

Instructions for Detailed Contributions and the Canadian Common CV - FRQNT

GRANTS AND CAREER AWARDS VERSION

IMPORTANT

Please ensure that these instructions are appropriate for your research status.
Other instructions are available for postdoctoral grants.

All attachments and sections of the electronic form including the detailed Contributions, the Canadian Common CV must follow the requirements listed below.

It is in your interest to present all the necessary information to ensure a fair and sound evaluation.

1. Instructions for the detailed contributions

Detailed contributions must be uploaded as a PDF file to your [FRQnet portfolio](#) under the tab “Common Canadian CV”, which is found in the “Activity Details” menu (upper-left corner of the portfolio homepage).*

* *Unless otherwise indicated in the program rules.*

1.1 Interruptions, delays in career path/training

It is not mandatory to complete this section, and not completing it will not affect the assessment of your file. This section allows you to indicate, if you wish, any interruptions, slowdowns or other special circumstances that may have had an impact on your training or career path.

The description must include:

- A brief explanation of the related circumstances (part-time work or employment outside the research environment, parental leave, family obligations, illness, disability, immigration, reorientation of research interests, challenges specific to the field, circumstances related to the COVID-19 pandemic, etc.); §
- Impact on your activities and achievements (publications, obtaining funding, supervision, travel outside Quebec, etc.);
- The start and end dates of any periods of interruption or delays.

This information will be passed on to the evaluation committees, so that each candidate's file can be assessed according to his or her individual circumstances. For further information, please consult the [guidelines on interruptions and slowdowns](#).

§ *Candidates are invited to include any information that may help the evaluation committees to understand the impact of their interruption or delays on the file presented. However, they should avoid unnecessary, private or overly personal details. For example, in the case of a stop for medical reasons, it is not necessary to know the condition that led to this stop.*

Please note that this information will not be used for eligibility purposes and will not be retained in connection with your profile. This information will only be used for this application and will not be

carried forward to future funding requests. For more information about the collection, use, disclosure and retention of the personal and confidential information you provide in your funding application, please see the *Statement regarding the protection of personal and confidential information* (see the DOCUMENTS tab on the FRQnet platform).

Extending targeted period: permitted situations

Individuals who have had career/training interruptions due to parental leave, major family obligations or health reasons can take advantage of a longer period to report their contributions, if the total duration of the interruptions is six months or more. The number of years that can be added to this period depends on the total duration of the interruptions:

- A. If the total duration of the interruptions is between 6 and 17 months, the targeted period can be extended by 1 year;
- B. If the total duration of interruptions is 18 to 29 months, the targeted period can be extended by 2 years;
and so on.

To take advantage of this extension, please clearly indicate the total duration of the interruption period applicable to your situation (A and/or B).

1.2 Presentation of the detailed contributions

Contributions must be organized by section. Each section must start on a new page and page limit for each section must be respected.

Detailed contributions must clearly indicate the information presented below.

1.2.1 Most significant contributions (maximum 1 page)

There is no time restriction for the list of most significant contributions.

List up to five (5) contributions that best illustrate your contribution to research or creation, their related environments, or knowledge transfer, explaining the impact and relevance of each. A contribution is defined as a publication, a literary or artistic work, a conference, a patent or intellectual property rights, a creative activity, a commission, etc. The description should include the name of the organization, the position or type of activity, the start and end dates, and the reason why the contribution is important (i.e. relevance, target community and impact).

IMPORTANT — 5 YEAR LIMIT FOR THE FOLLOWING SECTIONS

For sections **1.2.2 to 1.2.4** inclusively, only contributions made within **the last 5 years** should be listed. This period may be extended in specific situations as described in **section 1.1**.

The 5-year target period is **calculated from the date of application** for funding or the letter of intent for programs where the letter of intent is an eliminatory step in the evaluation process.

1.2.2 Activities and contributions (maximum 2 pages)

Activities and contributions listed in this section should include those carried out in both professional and non-professional settings and their impact. Detailed information concerning the supervisory experience of applicants has already been entered in the "Supervisory experience" section of the CCV. Please do not repeat that information here.

Some examples of activities and contributions are provided below. This is not a complete list and is intended for information purposes only.

