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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_Details)). 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. Please refer to Section 7 if leaves/career interruptions are involved. |

# **CV Documents**

# **1. 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)**

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

# **3. Research contributions**

This must be for the same period as your [Funding history](https://www.chairs-chaires.gc.ca/program-programme/convergence_portal_instructions-instructions_portail_convergence-eng.aspx#FundingHistory)**.**  For T2 Renewal - List grants and contracts from all sources, including industry and academic research institutions for **five** years. In instances of career interruptions and/or special circumstances, your appropriate time limit for this section will be indicated on the Convergence platform.

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 refereed 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. Tier 2 nominees **must** list their thesis.

## **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**

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 the potential to become an international leader in the field in the next five to 10 years.

[ ]  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 (if applicable, based on the nominee’s career stage).

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

# **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.

# **7. Tier 2 Justification and CV Extensions** (If 10 years+ from highest degree**):**

An important evaluation criterion in the CRCP is the excellence of the nominee. A key factor in assessing this is the research productivity of the individual. TIPS acknowledges that certain circumstances may legitimately affect a nominee’s record of research achievement. Nominees are encouraged to explain any interruptions or other circumstances that have affected their productivity, if applicable, to allow for a fair assessment of their nomination. Reviewers are instructed to give careful consideration and be sensitive to the impacts of these circumstances when assessing a nominee’s research productivity. See the program’s [Guidelines for Assessing the Productivity of Nominees](https://www.chairs-chaires.gc.ca/peer_reviewers-evaluateurs/productivity-productivite-eng.aspx) for examples of such circumstances and the specific instructions provided to reviewers in relation to them. The information provided within the nomination package is protected under the Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations.

Institutions may nominate someone who is more than 10 years from their highest degree at the time of Tier 2 nomination **and** has experienced legitimate career interruptions (refer to [acceptable justifications](https://www.chairs-chaires.gc.ca/program-programme/nomination-mise_en_candidature-eng.aspx#s3)).

In such cases, institutions must submit to TIPS a formal justification (via the institutional application dashboard on the [Convergence platform](https://www.convergence.gc.ca/en/)), explaining why the nominee is still considered to be an emerging scholar. When assessing a Tier 2 Justification:

* all eligible leaves (e.g., maternity, parental, medical, bereavement) are credited at twice the amount of time taken;
* part-time leaves will be taken into consideration, calculated according to the percentage of leave taken, and credited at twice the amount of time taken;
* professional leaves (e.g., sabbatical) are not credited, but certain training or administrative leaves may be considered.

Other leaves that have had an impact on the nominee’s research career may be taken into account (e.g., mandatory military service, non-research-related positions, unemployment and training unrelated to the research career). **This information must be supported by the information contained in the nominee’s CV.**

Research interruptions caused by the COVID-19 pandemic (e.g., closures) are recognized as, and may be counted as, an eligible delay (credited at twice the amount of time) beginning March 1, 2020.

[Impacts of the COVID-19 pandemic on research: NEW guidelines for the research community](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/COVID-COVID_eng.asp)

Instructions on making adjustments to CV:

Extend sections of the CV according to the length of the leave, rounded up to the closest full year. For example, a new Tier 2 nominee who had an 18-month leave can extend their CV from the mandatory five years to seven years.

The extension may be applied to more than one eligible leave period. For example, a Tier 2 nominee who had a six month leave in 2014 and an eight month leave in 2015 can extend their CV from the mandatory five years to seven years.