



**2012-2013 Scotia Scholarship Undergraduate Level  
(Cape Breton University only)  
CV Requirements**

Please ensure your CV includes the following sections and associated details.

<i>Identification</i> _____	1
<i>Details of Academic Background</i> _____	2
<i>Research Interests</i> _____	2
<i>Work Experience</i> _____	2
<i>Distinctions/Awards/Credentials</i> _____	2
<i>Funding</i> _____	3
<i>Research Contributions</i> _____	3

***Identification***

Family Name, Given Name, Middle Initial(s)

Title (Dr./Mr./Mrs./Ms./Prof.)

Student Identification Number

Address (mailing)

Phone Number

Email Address

*Put your full name in the footer of each page on the left hand side and the page number on the right hand side of the footer of each page.*

### ***Details of Academic Background***

Indicate all university degrees obtained and those in progress (where applicable) starting with the most recent. If you hold a degree from more than one institution enter each institution separately. Do not enter honorary degrees here, they should be listed in the Distinctions section.

Also indicate research training, such as postdoctoral or fellowship training.

Degree Type	Degree Name and Specialty	Institution/Organization and Country	Supervisor Name	Start Date (MM/YYYY)	End Date (MM/YYYY)
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### ***Research Interests***

- List up to ten (10) key words that best describe your expertise in research, instruments and technique.
  
- In 150 words describe your research interests. Identify the following:
  - o Area of Research
  - o Discipline Trained In
  - o Research Discipline
  - o Research Topics
  - o Field of Application

### ***Work Experience***

Starting with the most recent, indicate your current position, where applicable, and other academic and non-academic position(s) since the beginning of your university studies. For your current positions leave the end date blank.

Position	Institution/Organization and Country	Department/Division and Faculty/School	Start Date (MM/YYYY)	End Date (MM/YYYY)
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### ***Distinctions/Awards/Credentials***

Starting with the most recent, indicate any recognitions received, including awards, fellowships, scholarships, licenses, qualifications, professional designation or credentials. Do not include academic appointments here, as they are details under work experience. Maximum twenty (20) entries.

Name/Title and Type	Institution/Organization and Country	Effective Date (MM/YYYY)	End Date (MM/YYYY)	Specialty	Total Amount (\$)
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## ***Funding***

List all sources of support applied for in the last 12 months. Include the funding source, program name, total amount requested (in Canadian dollars) and the period of support.

## ***Research Contributions***

This section aims at presenting details concerning your key contributions (publication, patents/intellectual property rights, other activities or administrative, professional and social contributions). These contributions, as well as career and training interruptions, should be outlined as detailed below.

Use the following four (4) headings:

- Publications
- Patents and Intellectual Property Rights
- Activities and Contributions
- Interruptions and Delays

Each section heading should be acknowledged. If you have no pertinent information for a specific heading, type the heading along with N/A (e.g., Patents and Intellectual Property Rights – N/A). You may list multiple headings on one page.

## **Publications** (no page limit)

List your publications from the last five (5) years. List your principal publications and works and other research and creation contributions, according to the categories below.

- Publications (referred articles)
- Books and Chapters
- Abstracts
- Research Reports
- E-Journals
- Posters

In all instances, use the reference format of the complete bibliographic notes from the original publication. Underline the name of any students or trainees that you supervise who are co-author.

If accepted or in press, publisher's note of acceptance will need to be attached.

## **Patents and Intellectual Property Rights** (limit to one page)

List descriptions of patents/copy rights for technology transfer, products and or services. Include if applicable the title, patent/copyright number and date, country(ies) of issue, as well as the relevance or impact of this item and any inventor name(s) which pertain to it.

## **Activities and Contributions** (limit to one page)

Include both academic and non-academic achievements and their impacts. Examples of entries follow. This is not necessarily a complete list, and is intended to provide guidance only.

- Career development (e.g., evidence of international leadership)
- Committee membership
  - o For peer review committees, specify the year(s), the subject(s), and the funding organization
  - o For thesis examination committees, indicate the author, title of thesis and university
- Consulting/contract activities
- Research development
- Research or technical reports
- Technology transfers (specify the nature of the activity and the target audience)
- Involvement in public, private or non-profit sector activities
- Policy papers
- Presentations as guest speaker (public or invited lectures)
- Editorships (specify if editor-in-chief or member of the editorial team)
- Evaluation of articles for scientific, literary or artistic journals (specify title of journal and the number of articles evaluated)
- Knowledge translation/dissemination activities
- Trainees might also mention development of graduate seminar program, journal club or similar activity.
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If some of these completed works do not seem to support the research theme of the team or centre to which you belong, provide the necessary explanations.

### **Interruptions and Delays** (limit to one page)

Identify any administrative responsibilities, family or health reasons, or any other factors that might have delayed or interrupted any of the following: academic, career, scientific research, other research, dissemination of results, training etc. Common examples of an interruption/delay might be a bereavement period following the death of a loved one, maternity/parental leave, or relocation of your research environment.

Description might include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.