



## Foundation Scheme CV (Stage 1) – Quick Reference Guide

An important component of the Stage 1 application to the Foundation Scheme is the Foundation Scheme CV. The Foundation Scheme CV will be completed using the Canadian Common CV (CCV) interface, and will be used to assist peer-reviewers in determining whether an applicant has the necessary skills and experience required to conduct the proposed research described in the grant application. For that reason, all information placed in the Foundation Scheme CV should be directly relevant to the grant application.

Please note the following important items related to the CCV and the Foundation Scheme CV:

- CV-related attachments (Publication List, Contributions/Activities List) will no longer be allowed in ResearchNet and will need to be included in the CV.
  - **Publication List:** Bulk import is now available in the CCV; therefore, the 25 publications you choose to include in your foundation scheme CV need to be entered in the CCV.
  - **Contributions/Activities List:** Many sections in the CCV now have specific limits; therefore, CIHR feels that it is reasonable to expect applicant's to include their relevant activities and contributions in the CCV.
  - **Most Significant Contributions:** This attachment will no longer be allowed as it overlaps with the "Significance of Contributions" adjudication criterion. Descriptions of most significant contributions should therefore be captured directly in the Stage 1 application.
- In an attempt to ensure consistency across CVs, some of the fields in the CCV have been made mandatory. This may require the inclusion of additional information in your CV (which will show up as "errors" in the CCV) when you open the Foundation Scheme CV template. Please ensure that you give yourself ample time to update your CV.
- In an attempt to focus the CV to Foundation Scheme adjudication criteria, limits were placed in certain sections. Before you submit your Foundation Scheme CV, please ensure that you have selected the relevant entries in each section that you want included in your CV. For more information regarding how to choose certain entries in the different CV sections, please refer to [CCV Frequently Asked Questions for CIHR Applicants](#).
- An important component of the Foundation Scheme CV is the Career Contribution Table. **This table should be filled out in ResearchNet** as it is not available in the CCV.
- Please note that, in cases where there is more than 1 Program Leader indicated on the application, each Program Leader will be required to link their own Foundation CV to the application in ResearchNet.
- Please note that the current Foundation Scheme CV is being piloted through the 2014 Foundation Scheme pilot. CIHR would be happy to receive your feedback regarding the Foundation CV. We will be surveying both applicants and reviewers to collect feedback regarding a number of items, including the content of the Foundation Scheme CV. Any additional comments or questions related to the Foundation Scheme CV should be addressed to [Roadmap-Plan.Strategique@cihr-irsc.gc.ca](mailto:Roadmap-Plan.Strategique@cihr-irsc.gc.ca).

The Foundation Scheme CV consists of six sections. The Personal Information section is used by CIHR staff to allow collection of personal information for administrative purposes. This information will not be shared with peer reviewers. The sections relevant to adjudication/peer-



review include Education, Recognitions, Employment, Leaves of Absence/Impact on Research, Research Funding History, and Contributions. Below you will find a brief description of the information required in each of the sections. Please populate each section of your CCV with information that is most relevant to your Foundation Scheme grant application.

1- Personal Information	
Please provide personal information such as Name, Address, and Contact Information. This information will be used for administrative purposes only.	
<b>Notes</b>	
<ul style="list-style-type: none"> <li>Peer-reviewers will only have access to your name (no other personal information).</li> </ul>	
2- Education	
<b>Degrees</b> (No Maximum)	Enter your degrees and diplomas conferred from academic institutions, including the specialization of each degree/diploma, and the start/end dates of your degrees.
<b>Credentials</b> (Most Relevant – up to 5)	Describe any credentials you have obtained that relate to the caliber of your abilities/accomplishments and/or your ability to successfully achieve your proposed research vision. A credential is defined as a designation earned to assure qualification to perform a job or task such as a certification, an accreditation, etc. Examples of a credential might include a professional license or a trade certificate.
3- Recognitions (most relevant – up to 5)	
Please list any important acknowledgements, achievements, and/or rewards you have obtained and which are relatable to the caliber of your abilities/accomplishments and/or your ability to successfully achieve your proposed research vision. List the title of the recognition, the organization bestowing the recognition, as well as the effective date. Recognitions can be filled out based on the following categories:	
<ul style="list-style-type: none"> <li><b>Prizes and Awards</b> (e.g. New Investigator Award, Canada research Chair, University research Award, etc.)</li> <li><b>Distinctions</b> (e.g. Membership in professional societies, Board of Directors in professional societies, etc.)</li> <li><b>Honors</b> (e.g. honorary citizen, honorary degree, Order of Canada, etc.)</li> </ul>	
4- Employment	
<b>Employment Experience</b> (No Maximum)	Provide information regarding your current and past academic and/or non-academic work experience. Any non-academic work experience included in this section should relate to the research being proposed in the application.
<b>Affiliations</b> (Maximum of 1)	Provide information regarding your <b>primary</b> affiliation. CIHR requires this information in order to determine an individual's primary institution, so please ensure that the affiliation you include here reflects your primary institution and not necessarily your parent



