# Knowledge User CV: Template Instructions

## Who should use this template?

The Knowledge User CV template should be used by Co-Principal and Co-Applicants whose role on the proposed project is that of a knowledge user. When you accept the Principal Applicant’s invitation to take part in the research application, you are then required to register a profile in the SHRF RMS, provide the complete profile details, and complete a contribution form where you outline your role in the proposed project and provide a copy of this completed knowledge user CV.

The Principal Applicant, Co-Principal and Co-Applicants whose role on the proposed project is that of a researcher or person with lived experience should not use this CV template. Templates for other roles can be found at [www.shrf.ca/resources](https://www.shrf.ca/resources).

## What information should be included?

The Knowledge User CV is to capture targeted information about relevant experience, knowledge, skills, and perspectives you bring to the research team for the current proposed project.

There are no restrictions to the length of each section so that each knowledge user applicant can choose what to emphasize; ***however, the CV*** ***should*** ***not exceed three pages***. There is no timeframe restriction, however, please keep in mind that a comprehensive record is not needed.

Remember that a description of your roles and responsibilities in the current research proposal are to be included in your personal contribution form (*Description of role in proposed research; 100 words*), separately from this template.

## How do I complete the template?

Using the **Template Headings** provided on the following page, please outline relevant information in a clear and concise manner. If you do not have relevant information to provide for a particular heading, you may leave it blank - but please do not delete headings. You may fill in the headings in this Word document and delete the pre-amble, or you may use your own document but the headings should match the headings provided in this document.

Upload your completed CV to the contribution form in the RMS. Be sure to submit your contribution form including your CV before the application deadline.

# Knowledge User CV: Template Headings

1. Name:
2. Title/Role
3. Organizational or Community Affiliation(s):
4. Website Address (optional):
5. Areas of expertise/knowledge and/or education:
6. Positions/Roles:
*List the positions/roles you have held (or currently hold) that are relevant to this application. These positions do not need to be limited to salaried employment.*
7. Honours:
*List any relevant achievements or honours. These may be personal, community-based, academic or professional.*
8. Research Funding:
*List any relevant ongoing or completed research funding you have received or participated in as a team member.*
9. Contributions to Knowledge Creation and Mobilization:
*Briefly describe significant contributions to knowledge creation (i.e. research activities), and/or knowledge mobilization (i.e. sharing research with stakeholder audiences and/or promoting its use).*