- a) Career development (e.g. evidence of international leadership status);
- b) Committee membership — For peer review committees, specify the year(s), topic(s) and funding organization — For thesis examination committees, indicate the author, title of thesis and university;
- c) Participation in management bodies (deanship, research management, granting agencies, etc.);
- d) Consulting and contract activities;
- e) Research development;
- f) Technology transfer (list the type of activity and target audience);
- g) Involvement in public, private, or non-profit sector activities;
- h) Participation in various government or private forums related to research or research-creation (specify name of forum, commission or committee);
- i) Presentations as public or guest speaker (do not include poster presentations);
- j) Editorships (specify your role: editor-in-chief, member of the editorial team);
- k) Evaluation of articles for scientific, literary or artistic journals (list the title of the journal and the number of articles evaluated);
- l) Participation in the organization of international conferences, seminars, symposia, etc.;
- m) Conferences and professional development sessions for different audiences (list the type of activity and target audience);
- n) Knowledge transfer and dissemination activities (list the type of activity and target audience);
- o) Experience in industrial or other non-academic environments.

Good to know

If any of these activities do not appear to correspond to the research theme of the team or centre of which you are a member, please explain why you are including them.

1.2.3 Patents and intellectual property rights (maximum 1 page)

This section should include details for patents and intellectual property rights for technology transfer, products, and services. **Do not include publications in this section.** Descriptions should include the title, patent or intellectual property rights number and date, country(ies) of issue, the name(s) of the inventor(s), and the relevance or impact of the invention, product, or work.

1.2.4 Publications and works (no page limit)

List your major research/creation publications and works in the categories applicable to your situation. You may add categories as needed. List only those items that are pertinent to your application. Include the name of each applicable category as a sub-title, in the order given below. Use the reference format for complete bibliographical notes of each original publication. Indicate the source of funding, if applicable.

For documents submitted to a peer-review committee, indicate at the end of the bibliography entry whether the document is submitted, accepted or in press, and the submission date.

Example :

a) Published, submitted, accepted or in press articles

Foster, J., Selvig, E., Stark, AE, Banner, RB. (2019). *The Spatiotemporal Capacities of the Tesseract. Quantum Science and Technology.* (submitted), March 14, 2016.

Categories :

- a) Published, submitted, accepted or in press refereed articles (published in scholarly journals with peer-review – attach acceptance letters)
- b) Published, submitted, accepted or in press books and monographs (as author or editor)
- c) Published, submitted, accepted or in press contributions to a collective work and book chapters other than presentation abstracts (including chapters written on invitation or collective works derived from conferences or symposiums);
- d) Individual or collective literary or artistic works (e.g. novels, short stories, poetry, film, video, visual arts works, booklets, recordings, sound creations, book of artists, collections, exhibition catalogues, individual or collective exhibitions, choreographic, dramatic or multidisciplinary works, design or architectural achievements, etc.);
- e) Research reports, technical reports or reports produced for the government or as part of a public consultation, guidance documents;
- f) Articles in professional or cultural journals without review committee (including popularized texts).

Good to know — Proof for publications that are submitted, accepted or in press

Include acknowledgement of receipts or letters from the publisher for publications that are submitted, accepted or in press.

Please do not include the manuscripts; only the bibliographic notes and proof from the publisher.

2. Instructions for completing the Canadian Common CV

The Canadian Common CV is required to assess the applicant's capacity to carry out the proposed research project. For some programs, it is worth 30 to 40% of the overall assessment. It is therefore in your best interest to provide all relevant information that will guide the assessment committees in properly understanding your career path.

Refer to the document CV_PreparingCV_Fonds.pdf in the Documents section of your portfolio for instructions on how to prepare a Canadian Common CV (CCV).

The Canadian Common CV must clearly indicate the following information:

2.1 Education

- Degree start and end dates (YYYY-MM);
- If you have not yet obtained your degree, leave the end date blank.

2.2 Employment

- Employment start and end dates (YYYY-MM);
- Employment status as indicated in your employment contract with the institution or company.

2.3 Funding history

- The full title of the grant and the funding agency;
- Your role in the application (principal investigator, co-investigator, collaborator);
- The amount of the grant;
- Collaborative grant (number of co-investigators): the amount of the grant attributed to you;
- Funding start and end dates (YYYY-MM).

Updating the Canadian Common CV– FRQNT version

The applicant must complete the **Fonds Nature et technologies** version of the Canadian Common CV. This document and Detailed Contributions **must be updated** after June 2022.

Note that it will not be possible to submit your application if the filing date of your documents does not meet this requirement.

This document has been written in accordance with the required presentation rules.