**Curriculum Vitae (CV) Templates when applying for funding**

*Below are two CV templates (Narrative CV template and RS&T CV template) you must use if you need to submit a CV as part of a research proposal for funding. Both templates will follow the same assessment process so there’s no advantage or disadvantage depending on which one you choose.*

*Your CV* ***must not exceed five pages*** *in total so please delete:*

* *all* *guidance and instructional text in italics*
* *all guidance and instructional text in blue or green shaded boxes*
* *the CV template you are not using.*

**Narrative CV template (CV option one)**

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| ***Guidance to help you***  ***Important note:*** *Any section in this template can be removed if you do not wish to use it. The weight and value of the CV template will be assessed using a holistic view and no section has more merit or advantage than another. Please only expand the sections that seem relevant to you and delete the sections that do not fit your experience or the proposal you are applying for.*  *Please:*   * *use Arial 12-point font* * *do not alter page margins* * *delete all guidance in italics and blue shaded boxes once you’ve finished and before you submit your Skills and Experience Summary as it* ***must not exceed five pages in total*** * *feel free to use images or tables within the defined page limit and margins.* * *use the template to capture your expertise and experience in the best way you are comfortable with. The sections titles and descriptions are only a guide.* * *When completing this template, we recommended you use bullet points and short descriptions.* |

**PART 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal details** | | | | |
| **Title (optional)** |  | | | |
| **First Name** |  | | | |
| **Second Name** |  | | | |
| **Family Name** |  | | | |
| **Iwi Affiliation, Pacific identity and/or any other as applicable** |  | | | |
| **Present position** |  | | | |
| **Organisation/Employer** |  | | | |
| **Contact Address** |  | | | |
|  | | | |
|  | | | |
|  | | **Post code** |  |
| **Work telephone** |  | **Mobile** |  | |
| **Email** |  | | | |
| **Personal website**  **(if applicable)** | *e.g., Personal blog, LinkedIn profile, employee page on your employer’s website* | | | |
| **Research identifier**  **(if applicable)** | *e.g., ORCID iD, ResearchGate, Google Scholar or any other valid research identification account where you maintain an up-to-date list of publications.* | | | |

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| --- | --- |
| **Most recent/relevant significant qualifications, and/or recognition or merit-based roles, awards, and memberships** | |
| *e.g., Year conferred, qualification, discipline, organisation or wānanga.* | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |  |
| --- | --- |
| **Most recent/relevant professional positions and/or community roles held** | |
| *e.g., Year-start and finish, job title, organisation.* | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| --- | --- |
| **Most recent/relevant areas of expertise (up to five)** | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| --- | --- |
| **Most recent/relevant publications to the proposal (up to five)** | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| --- | --- |
| **Total years of relevant experience** | Total years |
| *This can include time spent on full-time research work and the portion of a postgraduate degree where you were a full-time researcher.* | |
| Please provide your answer here |  |

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| **Your role as part of the project you are applying to (mandatory)** |
| Please provide your answer here |

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| **Career break events** |
| *Please tell us about any other relevant experience and the way it may have influenced your involvement in professional and community roles. This might include:*   * *career breaks* * *parental leave* * *secondments* * *volunteering* * *part-time work* * *impact of natural hazards/pandemics* * *time spent in other sectors.*   *These may not have hindered your career prospects; but rather might have opened up new horizons and insights.* |
| Please provide your answer here |

**PART 2**

*When completing sections in Part 2, we recommended you use bullet points and short descriptions.*

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| **How have you contributed to broader societal engagement and/or knowledge exchange?** |
| *Please provide examples of community engagement, social development, environmental wellbeing and knowledge exchange with stakeholders, and the broader public. This describes national and/ or international engagement and might include:*   * *any evidence of positive stakeholder feedback* * *inclusion of communities/stakeholders in research design and monitoring processes and other impacts across research, policy, practice, te taiao and business* * *collaborations with societal diverse cultural groups and other stakeholders* * *hosting seminars, hui, fono, or similar to disseminate research findings* * *actions you have contributed to be a Te Tiriti o Waitangi partner* * *how you incorporated Te Ao Māori perspectives into your research/research planning* * *advice to policymakers at local, national, or international level* * *communications through media and social media.* |
| Please provide your answer here |

