# Knowledge User Profile Instructions

## Who should use this profile?

The Knowledge User Profile should be used by Co-Principal and Co-Applicants whose role on the proposed project is that of a *Knowledge User* (Please see [SHRF’s Funding Guide](https://www.shrf.ca/_files/ugd/89a7e4_27385ca1fc8743bfb5335ed1528b2baf.pdf) for Knowledge User definition). When you accept the Principal Applicant’s invitation to take part in the research application, you are then required to register a profile in the SHRF RMS, provide the complete profile details, and complete a contribution form where you outline your role in the proposed project and provide a copy of this completed Knowledge User Profile.

The Principal Applicant, Co-Principal and Co-Applicants whose role on the proposed project is that of a researcher or person with lived experience should use the instructions for Researchers or People with Lived Experience, which can be found at [www.shrf.ca/resources](https://www.shrf.ca/resources).

## What information should be included?

The Knowledge User Profile is used to capture targeted information about relevant experience, knowledge, skills, and perspectives you bring to the research team for the current proposed project.

There are no restrictions to the length of each section so that each knowledge user applicant can choose what to emphasize; ***however, the Profile*** ***should*** ***not exceed three (3) pages***. There is no timeframe restriction, however, please keep in mind that a comprehensive record is not needed.

# Completing the Profile

***Suggested Headings*** areprovided below, please outline relevant information in a clear and concise manner. If you do not have relevant information to provide for a particular heading, you may delete it.

You may fill in the headings in this Word document and delete the pre-amble, or you may use your own document.

## Formatting Rules

All application attachments, including Profiles, must adhere to the following formatting rules:

* Margins: minimum one inch (1”) all around
* Page size: 8.5 x 11
* Font: Aptos, Ariel or Times New Roman ONLY, black type, 11 point minimum
* Line Spacing: 1.0 single-spaced minimum
* 3 pages maximum

## Suggested Headings

##### Name:

##### Title/Role:

##### Organizational or Community Affiliation(s):

##### Website Address (optional):

##### Areas of expertise/knowledge and/or education:

##### Positions/Roles:

*List the positions/roles you have held (or currently hold) that are relevant to this application. These positions do not need to be limited to salaried employment.*

##### Honours:

*List any relevant achievements or honours. These may be personal, community-based, academic or professional.*

##### Research Funding:

*List any relevant ongoing or completed research funding you have received or participated in as a team member.*

##### Contributions to Knowledge Creation and Mobilization:

*Briefly describe significant contributions to knowledge creation (i.e. research activities), and/or knowledge mobilization (i.e. sharing research with stakeholder audiences and/or promoting its use).*