**Clinician Researcher Training Program**

**Guidance and template - Academic Curriculum Vitae (CV)**

**Once completed, submit your CRTP application pack to** [**med.adr@uq.edu.au**](mailto:med.adr@uq.edu.au)

**PURPOSE**

An academic CV helps to determine your readiness to commence a higher degree by research.

The Clinician Researcher Training Program (CRTP) panel will assess your research readiness based in part on the information provided in your academic CV. Ensure all relevant research experience and achievements are contextualised and your contributions are clearly articulated.

If you are offered a place in the CRTP cohort, the academic CV will be one of the documents that you will need to upload as part of the online application (OLA) for admission to a PhD/MPhil program at the University of Queensland (UQ).

**WHAT TO INCLUDE**

For the purposes of this application your academic CV should be current (i.e., no more than 6 months old) and include information under the following headings:

* Personal details
* Educational qualifications (including GPA) and academic awards
* Professional affiliations and memberships
* Employment history
* Other research experience
* Research outputs
* Research grants and relevant awards
* Research achievements relative to opportunity (optional)
* Academic referees

Please include all the headings listed above. If you do not have any content to add for a particular heading that is okay, please list “None to date” under that heading.

Full details of what is captured in an academic CV for application to a HDR program is available from the UQ Graduate School “How to Apply” for PhD/MPhil candidature.

<https://study.uq.edu.au/study-options/programs/doctor-philosophy-7501#how-to-apply>

**FORMATTING REQUIREMENTS**

We recommend that you use the below formatting settings to improve the readability of your CV:

* Margins of at least 1.5 centimetres
* Single line spacing
* No smaller than 12 points Times New Roman font (or equivalent)
* Left justify text
* Include your name and page number of each page
* Limit the use of bold, underline, italics, and multiple font styles.

Please proofread your CV carefully. It can be as long as required to include all the information requested above.

**ACADEMIC CV – GUIDANCE and TEMPLATE**

If you decide to use the template provided below, then **please delete the guidance text** (*provided in italics*) for each section of the document prior to completion. It is not a requirement to use the academic CV template, this is provided as a support for CRTP applicants if it is needed.

1. **Personal details**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Phone number** |  |
| **Email address** |  |
| **Languages spoken and level of proficiency** |  |
| **ORCiD ID or other research output identifier** |  |

1. **Educational qualifications and academic awards**

*List each of your formal educational qualifications in reverse chronological order (i.e., with the most recent formal educational qualification listed first). For each qualification, include:*

* *the commencing and end dates (month and year) for the qualification*
* *the full title of the qualification (e.g., Bachelor of Arts instead of B.A.)*
* *the institution attended and the enrolling school/administrative unit*
* *the city and country where the institution is located*
* *your Grade Point Average (GPA) for the overall qualification*
* *any academic achievement awards (e.g., Dean’s awards, subject prizes, University medals, thesis prizes etc.) received for the qualification*
* *if a research thesis was part of the qualification, include the title and word length of your dissertation.*

*(Insert rows as required)*

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| --- | --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Full title of the Qualification** | **Institutional information (outlined above)** | **GPA** | **Accolades or awards** |
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*Please do not include:*

* *high school qualifications*
* *the individual subjects/courses undertaken throughout your qualifications, or the grades awarded for these*
* *training courses/professional development activities not resulting in a formal qualification.*

1. **Professional affiliations and memberships**

*List any professional/disciplinary associations or committees that you a member of and include:*

* *the commencing and end date (in years) for the affiliation/membership*
* *the name of the professional association or committee*
* *your membership type (e.g., student member, affiliate member, full member etc.) or role (e.g. committee member, secretary, president etc.).*

*(Insert rows as required)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Name of the professional association or committee** | **Membership type** | **Role** |
|  |  |  |  |  |
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1. **Employment history**

*List each of your previous employment roles in reverse chronological order (i.e., with the most recent/current employment listed first) and include:*

* *the commencing and end dates (month and year) for the employment*
* *the title of each position*
* *the name of the employing organisation, the city, and country where you were based*
* *your main duties or accountabilities in that role, providing detailed information on any research-related activities*
* *any achievements during that role that are relevant to your proposed field of research.*

*(Insert as required)*

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| --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Title of the role / position** | **Employing organisation,** **city, and country** | **Main duties or accountabilities** |
|  |  |  |  |  |
| Provide detailed information on any research related activities in this role | | | | |
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1. **Other research experience**

*List any voluntary, unpaid, or extra-curricular research-related projects or experiences you have undertaken (e.g., summer research projects, internships etc.) and include:*

* *the commencing and end dates (month and year) of the experience*
* *the name of the organisation, the city, and country where you were based*
* *your main duties or accountabilities in that role, providing detailed information on any research-related activities*
* *any achievements during that role that are relevant to your proposed field of research.*

