# Researcher CV: Template Instructions

## About this template

SHRF values our ability to adapt to changing trends, aligning with the needs and priorities of the province and our stakeholders. We are committed to achieving operational excellence by ensuring our processes are improved and optimized for the best user experience, which is why we have created a Researcher CV template to be used when applying to SHRF’s programs. This template replaces the Canadian Common CV template. SHRF’s template gives the applicant the freedom to decide how they want to highlight their expertise and skills in their area of research, while still maintaining a general structure for our peer reviewers to properly adjudicate the information shared with them. At SHRF, we understand that research contributions come in many different forms. To accommodate this the template headers are broad to encompass anything from traditional academic publications to creative and non-traditional forms of knowledge sharing. As always, if you have any feedback for us regarding this template and how it can better reflect current academic CV trends, please don’t hesitate to contact the Programs Team at [fundinginfo@shrf.ca](mailto:fundinginfo@shrf.ca).

## Who should use this template?

The Researcher CV template should be used by applicants/investigators whose role on the proposed project is *researcher* (Please see [SHRF’s Funding Guide](https://www.shrf.ca/_files/ugd/89a7e4_27385ca1fc8743bfb5335ed1528b2baf.pdf) pg. 12 for researcher definition). When you open an application or accept the Principal Applicant’s invitation to take part in the research application, you are required to register a profile in the SHRF RMS, provide complete profile details and complete a contribution form where you outline your role in the proposed project along with providing a copy of the completed Researcher CV. The applicants/investigators whose role on the proposed project is that of a knowledge user or person with lived experience should not use this CV template. Templates for other roles can be found at [www.shrf.ca/resources](https://www.shrf.ca/resources).

## What information should be included?

Below is a bulleted list highlighting important information to support the completion of your Researcher CV.

* This CV should highlight information related to your experience, knowledge, skills and perspectives that you bring to the research team.
  + This could be general or specific information, depending on how you want to highlight your work in the area to the peer review panel.
* There are no restrictions to the length of each section allowing you to choose what to emphasize; ***however, the overall CV (not including the instructions pages) cannot exceed six pages.***
* Please list the information under each header starting with the most current information. This will give some standardization to the information and in turn will support the reviewers working through all submitted CVs.
* There are no timeframe restrictions on the shared information, therefore a comprehensive record is not needed. We do suggest that information be listed in a consistent way for ease of reviewing. If you are having a difficulty narrowing down the information to share, it is suggested to start with the most recent and/or up-to-date information and work back from there.
* Remember that a description of your roles and responsibilities in the current research proposal are to be included in your personal contribution form found on SHRF’s Research Management System (RMS) and not this template.

## How do I complete the template?

Using the **Template Headings** provided at the end of this document, please provide information relevant to the current application in a clear and concise manner following discipline formatting. If you do not have relevant information to provide for a particular heading, you may leave it blank - but please do not delete headings. Please note you can delete the italicized instructions below each heading.

### Formatting Rules

All application attachments, including the CV, must adhere to the following formatting rules:

* *Header*: Include the applicant/investigator last name, title/label (e.g., ‘Smith Researcher CV’);
* *Margins*: minimum one inch (1”) all around;
* *Page size*: 8.5 x 11;
* *Font*:**Calibri, Ariel or Times New Roman** **ONLY**, black type, 11 point minimum;
* *Line Spacing*: 1.0 single-spaced minimum

Convert to a PDF and upload your completed CV to the contribution form in the RMS. Be sure to submit your contribution form including your CV before the application deadline.

# Researcher CV: Template Headings

1. Name:
2. Employment History:  
   *List the positions/roles you currently or previously held that are relevant to this application (i.e., listing past roles to show your career stage). Include start/end dates and role title. Also list the institutions/organizations that you are currently affiliated with. Please use (\*) beside the institution/organization to indicate your selected affiliation for this funding opportunity.*
3. Education:
4. Researcher Profile:

*Here you can link your personal website or other online platforms you may have that highlight your overall research work (e.g., ORCID, LinkedIn, ResearchGate, etc.). Please note, this information will be shared with the reviewers.*

1. Research Interruptions:

*Please describe any events (e.g.., parental or medical leaves; covid shutdowns) that disrupted your research productivity. Include start and end dates for each interruption.*

1. Research Summary:

*Summarize one or more of the following, making sure to focus the information in relation to the proposed project: expertise in discipline(s); years of expertise in area(s); noteworthy research findings; key achievements; research interests. If you are working with Indigenous communities, please specify your research background, including any credentials or past experiences demonstrating your ability to account for cultural safety and appropriateness.*

1. Research Skills Development and Training Activities:

*Can include training, specialized coursework, certifications, memberships, technical skills, laboratory skills, methodologies, etc.*

1. Research Funding & Awards  
   *Can include research grants (ongoing or completed research funding you have received or participated in as a team member), contracts, patents, academic awards, scholarships, fellowships, etc.*
2. Capacity Building

*List individuals you have supervised and mentored in a research environment. This can include highly qualified personnel, students, medical residents, community members, etc.*

1. Knowledge Sharing:  
   *Can include publications, abstracts, presentations, lectures, exhibits, performances, interviews, community activities, etc. Include titles, dates, brief role descriptions, and other information that would be important for the reviewer to adjudicate the knowledge sharing item.*
2. Other Experience or Skills

*List any information that does not fit in the above headers but relates to the current research proposal. This can include administrative, volunteer, previous careers, professional affiliations and memberships, etc.*