**The HAIF CV Template**

**The maximum length of the CV is three (3) pages!**

A4, font 11, Times New Roman.

This template is based on the [CV template of the Finnish National Board of Research Integrity (TENK)](https://tenk.fi/en/advice-and-materials/template-researchers-curriculum-vitae). Pay special attention to the main headings (1–15): the sub-sections are included as examples. Please remove all unnecessary headings. It is not required to write under each one.

Important! ***DO NOT*** include any of the following: age, gender or a photo of yourself.

Please remove the text in red after reading it.

**1. Personal details**

* Surname (including previous surnames)
* First names
* Researcher ID, if applicable (e.g. ORCID, ResearcherID)
* ***DO NOT*** include any of the following: age, gender or a photo of yourself.

**2. Degrees**

* Date of degree certificate (the most recent one first), degree title, major subject/degree programme or equivalent, name of the educational institution, locality and country where the degree was completed; contact details of the organisation that granted the highest degree.

**3. Other education and expertise**

* Other education, professional competences/qualifications or supplementary training: date of completion, name, scope and provider of the education or training (name and locality)

**4. Language skills**

* Native language
* Other language skills: the level achieved and the date of certificate, or a justified self-assessment of skills (the CEFR may be used for self-assessment: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid> )

**5. Current employment**

* Start and end date of employment relationship, current job title, employer and place of work (if the work is part-time, this should be stated; a short job description should be provided if necessary)
* Secondary occupations

**6. Previous work experience**

* Previous employment relationships and grant periods (the most recent one first), including long-term visits abroad: the start and end date of the employment/role, job position, employer and place of work or funding organisation (if the work is part-time, this should be stated; a short job description should be provided if necessary)
* Previous secondary occupations and other positions and commitments that are relevant to the application (e.g. in companies)

**7. Career breaks**

The inclusion of this information is optional, but it may have a positive impact on the evaluation.

* Family leave, military or non-military service, other leaves of absence or career breaks, with dates and duration in months

**8. Research funding and grants**

* Significant research funding: start and end dates of funding, type, source and amount of funding; role in the preparation of funding applications for a research group; name of principal investigator

**9. Research output**

* **MANDATORY: List of peer-reviewed scientific publications with full reference details**
* Total number of publications and for example few most important and/or most cited publications (identify the database); links to open-access publications;
* Methods, software, infrastructures, materials, guides and tools developed
* Patents and inventions

**10. Research supervision and leadership experience**

* Activities as the officially appointed supervisor of undergraduate students: number of supervisees by degree programme, principal supervisor/co-supervisor
* Leadership experience in research groups or projects (specify the job description, for example instructing post-doctoral researchers)

**11. Teaching merits**

Teaching merits should be carefully selected and presented as applicable.

* Pedagogical training and other demonstrated pedagogical expertise
* Research-based and collaborative development of teaching and teaching methods (for example developing teaching material, providing open access teaching material, activities in development groups, pedagogical publications)
* Teaching experience in general
* Funding received for the development of teaching

**12. Awards and honours**

* Awards, prizes and honours granted for scientific, artistic, research or professional merits or on the basis of an academic career
* Recognition of teaching

**13. Other key academic merits, such as:**

* Memberships and positions of trust in scientific communities
* Memberships in national or international expert, evaluation or steering groups and other expert roles (such as evaluation activities in the researcher’s own scientific discipline)
* Memberships in editorial committees for scientific and professional publication series and journals or position as editor or editor-in-chief
* Administrative or working group positions in institutes of higher education and research organisations, higher education community roles, and national and international positions of trust in science and research administration (for example on ethics committees)
* Significant invited international lectures
* Organising scientific conferences

**14. Scientific and societal impact**

* Promoting open science and research, for example the production and responsible distribution of research material and datasets
* Utilizing research output (own and that of others)
* Promoting responsible conduct of research for example by acting as a research integrity adviser
* Developing responsible research and innovation activities
* Key positions of trust, expert positions and assignments
* Merits in research communication and appearing as an expert in the media

**15. Other merits**

* Other positions and commitments of relevance in terms of the purpose of the CV (such as work in companies or organisations)
* Other societal merits and honours
* Other expertise of relevance in terms of the purpose of the application to this position