



Tier 2 Justification Screening Form Instructions

Presentation Instructions

Tier 2 justifications must be submitted by email to information@chairs-chaires.gc.ca using the attached form and according to the presentation instructions below, and must include the candidate's full Chairs CV. Justifications that do not follow these instructions will **not** be accepted for review.

1) Tier 2 Justification Form

- ✓ All mandatory fields must be completed.
- ✓ There should be no discrepancy between the information provided in the form and the candidate's CV.
- ✓ The justification should be presented in an objective and succinct manner (ideally, written by staff/faculty, rather than by the candidate) and must be accurate, specific and complete.
- ✓ The justification must focus on providing information relating to any career breaks that would help to explain why the candidate should still be considered an emerging researcher.
- ✓ The precise dates of **all** formal leaves (months and years), and an indication as to whether these leaves were full- or part-time, must be provided.
- ✓ The justification form must present the situation in its entirety; information provided in section 6 of the CV attachment, **Career Interruptions and Special Circumstances**, will not be considered in the determination of candidate's eligibility.
- ✓ The form must be approved by the institution's authorized representative (e.g., vice-president of research, academic vice-president and provost, etc.) and by the candidate prior to being submitted.

2) Chairs CV

- ✓ The candidate's CV must be presented using the Chairs CV format, and must adhere to the guidelines in the Chairs CV form. Other CV formats will not be accepted.
- ✓ The CV must include all research contributions, sources of funding, and positions held throughout the candidate's career (not just in the past five years).
- ✓ The information provided in the CV must be certified by the candidate in order to be considered complete and accurate.

NB: The following are not considered to be acceptable justifications:

- time spent completing the habilitation qualification (or equivalent), as it is not considered a break in career;
- the high quality or excellence of the individual;
- having a high administrative load; and
- having spent less than 10 years in a tenure track position and/or leading an independent research program.



Tier 2 Justification Screening Form

Candidate's name*

Nominating institution*

Candidate's current institution

Proposed nomination date*

For foreign nominations submitted off-cycle, please indicate anticipated date of nomination

Education*

Year*

Other (describe):
(describe):

Education

Year

Other (describe):

Education

Year

Other (describe):

Education

Year

Other (describe):

Time period(s) of career breaks / formal leaves for consideration (*at least one must be entered*):

1. From*

To*

Leave status*

Please check appropriate box:

Maternity/parental leave

Residency / Clinical training

Medical leave

Family care

Other (brief description)

2. From

To

Leave status

Please check appropriate box:

Maternity/parental leave

Residency / Clinical training

Medical leave

Family care

Other (brief description)

3. From

To

Leave status

Please check appropriate box:

Maternity/parental leave

Residency / Clinical training

Medical leave

Family care

Other (brief description)

Justification for nominating to a Tier 2 chair a candidate who is more than 10 years from their highest degree at the time of nomination.*
Please ensure that the justification adheres to all guidelines specified within the instructions provided.

Approved by appropriate authority* (e.g., VP Research, VP Academic, Provost) **Name and title***

Approved by candidate* **Name***

NB: The institutional and candidate's signatures on this form affirm that both parties have read and agree to respect the *Tri-Agency Framework: Responsible Conduct of Research* (specifically section 2.2, Applying for and Holding Agency Funding).

* Indicates mandatory