DETAILED CONTRIBUTIONS
ATTACHED FILE in addition to the Canadian Common CV
Fonds de recherche du Québec – Nature et technologies (FRQNT)

GUIDELINES

Taking into account the page layout specifications detailed in the common section, write up the attachment file that will be sent along with your CV to the Fonds de recherche du Québec-Nature et technologies. **Please comply strictly with the page limit of each section.**

1- For each section, pay attention to:

- o the maximum number of pages allowed
- o the time range to cover

2- Save the PDF file as follow (without password protection) : NAME_XXXXX1234.pdf

- ○ NAME : Your **surname** without accents
- ○ XXXXX1234 : Your **PIN number** consisting of 9 characters (5 letters and 4 numbers, posted in the main menu bar of your FRQnet portfolio)

Make sure that the identification of your PDF file appears at the bottom of each page.

3- Presentation requirements:

- o 12 pt Times New Roman
- o Left and right margins set at : 1.25 cm ou 0.49 in
- o Lower and upper margins set at : 1.25 cm ou 0.49 in
- o Justification : left

4- The Fonds de recherche du Québec - Nature et technologies requires applicants to submit their attachment electronically into their FRQnet Electronic Portfolio under the Canadian Common CV tab (left menu).

5- The deadline for the transmission of your PDF file is the one indicated in the program rules and for which a CCV is required.

WHAT GOES IN THE ATTACHMENT

Please include the following sections in your attachment file. Each section must start on a new page.

1- Most significant contributions

Identify a **maximum of five (5) contributions**, with a maximum length of **one page**, that best highlight your contribution or activities to research, defining the impact and relevance of each. A contribution is understood to be a publication, literary or artistic work, conference, patent or intellectual property right, contract or creative activity, commission, etc. Your complete description may include the organization; position or activity type and description; from and to dates; and the basis on which this contribution is significant (i.e. relevance, target community and impact).

2- Activities and contributions

The activities and contributions defined in this section should include both academic and non-academic achievements, and their impacts. **Limit the list to two pages.** Detailed information concerning the supervisory experience of applicants to the FQRNT, FQRSC and FRSQ has already been entered in the respective "Supervisory experience" sections. You need not repeat that information here.

Examples of entries follow. This is not a complete list and is intended to provide guidance only.

- o Career development (e.g. evidence of international leadership)
- o 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
- o Consulting / contract activities
- o Research development
- o Research or technical reports
- o Technology transfers (specify the nature of the activity and the target audience)
- o Involvement in public, private, or non-profit sector activities
- o Policy papers
- o Presentations as guest speaker (public or invited lectures)
- o Editorships (specify if editor-in-chief or as a member of the editorial team)
- o Evaluation of articles for scientific, literary or artistic journals (specify title of journal and the number of articles evaluated)
- o Knowledge translation / Dissemination activities
- o Participation in management (deanship, research management, funding organizations, etc.)
- o Participation in various government or private forums related to research or research-creation (specify name of forum, commission or committee)
- o Participation in the organization of international conferences, meetings, symposiums, biennials or festivals
- o Conferences and on-going training sessions according to the nature of the audience (specify the nature of the activity and the target audience)
- o Experience in industrial or other workplace (other than academic)

If some of these works completed do not seem to support the research theme of the team or centre of which you are member, provide the necessary explanations.

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, other research, dissemination of results, training, etc. Common examples of an interruption/delay might be a bereavement period following the death of a loved one or maternity/parental leave. **Limit the list to 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.

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. **Limit the list to one page.** Descriptions for patents/copyrights might include the title, patent/copyright number and date, country(ies) of issue, as well as the relevance or impact of this item and any inventor name(s) which pertain to it.

5- Publications and works

List your principal publications and works and other research or creation contributions **since January 1, 2014**, according to the categories below. In addition, please use the category list below for possible section headings. This is not necessarily a complete list, and is intended to provide guidance only. Categories can be added as needed. Use only items pertinent to the application. **There is no limit to the number of pages you can use.**

In all instances, use the reference 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 presentation.

FOR STUDENTS ONLY - If applicable, list poster presentations, where applicable. Researchers must not list summaries, abstracts or posters.

Categories

- Published refereed articles (original articles published in journals with peer review)
- Accepted or in press refereed articles (attach acceptance letters)
- Submitted refereed articles
- Published books and monographs (as author or editor)
- Accepted or in press books and monographs
- Submitted books and monographs
- Published proceedings, book chapters and contributions to a collective work (including chapters written on invitation or collective works derived from conferences or symposiums)
- Accepted or in press proceedings, book chapters and contributions to a collective work (including chapters written on invitation or collective works derived from conferences or symposiums)
- Published abstracts / notes (including name of journal, title of article and date submitted)
- Accepted or in press abstracts / notes (including name of journal, title of article and date submitted)
- Submitted abstracts and notes (including name of journal, title of article and date submitted)
- Literary and artistic works, individual or collective (e.g. novels, short stories, poetry, film, video, visual arts works, brochures, recordings, sound creations, artists' books, collections, exhibition catalogues, individual or collective exhibitions, etc.)
- Research reports or reports produced for the government
- Articles in professional or cultural journals without review committee (including popularized texts)

6- (NEW) Proofs for publications which are submitted, accepted or at press

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