**Annex C: CV Template**

**Please use the below CV template for each person included in your proposed grant activity.**

**Send the CVs in PDF format.**

 **Here are section instructions:**

**Part 1**

1a. This section is for personal details. It identifies who you are and where you can be contacted most readily. A space is provided if you have your own personal website about your research - this is an optional field, not mandatory.

1b. You should list your academic qualifications in this section.

1c. You should list the professional positions you have held in this section.

1d. You should briefly describe your field of expertise in this section.

1e. Please list your total years of research experience in this section. Exclude periods away from research.

1f. This section is for significant achievements, including, but not limited to, honours, prizes, previous grants, scholarships, memberships, or board appointments.

1g. This section is to record the total number of peer-reviewed publications and patents you have produced during your career. Only peer-reviewed or refereed publications, or patents should be counted in *each* section.

**Part 2**

2a. This section lets you list some of the peer-reviewed publications you have produced and that are relevant to your proposal. Recognising that research dissemination occurs other than through peer-reviewed publications, this section also lets you list other forms of research dissemination, such as technical reports or popular press. You should **bold** your name in the list of authors.

2b. This section is for you to list your previous research work, including the principal outcome from your research and details of any end-user, including a key contact person.

**In total, your CV must not be more than 3 pages when submitted. All instructions in** *italics* **should be deleted before you submit your CV.**

**Delete these guidelines before submitting your CV.**

*Rows and columns may be expanded or reduced, but a CV must not exceed three pages. Use Times New Roman, Font Size 12. Do not alter page margins. Instructions in italics should be deleted before you submit your CV.*

**PART 1**

|  |
| --- |
| **1a. Personal details** |
| **Full name** | *Title(Mr/Ms/Mrs)* | *First name* | *Middle name(s)* | *Family/Surname name* |
| **Gender** |  |
| **Present position** |  |
| **Organisation/Employer** |  |
| **Contact Address** |  |
|  |
|  | **Post code** |  |
| **Work telephone** |  | **Mobile** |  |
| **Email** |  |
| **Personal website (if applicable)** | http:// |

|  |
| --- |
| **1b. Academic qualifications** |

*Delete and start typing here. List in reverse date order starting with the most recent. Start each qualification on a new line as per the example:*

*e.g. Year conferred, qualification, discipline, university/institute.*

|  |
| --- |
| **1c. Professional positions held** |

*Delete and start typing here. List in reverse date order starting with the most recent. Start each position on a new line as per the example:*

*e.g. Year-year, job title, organisation.*

|  |
| --- |
| **1d. Present research/professional speciality** |

*Delete and start typing here.*

|  |  |
| --- | --- |
| **1e. Total years research experience** | years |

|  |
| --- |
| **1f. Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc.)** |

*Delete and start typing here. List in reverse date order. Start each professional distinction on a new line as per the example:*

*e.g. Year / year-year, distinction.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1g. Total number of *peer reviewed* publications and patents** | Journal articles | Books, book chapters, books edited | Conference proceedings | Patents |
|  |  |  |  |

*Part 2 should include information pertinent to your proposal. If you don’t have information for a relevant section, please leave it empty,* ***don’t delete it****.*

**PART 2**

|  |
| --- |
| **2a. Research publications and dissemination**  |

*Expand/reduce the following table as needed, listing publications relevant to your proposal. List in reverse date order starting with the most recent.* ***Bold*** *your name in lists of authors.*

|  |
| --- |
| Peer-reviewed journal articles |
|  |
| Peer reviewed books, book chapters, books edited |
|  |
| Refereed conference proceedings |
|  |
| Patents |
|  |
| Other forms of dissemination (reports for clients, technical reports, popular press, etc.) |
|  |

|  |
| --- |
| **2b. Previous research work**  |

*Repeat and expand box below as necessary.*

|  |
| --- |
| **Research title:** **Principal outcome:** **Principal end-user/stakeholder:**  |