# Tri-Agency CV (TCV) Reference Guide

## What's in the TCV?

**Personal Statement**
Explain why you are well suited for the proposed work. Include your background, experience, leadership, recognition, and lived or living experience if relevant. Be specific and contextual, avoid lists.

**Most Significant Contributions and Experiences**
Describe up to 10 key contributions across research, service, leadership, knowledge mobilization, EDI, mentorship, etc. Emphasize impact, applicability, and your role.

**Supervisory and Mentorship Activities**
Highlight how you create supportive, inclusive environments. Include mentorship stories, training innovations, and evidence of others' success through your guidance.

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## Getting Started with your Tri-Agency Narrative CV (TCV)

### Reflect Before You Write

Before drafting your TCV, take time to reflect on your goals, professional identity and gather colleague insights and input. Strong narrative CVs are rooted in clarity of purpose, alignment with the funder's goals, and self-awareness.

Use the questions below to uncover themes, stories, and strengths that may form the foundation of your TCV. Take time with these. They are designed to help you move beyond lists and toward meaningful, contextualized contributions.

***Self-Reflection: Internal Prompts***
* What matters most to me in my work, and why?
* What have I done that I am most proud of (regardless of recognition)?
* How has my journey (including barriers, pivots, or personal experiences) shaped my perspective?
* When did I know that my work had real value to someone else?
* How have I contributed to more inclusive, ethical, or transformative research or teaching?

***Self-Reflection: Patterns of Strength***
* What strengths do I bring consistently to research, teaching, or community work?
* What problems am I drawn to solving, and how do I go about it?
* What distinguishes my contributions from others in my field?

***Peer Insight***
Asking trusted colleagues, mentors or mentees for feedback can reveal hidden strengths and help clarify your story.  Here are some questions to guide this conversation:
* What do you think I'm best known for in our department or discipline?
* When have you seen me make a clear impact?
* What do I bring to teams or projects that others might overlook?
* How would you describe my leadership or mentoring style?
* Have you learned something from me that shaped how you now approach your work?
* If you had to describe my contribution to our field in one sentence, what would you say?

## Section 1: Personal Statement

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| ***Purpose:*** | Describe why you are well-suited for your proposed role. This is your chance to explain your background, strengths, and motivation in a way that aligns directly with the goals of the application. |
| ***What to Include*** | <ul><li>Collaborations or past performance in the field or related fields</li><li>Expertise related to the topic of the application</li><li>Impact of your research on science and society</li><li>Leadership activities and skills</li><li>Lived or living experience relevant to your work or field</li><li>Previous work, progress, or productivity that contextualizes your current application</li><li>Recognitions such as prizes, awards, or letters of community support</li><li>Personal or community impact of your research</li></ul> |
| ***Tips*** | <ul><li>Start strong with 2 - 3 sentences that clearly establish who you are</li><li>Use full sentences to explain your story; avoid bullet points</li><li>Explain the "why" and "how" of your contributions, not just the "what"</li><li>Incorporate lived experiences, personal and professional motivations and career context where relevant</li><li>Keep it relevant and tied to the funder's goals</li></ul> |
| ***Guiding Questions*** | <ul><li>What experiences make me a strong fit for this role or project?</li><li>What personal and professional motivators lead my work and research?</li><li>How have my background, training, or career path prepared me for it?</li><li>What impact has my work had (on science, society, or your community)?</li><li>What leadership roles, recognitions, or lived experiences support my case?</li></ul> |

