

AN INTRODUCTION TO THE CANADIAN COMMON CV (CCV)

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What is the CCV?

- The CCV is an online data repository that allows researchers to enter all their CV data at once and then populate a variety of different templates specific to a funding agency.
- Funding agencies that use the CCV include:



Generic vs. Funding templates

- The **Generic template** allows you to populate every section that could appear in any of the funding agency templates.
- More comprehensive.
- More static – changes are rarely made to the generic template.
- **Funding templates** are specific to a certain agencies and reflect the information they want to see.
- Based on the type of application – student, knowledge user, co-applicant.
- More fluid – changes are made more frequently within the funding templates.
- More nit-picky – often contain tiny details that could be missed in the generic template.

First Steps

- Navigation for account basics like templates, account info, submission history etc. is done via the top navigation bars.
- Choosing your CV template is the first step in the process.
- Make sure you closely read your funding call to ensure you know which template

Canadian Common CV
www.ccv-cvc.ca

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Welcome CV Versions History Consent Utilities PIN/System Account Account

Welcome to the Canadian Common CV
Mrs. Emma Stuart

System Messages
2012-05-16. **System Maintenance**
The time slot reserved for system maintenance is between 6:00 am and 8:00 am ET.
The system may be unavailable during this time.

CCV Members
Société
Alzheimer
Societv

Updating Sections or Records Within a Template

- To edit a record select the  (**Edit**) icon to access and complete / update a section.
- Within a record, options to edit fields may also appear as an option to “add”.
- All mandatory fields are indicated with an (*).
- Consult the instructions specific to each section for more details by using the help bubble .

User Profile




- Each template will have a section which asks you to identify your research expertise/ fields of application.
- This section is often used to assign applications to an appropriate review committee.
- Information must be selected from a drop down menu that contains a limited number of fields/ areas.
- Indigenous health/ culture etc. are not reflected.
- Think of who might **best understand** your application's content area when selecting the "best" alternative in these sections.
- Use the "Research Specialization Keywords" to better articulate the particulars of your research.

Done Undo

Disciplines Trained In ?

Submit All

Add

	Submit?	Order	Discipline Trained In
  	<input checked="" type="checkbox"/>	1	Literature

1 record(s) total -1 selected

Research Disciplines ?

Submit All

Add

	Submit?	Order	Research Discipline
  	<input checked="" type="checkbox"/>	1	Literature
  	<input checked="" type="checkbox"/>	2	Literary Studies

2 record(s) total -2 selected

Areas of Research ?

Submit All

Add



	Submit?	Order	Area of Research
  	<input checked="" type="checkbox"/>	1	Artistic and Literary Theories
  	<input checked="" type="checkbox"/>	2	Artistic and Literary Movements, Schools and Styles
  	<input checked="" type="checkbox"/>	3	Artistic and Literary Marginality
  	<input checked="" type="checkbox"/>	4	Audiovisual, Visual, Audio and Written Communications

4 record(s) total -4 selected

Fields of Application ?

Submit All

Add










	Submit?	Order	Field of Application
  	<input checked="" type="checkbox"/>	1	Culture

1 record(s) total -1 selected

Research Specialization Keywords ?



Submit All

Add

	Submit?	Order	Research Specialization Keywords
  	<input checked="" type="checkbox"/>	1	Canadian Literature
  	<input checked="" type="checkbox"/>	2	Professional Writing
  	<input checked="" type="checkbox"/>	3	Communications

3 record(s) total -3 selected

Clearing Errors and Ensuring all Sections are Complete

- When a section is complete and contains no errors, you will see a 
- Errors are indicated with 
- CCVs cannot be submitted if there are any errors.
- In many fields, the CCV will tell you why you're getting a red X but often it can require some hunting within the record.
- Common errors include missed mandatory fields or time restrictions (i.e. all presentations must fall within the last 5 years).

TIP: Before assuming a green check mark means you're complete, make sure you've included any relevant information in this section.

Non-mandatory records will show a green check mark if no data has been entered. You can tell if anything has been entered in a record by looking at the included/entries column

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Funding CV - List of Sections 2017-11-16 18:13 EST

Load Preview Submit

* Funding Source: CIHR ?

* CV Type: CIHR Academic ?

Section	Included/Entries	Last Updated
Personal Information ?		
Identification	1/1	2017-11-08 13:48:25
Language Skills	2/2	2015-06-11 13:20:50
Address	1/1	2017-11-08 13:57:44
Telephone	1/1	2017-11-16 13:32:17
Email	1/1	2017-11-16 13:32:34
Website	0/0	No Entry
User Profile	1/1	2017-11-16 13:19:14
Education ?		
Degrees	1/1	2017-11-16 13:33:27
Credentials	0/0	No Entry
Recognitions	0/0	No Entry


49 record(s)

Modified: 2017-04-16_CCVPRODUCTION


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Important Notices

Templates with Restrictions on Entries (1)

- Some templates will have a restriction on how many entries you can submit within a category (i.e. only awards from the last five years; top five most relevant publications)
- When this is the case **DO NOT DELETE** records  to select the required entries.
- Once an entry is deleted from any template, it cannot be undone.
- Use the “Submit?” column and check the box beside records you want included.
- You may also use the **Submit All** check box to check or uncheck all records, as required.

