

Canadian Common CV (CCV)

TIPS

- ❑ It will take many hours to create your CCV; please start now!
- ❑ There may be several places to enter the same information.
 - Choose the most logical section.
 - Enter the information only once (duplication irritates reviewers).
- ❑ There may not be an obvious destination for your information.
 - Contributions to HQP (1/2 page), additional information on research contributions (1/2 page), and most significant contributions (1.5 pages) are now in the application form itself.
- ❑ Do not feel obliged to provide information for each text box (unless mandatory, symbolized by *). As a template, it may offer categories that are not relevant to you.
- ❑ Be aware of pre-formatted columns; preview your CCV before submitting!
- ❑ Be creative in annotating your entries.
- ❑ Address the Selection Criteria of specific funding application (i.e., Excellence of Researcher, Merit of Proposal, Contributions to HQP) by entering strategic supplementary details where allowed.
- ❑ CCV information should showcase:
 - leadership in your field
 - meaningful collaborations
 - commitment to professional activities
 - strong publication record in peer-reviewed journals
 - influential academic and research activities
 - impact to a broad community
 - originality and novelty of research ideas
 - quality student mentorship and supervision
 - successful training record
- ❑ NSERC [news release](#) and link to instructions

TIPS AND TEMPLATES - CCV for NSERC DG

TEMPLATE

The CCV is broken down into Modules. It is recommended that you familiarize yourself with the options and entry fields within each module before you begin to fill in the information. As an example, the screenshots below demonstrate options under Event Administration, Editorial Activities and Knowledge / Tech Translation, respectively.

The image displays three screenshots of the Canadian Common CV (CCV) interface, illustrating different modules available for data entry.

Top Left Screenshot: Event Administration

- The header shows the Canadian Common CV logo and navigation links: Français, Home, Contact Us, Help, Logout.
- The main menu includes: Welcome, CV, History, Consent, Transfer, PIN, Account.
- The "Activities/Administrative Activities" section is highlighted, with "Event Administration" circled in red.
- The form fields include: * Role, * Event Type (dropdown menu with options: Association, Club, Conference, Course, Seminar, Workshop), * Event Name, * Activity Start Date, * Activity End Date, * Event Start Date, and * Event End Date.

Top Right Screenshot: Editorial Activities

- The header shows the Canadian Common CV logo and navigation links: Français, Home, Contact Us, Help, Logout.
- The main menu includes: Welcome, CV, History, Consent, Transfer, PIN, Account.
- The "Activities/Administrative Activities" section is highlighted, with "Editorial Activities" circled in red.
- The form fields include: * Role, * Publication Type (dropdown menu with options: Book, Book Chapter, Conference Abstract, Journal, Newsletter, Newspaper, Report), and * Publication Name.

Bottom Screenshot: Knowledge and Technology Translation

- The header shows the Canadian Common CV logo and navigation links: Français, Home, Contact Us, Help, Logout.
- The main menu includes: Welcome, CV, History, Consent, Transfer, PIN, Account.
- The "Knowledge and Technology Translation" section is highlighted, with "Knowledge and Technology Translation" circled in red.
- The form fields include: * Role, * Knowledge and Technology Translation Activity Type (dropdown menu with options: Business Innovation, Citizen Engagement, Community Engagement, Consultation Service, Consulting for Industry, Involvement in/Creation of Start-up, Policy/Regulation Development, R&D Collaboration with Industry, Research Uptake Strategies, Standards Development, Technology, Product, Process, Service Improvement/Development, Technology Transfer and Commercialization), * Outcome / Deliverable, Evidence of Uptake/Impact, References / Citations / Web Sites, * Start Date, * End Date, and Activity Description.
- A dropdown menu for "Group/Organization/Business Served" is shown, with "Target Stakeholder" circled in red. The dropdown options include: Academic Personnel, Charity Organizations, Elders, General Public, Government Personnel, Healthcare Personnel, Industrial Association/Producer Group, Industrial Consortium, Industry/Business (>500 employees), Industry/Business-Medium (100 to 500 employees), Industry/Business-Small (<100 employees), Patients, Policy Maker/Regulator, Private Not-for-Profit Organization, The Media, and Utility.

