CVA Guidelines

IMPORTANT

The CVA must be presented using the template published in the AEI Web or using the FECYT CVN editor. Other format will not be accepted

The following parameters must be respected for the layout:

Font type	Font size	Line spacing	Margins
Times New Roman, Calibri or Arial	11	single	2.5 cm side; 1.5 cm top and bottom

The number of pages of the document (sections A, B and C) is maximum 4 pages. The application will not accept documents longer than this.

It is recommended to fill in the CVA:

1. Using a computer with a Windows operating system and using MS Word (MS Office) as a word processor.

2. Once you have completed the CVA in Word, you must convert the file into pdf format (no more than 4Mb) and upload it in the online application in the section Add documents > C.V.A. del director científico.

The AEI-specific CVA (Abbreviated CVA (AEI) can be filled in using the FECYT CVN editor (CVN) or from any other system adapted to the CVN standard.

Please note that all merits must be presented specifically, including the dates or timeframes of each performance.

The abbreviated CVA is intended to facilitate, organize, and streamline the evaluation process.

Part A. PERSONAL DATA

This section contains information about the applicant. Further details such as ORCID number, last name, birth date, gender, nationality, etc., are included

ORCID code is **a 16-digit code that uniquely identifies individual researchers**. As most individual names are not unique, an ORCID ID makes it easier to distinguish the work of one researcher from another with the same, or a similar, name.

Access: www.orcid.org

A.1 Current Professional Status

Information relating to the Scientific Director's professional status should be included at the time of the application. Key words that identify the topic of the Scientific Director's work must also be included.

A.2. Previous professional status (including, if relevant, breaks in research career, indicate total months)

Information about the different periods of the Scientific Director's professional career will be included (you may add as rows as necessary). If there has been a break in the research career, this section would include the period in which the interruption occurred, the reason for the interruption and the number of months that the interruption lasted.

If you use the FECYT CVN editor to reflect the period of career breaks, you must do so in the section "Previous positions and activities held" and reflect this circumstance through the "professional category" field, together with the duration in months.

The CVA may include merits obtained at any time during the scientific career. However, those situations that have significantly and relevantly interrupted the research activity, may be included in the CVA in order to be considered in the evaluation process.

A.3. Education

Information about the academic degree of the Scientific Director should be included (Graduate, Master degree, PhD, etc), together with information about the institution where the studies were completed, the country and the year of completion.

Part B. FREE CURRICULUM SUMMARY *(max. 5000 characters, including spaces* ***the content of this section has been modified to promote align the assessment process with the DORA principles.***

Include a description on:

1. Scientific Director's scientific outputs, explaining their relevance and his/her contribution to the generation of knowledge, the generation of ideas, hypotheses and results and how he/her has communicated them; the funding obtained; the scientific and technical capacities acquired; the scientific responsibilities exercised; international collaborations and leadership.

2. His/her contributions to society, such as technological development and innovation activities, dissemination activities, collaboration with industry and the private sector, other organizations, public institutions and other end-users of research.

3. His/her contributions to the training and mentoring of young researchers and how he/she has contributed to the career development of these people; to form research teams; to the creation of companies; to editorial activities, or to the evaluation of researchers, projects and other research activities.

4. Other contributions that he/she considers relevant.

Part C. LIST OF MOST RELEVANT CONTRIBUTIONS *(sorted by typology)*

Considering space limitations, please list the most relevant contributions. The contributions provided must be described in a concrete and detailed manner, avoiding ambiguities. A maximum of the 10 most relevant contributions may be included in each of the following sections.

These contributions should be listed in reverse chronological order within each section. Contributions obtained at any time in the scientific career, at the closing date of the deadline for submission of applications, may be included. A maximum of the 10 most relevant contributions will be included in each of the following sections.

C.1. Most relevant publications in peer-reviewed books and journals and at conferences

Include the full reference of the publication.

If it is an article, include title of the article, all the authors in order of signature, year of publication, name of the journal, name of the corresponding author, DOI.

In the case of a book or book chapter, please also include the publisher and ISBN.

If there are more than 8 authors, indicate the first three, the last one, the corresponding author(s) (CA), the total number of authors and the position of the applicant (e.g. 18/95).

C.2. Congresses

List those contributions you consider most relevant, including the type of participation (invited lecture, oral presentation, poster), authors in order of signature, as well as the name of the conference, date and venue.

C.3. Research projects or lines of research in which you have participated

Indicate the most relevant projects and/or most related to the subject of the proposal in which you have participated, including: reference, title, funding body and call, name of the principal investigator(s) and affiliation, start and end date, amount of the grant, type of participation (principal investigator, researcher, European project coordinator, etc.) and whether the project is under evaluation or pending resolution.

C.4. Participation in technology/knowledge transfer activities and exploitation of results Patents

Indicate the most relevant contracts in which you have participated, as well as the technological or transfer merits including title, company or entity, name of the principal investigator(s) and affiliation entity, start and end date, amount and other data you consider of interest.

List the most important patents, indicating the authors in order of signature, reference, title, countries of priority, date, and owner, whether they are being exploited and the companies that are exploiting them.