Templates with Restrictions on Entries (2)



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Contributions 2017-11-16 13:42 EST

Presentations

Done Undo

Presentations ?

Submit All Add

Submit ?	Presentation Title	Conference / Event Name
<input checked="" type="checkbox"/>	CCV Workshop for Indigenous Students and Scholars (webinar)	Indigenous Mentorship Network
<input checked="" type="checkbox"/>	Navigating the Canadian Common CV (CCV)	UVic Office of Research Services
<input checked="" type="checkbox"/>	CCV Workshop for Indigenous students and scholars	Indigenous Mentorship Network
<input checked="" type="checkbox"/>	Navigating the Canadian Common CV (CCV)	UVic Office of Research Services
<input checked="" type="checkbox"/>	Navigating the Canadian Common CV (CCV)	UVic Office of Research Services
<input checked="" type="checkbox"/>	Tips and Tricks for Doctoral Research Funding Applications	Nurs 680

6 record(s) total -0 selected

Using Sections Creatively to Represent Non-Traditional Work

- Sometimes contributions in community/ practice, do not fit easily in the CCV sections. In this case, **get creative!**
- Sections like “Knowledge and Technology Translation” can better accommodate non-traditional work (i.e. CIHR notes Citizen/Community Engagement, Policy/Regulation Development, Standards Development can be captured here)
- Use the “Presentations” section for all types of presentations (including those at local meetings etc.)
- Depending on the template, other sections that can be used creatively include:
 - Community and Volunteer Activities
 - Event Administration
 - Mentoring Activities
 - Event Participation
 - Committee Memberships

Working with Versions of the CCV (1)

- If you're working on multiple applications simultaneously (i.e. you're applying for a GGS-Masters award and you're also a knowledge user on a CIHR grant) you can use the "versions" function.
- To create a new template version:
 - **Step 1:** In the CCV, click on the "Versions" tab at the top of the page.
 - **Step 2:** Click "Add".
 - **Step 3:** Select the Funding Source and CV Type from the provided drop-down lists, e.g. Knowledge User.
 - **Step 4:** Provide a name for this template version, e.g. Project Grant - 2016.
 - **Step 5:** Click "Done". A new version of the Knowledge User CCV has now been created.

Working with Versions of the CCV (2)

- To edit a template version:
 - **Step 1:** In the CCV, click on the "CV" tab at the top of the page and select "Funding" in the top menu bar.
 - **Step 2:** Select the appropriate Funding Source and CV Type, e.g. CIHR, Project Biosketch.
 - **Step 3:** If you have created versions of the selected CV type, a "Versions" drop-down menu will become available.
 - **Step 4:** Select the version of your CV template that you wish to edit, and click "Change".

* taken from <http://www.cihr-irsc.gc.ca/e/45688.html#q1>

Submitting the CCV (1)

- Once you have completed your desired CCV template, have verified there are no errors, and are ready to submit, use the **Preview** function to see a PDF version of your completed CCV.
- This is an easy way to see the entire CCV and identify any edits that may be needed.
- The final step will then be to select **Submit**.
- The Consent statement will appear. Review, and select **I Agree**.
- A confirmation number will automatically be provided on screen. You will need to include this number in your application in the funding application's submission portal (separate system)

Submitting the CCV (2)

- If a funding agency requests a PDF of your CCV, after submitting, use the **history** tab on the upper navigation.
- This will show you all CCVs submitted and also allow you to save PDFs.

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Welcome CV Versions **History** Consent Utilities PIN/System Account Account

Funding CV - List of Sections 2017-11-16 14:26 EST

Load **Preview** **Submit**

* Funding Source CIHR ?

* CV Type CIHR Academic ?

Section	Included/Entries	Last Updated
Personal Information ?		
✓ Identification	1/1	2017-11-08 13:48:25
✓ Language Skills	2/2	2015-06-11 13:20:50
✓ Address	1/1	2017-11-08 13:57:44

Questions and Discussion



Helpful Resources

- **CCV Frequently Asked Questions for CIHR Applications**
<http://www.cihr-irsc.gc.ca/e/45688.html>
- **Quick Reference Guide: How to Complete the CIHR Academic CCV** <http://www.cihr-irsc.gc.ca/e/47567.html>
- **Importing multiple publications from other data sources** (i.e. Google Scholar)
https://www.uvic.ca/research/conduct/home/facilitation/resources/CCV_Importing_Citations.pdf
- **Support**
 - CCV has a decentralized support model. Each funding agency provides support to their respective applicants. Contacts for CCV users can be found here https://ccv-cvc.ca/info_en/support.shtml