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| This is a Guide for drafting your CRC CV Documents (criteria listed on [CRC website](https://www.chairs-chaires.gc.ca/program-programme/convergence_portal_instructions-instructions_portail_convergence-eng.aspx#CV_Documents)). Drafts are to be completed in a Word doc to facilitate easier editing/feedback. Once finalized, the individual components will be cut and paste into the Convergence portal. |

# **CV Documents**

# **Publication conventions in the discipline (maximum 1 page)**

Describe:

the publication conventions in the nominee’s discipline(s);

the choice of venues for the dissemination of the nominee’s research results;

the citation conventions for the discipline(s) (e.g., senior author first in multi-authored publications);

the publication conventions in the discipline(s) as they relate to students and trainees; **and**

the particularities and/or challenges involved in the publication of interdisciplinary or multidisciplinary research results, if applicable.

# **2. Significant contributions (5 most significant) [no page max; we suggest 3-4 pages]**

List the five most significant research contributions that the nominee has made during their career. Explain their significance.

# **3. Research contributions (over same period as in**[Funding history](https://www.chairs-chaires.gc.ca/program-programme/convergence_portal_instructions-instructions_portail_convergence-eng.aspx#FundingHistory)**section)**

Do not include published contributions that are in preparation.

Group the nominee’s research contributions by category in the following order, with the most recent contributions listed first:

## **Published referee contributions**

such as: books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, and articles in scholarly refereed journals. “Refereed contributions” assumes assessment of the work in its entirety—not merely of an abstract or extract—before publication, and by appropriately independent, anonymous and qualified experts (i.e., assessors who are at arm’s length from the author).

## **Other refereed contributions**

such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, government publications, etc.

## **Non-refereed contributions**

such as: book reviews, published reviews of your work, research reports, policy papers, public lectures, creative works, papers in conference proceedings, specialized publications, technical reports, internal reports, discussions, abstracts, symposium records, monographs, books or book chapters, conference presentations, government publications, etc.Fourth one

## **Forthcoming contributions**

Indicate one of the following statuses: “submitted,” “revised and submitted,” “accepted” or “in press.” Provide the name of the journal or book publisher, and the number of pages.

## **Creative Outputs [only if relevant]**

List your most recent and significant achievements (if applicable), grouping them by category. Creative outputs will be evaluated according to established disciplinary standards, as well as creative and/or artistic merit. Creative outputs may include, e.g., exhibitions, performances, publications, presentations, film, video, audio recordings, etc. If applicable, you may include website links (though TIPS cannot guarantee links will be accessed). If including a website link, follow these instructions:

* Provide the complete and exact URL, and indicate the path to access the intended support material on the website.
* Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material, etc.). Provide titles, dates of creation/production, and a brief context for the works presented.
* Ensure that the website and all links involved will be operational up to six months after the application deadline.
* Specify the browser and version that should be used.

**Note:** TIPS assumes no responsibility in cases where links provided are broken or the server is unavailable during the adjudication period.

**Guidance on details that must be included and their presentation:**

For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, name of publication, volume, date of publication, number of pages, etc.) as they appear in the original publication.

For multi-authored publications, identify any students and trainees that the nominee supervised by underlining their names. Specify the nominee’s role in co-authored publications, and indicate the percentage of the nominee’s contribution to the team effort.

For written works accepted for publication or in press, indicate the name of the publication, date of acceptance, and number of pages, and append the letter of acceptance to the nomination in the annex. For publications submitted, or revised and submitted, indicate the name of the publication to which they were submitted, date of submission, number of pages and, if available, the manuscript numbers.

For publications in languages other than French or English, provide a translation of the title, and the name of the publication.

# **4. Leadership**

Provide evidence of international leadership (Tier 1).

## Describe any involvement in broader intellectual leadership activities, such as stewardship of initiatives at a national or international level that have had an influence or impact that extends beyond the nominee’s own institution.

## Describe how the nominee has improved the institution's ability to leverage additional research resources (including financial and non-financial resources).

# **5. Training and supervisory experience**

## Describe the nominee’s role in training students (e.g., doctoral, master’s, undergraduate) and other trainees.

## Describe the nominee’s role in supervising or co-supervising ongoing and/or completed theses at the doctoral, master’s and/or undergraduate level.

## Describe the steps the nominee has taken to involve students (e.g., doctoral, master’s, undergraduate) in their research activities.

## Specify if the nominee’s opportunities for such contributions have been limited because the institution does not have graduate degree programs in their field or discipline. Describe any proactive strategies undertaken to make contributions to student training despite these challenges.

# **6. Other contributions**

Describe other activities that show the impact of the nominee’s work, such as awards; contributions to scientific peer review (membership on peer review committees, external reviews, etc.); consulting; contributions to professional practice or public policy; membership on committees, boards, or policy-making bodies with government or the private sector.