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| **DETAILED CONTRIBUTIONS\***  **ATTACHMENT to the Canadian Common CV**  **Fonds de recherche du Québec – Société et culture (FRQSC)** |

**\* Template specific to grant programs**

This document allows **applicants for FRQSC grants** to provide a detailed description of their most significant contributions. Applicants for postdoctoral fellowships (B3Z, B5, B3ZR or B5R) should complete the template specific to these programs.

**GUIDELINES**

1. For each section, you must **respect**:

* Page limit (pages in excess of the number permitted will be removed)
* Target period (5 years for sections 2 to 4) \*
* Table format (if applicable)

**\* 5-year target period for reporting contributions**

The **5-year target period** is calculated from the **closing date of the competition** for which the application or pre-application—for programs where the submission of a pre-application is an eliminatory step in the evaluation process—is being submitted. However, individuals whose activities were interrupted during this period for a total of six months or more due to parental leave, major family obligations or health reasons may use a longer period. The number of years that may be added to the target period depends on the total duration of interruptions:

* If the total duration of interruptions is 6 to 17 months, the target period may be extended by 1 year;
* If the total duration of interruptions is 18 to 29 months, the target period may be extended by 2 years;
* And so on.

To obtain this extension, applicants must indicate the total duration of the target period applicable to their situation in the “A – Interruption, slowdowns and other circumstances” section of this document.

This adjustment is intended to ensure greater equity by allowing all applicants to have their contributions recognized over a comparable period of time.

1. You must save the attachment in **PDF format** as FJ\_NAME\_PIN.pdf.

NAME: Your last name without accents

PIN: Your PIN (consisting of 5 letters and 4 numbers, posted in the main menu bar of your FRQnet portfolio)

These identifiers must appear at the bottom of each page.

1. You must **respect** these presentation standards:

Font: Times New Roman

Size: 12

All margins: at least 2 cm

1. You must first submit your Canadian Common CV before attaching your detailed contributions file in your FRQnet Electronic Portfolio in the *Canadian Common CV* tab (left menu). The attachment must be received by the competition deadline specified in the program rules to which you are submitting your CCV.

**CONTENTS OF THE ATTACHMENT**

The attachment must include these sections:

**A – Interruptions, slowdowns and other circumstances**

Completion of this section is not mandatory and if you do not complete it, it will not affect the evaluation of your application. This section allows you to indicate, if you wish, any **interruptions, slowdowns or other special circumstances that may have had an impact on your academic or career path**.

The description should include:

* A brief explanation of the circumstances (part-time work or employment outside the research community, parental leave, family obligations, illness, disability, immigration, redirection of research interests, field-specific challenges, circumstances related to COVID-19, etc.)\*;
* The impacts of these circumstances on your activities and achievements (publications, obtaining funding, supervision, travel outside Québec, etc.);
* The start and end dates of any periods of interruption or slowdown.

**This information will be sent to the evaluation committees** so that each applicant’s file can be evaluated in light of their individual circumstances. For more information, please refer to the [guidelines related to interruptions and slowdowns](https://frqnet.frq.gouv.qc.ca/Documents/interruption_ralentissement.pdf).

\* Applicants are invited to include any information that could help the evaluation committees understand the impact of their circumstances on the submitted application. However, they should avoid unnecessary, intimate or overly personal details. For example, in the case of an interruption for medical reasons, it is not necessary to indicate the medical condition that led to the interruption.

Please note that this information will not be used to determine eligibility and will not be linked to your profile. The information will be used only for the present application and will not be carried forward to future funding applications. For more information about the collection, use, communication and retention of personal and confidential information that you provide in your funding application, please consult the ***Statement regarding the protection of personal and confidential information*** (see the DOCUMENTS tab of the FRQnet platform).

1. **Most significant achievements (maximum 1 page)**

In the table below, list **up to five (5) of your most significant achievements** since the beginning of your academic or research career, particularly **those that best illustrate your distinctive contribution to research or creation, to the related communities or to knowledge transfer**, explaining the impact or relevance of each one. For example: a publication, paper, literary or artistic work, participation in a scientific event, experience in a research group, committee (scientific, organizing, advisory, etc.) or practice setting, public, professional or social activity, recognitions (scholarship, grant, award, etc.), etc. **The 5-year target period does not apply to this section.**

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| **Achievement 1** |
| Type of achievement |
| Year or start and end dates (format: YEAR-MM-DD) |
| Description |
|
| **Achievement 2** |
| Type of achievement |
| Year or start and end dates (format: YEAR-MM-DD) |
| Description |
|
| **Achievement 3** |
| Type of achievement |
| Year or start and end dates (format: YEAR-MM-DD) |
| Description |
|
| **Achievement 4** |
| Type of achievement |
| Year or start and end dates (format: YEAR-MM-DD) |
| Description |
|
| **Achievement 5** |
| Type of achievement |
| Year or start and end dates (format: YEAR-MM-DD) |
| Description |

1. **Publications (no page limit, since the last 5 years from the program deadline date)**

List your **main publications**. You must follow these instructions:

* Sort them carefully according to the categories listed below, in the order you consider most appropriate.
* For each category, list the most recent publication first.
* List the complete reference, including publication date, number of pages (or page numbers) and status of the publication: submitted, accepted or at press (a web link, when available, is desirable but optional).
* When a publication lists several authors, highlight the name of the first author **in bold**.

**Categories** **RAC**: Article in a journal with an external peer review committee

**RSC**: Article in a journal without an external peer review committee

**COC**: Chapter of a book or collective work OR book or collective work edition

**LIV**: Book or research study

**CAC**: Publication in conference proceedings

**RRA**: Research report or opinion for a government

**TVU**: Non-technical article for the general public (including Wikipedia-type online contributions)

1. **Works and performances (no page limit, since the last 5 years from the program deadline date)**

List your **main works followed by your main performances**. These works and performances may be part of a creative initiative in the context of your research or not. Specify the complete references, including:

* Title of the work or performance
* Brief description (up to five lines)
* Year in which the work or performance was first presented and the location
* When a performance or work lists several creators, highlight the name of the lead creator in bold

1. **Other achievements (maximum 3 pages, since the last 5 years from the program deadline date)**

List and describe any other relevant achievements you have accomplished (within or outside the academic community) **that were not included in the previous sections**.

1. **Proofs for publications which are submitted, accepted or at press**

Include acknowledgement of receipts or letters from the publisher for publications which are submitted, accepted or at press. Do not attach published articles.

Updated June 19, 2023