	institution.
<b>Leaves of Absence / Impact on Research</b> (No Maximum)	Describe how any leaves of absences from your research activities affected your research program, your productivity, and/or the dissemination of your research results.
<b>5- Research Funding History</b>	
<b>On-Going Grants</b> (Last 7 years based on funding end date)	<p>Please list all on-going grants that you currently hold as a principal investigator/principal knowledge user, as a co-investigator/co-knowledge user, or as a collaborator. Information will be collected on the organization bestowing the grant, the grant program, the amount of the grant, other investigators involved in the grant, and the funding start/end date.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• Amounts should be reported in Canadian dollars (CDN\$).</li> <li>• The 7 year limit is calculated based on the <b>end date</b> of the grant, not the starting date.</li> </ul>
<b>Completed Grants</b> (Last 7 years based on funding end date)	<p>Please list all grants that are now completed, but that have an end date within the past 7 years where you were a principal investigator/principal knowledge user, a co-investigator/co-knowledge user, or a collaborator. Information will be collected on the organization bestowing the grant, the grant program, the amount of the grant, other investigators involved in the grant, and the funding start/end date.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• Amounts should be reported in Canadian dollars (CDN\$).</li> <li>• The 7 year limit is calculated based on the <b>end date</b> of the grant, not the starting date.</li> </ul>
<b>Declined/ Under Review</b>	Please <b>do not</b> include funding that you were awarded, but declined, or funding applications that are currently under review.
<b>6- Contributions</b>	
<b>Publications</b> (Most Relevant – up to 25)	<p>Please list your most relevant publications in the form of: Journal Articles, Books, Book Chapters, Reports, Manuals, Clinical Care Guidelines, and/or Conference Publications.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• The limit in this section applies across all publications types. Therefore, the 25 publications you select to submit with your CV can include journal articles, books, book chapters, etc. The combination of publication types you choose to include is at your discretion, but they should reflect the caliber of your leadership and productivity, as well as represent the significance of your achievements.</li> <li>• Conference publications should include all presentations where</li> </ul>



	<p>an abstract, poster, or short paper was published in conference proceedings following a peer-review process.</p> <ul style="list-style-type: none"> <li>• With the introduction of the Foundation Scheme CV, more publication fields have been made mandatory compared to the Academic CV. Therefore, some of your publications may have "errors" due to missing mandatory information. <b>Please note that you will only need to update a maximum of 25 publication entries</b> (the ones you would like to submit with your CV). The rest do not need to be updated.</li> <li>• Please see the <a href="#">FAQ section</a> for instructions on how to select only certain publication entries to submit.</li> <li>• Please see the <a href="#">FAQ section</a> for instructions on how to bulk import publications from PubMed and other sources.</li> </ul>
<p><b>Intellectual Property</b> (Most Relevant – up to 10)</p>	<p>Please list your most relevant intellectual property rights in the form of Patents, Licenses, Disclosures, Registered Copyrights, and/or Trademarks.</p>
<p><b>Presentations</b> (Most Relevant – up to 10)</p>	<p>Please list your most significant scientific or non-scientific presentations (e.g., invited presentations, lay presentations, presentations to government/policy-makers) that were based on your research and/or knowledge translation activities.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• In the co-presenter field, make sure to include your name (if you do not, your name will not show up in the citation in the PDF version of your CV).</li> <li>• In the co-presenter field, list the name(s) of any other individual(s) who presented with you, but do <b>not</b> include the names of individuals who might have been involved in the research (e.g. co-author).</li> </ul>
<p><b>Knowledge and Technology Translation Activities</b> (Most Relevant – up to 10)</p>	<p>Include your most significant Knowledge and Technology Translation activities. Please ensure to provide information regarding:</p> <ul style="list-style-type: none"> <li>• The development of KT approaches for application / uptake / dissemination of research findings;</li> <li>• Occasions where you have been able to translate your work into the real world;</li> <li>• Occasions where you have developed prevention / intervention programs based on your research work;</li> <li>• Occasions where you have created/built spin-off companies based on your research discoveries;</li> <li>• Occasions where you have developed standards / guidelines / etc. based on your research findings.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Please note that any creation of intellectual property will be</li> </ul>



	<p>captured in its own section, and should not be included here.</p> <ul style="list-style-type: none"> <li>• Please note that any presentations you have given that are related to knowledge translation should be captured under the "Presentations" section.</li> <li>• For more information on knowledge translation at CIHR, please read the <a href="#">Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches</a>.</li> </ul>
<p><b>Supervisory Activities</b>        (Most Relevant – up to 25)</p>	<p>Please provide information regarding how you have helped to mentor/train the future of highly skilled health researchers by indicating the individuals you have supervised/co-supervised. Individuals included in this section can include students, trainees, post-doctoral fellows, lab volunteers, etc.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• Including information regarding any clinicians, policy makers, health related professionals, laboratory technicians, research associates, and/or visiting researchers who were supervised/mentored by you in this section is limited. CIHR acknowledges the value of these contributions, and would encourage you to include this information in your application under the "Significance of Contributions" criterion. CIHR is working with the CCV to update this section in order to allow it to reflect the supervision of these types of individuals.</li> <li>• Do not include students you may have supervised as part of an undergraduate course.</li> <li>• Please indicate where the individuals you trained are now. If you do not know, please put "N/A" in the "Present Position" field.</li> <li>• With the introduction of the Foundation Scheme CV, more fields have been made mandatory compared to the Academic CV. Therefore, some of your supervisory activities may have errors due to missing information. <b>Please note that you will only need to update a maximum of 25 entries</b> (the ones you would like to submit with your CV). The rest do not need to be updated.</li> <li>• Please see the <a href="#">FAQ section</a> for instructions on how to select only certain entries for submission.</li> </ul>

If you are experiencing problems, or have more questions, please contact CIHR at [cvc@cihr-irsc.gc.ca](mailto:cvc@cihr-irsc.gc.ca) or 1-888-603-4178 to request assistance.