

Tips & Resources on Writing Narrative CVs

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Outline AV

- Useful Resources
- What is a Narrative CV?
- Tips on Writing a Narrative CV
- Planning
- Further Tips & Examples
- More Resources & Online Training

Writing a Narrative CV **AV**

- There are many useful online resources on writing a Narrative CV. Check them out before you start writing.
- Useful to use a template to guide your writing of a Narrative CV.
- There are a range of research funder templates:
E.g., UKRI Narrative CV:
<https://www.ukri.org/publications/resume-for-research-and-innovation-r4ri-template/>
- There is also information, templates, online training, examples etc.
Uni of Soton Sharepoint:
<https://sotonac.sharepoint.com/teams/RIS/SitePages/Narrative-CV.aspx>

What is a Narrative CV? [I] AV

UoS Sharepoint Information:

- A Narrative CV is a set of stories where you outline the different ways in which you have contributed to research, to innovation and to the development of others.
- This type of format offers the opportunity to highlight skills and experience that are not always visible within the traditional CV.
- It moves away from listing outputs, roles and activities; away from purely journal-based metrics, to improve the evaluation of scientific outputs and contributions.

What is a Narrative CV? [II] AV

UoS Sharepoint Information (continues):

- The narrative CV format is intended to recognise, value and assess a broad range of outputs, beyond publications, such as data, code, or performances.
- The format generally includes a personal statement, space to detail career breaks, evidence of supporting individuals and teams, and your contribution to knowledge and its wider impact.
- Focus on outlining how you have contributed to those around you, your field, the wider research and innovation sector, and society.
- Aimed to be a more inclusive CV format.
- There is some variation in the format across funders and contexts.

Tips on Writing a Narrative CV (1) NT

- What story would you like to tell?
- Take time to develop each story carefully.
- What is its relevance? Why are you including this information?
- What is its impact?
- What is your particular contribution?
- Be selective in the information you provide.
- Choose examples which best address the question, ensuring they are relevant and important.
- Choose the most relevant examples, you can adapt the content to the opportunity you are applying for.

Tips on Writing a Narrative CV (2) NT

- Create a series of stories with interlinkages of the outputs, roles and activities you cite in your CV.
- 3 interconnected parts – Application form, CV, Narrative CV (part of the CV template).
- Map against the contribution matrix.
- Try to refer to how you carried the activities, with what outcome, effect or impact on others / institution.
- Try to link to University's/Faculty's/School's strategic plan.
- Concisely cite evidence where appropriate to back up claim.
- Early Career Researchers will not be expected to contribute to each area.
Focus on the areas you have contributed to.
Focus on quality rather than quantity.

Tips on Writing a Narrative CV (3) NT

- Focus on quality rather than quantity.
- Be aware of responsible research metrics.
- Don't cite journal IFs and rankings without providing context.
- Evidence your research performance using a blend of qualitative & quantitative indicators
 - Include an explanation of why each is important and record your specific contribution. How does it contribute to the wider aims of the University.
- Cite the evidence where appropriate; substantiate the statements.
- Use the template provided and complete carefully.
 - Does the application have text boxes to complete?
 - Are you asked to address a set of questions?
- Use your up-to-date CV to evidence your stories and statements.

Planning NT

- **Plan ahead.** Give yourself adequate time to write a Narrative CV. It's not a task to leave at the last minute.
- Take time to familiarise yourself with the Narrative CV format required.

You could begin working on a draft of your own Narrative CV well before you need it.
- Keep your traditional / standard UoS CV up-to-date. This is a useful base from which to write your Narrative CV stories.

Update your academic CV a couple of times a year. Update papers, grants, consultancy, conferences, editorial work, education information, PhD supervision, external examining, other esteem indicators etc.

Planning NT

- Seek guidance.
- Share your draft Narrative CV with a colleague for constructive feedback.
- Remember that there is no perfect formula.
- Use your narrative CV to start preparing your promotion application.

Examples AV

- Describe where you have contributed to research teams and the careers of others
 - E.g., mentored X which led to ...
 - E.g., provided training of Y which had an impact of ...
 - E.g., supported the career development of X by
 - E.g., ran research project staff interviews and manage research progress to ...
 - E.g., participated in the prize selection panel for ...
 - E.g., organised an event for Y to ...

Further tips AV

- Describe where you have contributed to the wider research and innovation community
 - E.g., Guest Associate Editor of the X ...
 - E.g., invited External Examiner of 2 international PhD in Y ...
 - E.g., established a partnership with charity X / external organisation X ...
 - E.g., reviewer of a range of journals in the field of Y ...
 - E.g., supervised UG / PGT dissertations in X ...
 - E.g., active member of the professional body of Y ...

Further tips AV

- What are you most proud of in your research outputs?
 - Be selective
 - Describe what you have done in a succinct narrative story /statement; e.g., use a sentence each to describe
 - (i) the significance of the research
 - (ii) the specific question or problem you are looking at
 - (iii) your specific contribution to the work
 - (iv) how the research was approached
 - (v) who might be/ is interested in it
 - (vi) where you have engaged with relevant beneficiaries of your research
 - (vii) how the work fits in to your past and future research goals
 - You can refer to a journal by name, or use any citations or indicators; **choose them wisely and ensure they are contextualised.**
 - By providing context about your research, you are developing a more rounded, and more reliable, understanding and assessment of your research and activities.
- Describe where you have supported the careers of those around you (individuals or teams)
- Describe where you have provided a service to the research community (e.g., organising a workshop)
- Cite the evidence.

Example I **AV**

- Supervision example (UoS Sharepoint):
- Rather than
 - I supervised 10 PhD and 5 MSc students ...
- The Narrative CV format might read....
- I supervise both Master's and PhD level students, arranging regular one-to-one sessions and maintaining an open-door policy. During my meetings, I raise questions around mental health and wellbeing and ensure all students are aware of support resources available. I also encourage collegiality by arranging bi-monthly group workshop sessions and ensure these take place on different days and times to support those with caring or other commitments.

Example II **AV**

- Peer support example (UoS Sharepoint):
- Rather than
 - I am the executive chair of the international network for [research area], and I am a member of the peer review college for [funder]....
- The Narrative CV format might read:
- As I began disseminating my group's research findings at conferences, I soon realised there was no forum for information-sharing and dialogue across the different research groups working in this specific area. I reached out to international research group leads to establish a peer network, which I now chair and which meets virtually twice a year. With support from the network committee, I oversee the production of our bi-monthly newsletter, ensuring the content reflects the geographic, gender, racial and ethnic diversity of our network.
- I support colleagues within my institution by completing peer review requests and providing follow-up support to those who may need additional guidance on applying for grant funding, such as early career researchers. I value my role as a peer reviewer for both [x and y] funder, ensuring the feedback I provide is thorough and addresses each assessment criteria.

More Resources for Narrative CV Writing AV

- University of Glasgow online training Narrative CV Writing:

https://rise.articulate.com/share/NyPk_PNIENdfRS5R5catqqiJzs3woS3Y#/lessons/a0G1S8sChDTr93JCgMIM5HguP42vRwqC

- Royal Society Resume for Researchers format

<https://royalsociety.org/news-resources/projects/research-culture/tools-for-support/resume-for-researchers/>

- San Francisco Declaration on Research Assessment (DoRA)

<https://sfdora.org/>