**University of Melbourne guidelines (TEMPLATE 1)**

The following headings only are to be included in the accompanying curriculum vitae - ***maximum three pages in 12 point font (excluding publications)***.

1. Full name;
2. Full details of education, postgraduate training, present and past appointments;
3. Seminar/conference presentations (details of conference, indicate if invited talk, selected for oral, or poster presentation);
4. Details of awards or prizes (include $ amount where applicable);
5. Details of any postgraduate and undergraduate teaching and supervision;
6. Details of published works organised in the following categories (***please do not list works submitted, under review or in preparation)***:

* Original refereed journal articles **(*the date of acceptance should be provided for papers not yet published*)**;
* Reviews;
* Books, chapters and monographs;
* Full published conference proceedings (do not include conference abstracts);
* Patents;
* Other publications, e.g. popular articles, periodicals, submissions to government reviews, policies.

**NHMRC guidelines on track record (TEMPLATE 2)**

**CI Track Record, including the Top 5 publications in the last 5 years – 2 pages per CI**

Reviewers will use this section to assess the track record quality of the research team.

This section has two components:

* overall Track Record in the last 5 years; and
* the top 5 publications in the last 5 years.

In accordance with the San Francisco Declaration on Research Assessment, NHMRC has eliminated the use of Journal Impact Factors and ‘Excellence in Research Australia’ metrics in the assessment of applications. NHMRC requires assessors to consider a broad range of measures in the assessment of an applicant’s research achievement. Applicants should therefore have regard to [*section 4.8* of the *Guide to NHMRC Peer Review 2017*](https://www.nhmrc.gov.au/book/guide-peer-review-2017/4-principles-obligations-and-conduct-during-peer-review) and the Project Grants scheme assessment criteria and category descriptors when completing this section.

**Overall Track Record in the last 5 years**

Applicants are encouraged to use this section to identify aspects of their track record that are in addition to their publication record that has been listed in the CV section (see Section 2). This includes any relative to opportunity considerations you wish the assessors to take into consideration (please see [*Section 6.2* of the *NHMRC Funding Rules 2017*](https://www.nhmrc.gov.au/book/nhmrc-funding-rules-2017/6-assessment-criteria) for further information). Assessors will have access to the last 5 years of publications through the CV section, therefore, the following areas should be considered:

* Career summary - including qualifications, employment and appointment history
* Research support  - including grants and fellowships
* Contribution to field of research – this may include the impact of previous research including translation and commercialisation of research into health outcomes
* Patents – this information should include the type of patent, if the patent has been granted, when it has been granted, to whom it has been granted and if it is is current or not
* Collaborations
* Community engagement and participation
* Professional involvement – including committees, conference organisation, conference participation
* International standing - including invitations to speak, international committees
* Supervision and mentoring
* Peer review involvement (including NHMRC, other granting organisations, manuscripts, editorial responsibilities)
* Industry relevant expertise and output
* Other contributions to NHMRC
* Other information you think is vital to your application.

**Top 5 Publications in the last 5 years**

Applicants are asked to list their top 5 publications in the last 5 years and reasons why these publications have been selected.