*(Insert additional as required)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date** | **End date** | **Organisation,** **city, and country** | **Main duties or accountabilities** |
|  |  |  |  |
| Research related activities in this role: | | | |
|  | | | |
| Achievements relevant to your proposed field of research: | | | |
|  | | | |

1. **Research outputs**

*In reverse chronological order (i.e., the most recent output first) list your research outputs, including for example research published or accepted for publication, research reports, and research by creative practice.*

*If needed, use sub-headings to separate refereed journal articles, published conference proceedings, edited book chapters, books, creative works, industry reports, invited papers, patents, media commentary, conference presentations and posters, invited talks etc.*

*If applicable, use additional sub-headings to indicate if outputs are published, accepted for publication (but not yet in print), or (submitted but) under review.*

*For all research outputs, include:*

* *the output/publication reference using an*[*official bibliographical style*](https://guides.library.uq.edu.au/referencing?b=g&d=a&group_id=15017)*(such as Turabian/Chicago,* *APA, Harvard), including listing all authors in the order that they appear in the work with****your name in bold***
* *the Digital Object Identifier (DOI), PubMed Identifier (PMID), International Standard Book Number (ISBN) or URL where applicable*
* *any metrics and/or measures of esteem relevant to the output and your discipline (see the*[*metrics information*](https://web.library.uq.edu.au/library-services/services-researchers/metrics)*provided by UQ Library for more information), for example:*
  + *the standing of the journal or conference and the impact of the work (e.g., impact factors,* *citations, and other metrics indicators)*
  + *relevant indicators of national or international significance*
  + *rejection rates for the outlet etc.*
* *a brief statement (maximum 50 words) outlining* ***your specific contribution*** *to any multi-authored outputs/publications, including:*
  + *how much of the original research you were responsible for (i.e., what was your role in the conception and design of the project and how involved were you in the analysis and interpretation of the research data on which the publication is based?)*
  + *the extent to which you authored the paper.*

1. **Research grants and relevant awards**

*Include only those research grants and relevant awards that you have received at the time of making your application (i.e., do not list grants or awards that you applied for and did not receive or are awaiting a decision on).*

*For each research grant/award, include:*

* *the name of the granting/awarding body and the country in which they are based*
* *the name of the grant/award*
* *the year(s) in which the grant was active or the year in which the award was made*
* *the amount of the research grant/award*
* *if relevant (e.g., for research grants), the title of your application.*

*(Insert additional as required)*

|  |  |
| --- | --- |
| **Granting / awarding body and country** |  |
| **Name of the grant / award** |  |
| **Years award active or year of award** |  |
| **Value (amount of the award)** |  |
| **Title (if applicable)** |  |

1. **Research achievements relative to opportunity (optional)**

*In recognition of the diverse personal and professional pathways that applicants have experienced, you are invited to provide information (****maximum 200 words****) to contextualise your research outputs and achievements, relative to the opportunities that you have had to participate in research-related activities.*

*This section of the CV is optional and should only be included if you believe there are factors relevant to your research achievements that you would like the selection panels to know. Examples of factors include (but are not limited to):*

* *study/career disruptions due to illness, caregiving, natural disasters etc.*
* *non-linear academic or career progression, or a change in career direction*
* *reduced ability to take up research-related opportunities (e.g., attend conferences) due to caregiving responsibilities.*

*Please provide details to contextualise your outputs and achievements (200 words)*

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1. **Academic referees**

*Please provide us with two referees who can comment on your academic work. For each referee include:*

* *honorific and name*
* *role title*
* *employing organisation and the city and country where they are located*
* *contact details, including office address, telephone,* *fax and email (preferably an institutional, rather than private, email address)*
* *an indication of the capacity in which you know this person (e.g., were they a lecturer or thesis supervisor, an employer, how long* *you have known them etc.).*

*If possible, please include at least one:*

* *senior person (preferably your supervisor or the head of your organisational unit)* *closely associated with your current work, and*
* *person who is not a member of your proposed advisory panel/supervisory team.*

*Academic referee – preferably a senior person (supervisor or head of org unit)* *closely associated with current work:*

|  |  |
| --- | --- |
| **Honorific and name** |  |
| **Role title** |  |
| **Organisation,** **city, and country** |  |
| **Office address** |  |
| **Telephone** |  |
| **Fax (if available)** |  |
| **Email address** |  |
| **Relationship to applicant** |  |

*Academic referee – independent – a person who is not a member of your advisory team:*

|  |  |
| --- | --- |
| **Honorific and name** |  |
| **Role title** |  |
| **Organisation,** **city, and country** |  |
| **Office address** |  |
| **Telephone** |  |
| **Fax (if available)** |  |
| **Email address** |  |
| **Relationship to applicant** |  |