



Narrative CV Template:

Three Mandatory sections:

1. Personal statement
2. Most significant contributions and experiences
3. Supervisory and mentorship activities

Formatting requirements (may differ depending on the funding agency):

- 12-point, **Arial** font in black type.
- You can apply different fonts and sizes **only** in tables, figures and legends. However, the text must be clear and readable when the page is displayed at its normal size of 100%. Do not use condensed fonts.
- Minimum of single line spacing (not narrow spacing).
- Normal/standard character spacing (not condensed).
- Minimum margin of 0.79" (2 cm) around all pages.
- Size all pages to 8 ½" x 11" (216 mm x 279 mm).
- Before uploading, save/export your tri-agency CV as an unprotected PDF (i.e., one without security measures to lock or password protect the document).
- The size of the uploaded PDF cannot exceed 5 MB.

If you are listing publications:

- Use any citation style common in your field.
- Add an asterisk (*) after each of your supervised, highly qualified personnel (e.g., First Name Last Name* or Last Name, First Name*) if you are their supervisor.

Highly qualified personnel are college and university students (undergraduate and graduate), postdoctoral researchers, technicians, skilled workers (e.g., artisans and tradespeople, community members), research assistants, or associates. They may be from postsecondary institutions or from other groups involved in research, like community groups or partner organizations (e.g., private, public or not-for-profit).

- If the lead author is not listed first (e.g., if authorship is alphabetical), bold the lead author's name.



Key Points:

- Highlight **Past Achievements**: A CV is designed to showcase your previous work and experiences, helping to demonstrate that you have the ability to succeed in future projects. It's not the place to outline how you intend to approach upcoming work—that information should be included elsewhere in your proposal.
- Be **Specific and Evidence-Based**: Avoid general or overly broad claims. Wherever possible, back up your achievements with evidence and clarify the impact of your contributions. Ask yourself: *Why was this important? What was the outcome or benefit?*
- Write **Authentically**: Many people choose to write in the first person ("I led the project..."), which can make your passion and engagement with the subject clearer. Remember that reviewers—yes, even "Reviewer 2"—are people, and they're more likely to engage with writing that feels genuine and shows your enthusiasm.
- Ask **a friend**: Talking to colleagues or friends can help you better understand and articulate the wider impact of your work, such as your contributions to the research community or your role in mentoring others.
- Be **Flexible with Structure**: There is no one-size-fits-all approach to writing a narrative CV. The content and emphasis will vary based on your field, career stage, and experiences. If something fits into more than one section, use your judgment and place it where it feels most appropriate.



1. Personal statement

Describe why you are well suited for your proposed role relevant to the application. For example, you may include:

- **Expertise** related to the specific topic or related topics.
 - What specific knowledge or skills do you bring to this topic?
 - How has your expertise evolved over time?
 - Are there adjacent fields where your skills or insights have also proven valuable?
 - In what ways are you seen as a resource or leader in your area of expertise?
- **Collaborations or past performance** in the field or related fields.
 - Who have you collaborated with (individuals, institutions, or industries), and how did those collaborations strengthen your work?
 - Have you contributed to interdisciplinary projects? What role did you play?
 - How has your past research or performance influenced or advanced your field or related areas?
- **Impact** of your research, and its benefits to society and science.
 - What difference has your research made, either within academia or beyond?
 - How do you define “impact” in your field, and how have you contributed to it?
 - Has your work informed policy, education, industry, or public understanding?
 - Can you share an example where your research led to a real-world change or outcome?
- **Leadership activities and skills.**
 - Have you led research teams, departments, initiatives, or projects?
 - What have you done to support or mentor early-career researchers or students?
 - Have you contributed to building inclusive, supportive research environments?
 - In what contexts have you demonstrated leadership beyond formal titles?
- **Lived or living experience.**
 - Are there personal experiences that shape your research questions or approaches?
 - Have your background, culture, or identity influenced your path or perspective in academia?
 - How have your lived experiences helped you relate to others, shape inclusive research practices, or drive unique insights?



- **Previous work, progress, or productivity** that provides context to the results of your research activities which support your current application.
 - What foundational work has led you to this point?
 - Are there long-term projects or gradual developments that contextualize your current research?
 - How does your research trajectory demonstrate sustained progress, even if not always linear?
- **Recognitions** (e.g., prizes, awards, community letters).
 - Have you received any honors that acknowledge the quality, impact, or innovation of your work?
 - Have you been invited to speak, review, or serve on panels due to your expertise?
 - Are there examples of informal or community-based recognition that highlight your value in your field or community?
- **Sample statements:**

