



APPENDIX I OUTLINE OF CV CONTENT

1. CONTENTS

2. PERSONAL DETAILS

- Name and surname(s), date and place of birth, address of residence, contact phone number and contact email

3. ACADEMIC MERITS

- **Undergraduate degree:** subject, university, year; and degree honours: awards received, outstanding...
- **Master:** name of master, university, year, credits
- **Doctoral thesis:** degree, university, year, mark, reading date, cum laude
- **Training related to management and research management:** training name, subject, place given and date obtained

4. PROFESSIONAL MERITS

- **Specialist degree:** subject, university, year
- **Manner in which specialist title obtained:** medical internship, residency and/or fellowship (indicate how many) and SEMES (Spanish Society of Emergency Medicine and Emergencies) (indicate if held)
- **Specification of positions at institutions to present:** institution, job title, dates
- **Detailed specifications of work experience¹:** institution, activity, dates and workday
- **Experience in specialised care (clinical, technical support and/or therapeutic) to present:** institution, technique, dates
- **Experience with management and research management:** institution, activity and dates
- **Other experience related to the job position being applied for:** institution, activity and dates

5. SCIENTIFIC MERITS (in last 10 years)

- Journals² and ³
 - **Articles in journals with impact factor, as last author or corresponding author** (ordered by date and numbered)
Surname and initial of first name, Article title, International abbreviation of journal, Year, volume (issue): start-end pages of article (if there are more than six authors, set out the first six followed by **et al**)

Detail: journal indexing, PubMed identification number (PMID), impact factor of each journal (only original articles) and h-index
 - **Articles in journals with impact factor, as first/second author** (ordered by date and numbered)
Surname and initial of first name, Article title, International abbreviation of journal, Year, volume (issue): start-end pages of article (if there are more than six authors, set out the first six followed by **et al**)

Detail: journal indexing, PubMed identification number (PMID), impact factor of each journal and total sum of impact factor of all journals from the section (only original articles) and h-index
 - **Articles in journals with impact factor, as other author, and letters, clinical cases, etc.** (ordered by date and numbered)

¹ Work experience after residency

² For journals, whether or not they are indexed must be specified **in all cases**.

³ **Bibliography citations** must follow the **Vancouver** model in force.



Surname and initial of first name, Article title, International abbreviation of journal, Year, volume (issue): start-end pages of article (if there are more than six authors, set out the first six followed by **et al**)

Detail: journal indexing, PubMed identification number (PMID), impact factor of each journal (only original articles) and h-index

- Books⁴:
 - **Author of chapters of books** (ordered by date and numbered)
 - Published abroad
Surname and initial of first name of all authors, Title of chapter, In: Surname and initial of first name, Book title, Edition, Publication site: Publisher; year, Length of chapter (first-last pages),
Add: Book ISBN
 - Published in Spain
Surname and initial of first name of all authors, Title of chapter, In: Surname and initial of first name, Book title, Edition, Publication site: Publisher; year, Length of chapter (first-last pages),
Add: Book ISBN
 - **Books published** (ordered by date and numbered)
Surname and initial of first name, Book title, Edition, Publication site: Publisher; year,
Add: Book ISBN

6. RESEARCH AND KNOWLEDGE TRANSFER PROJECTS (in last 6 years)

- **Research grants as principal investigator (PI)** (Spanish Health Research Fund (FIS), National Plan, European projects, etc.): title, funding organisation, institution, code number, duration, amount financed (euros)
- **Patents:** title, ID number, dates, inventors, current status; specify if they are licensed

7. CLINICAL TRIALS (in last 5 years as PI)

- **License agreements, clinical trials (phases I-II), other agreements with companies**

8. CONFERENCES (in last 5 years)

- **Papers, round tables and conferences as guest lecturer at congresses sponsored by scientific organisations** (international and Spanish, separately): title, meeting type, congress/conference/round table name, location and date (ordered by date and numbered) Indicate if an oral/written summary was presented or if it was an invited oral presentation.

9. OTHER MERITS

- **Member of scientific organisations:** organisation name and length of membership
- **Visiting fellowships abroad:** activity conducted during fellowship period and time of stay
- **Relevant awards**
- **Other professional activity worth mentioning**
- **Languages:** language, level, where studied and date level obtained

⁴ **Bibliography citations** must follow the **Vancouver** model in force.



10. TEACHING MERITS (in last 5 years)

- **Type of post as university lecturer/professor or other posts held with university accreditation** (full professor, tenured professor, associate professor, others): subject, institution, years
- **Doctoral dissertation supervisor** (ordered by date and numbered)
- **Doctoral course supervisor** (ordered by date and numbered)
- **Organisation/participation in doctoral and non-university courses** (ordered by date and numbered)

11. STRATEGIC RESEARCH PLAN AND MANAGEMENT REPORT

- **PSMAR strategic research plan and IMIM management report**
 - Analysis and diagnostic of current situation (internal and external setting, present and future)
 - Proposed new organisational and operative research model for PSMAR and its institute: mission and strategic vision
 - Formulation of strategies: prioritisation of lines and strategic targets to develop
 - Operating plan: participative management, integration of research groups, fundraising...
 - Description of the management structure proposed for IMIM: structure, organisation and resources
 - Development proposals and specific targets to obtain with regard to IMIM in the short, medium and long term
 - Financial analysis and budget (macroeconomic data and operating account)

In order to execute this section, it is advisable to view the websites of PSMAR and IMIM, especially the section on corporate information and publications (reports):

- http://www.parcdesalutmar.cat/info_corp/index.html
- <http://www.imim.cat/infocorporativa/>
- <http://www.parcdesalutmar.cat/publicacions/publicacions2/index.php?CATEGORY2=298>

12. SUMMARY OF RESEARCH ACTIVITY (activity indicators from last 5 years)

- **Resources**
 - Funding of
 - Number of grants obtained and total budget (euros)
 - Number of research contracts with industry and total budget (euros)
 - Number of clinical trials (phases I-II)
 - Number of European projects (as participant)
 - Number of European projects (as coordinator)
 - Number of articles and/or reviews (PubMed)
- **Active external collaborations:** researcher name, institution, city and country
- **Summary of current and prospective future lines of research:** title, introduction, objectives, selected references (maximum of 2 sheets)

The CV must contain **all** data specified in this section. Otherwise, the items that do not fit with this model shall not be assessed.

In the event of questions, candidates can contact Balbina Ugena, secretary of the Selection Board. Email: bugena@imim.es