The following sections include instructions for completing the abbreviated curriculum vitae (ACV) which is included as a word file.

It must be completed in Times New Roman or Arial font at a minimum size of 11 point; side margins of 2.5 cm; top and bottom margins of 1.5 cm; and minimum single spacing.

Once the word document has been completed, save it as a pdf file and insert it in the corresponding section.

Date of the ACV	

Current date

Part A. PERSONAL DETAILS

Name			
Surname			
DNI/NIE/ passport			
Date of birth			
Contact telephone			
Contact email			
Researcher ID no.	Researcher ID		
	Orcid code		

Instructions Personal Data Section:

Researcher ID (RID) is a web-based community that makes the publications of participating authors visible. Users receive a stable personal identification number (RID) that can be used for searches in the Web of Science. Users have a profile where they can integrate their research topics, publications and citations.

Access: Web of Science > My tools > Researcher ID

ORCID code is a 16-digit identifier that provides researchers with an unambiguous author code that allows them to clearly distinguish their scientific-technical production. This avoids confusion related to the authorship of research activities carried out by different researchers with the same or similar personal names.

Access: www.orcid.org

If you do not have a Researcher ID or ORCID code, do not fill in these sections.

A.0. Motivation for applying *(2000 characters maximum, including blanks)*

Please describe in this section your motivation for applying for the advertised position. The following questions may help:
- *why are you interested in applying for this position at UC3M?*
- *what do you think this vacancy can contribute to your career as a researcher?*
- *why do you think you are qualified for this position?*

A.1. Current professional status

Organisation	
Dept./Institution	
Address	
Telephone	email
Professional category	Start date
Key words	

A.1.1 Previous professional status

Organization / University	Dept./Institution	Professional category	Start date	Final date

A.2. Academic background *(degree, institution, date)*

Bachelor/Degree/Doctorate/ Other	University	year

A.3. General indicators of the quality of scientific production *(2000 characters maximum, including blanks)*

Information on the number of six-year research awards (if any), or other research indicator or accreditation of the research, including the date of the last six-year research recognition, or equivalent accreditation; number of doctoral theses supervised in the last 6 years; total quotes; average number of quotes/years during the last 5 years (not including the current year); total publications in the first quartile (Q1); h-index. In addition, other indicators that the researcher considers relevant may be included.

To calculate these values, the data collected in the Thomson Reuters Web of Science will be used by default. When this is not possible, other indicators may be used, specifying the reference database.

A.4. Research gap periods

Inactivity start date	Inactivity end date	Reason

Reference shall be made to any period during which the research was interrupted and the reasons for this, e.g. maternity/paternity/adoption/ fostering leave.

A.5. Teaching activity

Degree	Subject taught	Institution	Period	No. of hours	Language

Enter the type of teaching activity: subject, lecture, seminar, talk, etc., which is relevant, as well as the other information requested: degree, centre, period, number of hours and language in which it was given.

Part B. FREE CV SUMMARY *(maximum 4000 characters, including blanks)*

Briefly describe your scientific career, the main scientific-technical achievements obtained, the medium/long-term scientific-technical interests and objectives of your line of research. Also indicate any other aspects or peculiarities that you consider important to understand your career.

Part C. MOST IMPORTANT MERITS

C.1. Publications

Provide a full review of the most relevant publications you have.

If it is an article, include authors in order of signature, year of publication, title of the article, name of the journal, volume: initial page-final page.

If it is a book or book chapter, please also include the publisher and ISBN.

If there are many authors, indicate the total number of signatories and the position of the researcher submitting this application (e.g. 95/18).

C.2. Participation in projects

List the most relevant projects in which you have participated (maximum 5-7), including: reference, title, funding body and call, name of the principal investigator and affiliation, start and end date, amount of the grant, type of participation (principal investigator, researcher, European project coordinator, etc.) and whether the project is under evaluation or pending resolution.

C.3. National and international congresses

In this section, give details of your attendance at conferences, the venue, subject, duration and your role in the conference, whether you were an

attendee, speaker, member of a round table, etc.

C.4. Participation in contracts, technological or transfer merits

List the most relevant contracts in which you have participated, as well as the technological or transfer merits (maximum 5-7), including title, company or entity, name of the principal investigator and affiliation entity, start and end date, amount and other data that you consider of interest.

C.5. Patents

List the most important patents, indicating the authors in order of signature, reference, title, countries of priority, date, owner entity and companies that are exploiting them.

C.6 Other merits

Other information that you consider useful and that is not included in any of the previous sections.

Part D. LANGUAGES

(for each ability specify MCERL level)

Language	Writing	Speaking	Reading

Common European Framework of Reference for Languages

*Level: **A1/A2:** Basic User **- B1/B2:** Independent User **- C1/C2**: Proficient User*