## Section 2: Most Significant Contributions and Experiences

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| ***Purpose:*** | Describe up to 10 contributions or experiences that relate to your application. Demonstrate impact, significance, applicability, and your role. |
| ***What to Include*** | <ul><li>Articles and publications (including grey literature, preprints, and conference outputs)</li><li>Assessment and review activities (peer review, grant panels, etc.)</li><li>Community service or involvement (with scholarly relevance)</li><li>Contributions to Indigenous leadership, self-determination, or capacity-building</li><li>Creative outputs (exhibitions, performances, media)</li><li>Datasets (creation, curation, or reuse)</li><li>Equity, diversity, inclusion, and accessibility initiatives</li><li>Event and volunteer activities with academic or community impact</li><li>Intellectual property (patents, copyrights, trade secrets)</li><li>Knowledge mobilization and translation (e.g., policy briefs, public talks)</li><li>Methodologies, knowledge systems, or cultural approaches (e.g., Indigenous knowledge and science)</li><li>Startups, partnerships, or collaborations (including international or community partners)</li><li>Policy or regulatory contributions</li><li>Technology, product, or service development</li><li>Software or tool development</li></ul> |
| ***Tips*** | <ul><li>Focus on quality over quantity</li><li>Be explicit about your role, especially in team projects</li><li>Explain impact and provide context</li><li>Think beyond academic outputs to societal or community benefit</li></ul> |
| ***Guiding Questions*** | Use the following questions to frame each contribution:<ul><li>What did I do? What was the contribution?</li><li>Why was it important?</li><li>Who was affected, and how?</li><li>What was my specific role?</li><li>What changed as a result of this work?</li></ul> |
| ***Describe the Impact*** | <ul><li>Created new tools, methods, or frameworks</li><li>Enabled further research or discovery</li><li>Contributed to tangible outcomes for a group or sector</li><li>Advanced inclusion or accessibility in your field</li><li>Identified and filled gaps in knowledge or practice</li></ul> |

## Section 3: Supervisory or Mentorship Activities

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| ***Purpose:*** | Describe how you support the development of others through mentoring, training, and inclusive research environments. |
| ***What to Include*** | • Creation of safe, equitable, and inclusive environments<br>• Development of training outside course requirements<br>• Formal or informal mentorship of trainees, early career researchers (ECRs), or community members<br>• Outreach and engagement with students or public<br>• Supervision of students, postdoctoral fellows, or research staff and other highly qualified personnel (HQP)<br>• Training in Indigenous or culturally relevant knowledge systems |
| ***Tips*** | • Describe your methods and approach<br>• Provide evidence or examples of success<br>• Emphasize innovations in mentoring or training<br>• Connect activities to equity and accessibility values |
| ***Guiding Questions*** | • How do I support growth and development in others?<br>• What strategies do I use to create inclusive environments?<br>• What outcomes have resulted from my mentorship?<br>• How have mentees advanced due to my support? |
| ***Describe the Impact*** | • Mentees winning awards, securing positions, or breaking new ground<br>• Development of new training models or mentorship practices<br>• Creation of lasting change in research or academic environments |

# Additional Reflection Questions

Use the questions below to uncover themes, stories, and strengths that may form the foundation of your TCV. Take time with these. They are designed to help you move beyond lists and toward meaningful, contextualized contributions.

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| **About You** | *Self-reflection*<br><br>- What motivates me to do the work I do?<br>- What values or principles shape my approach to scholarship or research?<br>- What experiences have most influenced my career path?<br>- What am I trying to change, influence, or contribute to in my field or community? | *Ask others*<br><br>- What stands out to you about why I do this work?<br>- What qualities or commitments have you consistently seen in me?<br>- How would you describe me as a scholar or leader? |
| **Your Contributions** | *Self-reflection*<br><br>- What projects, outputs, or experiences have had the most impact?<br>- Who has benefited from my work—and how?<br>- What problems or needs has my work addressed? | *Ask others*<br><br>- What contribution of mine have you found meaningful—and why?<br>- When did my work make a difference?<br>- How would you describe the broader significance of my work? |
| **Your Strengths** | *Self-reflection*<br><br>- What do I do well in teams, mentorship, or leadership settings?<br>- What skills or attributes do I bring to complex projects?<br>- Where do I consistently add value that may go unrecognized? | - *Ask others*<br>What do I bring to a team or collaboration that others might miss?<br>- When you've worked with me, what stood out about how I contributed?<br>- What strengths do you think I under-recognize in myself? |
| **Your Strategic Alignment** | *Self-reflection*<br><br>- How does my background prepare me for this role/project?<br>- What unique perspective or experience do I bring?<br>- What outcomes do I want to achieve through this opportunity? | *Ask others*<br><br>- Why do you think I'd be a good fit for this grant/award?<br>- What past experience of mine do you think is especially relevant here?<br>- If you were describing me to a selection committee, what would you emphasize? |