



INSTRUCTIONS FOR APPLICANTS

Instructions for CRC CV

The detailed information below is taken from the instructions provided by the CRC Program to applicants and consists of two parts.

Nominees are expected to follow all presentation instructions, to allow reviewers to provide a fair and balanced assessment of the nomination. Any information submitted beyond the limits stated in these instructions will be removed prior to peer review.

- Indicate your name and the page number at the top of each page.
- Use 11-point font or larger, and margins of at least 3/4" (2 cm) all around.
- Ensure text is single-spaced, with a maximum of six lines per inch.

Part 1 (equivalent to the CRC CV form in the CRC Convergence portal)

For the purpose of internal evaluation, we request that this information be presented in a PDF document and according to the template provided (Appendix 1) which comprises the following four sections:

a. Education

List your academic and professional experience, beginning with your most recent.

b. Affiliation and employment

List your affiliation and employment, beginning with your current or most recent position (academic, research, professional and industrial).

c. Funding history

List grants and contracts from all sources, including industry and academic research institutions. Note that a five-year limit applies. In the event of a career break and/or special circumstances (see next subsection), contact alexandra.godbout@vrr.ulaval.ca to find out how long is allowed.

d. Interruptions and special circumstances

An important evaluation criterion in the CRC Program is the excellence of the nominee. A key factor in assessing this is the research productivity of the individual. We acknowledge 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](#) for examples of such circumstances and the specific instructions provided to reviewers in relation to them.

CV extensions

Extend these 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.

Extension of a CV may be considered for accommodating situations where, for legitimate reasons, the nominee could not or did not take a formal leave. For example, the candidate had a prolonged period of unemployment or mandatory military service.

[Impacts of the COVID-19 pandemic on research: NEW guidelines for NSERC's community.](#)

Part 2: CV Documents

All sections outlined below are mandatory and subdivide the document according to the sections below (i.e., 1. Publication Conventions in the Discipline; 2. Significant Contributions; 3. Research Contributions, etc.)

1) Publication conventions in the discipline (one page maximum)

Forms of research publications/contributions can vary greatly among disciplines. Given that the nomination will be peer reviewed by an interdisciplinary committee that includes researchers who may not have direct expertise in the nominee's field, clearly explain the publication conventions in the nominee's discipline, to allow informed assessment of the nominee's research contributions by a variety of experienced researchers.

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.

Note that this section should not be used to promote your application, but more importantly to explain how research results in your field are disseminated.

2) Significant contributions (five)

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 section)

Contributions may include: books, chapters of books, articles, monographs, memoirs, special papers, review articles, conference/symposia proceedings and abstracts, patents, copyrights, products, services, technology transfer, creative or artistic works (including individual or collective literary or artistic works, such as novels, short stories, poetry, films, videos, visual art, booklets, records, sound creation, collections, exhibition catalogues, etc.), government publications, book reviews by the nominee or published reviews of their work, research reports, papers presented at scholarly meetings or conferences, and other forms of written scholarly expression or participation in public discourse and debate that constitute a contribution to research.

- 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.
- For new Tier 2s, list your theses.

Do not include 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.
- **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. 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.

4) Leadership

Provide evidence of international leadership (Tier 1), or of the potential to become an international leader in the field in the next five to 10 years (Tier 2).



- Describe (if applicable, based on the nominee's career stage) 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, 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, if applicable, 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.

Instructions for the proposed research program and capacity-building

The detailed information below is taken from the instructions provided by the CRC Program to applicants.

Nominees are expected to follow all presentation instructions, to allow reviewers to provide a fair and balanced assessment of the nomination. Any information submitted beyond the limits stated in these instructions will be removed prior to peer review.

- Indicate your name and the page number at the top of each page.
- Use 11-point font or larger, and margins of at least 3/4" (2 cm) all around.
- Ensure text is single-spaced, with a maximum of six lines per inch.
- Given that the nomination will be peer reviewed by an interdisciplinary committee, the proposed research program must be clearly described to allow informed assessment by researchers who may not have direct expertise in the area. **Avoid jargon, acronyms and highly technical terms, where possible.**

Description of the proposed research program (maximum six pages excluding summary and list of references)

a) Executive summary (maximum 100 words)

Briefly state the explicit objectives of the proposed research program.

b) Context

- Explain what makes the research program original, innovative and of the highest quality (Tier 1), or what makes the research program original, innovative and of high quality (Tier 2).
- Situate the proposed research within the context of the relevant scholarly literature.



- Explain the relationship and relevance of the proposed research to the nominee's ongoing research.
- If the proposed research program represents a significant change of direction from the nominee's previous research, describe how the proposed program relates to experiences and insights gained from earlier research achievements, and, if applicable, how the nominee will secure the appropriate level of expertise needed (e.g., through collaboration) to successfully implement the proposal.
- Explain the anticipated contribution of the research program to the existing body of knowledge in the area of research.
- Describe the theoretical approach or framework, if applicable.
- Demonstrate how the proposed research will contribute to attainment of the research objectives as outlined within the institution's strategic research plan (<https://www.ulaval.ca/en/research/development-plan>).

c) Methodology

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated objectives.
- Justify the choice of methodology.

d) Engagement with research users and communication of results

- Describe, if applicable, how research users (e.g., media, academics, industry, government, not-for-profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) will be engaged during the various stages of the research program (e.g., conception/design, implementation, communication of results, etc.).
- Describe how the research results will be disseminated (e.g., conferences; peer reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works; etc.).

e) Description of proposed training strategies

- Describe the training strategies that have been and will be used to attract excellent students (e.g., doctoral, master's, undergraduate) and trainees to the institution or affiliated institutions, hospitals, institutes.
- Describe how an environment that attracts, develops and retains excellent students and trainees has been or will be created.
- Describe the specific roles and responsibilities of students and trainees. Indicate the duties, especially with respect to research, they will be undertaking, and how these will complement their academic training and develop their research expertise.

f) List of references (maximum three pages)

Attach a list of all references cited in the proposed research program. This is in addition to the four pages allowed for the description of the proposed research program.

Capacity-building description (1 page maximum)

CRCs are strategic development tools for the institution. In addition to the quality of the proposed research program, it is essential to demonstrate how the allocation of resources to your field, via a CRC, will invigorate the academic ecosystem, promote innovation and position the institution as a major player in a strategic area.



Explain how obtaining a CRC in your field will generate leverage for the development of your sector across various levels within the university, faculty/department, and affiliated research entities (centers, institutes, etc.)

A solid argument must take into account the ecosystem and the main issues related to your field of research.

Here is a non-exhaustive list of aspects to consider:

- Emerging field;
- Pole of excellence;
- Visibility and attractiveness;
- Training and mentoring;
- Collaborative research;
- Societal and economic impact;
- Partnerships and financing.

Appendix 1

CV Details

a. Education

Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Organization	Degree	Field (discipline)

b. Affiliation and employment

Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Organization and Department	Position

c. Funding history

Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Fund	Is this funding currently being applied for (yes/no)	Title of funded project	Role	Amount

d. Interruptions and special circumstances

	Start date (yyyy/mm/dd)	End date (yyyy/mm/dd)	Type of leave	Activity maintained (%)
1.				
2.				
3.				

Explain each event separately :