**Innovation Scholars Secondments in Architecture and Design**

**Narrative CV Template**

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

**It must be completed in single-spaced typescript Arial 11pt or other sans serif typeface of equivalent size, with margins of at least 2cm. Although there is no prescribed length for each section, the final version of your CV must not exceed 3 pages A4. You may alter the relative sizes of each section. You may also delete the instructions for completion which are under the headings, in parts of the CV template with grey shading.**

**I. Personal Details**

**Please provide your details, education, key qualifications and relevant positions you have held.**

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| **Name Include your preferred title** |  |
| **Present appointment at your seconding organisation**  **Job title, speciality, department, and organisation.** | |
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| **Current Job Plan/Working Pattern Include %FTE, % research time if applicable** | |
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| **Qualifications** (please add more rows if needed) | | | | |
| **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 or other current appointments, p**rovide details in chronological date order (most recent first). **If you are currently combining two or more appointments, one at your seconding organisation and one or more – elsewhere, please include them.** | | | |
| **Date** (month/year)  **From To** | | **Name of organisation and position held**  Include a brief description of the position. Was it research and innovation focused? | **Appointment Type**  E.g.permanent/fixed-term, full/part-time etc. |
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**II. Capability to deliver**[[1]](#footnote-1)

**This part of the CV should explain the secondee’s relevant experience and expertise and demonstrate their ability to successfully deliver the proposed secondment activities.**

**All applicants should describe contributions across the four sections below. You can adjust the relative size of each section below, depending on your relevant skills and experience but as mentioned above, the final version of your CV must not exceed 3 pages.**

**A CV which simply lists past positions, publications and funding will not adequately support an application.**

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| **1. Your contributions to the generation and flow of new ideas, tools, methodologies and/or knowledge**  **Examples might include:**   * **contributions to and skills acquired from past research, innovation or product development projects,** * **the funding you have won and a selection of key outputs of your work such as:** * **research and policy publications,** * **data sets you produced, including digital assets, as well as your contributions to the curation, management or sharing of data, cultural or other research assets** * **commercial or entrepreneurial outputs (services, products, buildings, design registrations, prototypes, etc),** * **other practice-based outputs (such as exhibitions, installations and performances).**   **In each case the relevance to delivering the proposed secondment project should be summarised.** |
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| **2. Your contribution to the development of others and maintenance of effective working relationships**  **Expertise you provided which was critical to the success of a team or team member(s), for example:**   * **project management,** * **specialist or technical advice,** * **establishing collaborations,** * **supervision, mentoring or line management contributions,** * **other support for colleagues and situations where you demonstrated strategic leadership in shaping the direction of a team, organisation, company or institution.** |
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| **3. Your contributions to the wider research and innovation community, both within your own field/organisation and beyond**  **Examples might include:**   * **how you have contributed to wider collaborations and networks across disciplines, organisations, and/or countries,** * **your commitments such as editing, reviewing and committee work, positions of responsibility, organising events that benefitted your community such as workshops and conferences,** * **your activities which have contributed to the improvement of responsible research and innovation integrity or culture (for example, improving conditions for diversity, gender equality, mobility, recognition of researchers; development of standards/best practice),** * **or examples where you have shown visionary strategic leadership in influencing a research and innovation agenda.** |
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| **4. How have you contributed to broader research/innovation-users and audiences, and towards wider societal benefit?**  **Examples might include:**   * **knowledge exchange and engagement across various sectors of the economy (private, public, third sector) or with the wider public (for example through media and events),** * **past research or innovation which has impact in areas such as practice and business, policy development or public engagement,** * **and other examples of how you have ensured your professional achievements, especially within research and innovation, reach and influence broader society.** |
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| **5. Additional Information.**  **Any additional relevant information you wish to include in support of your capability to deliver a secondment. This may include:**   * **further information about professional qualifications and relevant positions,** * **other secondments you completed in the past, 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, please include them here.** |
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1. For more information on narrative CVs for researchers please see <https://www.ukri.org/apply-for-funding/how-were-improving-your-funding-experience/introducing-a-better-way-for-you-to-evidence-your-contributions/> [↑](#footnote-ref-1)