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| Research Focus and Vision | As a [Your Research Area] researcher, I have dedicated my career to [Briefly state your research focus]. My research vision is to [State your long-term research goals]. |
| Expertise | My expertise lies in [List 2-3 key techniques/methodologies]. I have successfully applied these skills to [Highlight a specific research achievement]. |
| Collaborations | Throughout my career, I have fostered strong collaborative relationships with X number of institutions and industry partners including [Mention 1-2 key collaborators and their institutions]. These collaborations have been instrumental to XYZ [Describe specific outcomes]. |
| Impact | My research has had a significant impact on the field of [Your field] by [Describe 1-2 key impacts (both within and outside of academia)]. |
| Awards/Recognitions | I have received X number of awards (mention specific awards or recognitions that you have received) including the prestigious abc award for my contribution to the development of xyz. These awards and recognitions are testaments to the quality and impact of my work. |



2. Most significant contributions and experiences

These contributions are not necessarily a publication, rather, they are more of an overview of work that has some kind of scholarly, social, cultural, environmental or economic impact. For example, you may include:

- **Articles and other publications**
- **Assessment and review activities** (e.g., journal review, conference review, funding assessment).
- **Community service** or involvement that leverages expertise (e.g., membership on expert/advisory committees, journal editorships, community sharing circles, community gatherings, engagement events).
- **Contributions to Indigenous leadership**, self-determination, and capacity-building in research.
- **Creative outputs** (e.g., art, exhibitions, performances, publications, presentations, film, video, and audio recordings).
- **Dataset** creation, curation, sharing, or re-use.
- **EDI advances** in the research ecosystem.
- **Event and volunteer activities.**
- **IP** (e.g., patents, copyrights, trademarks, trade secrets).
- **KM**, including specialist or non-specialist audiences, including policymakers and the public (e.g., magazine/newspaper articles, media interviews, blogs, social media, policy briefs, public lectures).
- **Methodologies, knowledge systems, cultural practices/approaches** (e.g., Indigenous knowledge and science).
- **New companies or organizations** created to further the promotion/use of research.
- **Partnerships or collaborations** within or with Canadian or international research or non-research communities or non-profit / public / private sector organizations (e.g., through research networks, large collaborative projects, community-engaged research/citizen science, non-academic career information, voluntary work).
- **Policies, guidelines, regulations, laws, rights, standards or practices.**



- **Products, technology, processes, services, or advice useful to specific organizations** (from the private, public, or non-profit sectors), communities, or society.
- **Software or tool development** for use by researchers or others in the private or public domain.
- **Sample statements:**

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| Publication | <p>My research published in [Journal name] led to the discovery/revised understanding of abc which has helped to modify the knowledge about xyz.</p> <p>This publication was selected as [Recognition] in the Journal of (name of journal), the foremost journal in the [Your research field], has been cited X number of times in the last Y years and has inspired Z number of follow-up studies, demonstrating its impact on subsequent research and the trajectory of the [Your research] field.</p> |
| Assessment and review activities | <p>As a member of the department X committee, I initiated and led a working group on Y, resulting in several practical changes such as [Examples].</p> <p>I have been invited to serve as an external examiner for several national and international Masters/PhD vivas (Location, Date), as well as to contribute as an expert evaluator for additional research projects (Location, Date). Additionally, I was the first within my team to initiate a partnership with national organizations, with the goal of developing a tool to help the public better understand [topic or issue].</p> |
| Community service | <p>Beyond my research contributions, I am dedicated to promoting a dynamic research and innovation environment. I have actively participated in the community through various activities, such as [organizing conferences, serving as a reviewer, mentoring early-career researchers, etc.]. For instance, I have served as a reviewer for [list 1-2 journals], helping to maintain the quality and integrity of published research.</p> |
| EDI Advances | <p>I have actively contributed to EDI efforts through initiatives such as [organizing diversity-focused workshops, participating in mentorship programs for underrepresented groups, developing inclusive research methodologies, etc.]. For example, I have worked with [specific organizations or committees] to promote inclusive practices in research, ensuring equal opportunities and support for researchers from diverse backgrounds.</p> |
| Knowledge Mobilization | <p>Beyond my research work, I am dedicated to advancing knowledge mobilization by translating research findings into practical applications. I contribute to this effort through initiatives such as [organizing public outreach events, collaborating with policymakers, developing accessible resources like infographics or reports, etc.]. For instance, I have worked with [specific organizations or stakeholders] to share research findings that influence policy and support evidence-based decision-making.</p> |



3. Supervisory and mentorship activities

Describe how you have helped mentor or train future generations. For example, you may include:

