

CV TEMPLATE

Delete these guidance notes before submitting your CV.

Document Structure:

The structure of this template is mandatory when preparing your CV.

The CV should contain the following information (detailed description below):

Part A. APPLICANT DATA / RESEARCH EXPERIENCE

Part B. MERITS SUMMARY

Part C. RELEVANT SCIENTIFIC RESULTS

Document length and page limits:

The maximum length of the CV is 3 pages. Any excess pages will not be taken into account.

Formatting conditions:

- The reference font for the body text is Times New Roman or Calibri.
- The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used.
- The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm.

It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

NOTE: Guidance notes are indicated in grey background. Delete all guidance notes before submitting your project proposal.

First name			
Family name			
Birth date (dd/mm/yyyy)			
Social Security, Passport, ID number			
e-mail		URL Web	
Open Researcher and Contributor ID (ORCID) (*)			

(*) If you have

Part A. APPLICANT DATA / RESEARCH EXPERIENCE

A.1. CURRENT POSITION

University/Institution	
Department/Center	
Advisor	

(*) If you have any

A.2. EDUCATION

List your official education in chronological order (most recent first).

Use date format DD/MM/YYYY.

FROM – TO	Degree/Master	ORGANISATION

A.3. LANGUAGE SKILLS:

Include your **relevant** language skills, and information about official certificates (if any).

LANGUAGE	WRITING (Native / Excellent / Good / Elemental)	SPEAKING (Native / Excellent / Good / Elemental)	READING (Native / Excellent / Good / Elemental)	CERTIFICATE AND YEAR

Part B. MERITS SUMMARY

B.1. CV SUMMARY

Describe the information that you consider more relevant, for example, research interests, studies, research experience, fellowships, awards, honors, scientific dissemination activities, etc. Indicate the skills or techniques that you have acquired that may be useful for the execution of a doctoral thesis.

B.2. BRIEF SUMMARY OF THE UNDERGRADUATE THESIS (OR EQUIVALENT) AND SCORE OBTAINED

B.3. BRIEF SUMMARY OF THE MASTER'S THESIS AND SCORE OBTAINED

Part C. RELEVANT SCIENTIFIC RESULTS (If you have any)

C.1. PUBLICATIONS.

List **up to 3** most important publications (in chronological order, most recent first). Use Vancouver format. Include DOI, Impact Factor in the year of publication (JCR), and Area and Position (Decile/Quartile).

Highlight your **surname** in **bold**.

You may also include submitted or approved publications.

You may also include book chapters, clinical guidelines, patents, policy documents or reports.

If you don't have any publications, write "none".

Example:

1. Mathur A, **Chow CS**, Feig AL, Kenaga H, Moldenhauer JA, Muthunayake NS, Ouellet ML, Pence LE, Straub V. Exposure to multiple career pathways by biomedical doctoral students at a public research university. *PLoS One*. 2018 Jun 22;13(6):e0199720. doi: 10.1371/journal.pone.0199720. eCollection 2018. Impact Factor: 1.95; Area and position: Medicine (miscellaneous) Q1

- 1.
- 2.
- 3.

C.2. CONFERENCES AND MEETINGS

List your participation in national and international research conferences (oral or poster presentations, etc.) in chronological order, most recent first. Underline the name of the presenting author.

If you don't have any, delete the table and write "none".

DATE (DD/MM/YYYY)	NAME AND PLACE OF CONFERENCE	TITLE AND AUTHORS (presenting author underlined)	TYPE (oral/poster etc.)

C.3. RESEARCH PROJECTS AND RESEARCH LINES.

List your participation in research projects in chronological order, most recent first.

If you don't have any, delete the table and write "none".

FROM – TO (YYYY-YYYY)	NAME OF THE PROJECT	FUNDING ENTITY	YOUR ROLE IN THE PROJECT

C.4. CONTRACTS, PATENTS AND OTHER TECHNOLOGICAL RESULTS.

List any activities related to research innovation or technology transfer, including patents, creation of companies, hard/software development, etc.

If you don't have any, write "none".

C.5. FELLOWSHIPS, GRANTS, AWARDS AND HONOURS

List any fellowships, project grants, awards or honours you have obtained **via competitive calls**.

List also any fellowship or grant applications that are pending.

Use chronological order, most recent first.

If you don't have any, delete the table and write "none".

FROM – TO (MM/YYYY – MM/YYYY)	NAME OF THE FELLOWSHIP/GRANT/AWARD/HONOUR	SHORT DESCRIPTION	STATUS (ongoing/ finalised/pending)