

## Instructions for the Detailed Contributions and the Canadian Common CV - FRQNT

### Important

All attachments and sections of the electronic form including the Detailed Contributions of the Canadian Common CV (CCV) must meet the following requirements.

It is in your interest to present all the information necessary for an informed and fair evaluation.

### 1. Instructions for the detailed contributions

The PDF file of detailed contributions must be uploaded to your [FRQnet portfolio](#) in the Common Canadian CV tab (left-hand menu — Activity Details)\*.

(\* *Unless otherwise indicated in the program rules.*)

#### 1.1 Sections of the Detailed Contributions

Organize your contributions by section. Each section must start on a new page and respect the page limit for that section.

The detailed contributions must clearly indicate the following information:

##### 1.1.1 Most significant contributions (maximum 1 page)

**There is no time restriction for the 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 understood to be a publication, a literary or artistic work, a conference, a patent or intellectual property rights, a contract or creative activity, a commission, etc. The description should include the name of the organization, position or activity type, description, start and end dates, and why the contribution is significant (i.e., relevance, target community and impact).

### Important — 5-year limit for the following sections

For sections **1.1.2 to 1.1.5** inclusively, only contributions made within **the last 5 years** should be listed. This period may be extended in specific situations as described in Section **1.1.3**.

**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.**

## 1.1.2 Activities and contributions (maximum 2 pages)

The 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 environment (other than academic).

### 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.

## 1.1.3 Interruptions and delays

Identify any administrative, family or health reasons, or any other factors that might have delayed or interrupted your studies, career, scientific research or creation activities, research results dissemination, professional training activities, etc. The description must include the start and end dates, areas of impact, and the reason(s) for the absence.

## Situations allowing for an extension of the target period

The 5-year target period may be extended in the event of an interruption due to maternal or parental leave (6.13 of the [CGR](#)) or medical leave (6.14 of the [CGR](#)).

**A.** For each interruption that lasts **6 months or more**, the target period is extended by one year.

**B.** Interruptions (6.13 and 6.14 of the [CGR](#)) lasting **less than 6 months** may be combined to make a total interruption period of 6 months or more, allowing for a one-year extension of the target period.

**In order to take advantage of this extension, please indicate the total duration of the target period applicable to your situation (A and/or B).**

#### **Circumstances specifically related to the COVID-19 pandemic (500 words)**

In the funding application form, you will be able to describe the impacts of circumstances specifically related to the COVID-19 pandemic on your professional activities.

**Please do not include this information in Section 1.1.3.**

#### **1.1.4 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.

#### **1.1.5 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.

#### **For students only**

List poster presentations, where applicable. Researchers should not list summaries, abstracts or posters.

**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 in order to assess the applicant's capacity to carry out the proposed research project. For some programs, it is worth 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 ensure that the **Fonds Nature et technologies version** of the Canadian Common CV is completed and updated within the **12 months prior** to the competition deadline.

FRQnet automatically checks compliance with this requirement in June each year.

**FRQnet will not allow you to submit your funding application if the submission date of your Canadian Common CV does not meet this requirement.**

*This document was prepared in accordance with the required specifications.*