

FRQ CV - Instructions

This narrative *curriculum vitae* (CV) is intended to highlight the applicant's expertise and relevant skills by considering a broad range of contributions and achievements.

The information provided in the narrative CV should align with the program's objectives and evaluation criteria. It is therefore **essential to review the objectives and evaluation criteria of the program to which you are applying in order to determine the relevant content to include in your narrative CV.**

We recommend reading all the FRQ instructions before you begin filling out your narrative CV.

Narrative CV – maximum 6 pages (or 5 pages for a CV in English)

- a) Use the template provided for download: https://frqnet.frq.gouv.qc.ca/Documents/CV-FRQ_modele_EN.docx
- b) Follow the [presentation standards for files attached to FRQnet forms](#)
- c) Three sections with no word limit: structure the different sections into subsections to make it easier to access relevant information related to the evaluation criteria and objectives of the program in question. Bullet points and tables are allowed.
- d) If a section does not apply to your situation, you may write N/A (for “not applicable”) under the relevant heading.
- e) Do not include sensitive personal information (medical, financial or other private information), photos, or content that could cause harm to you or others in your narrative CV.
- f) Attach the narrative CV in PDF format in the appropriate section of the application form.

For any questions regarding the narrative CV, please contact the manager of the program to which you are applying.

Section 1: Background and skills

Describe how your academic, professional or personal background enables you to achieve the program's objectives, meet the evaluation criteria, and carry out the proposed research. For example, you may mention:

- **Expertise** or lived experience demonstrating your ability to carry out the research project or program.
- **Activities** and **skills demonstrating your leadership.**

- **Previous collaborations or achievements** related to the research theme and topic, or to related themes or topics.
- Concrete and transformational impacts of your **past work** that provide context for the results of your research in support of your application.
- **Recognitions** (prizes, awards, scholarships).
- **Skills and abilities acquired** through your personal experiences or accomplishments.

Please note that some of this information may also be requested in the funding application form, such as your education, language skills, current occupation, and employment history.

Section 2: Most significant contributions and experiences

Describe **up to ten** significant contributions or experiences that relate to your application. Where possible, avoid repeating content already provided in the previous section.

Explain the impact, significance and usefulness of each contribution or experience, as well as the role you played in it. Also specify the date or period for each contribution and experience and indicate the target audience as follows: A = academic community, B = practice community, C = general public. A contribution or experience does not have to consist of a single publication, report, or activity, but may include a collection of closely related elements.

For example, you may mention:

- **Publications*** (e.g. scientific articles, communications, monographs, theses or specialized articles, journal articles, conference, symposium or workshop proceedings, government publications, reports documenting contributions to industry or professional practice, posters, submitted or accepted publications).
- **Knowledge mobilization activities**, including knowledge translation and communication of research results to specialist or non-specialist audiences, including policy makers and the public (e.g. popular science articles, media interviews, podcasts, blogs, social media, public lectures).
- **Assessment and review activities in science, the arts, or any other relevant field** (e.g. journal articles, conference, funding, award, jury participation).
- **Community service or involvement** where you applied your expertise (e.g. serving on expert/advisory committees, writing or editing journal articles, sharing circles, community gatherings, membership in an interest-based community such as a research group, community of practice, or association).
- **Artistic creation and curation activities** (e.g. artist residencies and outputs such as exhibitions, performances, publications, presentations, film, video and audio recordings**).
- Creation, curation, sharing, reuse or contribution to the maintenance of **data management infrastructure, cohorts or biobanks** serving the research community.

- Activities contributing to a **diverse and inclusive research ecosystem**.
- Development of **intellectual property** (e.g. patents, copyrights, trademarks, trade secrets, inventions, disclosures, licenses).
- **Organization of conferences, seminars, workshops, summer school**.
- Activities demonstrating your **engagement or leadership** that have helped strengthen research with and by society.
- **Contributions to Indigenous leadership, self-determination, and capacity-building in research**.
- **Methodologies, knowledge systems, cultural practices and approaches** (e.g. Indigenous knowledge and science).
- Creation of **new businesses or organizations** that promote or use research.
- **Partnerships or collaborations** with Canadian or international research or non-research communities or non-profit / public / private sector organizations (through research networks, large collaborative projects, community-based research/citizen science, non-academic professional knowledge, volunteer work).
- Statements or memoranda that have contributed to the creation of **policies, guidelines, regulations, laws, rights or standards of practice**.
- **Products, technologies, processes, services or advice** useful to specific organizations (in the private, public or non-profit sectors), communities or society.
- **Development of software or tools** in the public or private domain.
- Contributions and experiences in line with the concept of **open science** as defined in the UNESCO Recommendation on Open Science (e.g. participation in open-science scholarly journals or dissemination tools).

* If you are listing publications:

- Use the most recent version of the American Psychological Association (APA) style guide, or any other recognized citation standard in your research discipline;
- **Bold** your last name and first name, as well as those of any co-investigators identified in the funding application, if applicable;
- Add an asterisk (*) after the name of each person you supervise (e.g. First Name Last Name* or Last Name, First Name*). This includes college and university students (undergraduate and graduate), postdoctoral researchers, and highly qualified personnel. They may be from higher education institutions or other groups involved in research, including community groups or partner organizations (private, public or non-profit).

**If you are listing artistic works or performances, the references must be complete and include:

- The title of the work or performance
- A brief description
- The year and location in which the work or performance was first presented
- In the case of a collective creation, **bold** the name of the principal creator
- Photo and video credits, if applicable

Section 3: Supervisory and mentorship activities

Describe the extent to which you have helped mentor or train future generations of scientists, including students and postdoctoral researchers. This can include the development of highly qualified personnel for careers within and outside of academia.

For example, you may mention:

- **Development and delivery of training workshops** outside of research or course requirements.
- **Teaching activities** (teaching assignments, course instruction, support as a research or teaching assistant).
- **Mentorship (formal or informal)** of highly qualified personnel, early-career researchers, colleagues, collaborators, relevant partners, other professionals or community members.
- **Outreach and engagement** with students and postdoctoral researchers, including through targeted in-person or online activities or capacity building.
- Guidance and **supervision of college and university students (undergraduate and graduate) or highly qualified personnel** in the research process.
- **Training in methodologies, knowledge systems or cultural practices and approaches** in the research context (e.g. Indigenous knowledge and science).
- **Creation of safe, equitable and inclusive research environments, practices and standards.**