GUIDELINES FOR COMPLETING THE CVA

IMPORTANT

The Abbreviated Curriculum Vitae (CVA) **must not exceed 4 pages**. In accordance with the provisions of the call, the CVA **will only be accepted** if it is submitted using either the template available on the AEI website or the specific CVA (AEI) generated through the CVN editor provided by the Spanish Foundation for Science and Technology (FECYT).

General considerations:

1. **It is important to verify that the correct document has been submitted**; please note that, if a correction, rectification or clarification is requested, **it will not subsequently be possible to update the information** or to improve or expand the content of the document originally submitted.
2. The CVA **must not exceed 4 pages**. **The application system will not accept a longer document.**
3. The CVA template has been prepared so that it may be completed in the format recommended in the call (Article 18.2.a): Times New Roman, Calibri or Arial font, with a minimum font size of 11 points; side margins of 2.5 cm; top and bottom margins of 1.5 cm; and single line spacing as a minimum.
4. The CVA must be completed in English.
5. It is recommended that the CVA be completed:
    - Using a computer with a Windows operating system and MS Word (MS Office) as the word processor.
    - Once the CVA has been completed in Word, the file must be converted into PDF format (a single document of no more than 4 pages and no larger than 4 MB; PDF portfolio files are not accepted) and uploaded to the project application IT system under Add documents / Abbreviated Curriculum Vitae (CVA).
6. The CVA may be completed using the template available on the AEI call website or the specific CVA (AEI) generated through the CVN editor provided by the Spanish Foundation for Science and Technology (http://cvn.fecyt.es/editor).

Please ensure that all submitted merits are presented precisely and include all the information required in these instructions, so that they can be properly assessed against the criteria set out in the call.

The CVA is intended to facilitate, structure and streamline the assessment process.

Through the researcher's ORCID, it is possible to access the published scientific works and information on the impact of each of them.

Part A. PERSONAL INFORMATION

All sections must be completed, except for the Web URL field, which should be completed only if a web URL is available.

The ORCID code (www.orcid.org) is a 16-character identifier that enables researchers to have an unambiguous author identification code, so that their scientific and technical output can be clearly distinguished. This avoids confusion regarding the authorship of research activities carried out by different researchers with identical or similar personal names.

A.1. Current position

Information relating to your professional position at the time of completing the CVA shall be included. The keywords identifying the applicant's area of work must also be provided.

A.2. Previous positions (include any research activity interruptions and the total number of months)

Information shall be included on the different periods in the professional career (as many lines as necessary may be included). Where there has been an interruption to the research career in accordance with the provisions of the call, this section shall include the period during which the interruption occurred, the reason for it and the number of months for which it lasted.

If the FECYT CVN editor is used, interruptions to the professional career should be recorded in the section "Previous posts and activities held" and entered in the "professional category" field, together with their duration in months.

The CVA may include merits obtained at any stage of the scientific career. However, for situations that have significantly and materially interrupted research activity to be taken into account during the assessment process, they must be explicitly indicated in the CVA.

A.3. Education

Indicate your academic qualifications, specifying for each the degree obtained (PhD, Master's, Bachelor's, or equivalent), the awarding university and country, and the year in which the degree was obtained. As many rows as necessary may be added.

Part B. CV SUMMARY *(max. 5000 characters, including spaces)*

Describe the following, indicating your personal contribution:

- Scientific contributions, explaining their relevance and their contribution to the generation of knowledge, ideas, hypotheses and results, and how these have been communicated.
- Funding obtained, scientific and technical capacities acquired, scientific responsibilities undertaken, international collaborations and leadership.
- Contributions to society, such as technological development and innovation activities, dissemination activities, collaboration with industry and the private sector, organisations, public institutions and other end users of research.
- Contributions to the training of young researchers and how you have contributed to the development of their careers, to the establishment of research teams, to the creation of companies, to editorial activities, or to the assessment of researchers, projects and other research activities.
- Open science strategies followed in your research, including those relating to scientific publications, data, code and methodologies resulting from the research.
- Any other contributions considered relevant.

Part C. LIST OF MORE RELEVANT CONTRIBUTIONS

Taking into account the space limitations, please provide details of the most relevant merits, or those most closely related to the subject matter of the proposal, ordered by type.

The contributions submitted must be described specifically and in detail, avoiding ambiguity.

Within each section, contributions must be listed in reverse chronological order.

Contributions obtained at any point in the scientific career may be included, up to the closing date for the submission of applications.

A maximum of the 10 most relevant contributions may be included in each of the following sections.

Publications, data, software, contracts or industrial products, clinical developments, conference publications and other similar contributions may be included. Where these contributions have a DOI, please include it.

C.1. Most important publications in peer-reviewed journals, books, and conference proceedings

Include the full bibliographic reference of the publication:

- If it is an article, include the authors in order of signature, year of publication, title of the article, name of the journal, volume: first page–last page.
- If it is a book or a book chapter, also include the publisher and the ISBN.
- If there are more than 8 authors, indicate the first three, the last author, the corresponding author(s) (CA), the total number of authors and the position of the researcher completing the CVA (e.g. 18/95) *(CA: corresponding author; (no. x / no. y): position / total authors)*

C.2. Conferences

Include a list of the contributions you consider most relevant. For each contribution, include the title, type of participation (invited lecture, oral presentation or poster), authors in order of signature, and the name, date and place of the conference.

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

Indicate the most outstanding projects, or those most closely related to the subject matter of the proposal, in which you have participated, including: reference, title, funding body and call, name of the principal investigator and affiliated institution, start and end dates, grant amount, type of participation (principal investigator, researcher, European project coordinator, etc.) and whether the project is funded, under evaluation or pending decision.

For each of them, the your personal contribution must be included. In the case of junior research staff, indicate the lines of research for which they have been responsible.

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

Include patents and other industrial or intellectual property activities (contracts, licences, agreements, etc.) in which you have collaborated. Indicate: a) the order of signature of the authors; b) reference; c) title; d) priority countries; e) date; f) holder entity; g) whether or not it is being exploited; and h) the companies exploiting it, or similar information, where applicable.

Indicate the most relevant contracts in which you have participated, as well as other technological or transfer-related merits, including title, company or entity, name of the principal investigator and affiliated institution, start and end dates, amount and any other information considered relevant.