- **Supervision** of highly qualified personnel (HQP).
 - What's your mentorship theory and framework?
 - How many students, postdocs, or research staff have you supervised in your research career?
 - Can you highlight any particularly successful or impactful outcomes of your HQP supervision?
 - How do you ensure your HQP develop necessary research skills and progress in their careers?
 - Have any of your HQP gone on to achieve notable accomplishments (e.g., awards, career advancements, publications)?
- **Formal or informal mentoring.**
 - Can you provide examples of how your informal mentoring (e.g., advising, career guidance) has positively impacted individuals in your field?
 - How do you foster mentees' independence while also providing necessary guidance?
 - What strategies do you use to create a safe and supportive environment for your mentees?
- Contributions supporting **Indigenous research training.**
 - Have you incorporated Indigenous knowledge or methodologies into your research or teaching?
 - What specific efforts have you made to support Indigenous students or researchers in your field?
 - Have you participated in or organized workshops or seminars that focus on Indigenous research practices?
 - What steps have you taken to ensure your research practices are culturally respectful and relevant to Indigenous peoples?
- **Development and delivery** of training workshops outside of research or course requirements.
 - What training workshops have you developed or delivered outside of formal course requirements or research duties?
 - Can you provide examples of workshops you have led to enhance research skills or professional development?
 - How do you ensure that your training sessions are inclusive and accessible to participants from diverse backgrounds?



- What outcomes have resulted from the workshops you've conducted (e.g., feedback, certifications, improvements in skills)?
- Establishment of **safe, equitable and inclusive research** environments, practices and norms.
 - What actions have you taken to create a research environment where all participants feel safe, respected, and valued?
 - Can you describe any specific initiatives you have led or participated in to foster diversity and inclusion within your research team?
 - How do you address and combat systemic barriers or biases within your research group or discipline?
 - How do you promote work-life balance and well-being for members of your research team?
- **Outreach activities.**
 - Have you collaborated with external organizations or stakeholders for outreach efforts (e.g., schools, public libraries, community groups)?
 - Can you provide examples of outreach initiatives aimed at increasing public awareness or interest in your research field?
 - Have you been involved in programs that aim to inspire under-represented groups to pursue careers in research or academia?
- **Sample statements:**

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|--------------------------------------|---|
| HQP Supervision | I have supervised/line-managed/mentored [X numbers of students, staff roles etc.] who went on to [example achievements of supervisees and mentees]. I supported their development through [examples of specific ways you supported development, such as providing opportunities (e.g. through sponsorship, resources, sharing of contacts, offering roles with responsibilities) for learning skill A or experiencing B]. |
| Formal and Informal Mentoring | I have provided ongoing guidance to [colleagues, students, or early-career researchers] in both academic and professional settings, offering advice on topics such as [research techniques, career development, work-life balance, networking strategies]. For example, I assisted [name or description of a mentee] in navigating [specific challenge, e.g., a research obstacle, transitioning into academia] by providing strategic advice and offering resources. |
| Training | In my mentoring capacity, I have provided support to [number] |



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| workshops | Indigenous scholars, helping them navigate academic challenges and apply Indigenous research frameworks. I have advised on [specific areas, e.g., community-based research, ethical considerations], leading to [specific outcomes, e.g., research proposals, publications, or conference presentations]. |
| Other activities | <p>I prioritize work-life balance by encouraging [research team members/students] to set clear boundaries between work and personal time. I model this behavior by [example, e.g., maintaining a reasonable work schedule, taking regular breaks] and ensure the team knows that personal well-being is just as important as academic success.</p> <p>I have been actively involved in [name of program or initiative], which aims to inspire under-represented groups, including Indigenous students, women, or racial minorities, to pursue careers in research and academia. My role included [mentoring, organizing workshops, leading outreach activities], where I shared my experiences and provided guidance on navigating academic pathways.</p> |



SSHRC:

- [SSHRC's Tri-agency CV instructions](#)
- [Tri-Agency CV FAQ from SSHRC](#)
- SSHRC's [Tri-agency CV template](#)

CIHR:

- [CIHR's Tri-Agency CV instructions](#)
- [Tri-Agency CV FAQ from CIHR](#)
- CIHR's [CV Template](#)

NSERC:

- [NSERC's Discovery Horizon's application instructions include narrative CV instructions](#) and provides the following resources:
 - Applicants should review the [Evaluation Criteria](#) used by the Tri-agency Interdisciplinary Peer Review Committee when preparing their CVs
 - NSERC values all forms of contributions to natural sciences and engineering (NSE) research. For examples, please consult the section [Forms of contribution to research](#) of the [Guidelines on assessment of contributions to research, training and mentoring](#).

OTHERS:

[Writing a Narrative CV](#)

- This workbook guides you through reflective questions to help you craft a narrative CV.
Source: University of Dundee

[Narrative CV: resources to help you write one](#)

- Self-directed modules providing advice, tips, and examples on what to include in a narrative CV for ECRs.
Source: University of Glasgow

[Narrative CVs: a Guide for Applicants](#)

- Templates, advice, prompts and suggestions for how to write a narrative CV.
Source: University of Oxford

[Concordia University's Crafting a Compelling Narrative CV slides](#)

- These slides provide a comprehensive approach for creating a narrative CV.



THE UNIVERSITY OF
WINNIPEG

Vice-President,
Research and Innovation

Source: Concordia University