
Guidelines for CV and research output list

Agora funding scheme

July 2017

The SNSF has signed the "**San Francisco Declaration on Research Assessment (DORA)**"¹, which recommends funders to be explicit about the criteria used in evaluating the scientific productivity of applicants, thereby considering the scientific quality, value and impact of **their entire research output** (including outreach activities, datasets, software, prototypes) in addition to research publications. In this context, the scientific content of a paper is much more important than publication metrics or the name of the journal in which it was published. Furthermore, during its evaluation procedure the SNSF, takes into account the scientific discipline, academic age and personal situation (e.g. career breaks, child care duties).

For this purpose, the SNSF requests a standardised set of information from all applicants, the "**CV and major scientific achievements**" and the "**Research output list**". These two documents must be provided for each applicant. They must be written in the language of the research plan, and must be structured as specified below. The documents are sent out for peer-reviewing. **Proposals that lack the relevant information will not be considered for evaluation.**

¹ <http://www.ascb.org/dora/>

1. CV and major scientific achievements

The document containing the CV and the main achievements must be uploaded to *mySNF* in PDF format without write protection. Name the document "CV_[applicant's name].pdf". This document has to be **3 pages maximum with a minimum font size of 10 points and must be written** in the **language of the research plan**.

The CV and major scientific achievements are used in the evaluation process to evaluate the **quality of the content to be communicated**, as well as the **expertise of the project team**.

Structure of the CV:

1. Personal information, including the researcher ID (e.g. OrcID).
2. Education: PhD students must indicate the expected date of their thesis defence. Persons without a PhD must indicate the graduation date of their last academic degree.
3. Employment history including current position(s)
4. If applicable, institutional responsibilities
5. If applicable, approved research projects
6. If applicable, teaching activities (academic and non-academic)
7. If applicable, active memberships in scientific societies, fellowships in renowned academies
8. If applicable, organisation of conferences and other outreach activities
9. If applicable, prizes, awards, fellowships
10. If applicable, career breaks (provide justification)
11. Narrative about the most important achievements in science and scientific outreach related to the Agora project. Highlight, in particular, the peer-reviewed work that is linked to the Agora project. This can be a research project (funded by the SNSF or by another institution) and/or a peer review article. Describe for each achievement the applicant's specific contribution and the overall impact of the work (**maximum 1 page**).

The documents/sources of the various achievements must be made available to the evaluators via a direct open access web-link.

2. Research output list of the last five years

The research output list must be uploaded in mySNF in PDF format without write protection. Name the document "Output_[applicant's name].pdf".

The research output list is used in the evaluation process to assess the **expertise of the project team** with regard to the proposed project, as well as its **feasibility**.

Articles and items **relevant to the communication project** must be **clearly highlighted**. The **applicant's name** in the list of authors and the **publication year** must be clearly visible (e.g. boldfaced or underlined).

Do not use "et al." to shorten the list of authors, unless the research project was conducted by a large international collaboration with more than 50 authors and a direct link to the full publication is given.

The research output list must be **limited to the last five years**. At the beginning of the list, include a link to a website containing the comprehensive publication list of the applicant (if applicable).

The **research output list** should be structured as follows (if applicable):

1. Peer-reviewed publications in international scientific journals
2. Peer-reviewed books/monographs
3. Peer-reviewed conference proceedings
4. Contributions to books
Under points 1-4 only "**published**" or "**in press**" publications can be listed.
5. Patents and licenses
6. Oral contributions to international conferences
7. Outreach activities (e.g. public engagement in science, technology and knowledge transfer activities, scientific art performances, etc.)
8. General contributions to science (e.g. spokesperson for international experiments, leader of international expeditions, founder of international networks and training programmes, etc.)
9. Other artefacts with documented use (e.g. maps, methods, prototype demos, software, databases, design, arXiv-articles, contributions to big data collaborations, etc.).