TIPS AND TEMPLATES - CCV for NSERC DG

Table 1: Modules, sub-modules and entry fields for the NSERC DG CCV template

MODULE	SUB-MODULES	ENTRY FIELDS
Personal Information	<ul style="list-style-type: none"> Identification Language Skills Address, Telephone, Email 	<ul style="list-style-type: none"> First and last name Read, write, speak, & correspondence languages Primary affiliation contact information
Education	<ul style="list-style-type: none"> Degrees Application of research 	<ul style="list-style-type: none"> Type, specialization, organization, degree received, supervisor name, date
Recognitions	<ul style="list-style-type: none"> Recognition 	<ul style="list-style-type: none"> Type (citation, distinction, honour, prize), name, description, organization, effective date, amount
User Profile	<ul style="list-style-type: none"> User Profile 	<ul style="list-style-type: none"> Research specialization, keywords, research disciplines, areas of research, fields of application
Employment	<ul style="list-style-type: none"> Academic Work Experience Non-academic Work Experience 	<ul style="list-style-type: none"> Position type, title, status, start date, rank, organization, tenure status, work description
	<ul style="list-style-type: none"> Affiliations 	<ul style="list-style-type: none"> Organization(s)
	<ul style="list-style-type: none"> Leaves of Absence & Impact on Research 	<ul style="list-style-type: none"> Leave type, organization, date, description
Research Funding History	<ul style="list-style-type: none"> History (end dates past 4 years) 	<ul style="list-style-type: none"> Funding type, title, status, role, year, source, other investigators, breakdown of funding by year
Activities	<ul style="list-style-type: none"> Supervisory Activities <ul style="list-style-type: none"> Student/Postdoc Supervision 	<ul style="list-style-type: none"> Role, student name, study level, date, thesis title
	<ul style="list-style-type: none"> Administrative Activities <ul style="list-style-type: none"> Event Administration Editorial Activities 	<ul style="list-style-type: none"> Role, event type, name, activity and event dates Role, publication type, name, dates
	<ul style="list-style-type: none"> Advisory Activities <ul style="list-style-type: none"> Expert Witness Activities 	<ul style="list-style-type: none"> Role, case, location, description, start and end date
	<ul style="list-style-type: none"> Assessment and Review Activities <ul style="list-style-type: none"> Organizational Review Activities 	<ul style="list-style-type: none"> Role, organization, description
	<ul style="list-style-type: none"> Knowledge and Technology Translation 	<ul style="list-style-type: none"> Role, type, end-users, stakeholders, outcome, evidence of impact, citations, dates
	<ul style="list-style-type: none"> International Collaboration Activities 	<ul style="list-style-type: none"> Role, location, dates, activity description
Memberships	<ul style="list-style-type: none"> Committee Memberships Other Memberships 	<ul style="list-style-type: none"> Role, name, organization, description, dates
Contributions	<ul style="list-style-type: none"> Presentations 	<ul style="list-style-type: none"> Title, conference, location, audience, invited, keynote, competitive, date
	<ul style="list-style-type: none"> Interviews and Media Relations <ul style="list-style-type: none"> Broadcast Interviews Text Interviews 	<ul style="list-style-type: none"> Topic, program, network, date Topic, forum, publication date
	<ul style="list-style-type: none"> Publications <ul style="list-style-type: none"> PubMed Articles Journal Articles Journal Issues Books, Book Chapters Reports, Manuals Conference Publications 	<ul style="list-style-type: none"> Title, journal, volume, issue, PubMed ID (retrieve), publication date, open access, authors, editors, page range, publishing status, refereed, date, chapter, funding source, organization
	<ul style="list-style-type: none"> Intellectual Property <ul style="list-style-type: none"> Patents, Licenses Disclosures Registered Copyrights Trademarks 	<ul style="list-style-type: none"> Title, number, status, filing date, date issued, description / contribution / value / impact