**Inovation Scholars Secondment Scheme CV Template**

**This CV template must be completed by the secondee and submitted as a CV attachment on Je-S alongside the application.**

**This document should be completed in Arial 11pt and the final version must not exceed 3 pages. The relative sizes of each section may be altered, and the instructions deleted.**

**Personal Details**

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| --- | --- |
| **Name Include title** |  |
| **Present Appointment Job title, speciality, department, and organisation** |
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| **Current Job Plan/Working Pattern %FTE, LTFT, number of research PAs or % research time** |
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| **Qualifications** |
| **Date** *(month/year)* **From To**  | **University/college attended** | **Subject read** | **Qualification and grade / class** |
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| **Previous and other appointments.** **Include relevant previous appointments other current appointments, p**rovide details in chronological date order (most recent first) |
| **Date** *(month/year)***From To**  | **Name of organisation and position held** Include a brief description of the position, e.g. clinical or research focused, the split of time if relevant, principal investigator for research project. | **Appointment Type** E.g.permanent/fixed-term, full/part-time etc. |
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**Capability to deliver**

**This part of the CV should be a narrative**[[1]](#footnote-1) **explaining the secondee’s relevant experience and expertise to demonstrate their ability to successfully deliver the proposed secondment activities. A CV which simply lists past positions, publications and funding will not adequately support an application.**

**All applicants should describe contributions across the four sections below, though the relative size of each section will vary depending on the relevant skills and experience of each applicant.**

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| **1. Contribution to the generation and flow of new ideas, hypotheses, tools or knowledge.** **Examples might include: contributions to and skills acquired from past research, innovation or product development projects, key outputs such as data sets, software, and innovation, research and policy publications. In each case the relevance to delivering the proposed project should be summarised.** |
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| **2. Contribution to research teams and the development of others.** **Examples might include: project management, supervision, mentoring or line management contributions critical to the success of a team or team members, or where you exerted strategic leadership in shaping the direction of a team, organisation, company or institution.** |
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| **3. Contributions to the research community.** **Examples might include: how you have contributed to wider collaborations and networks across disciplines, organisations, and / or countries, commitments such as editing, reviewing and committee work, positions of responsibility, and activities which have contributed to the improvement of research and innovation integrity or culture, or examples where you have shown visionary strategic leadership in influencing a research and innovation agenda.** |
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| **4. Contributions to broader society.** **Examples might include: engagement across the public and/ or private sectors or with the wider public, past research or innovation which has contributed to policy development or public understanding, and other impacts across research and innovation, policy, practice and business, and other examples of and how you have ensured your research and innovation reaches and influences relevant audiences.** |
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| **5. Additional Information.** **Any additional relevant information you wish to include in support of your capability to deliver, which may include further information about key qualifications and relevant positions, secondments, volunteering, or other relevant experience such as time spent in different sectors. There is no need to provide information about career breaks, part-time working, impact of COVID-19 etc. however, if there are any details you do wish reviewers to consider in their assessment of the proposal they may be included here.** |
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1. For more information on narrative CVs for researchers please see: <https://royalsociety.org/topics-policy/projects/research-culture/tools-for-support/resume-for-researchers/> and for examples <https://grants.nih.gov/grants/forms/biosketch.htm> [↑](#footnote-ref-1)