

Guidance: Curriculum Vitae and Track Record (max. 2 pages)

Page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers). Minimum font size allowed is 11 points.

Applicants should provide a written description of their contributions and achievements to better evidence their wider set of skills and accomplishments. Applicants should also provide information about career breaks, diverse career paths, and major life events as well as other relevant information to help place their achievements in a wider context.

Applicants are encouraged to look at the assessment criteria for the individual scheme to which they are interested in applying to ensure all the necessary elements are addressed.

At a minimum, the CV should contain:

- a) The name of the researcher
- b) Researcher unique identifier(s) (such as ORCID, Research ID, etc.) or personal website URL
- c) Professional experience (most recent first, with exact dates in format dd/mm/yyyy).
- d) Education, including PhD award date (most recent first, with exact dates in format dd/mm/yyyy). PhD award date should correspond to the date on which the applicants PhD thesis was accepted in its final form and approved by the awarding institution.

The CV should include information on:

Research achievements (up to 5 research outputs)

Applicants should list and highlight their contributions to, and skills acquired from previous research, innovation or technical projects with the aim of demonstrating how they have contributed to the generation of new ideas, tools, methodologies and knowledge. Applicants may include a short, factual explanation of the significance of the selected outputs, and their role in producing each of them.

Types of contributions can include but are not limited to:

- Publications in peer-reviewed scientific journals
- Publications in peer-reviewed conference proceedings
- Outputs such as data, software, algorithms significant for your research path, protocols, materials, products (eg. Commercial, educational, entrepreneurial), patents, designs
- Development of new tools, methodologies, resources
- Generation of new ideas and hypothesis
- Funding and or awards
- Invited presentations
- Participation in industrial innovation

Leadership and management

Applicants should list and highlight their contributions to the development of others and building relationships with the aim of demonstrating they have experience of, have the potential to, lead research as well as being able to identify and maximum the potential in others as well as leadership within the field. Applicants may include a short factual explanation the activity and any resulting outcomes or impact.

Types of contributions can include but are not limited to:

- Supervision or mentoring
- Project management (including work package or task leadership)
- Strategic leadership
- Organisation of conference
- Teaching if focused on the development of others and relevant to the application
- Establishing or driving collaborations or networks
- Substantial contributions to team-working or the development of others

Contributions to the research community

Applicants should list and highlight how their contributions have benefited the wider research and innovation community, as well as their career development. The aim is to demonstrate evidence of recognition and leadership within the fields. Applicants may include a short, factual description of the activity and the resulting outcome, impact or achievement.

Types of contributions can include but are not limited to:

- Committee membership
- Leadership of activities or other position of responsibility
- Editing and reviewing
- Activities that have directly contributed to [research cultures](#) including equality, diversity and inclusion
- Public engagement activities
- Contribution to open research
- Contribution to professional bodies
- Impact of research on other research areas

Contribution to broader research innovation-users and audiences

Applicants should list and highlight any engagement and knowledge exchange with public sector, industry, and the broader public. Applicants should also describe the benefits of their research beyond academia.

Types of contributions can include but are not limited to:

- Public engagement activities
- Technology transfer activities
- Patents
- Collaborations with industry or the private and public sectors
- Policy engagement
- Knowledge exchange activities

Other contributions to the research community, career breaks, diverse career paths, major life events and other points for consideration.

If they wish to disclose them, applicants can also provide short factual explanations of any career breaks, diverse career paths (e.g. secondments, volunteering, part-time work, time spent in different sectors), the effects of major life events (e.g. long term illness or caring responsibilities) or any other things that the applicant feels are important for the evaluators to take into consideration.