

Instructions – SSHRC CV Attachments – Research Contributions

Your Research Contributions – maximum 4 pages

You must attach an electronic copy of your Research Contributions. You have a maximum of four (4) pages to cover the following sections, which must be presented in this order:

1. Research Contributions Over the Last Six Years;
2. Other Research Contributions;
3. Most Significant Career Research Contributions (only for Regular Scholars);
4. Career Interruptions and Special Circumstances; and
5. Contributions to Training.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking on the "Browse" button and attach it to the application by clicking on the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. **If you do not follow the specified requirements for margins and font size (12 pt Times New Roman), your application may be rendered ineligible.** Once you've successfully attached the electronic file, we recommend that you click on the "View attached file" button to ensure that you have the proper file.

1. Research Contributions Over the Last Six Years

Outline research contributions within the last six years. In the case of those candidates claiming Career Interruptions (see 4. Career Interruptions and Special Circumstances below), you may include publications drawn from your most recent periods of research activity to an overall total of six years.

Note: Nominees for the SSHRC Gold Medal for Achievement in Research may include up to 15 pages of research contributions that span their entire career.

Group your contributions by category in the following order, listing your most recent contributions first:

1. **Refereed contributions:** books (where applicable, subdivide according to those that are single authored, co-authored, and edited works), monographs, book chapters, articles in scholarly refereed journals.
2. **Other refereed contributions**, such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.
3. **Non-refereed contributions**, such as: book reviews, published reviews of your work, research reports, policy papers, public lectures, creative works etc.
4. **Forthcoming contributions:** indicate one of the following statuses: "submitted", "revised and submitted", "accepted" or "in press". Contributions not yet submitted should not be listed. Provide the name of the journal or book publisher and the number of pages.

Provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify refereed publications with an "R". A refereed work involves its assessment:
 - in its entirety – not merely an abstract or extract;
 - before publication;
 - by appropriately independent, anonymous, qualified experts. "Independent" in this context means at arm's length from the author.
- In the left margin, identify research contributions that resulted from previous SSHRC support with an asterisk (*).
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.

Instructions – SSHRC CV Attachments – Research Contributions

- For publications in languages other than French or English, provide a translation of the title and the name of the publication;
- **New Scholars**, please list your theses.

2. Other Research Contributions

Describe any other contributions to research and the advancement of knowledge within the last six years, including your research contributions to non-academic audiences (e.g., general public, policy makers, private sector, non-profit organizations, etc.).

3. Most Significant Career Research Contributions

For Regular Scholars only: List and rank up to five of your most significant contributions over your entire career. In this case, the six-year rule does not apply. Therefore, your list of publications may differ from those you have listed under the "Publications" section of your CV. Please ensure that you explain briefly the significance of the contributions listed.

4. Career Interruptions and Special Circumstances

SSHRC asks its adjudication committees to take into consideration both *career interruptions* and *special circumstances* that may have affected the Record of Research Achievement of candidates. In doing so, adjudication committee members will be able to more accurately estimate the productivity of each researcher, independent of any career interruptions or special circumstances in the last six years. Previous productivity is one element that may predict the success of the proposed research programs.

Career interruptions occur when, for health, administrative, family or other reasons, a researcher is taken away from his or her research work for an extended period of time. In these cases, as explained above in relation to 1. Research Contributions Over the Last Six Years, the researcher should explain the absence(s) and ask that an equivalent period of research activity prior (but as near as possible) to the six-year mark be taken into consideration by the adjudication committee.

Special circumstances involve slow-downs in research productivity created by health, administrative, family or other reasons (i.e., the researcher was not taken completely away from his or her work).

The Council entrusts its adjudication committees with the responsibility to reach an assessment of research productivity that takes into account the impact of career interruptions and/or special circumstances.

Note: If you are applying to the Standard Research Grants program as a new scholar (category 4), you must complete 4. Career Interruptions and Special Circumstances.

5. Contributions to Training

Provide information on students you have helped train within the last six years by:

- Indicating your role in supervising or co-supervising on-going and/or completed theses by the student's level of studies.
- Describing contributions you made to involve students in your research activities (e.g., doctoral, masters, undergraduate).

Specify if your opportunities for such contributions have been limited because your university does not have graduate degree programs in your field or discipline.

Date modified: 2010-07-15