

## Guidelines

This template is the one you should use whenever you are required to submit a CV as part of a research proposal to the Foundation for Research, Science and Technology (Foundation), the Health Research Council (HRC), or the Marsden Fund.

This template allows you to maintain your own master CV, from which you can draw on when submitting a research proposal.

Please note, some sections (2b, 2c, 2d) are relevant only to Foundation proposals and should be deleted if you are submitting a proposal to the HRC or Marsden Fund. The template allows you to expand/reduce sections as you see fit and depending on the sort of proposal you are submitting.

### Sections

#### 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. **FOR FOUNDATION PROPOSALS ONLY**  
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.

2c. FOR FOUNDATION PROPOSALS ONLY

In this section you should provide evidence of the impact of your previous research by giving examples of how your research has been used, e.g. adopted by end-users, commercialised, incorporated into policies or regulations, or used in decision-making.

2d. FOR FOUNDATION PROPOSALS ONLY

In this section you should provide examples of how you have developed and maintained relationships with end-users. These examples should be relevant to your proposal.

In total, your CV must not be more than five pages long when submitted. This allows up to two pages for personal and work history information in Part 1, and up to three pages for evidence of track record in Part 2. All instructions in *italics* should be deleted before you submit your CV.

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

## New Zealand RS&T Curriculum Vitae Template

*Rows and columns may be expanded or reduced, but a CV must be no more than two pages for part 1 and no more than three pages for part 2. Use Arial 12 point font. Do not alter page margins. Instructions in italics should be deleted before you submit your CV.*

### PART 1

<b>1a. Personal details</b>				
<b>Full name</b>	<i>Title</i>	<i>First name</i>	<i>Second name(s)</i>	<i>Family name</i>
<b>Present position</b>				
<b>Organisation/Employer</b>				
<b>Contact Address</b>				
		<b>Post code</b>		
<b>Work telephone</b>			<b>Mobile</b>	
<b>Email</b>				
<b>Personal website (if applicable)</b>	http://			

<b>1b. Academic qualifications</b>
<i>Delete and start typing here. List in reverse date order. Start each qualification on a new line as per the example: e.g. Year conferred, qualification, discipline, university/institute.</i>

<b>1c. Professional positions held</b>
<i>Delete and start typing here. List in reverse date order. Start each position on a new line as per the example: e.g. Year-year, job title, organisation.</i>

<b>1d. Present research/professional speciality</b>
<i>Delete and start typing here.</i>

<b>1e. Total years research experience</b>	years
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<b>1f. Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc)</b>
<i>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.</i>

<b>1g. Total number of peer reviewed publications and patents</b>	Journal articles	Books, book chapters, books edited	Conference proceedings	Patents

Part 2 should include information pertinent to your research proposal. You should complete **all** sections if applying for Foundation funding. Complete **only** section 2a if applying for a Marsden Fund grant or an HRC grant. Delete sections not relevant to the fund you are applying to.

The following sections should not total more than three pages.

## **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. **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 and contact:**

### **2c. Describe the commercial, social or environmental impact of your previous research work**

Please delete and begin typing here. Provide no more than five examples relevant to your proposal.

### **2d. Demonstration of relationships with end-users**

Please delete and begin typing here. Provide no more than five examples relevant to your proposal.

