

DETAILED CONTRIBUTIONS
ATTACHMENT to the Canadian Common CV
Fonds de recherche du Québec – Société et culture (FRQSC)

GUIDELINES

To avoid burden related to re-formatting the table in part 1, you may use the [Word version of this document](#).

1- For each section, you must **respect**:

- Page limit (pages in excess of the number permitted will be removed)
- Target period
- Table format (if applicable)

2- You must save the attachment in **PDF format** as FJ_NAME_ XXXXXNNNN.pdf. You must submit your CV first before attaching your detailed contributions file in your FRQnet Electronic Portfolio in the *Canadian Common CV* tab (left menu).

Name: Your last name without accents

XXXXXNNNN: Your PIN (consisting of 5 letters and 4 numbers, posted in the main menu bar of your FRQnet portfolio)

These identifiers must appear at the bottom of each page.

3- You must **respect** these presentation standards:

Font: Times New Roman

Size: 12

Left and right margins: 1.25 cm or 0.49 in.

Top and bottom margins: 1.25 cm or 0.49 in.

Flush: Left

4- The attachment must be received by the competition deadline specified in the program to which you are submitting your CCV.

CONTENTS OF THE ATTACHMENT

The attachment must include these sections:

1. Most significant achievements (maximum 1 page)

List **up to five (5) of the most significant achievements** in your academic or research career.

Achievement 1

Type of achievement

Year or start and end dates (format: YEAR-MM-DD)

Description

Achievement 2

Type of achievement

Year or start and end dates (format: YEAR-MM-DD)

Description

Achievement 3

Type of achievement

Year or start and end dates (format: YEAR-MM-DD)

Description

Achievement 4

Type of achievement

Year or start and end dates (format: YEAR-MM-DD)

Description

Achievement 5

Type of achievement

Year or start and end dates (format: YEAR-MM-DD)

Description

2- Publications (no page limit, since the last 5 years from the program deadline date)

List your **main publications**. You must follow these instructions:

- List the publications according to the categories below in the order that is most relevant to your field of research.
- For each category, list the most recent publication first.
- List the complete reference: publication date, page numbers or number of pages, status of the publication, whether it is submitted, accepted or at press
- When a publication lists several authors, highlight the name of the first author in bold.

Categories RAC: Article in a peer-reviewed journal
RSC: Article in a journal without a review committee
COC: Chapter of a book or collective work OR book or collective work edition
LIV: Book or research study
CAC: Publication in conference proceedings
RRA: Research report or opinion for a government
TVU: Non-technical article for the general public (including Wikipedia-type online contributions)

3- Works and performances (no page limit, since the last 5 years from the program deadline date)

List your **main works followed by your main performances**. These works and performances may be part of a creative initiative in the context of your research or not. Specify the complete references, including:

- Title of the work or performance
- Brief description (up to five lines)
- Year in which the work or performance was first presented and the location
- When a performance or work lists several creators, highlight the name of the lead creator in bold.

4. Other achievements (maximum 3 pages, since the last 5 years from the program deadline date)

List any other achievements (academic or not) that were not included in the previous sections.

5. Breaks and postponements (maximum ½ page, since the last 5 years from the program deadline date)

List the reasons that led to any breaks or postponements in your academic or research career.

6. Proofs for publications which are submitted, accepted or at press

Include acknowledgement of receipts or letters from the publisher for publications which are submitted, accepted or at press.