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| **How have you contributed to the generation, revitalisation, preservation, and dissemination of knowledge?** |
| *Please tell us about your role in contributing to the generation, revitalisation, preservation, and dissemination of knowledge. This might include:*   * *your contribution to the revitalisation and preservation of knowledge. This covers reconnecting Māori communities to traditional/old knowledge that they have lost connection with, allowing it to be revitalised, passed on, or preserved and applied in a new context.* * *your contribution to the generation of new ideas and how they were achieved. This could be part of the development of new knowledge or building on current knowledge where value or impact was generated. This might include:* * *how you have communicated your ideas and research results, both written and verbally* * *public and/or private investment you have secured in the last 10 years or contributed to securing (a brief mention of your contribution to success of the project will be useful)* * *the number of grants you applied for but were not successful* * *outputs that are of particular relevance and are considered knowledge generation. This might include:*    + - *open data sets*     - *software*     - *commercial, entrepreneurial, or industrial products*     - *clinical practice developments*     - *educational products*     - *environmental protection/enhancement output*     - *Intergenerational transmission and adaption of cultural knowledge/values and practices*     - *policy publications*     - *evidence synthesis pieces and publications that you have generated. Where your publication has a DOI, adding the DOI would suffice.* * *how you have identified and manage scientific and technical risk in research projects individually or as part of a team.* |
| Please provide your answer here |

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| **How have you contributed to the development of individuals, collectives, iwi/hapū?** |
| *Please tell us about your expertise that contributes to the success of a team or team members whānau/marae/hapū/iwi including project management, collaborative contributions, and team support. This might include:*   * *mentoring or educational activities, workshops, hui such as mentoring people in their development of a capability or research activity* * *additional support you provided to the advancement of colleagues, members of the organisation/trust or public* * *the establishment of collaborations, from trusts to research institutions (maybe interdisciplinary) across New Zealand or internationally* * *contributions to strategic leadership and how you shaped the direction of a team, trust, institute, iwi/hapū, or Māori organisation.* |
| Please provide your answer here |

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| **How have you contributed to the wider research or professional community?** |
| *Please tell us about activities you have engaged in to progress the research community. This might include:*   * *organising of events that have benefited your research community* * *contributions to increasing research integrity and improving research culture (diversity, gender equality, mobility of researchers)* * *appointments or invitations to positions of responsibility such as committee membership, corporate and/or community roles, and governance and advisory boards* * *awards and acknowledgements you received in areas that are relevant to the role you have in the project team of the applied proposal* * *your contribution to the advancement and implementation of culturally appropriate and relevant research* * *editing, reviewing, acting as a referee, or supporting the evaluation of researchers and research or capability projects.* |
| Please provide your answer here |

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| **How have you contributed nationally or internationally to the development of research and technology impact?** |
| *Please tell us about activities you have engaged in to generate value over and above what is expected to occur through routine research investment by existing, scientifically competent businesses or user organisations. It could also be a value that exceeds the cost of doing the research. This might include:*   * *benefit across multiple sectors, faster uptake of results in multiple area, better use of resources, consistency of standards or approaches for regulators, improved state of the environments or social well-being, up-skilling industry, more efficient processes, support for emerging new sectors.*   *Please tell us whether you have contributed to research uptake and adoption by next users and end users? This might include:*   * *applying research findings commercially or non-commercially leading to economic, social, and environmental impact* * *engaging with industry to build up on or promote your research?* * *your involvement in developing and commercialising intellectual property.* |
| Please provide your answer here |

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| **Personal statement** |
| *Please tell us anything else about yourself that is useful or relevant to the current application and in particular your contribution to the proposal being proposed that is not covered in any other section.* |
| Please provide your answer here |

**New Zealand RS&T Curriculum Vitae Template (CV option two)**

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| *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 and blue and green shaded boxes should be deleted before you submit your CV.* |

**PART 1**

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

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| **1b. Academic qualifications** |

*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.*

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

*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.*

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| --- |
| **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 |
|  |  |  |  |

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| *Part 2 should include information pertinent to your research proposal. 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.*

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| **Guidelines**  This template allows you to maintain your own master CV, from which you can draw on when submitting a research proposal.  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. 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. 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. 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* and green or blue shaded boxes should be deleted before you submit your CV.  Delete these guidelines before submitting your CV. |