard as needed:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Completed | In Progress |
| i) Master's Students | | 11 | 0 |
| ii) Doctoral Students | | 2 | 3 |
| iii) Post-doctoral Fellows | | 1 | 0 |
| iv) Committees | |  |  |
|  | a) Advisory Committee Member - Master's Students | 17 | 5 |
|  | b) Thesis Examiner - Master's Students | 19 | 2 |
|  | c) Advisory Committee Member - Doctoral Students | 9 | 0 |
|  | d) Candidacy Exam Member - Doctoral Students | 10 | 0 |
|  | e) Thesis Examiner - Doctoral Students | 11 | 0 |
| v) Non-Thesis Master's Students | | 43 | 2 |

## EDITORIAL ARTICLES

* Include as necessary.

## INTERNATIONAL COLLABORATION

* Include as necessary.

## COMMITTEE MEMBERSHIPS

* Include as necessary

# CONTRIBUTIONS

* List your research contributions with most recent listed first. We suggest using a table for a high-level overview.
* Each entry should be on a new line.
* The recommended format for published contributions: year, title, name and volume of the publication, and the first and last page numbers.
* Use headers to separate types of applications.
* Use separate headings to identify peer-reviewed journals, books, conference proceedings, invited lectures and presentations, technical reports, theses, and other publications.
* For published contributions, list the full authorship as it appears in the original publication, year, title, name, and volume of the publication, and the first and last page numbers.
* For publications in the press, indicate the date of acceptance.
* For publications submitted, indicate the journal to which they were submitted.
* Separate submitted from accepted publications. Do not include papers in preparation.
* Use asterisks to indicate students who are co-authors on the contributions listed.
* List any patents indicating which patents are applied for and which are granted.
* List any other examples of research productivity.
* List other evidence of recognition, such as a prize, or committee leadership etc
* List past trainees and indicate current employment/academic status.

|  |  |
| --- | --- |
| Type | Career Total |
| Presentations/ invited lectures |  |
| Interviews |  |
| Media |  |
| Journal Articles |  |
| Books |  |
| Book Chapters |  |
| Technical reports, theses, and conference  Proceedings/ |  |

Trainees who are co-authors are indicated with a \*

* You may include past trainees and their current employment status.

## PRESENTATIONS

## INTERVIEW AND MEDIA RELATIONS

## PUBLICATIONS AND CITATIONS

## ARTISTIC PERFORMANCES/EXHIBITS

## INTELLECTUAL PROPERTY

* List patents and any patents which are applied for or granted.