

CV guidelines for Lead Agency- and Weave applications

Applications under the Lead Agency- and Weave-process, which are evaluated by the partner organization, respect the following guidelines:

Guidelines for CV and research output list

The SNSF has signed the "**San Francisco Declaration on Research Assessment (DORA)**", 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 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. Within the scope of this evaluation, the scientific discipline, academic age and personal situation (e.g. career breaks, care duties) of the applicants will be considered.

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 CV and major scientific achievements

(in **one** document, **max. 4 pages**, in the **language of the research plan**)

The CV and a short list of major scientific achievements of each applicant are used to assess the following criteria:

eligibility of the applicant for project funding,
scientific qualifications of the applicant, based on past achievements,
ability of the applicant to conduct **original research of high scientific quality and impact under his/her own responsibility**.

The **CV** must not exceed **two pages** (min. font size 10 points) and must be structured as follows (if applicable). Additional points can be added, if relevant to the proposal:

Personal information, including the researcher ID (e.g. OrcID, ResearcherID, Google Scholar ID)

Education. Young researchers who did their PhD up to 10 years ago should provide the name of their PhD supervisor. Applicants without a PhD must indicate the date of their last academic degree, clinicians without an MD-PhD must indicate the date of their state examination.

_Employment history including current position(s)

_Institutional responsibilities

- _ Approved research projects
- _ Supervision of junior researchers at graduate and postgraduate level (summary information, the names of the junior researchers should be indicated)
- _ Teaching activities (summary information)
- _ Memberships in panels, boards, etc., and individual scientific reviewing activities
- _ Active memberships in scientific societies, fellowships in renowned academies
- _ Organisation of conferences
- _ Prizes, awards, fellowships
- _ Career breaks (provide justification)

If necessary, points 4 to 11 can be limited to the most recent and/or most relevant information related to the present proposal.

Applicants without a PhD must indicate the date of their last academic degree, clinicians without an MD-PhD must indicate the date of their state examination.

In the section **Major scientific achievements** (max. 2 pages to be attached to the CV) the applicant describes his/her most important scientific achievements in the past five years. Older achievements can be listed, if they are of particularly high importance for the proposal. In addition to scientific publications, any other relevant information, such as a knowledge transfer event, a software, database, prototype, etc. may be provided here. Describe for each achievement the applicant's specific contribution and the overall impact of the work.

All these items are intended for evaluators to **specifically assess the scientific quality and relevance of the research output**. If possible, the documents/sources of the various achievements should be made available to the evaluators via a direct open access web-link.

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".

2 Research output list of the last five years

The research output list is used in the evaluation process to assess the **scientific productivity and qualification** of an applicant with regard to the proposed project and his/her **ability to successfully conduct and document a research project**. Both aspects are also taken into account in the evaluation of the **feasibility** of the proposed research project.

Depending on the research field, the applicant's position in the list of authors may give an indication on his/her contribution to the scientific work (see also: Swiss Academies of Arts and Sciences – Integrity in scientific research – Principles and procedures). The number of publications of an applicant as responsible author without the contribution of his/her PhD or postdoc supervisor is used, among others, as **a measure of his/her scientific independence**. The total number of publications or the number of publications per year is not considered to be the only indicator of performance.

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):

_Peer-reviewed publications in international scientific journals

_Peer-reviewed books/monographs

_Peer-reviewed conference papers

_Contributions to books

Under points 1-4 **only "published" or "in press"** publications can be listed.

_Patents and licenses

_Oral contributions to international conferences

_Outreach activities (e.g. public engagement in science, technology and knowledge transfer activities, scientific art performances, etc.)

_General contributions to science (e.g. spokesperson for international experiments, leader of international expeditions, founder of international networks and training programmes, etc.)

_Other artefacts with documented use (e.g. maps, methods, prototype demos, software, databases, design, arXiv-articles, contributions to big data collaborations, etc.).

Articles and items **relevant to the research 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 document must be uploaded in mySNF in PDF format without write protection. Name the document "Output_[applicant's name].pdf".