Instructions for co-applicants:
How to upload your CCV to an IDG application

First, create your SSHRC Canadian Common CV and obtain a confirmation number. Once that stage is complete, and you have received an email with an invitation to participate as a co-applicant on an IDG application, these instructions will guide you through the steps for accepting the invitation and uploading your CCV to an IDG application.

Step 1: Open the email titled Invitation to participate. Log in to the Research Portal by creating a new profile or signing in with your existing credentials.

Invitation to participate - Invitation à participer

D donotreply-nepasrepondre@sshrc-crsh.gc.ca <donotreply-nepasrepondre@sshrc-crsh.gc.ca>

Tanya Batterby

Wednesday, January 24, 2018 at 11:31 AM

Show Details

La version française suit.

This is an automated message. Please do not reply.

You have been invited to participate as a co-applicant on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC).

• Application Deadline: 2018-02-02 20:00:00 eastern
• Applicant: Grants Facilitator
• Funding Opportunity: Insight Development Grant
• Authorization Number: cb992795-23a7-42ec-9816-bc5d52503577 (not case sensitive)

To accept the invitation:

For new users, follow steps 1 to 8:

2. Complete and save your User Profile page.
3. Confirm your registration.

For registered users, follow steps 2 to 8:

3. If the authorization number does not appear on the Accept Invitation page, copy and paste it from the invitation email in the Authorization Number field.
4. Click on Accept Invitation. Read the Terms and Conditions, and if you agree, click I Accept.
5. Click on “application” and you will be automatically redirected to the User Profile page. If necessary, update the information and click Save Profile. If you have no updates, you must still click Save Profile to continue.
6. Click Back to Welcome Page and Open the intended application. Under the Applicant section, you can:
   a. view the application (read-only)
   b. view attachments (read-only)
7. To complete your SSHRC CCV, follow steps 1 to 6 in the instructions How to Use the Canadian Common CV (CCV) (http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx).
8. Click on Back to Application Overview. Before clicking Submit, note that THE SUBMISSION STEP CANNOT BE REVERSED. Please ensure that you have uploaded the final version of your CCV. Once you are ready to submit, click the
**Step 2:** A link to the **Accept Invitation** page is provided in the email message. Accept the invitation by clicking on the “Accept Invitation” button.

**Step 3:** You will be taken to the **Terms and Conditions** page next. Scroll all the way down to the consent buttons, and click on “I Accept”.
Step 4: A **confirmation** and a **link** to the application will appear next. Click on the hyperlinked word “application” in the green box.
Step 5: Next, you will be asked to review your profile. If all the information is accurate, click on “Save Profile” at the bottom.

Step 6: After you have saved your profile, you will still be on your profile page, but a green box will have appeared at the top of the page. Scroll all the way to the top of the page, and in the green box, click on the “Back to Welcome Page” button.
Step 7: The Welcome Page should now list you as a co-applicant on the **Insight Development Application in the Applications box.** Click “Open” to go to the Application Overview page.

Step 8: In the **Application Overview**, you will be listed as a participant, and there will be a box titled “Canadian Common CVs Uploaded”. Click “Upload” to go to the CCV upload page.
Step 9: On the Canadian Common CV Upload page, in the box titled “Add New Canadian Common CV”, enter the confirmation number in the space provided and click “Upload”. Then click on “Back to Application Overview”.

Step 10: In the Application Overview, click “Submit” to attach your CCV to the application. The Application Overview should now show a green check mark next to your name under “Status”.