Presentation standards for all documents to be sent with your applications and instructions for the Detailed Contributions and Canadian Common CV.

Presentation standards – Admissibility criteria
All attachments and sections of the electronic form <u>including the Detailed Contributions</u> must meet the following requirements. Failure to comply with these requirements will result in the application being deemed INADMISSIBLE.

1 Presentation standards

1.1 Language of presentation

- You can complete your funding application in either English or French (*****). If possible, we ask you to translate all documents that are not in one of these two languages.
- If you present your funding application in English, you must provide in both languages a title and summary.

(*) *Unless otherwise mentioned in the program rules.*

1.2 Document format

- <u>Format of all written documents</u>[*]: <u>Pages</u> must be 8½" x 11" (216 mm x 279 mm) and converted to **PDF** format. **The file must not be password protected.**
- <u>All margins</u>: 1.9 cm (¾ in.)
- <u>Line spacing</u>: single-spaced with a no more than six lines per inch.
- <u>Font</u>: Times New Roman (12 points) for *Microsoft Office* or *Open Office* users, or Nimbus Roman (12 points) for *LaTeX* users.
- **Narrow fonts are not permitted;**
- Identification of pages:
- Top right corner: applicant's last name and first name;
- Top left corner: title of the attached document;
- Bottom centre: page number;

- The maximum number of pages must be respected: this varies according to document type and is specified in the form. No additional pages will be transmitted to the evaluation committee.
- As required by the program rules, all Attestation of Financial Contribution forms must be signed and combined **in a single PDF file**.

2 Instructions for creating the Detailed Contributions file

The detailed contributions file is attached as an addition to the Canadian Common CV. For each section, you must respect the page limit and the 5-year target period for publications.

To be eligible, the file must meet the following requirements:

2.1 File identification

You must save the attachment in PDF format under the following file name:

NAME_XXXXX1234.pdf

- NAME: Your last name without accents
- XXXXX1234: Your 9-character PIN (5 letters and 4 numbers, displayed in the main menu bar of your FRQnet Portfolio)
- Make sure that this file name appears at the bottom of each page.

2.2 Sections of the Detailed Contributions file

Please include the following sections in your attachment. Each section should begin on a new page.

2.2.1 Most significant contributions

Without exceeding one page, 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. Your description may include the organization, position or activity type, description, start and end dates, and the basis on which this contribution is significant (i.e. relevance, target community and impact).

2.2.2 Activities and contributions

The activities and contributions defined in this section should include both academic and non-academic achievements and their impacts. **Please do not exceed two pages**. Detailed information concerning applicants' supervisory experience has already been entered in the "Supervisory Activities" sections specific to the three Québec agencies. You need not repeat that information here.

Some examples of activities and contributions are provided below. This is not a complete list and is intended to provide guidance only.

   a) Career development (e.g. evidence of international leadership);
   b) Committee membership - For peer review committees, specify the year(s), the subject(s) and the 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 / contract activities;
   e) Research development;
   f) Technical reports;
   g) Technology transfer (specify the nature of the activity and the target audience);
   h) Involvement in public, private, or non-profit sector activities;
   i) Participation in various government or private forums related to research or research-creation (specify name of forum, commission or committee);
   j) Policy papers;
   k) Presentations as public or guest speaker;
   l) Editorships (specify if editor-in-chief or as a member of the editorial team);
   m) Evaluation of articles for scientific, literary or artistic journals (specify title of journal and the number of articles evaluated)
   n) Participation in the organization of international conferences, meetings, symposiums, biennials or festivals;
   o) Conferences and continuing education sessions according to the nature of the audience (specify the nature of the activity and the target audience);
   p) Knowledge transfer and dissemination activities;
   q) Experience in industrial or other workplace (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 member, please explain why you are including them.

2.2.3 Interruptions and delays

Identify any administrative responsibilities, family or health reasons, or any other factors that might have delayed or interrupted any of the following: academia, career, scientific research or creation activities, other research, dissemination of research results, internships, etc. Common reasons for

an interruption/delay might be a bereavement period following the death of a loved one or maternity/parental leave. Do not exceed half a page. Descriptions might include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.

2.2.4 Patents and intellectual property rights

This section should include details for patents and intellectual property rights for technology transfer, products, and services. Do not include publications in this section. Do not exceed one page. Descriptions for patents/copyrights might include the title, patent/copyright number and date, country(ies) of issue, inventor name(s), as well as the relevance or impact of the invention, product or work.

2.2.5 Publications and works

List your principal publications and works and other research or creation contributions of the past five years in the categories applicable to your situation. The category list below is not necessarily complete and is intended to provide guidance only. Categories can be added as needed. Indicate only items pertinent to the application. There is no limit to the number of pages you can use for publications. Use the name of each applicable category as a subheading, in the order of presentation. For references, use the format of the complete bibliographic notes from the original publication. Indicate the source of funding, if applicable. For documents submitted to a reading committee, indicate journal name, title of article and date of submission.

For students only
List poster presentations, where applicable. Researchers must not list summaries, abstracts or posters.

Categories:

a) Published refereed articles (original articles published in a peer-reviewed journal);
b) Accepted or in press refereed articles (attach acceptance letters);
c) Submitted refereed articles;
d) Published books and monographs (as author or editor);
e) Accepted or in press books and monographs;
f) Submitted books and monographs;
g) Published book chapters and contributions to a collective work (including chapters written on invitation or collective works derived from conferences or symposiums);
h) Accepted or in press book chapters and contributions to a collective work (including chapters written on invitation or collective works derived from conferences or symposiums);
i) Published abstracts / notes (including name of journal, title of article and date submitted);
j) Accepted or in press abstracts / notes (including name of journal, title of article and date submitted);
k) Submitted abstracts and notes (including name of journal, title of article and date submitted);
l) Individual or collective literary and artistic works (e.g. novels, short stories, poetry, film,

video, visual arts works, brochures, recordings, sound creations, artists' books, collections, exhibition catalogues, individual or collective exhibitions, choreographic, dramatic or multidisciplinary works, design or architectural achievements, etc.);

m) Research reports or reports produced for the government;

n) Articles in professional or cultural journals without review committee (including popularized texts).

2.2.6 Proofs for publications which are submitted, accepted or in press

Include acknowledgement of receipts or letters from the publisher for publications which are submitted, accepted or in press.

2.3 Submitting the Detailed Contributions

The PDF file of detailed contributions must be uploaded to your FRQnet electronic Portfolio under the Common Canadian CV tab (left-hand menu).

3 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.

Please consult the document **CV_preparingCV_Fonds.pdf** for instruction on how to prepare a Canadian common CV. You will found this guideline in the **Document** section of your Portfolio.

The Canadian Common CV must clearly indicate the following information:

3.1 Education

- Degree start and end dates (YYYY- MM);
- If you have not yet obtained your degree, leave the end date blank.

3.2 Employment

- Employment start and end dates (YYYY-MM);
- Employment status as indicated in your employment contract with the institution or company.

3.3 Funding History

- The full title of the grant and the funding organization;

- Your role in the application (principal investigator, co-investigator, collaborator);
- The amount of the grant;
- Collaborative grant: the percentage of the grant attributed to you (principal investigator or co-investigator);
- Funding start and end dates (YYYY-MM).