AN INTRODUCTION TO THE CANADIAN COMMON CV (CCV)

EMMA STUART, RESEARCH COORDINATOR
FACULTY OF HUMAN AND SOCIAL DEVELOPMENT

University
of Victoria

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:

CIHR IRSC
Canadian Institutes of Health Research   Instituts de recherche en santé du Canada

NSERC CRSNG

Canada Council for the Arts   Conseil des arts du Canada

MICHAEL SMITH FOUNDATION FOR HEALTH RESEARCH
Discover. Connect. Engage.

Social Sciences and Humanities Research Council of Canada
Canada

Canada Graduate Scholarships – Master's Program

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.

University of Victoria

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
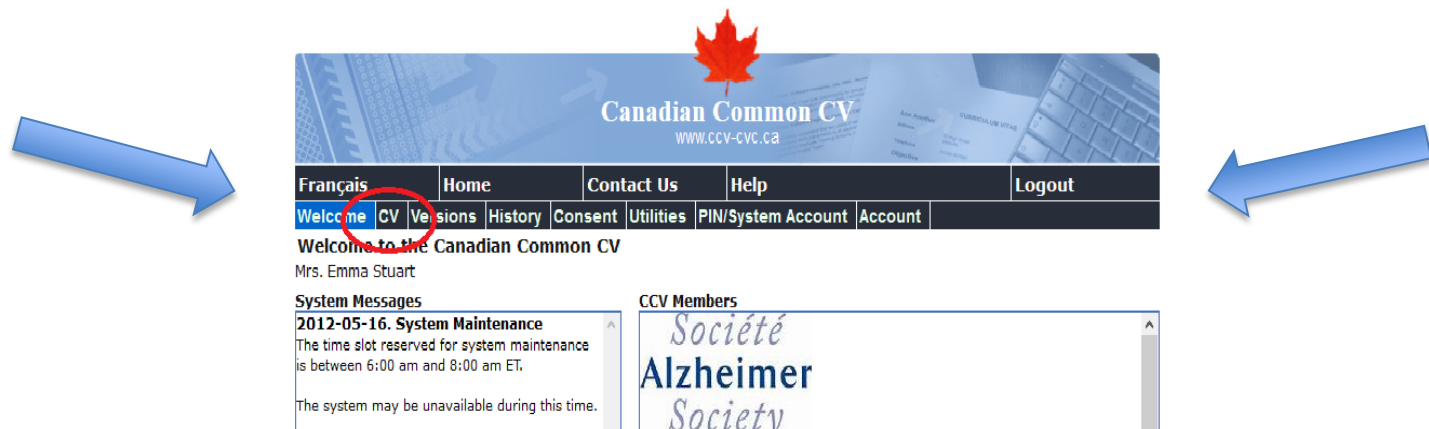
Updating Sections or Records Within a Template

- 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

University
of Victoria

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.

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 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).

University of Victoria

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

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 un-check all records, as required.

University of Victoria

Templates with Restrictions on Entries (2)

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 <u>all</u> 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

University of Victoria

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.

University of Victoria

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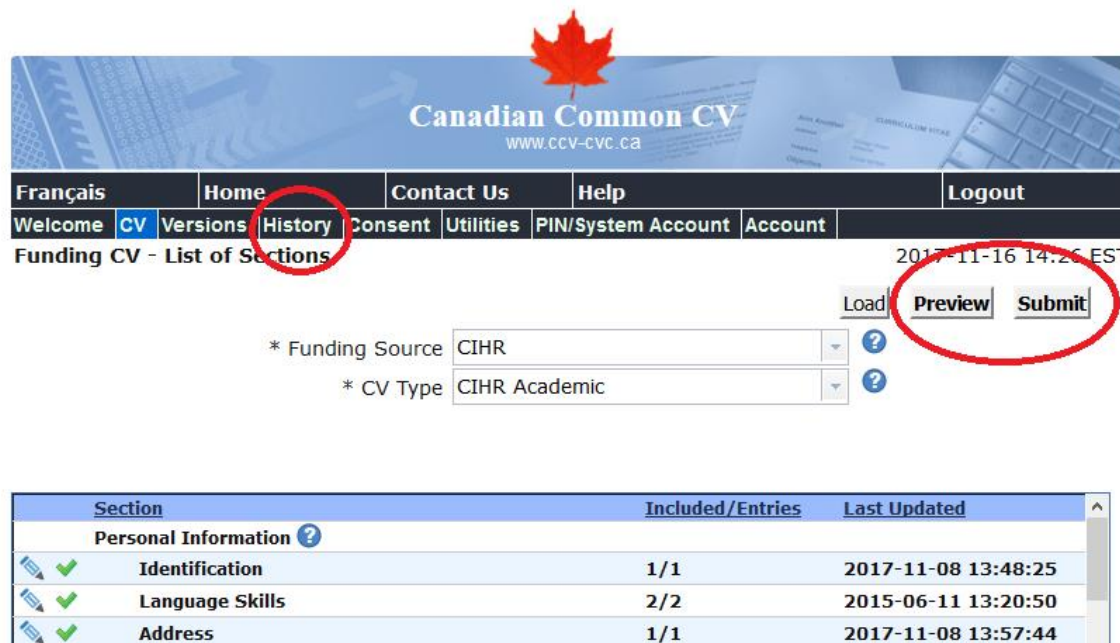
  * taken from http://www.cihr-irsc.gc.ca/e/45688.html#q1

University of Victoria

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)

University of Victoria

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.

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

University of Victoria