Canadian Common CV (CCV)

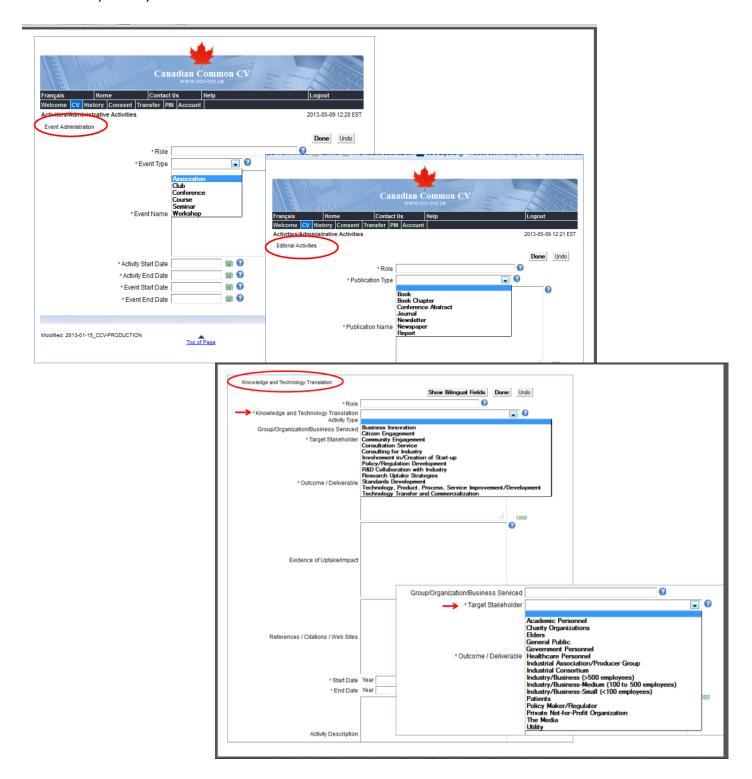## TIPS

☐ 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

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.

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	• Identification • Language Skills • Address, Telephone, Email	• First and last name • Read, write, speak, & correspondence languages • Primary affiliation contact information
Education	• Degrees • Application of research	• Type, specialization, organization, degree received, supervisor name, date
Recognitions	• Recognition	• Type (citation, distinction, honour, prize), name, description, organization, effective date, amount
User Profile	• User Profile	• Research specialization, keywords, research disciplines, areas of research, fields of application
Employment	• Academic Work Experience • Non-academic Work Experience	• Position type, title, status, start date, rank, organization, tenure status, work description
	• Affiliations	• Organization(s)
	• Leaves of Absence & Impact on Research	• Leave type, organization, date, description
Research Funding History	• History (end dates past 4 years)	• Funding type, title, status, role, year, source, other investigators, breakdown of funding by year
Activities	• Supervisory Activities o Student/Postdoc Supervision	• Role, student name, study level, date, thesis title

	• Administrative Activities
	  o Event Administration
	  o Editorial Activities
		• Role, event type, name, activity and event dates
		• Role, publication type, name, dates

	• Advisory Activities o Expert Witness Activities	• Role, case, location, description, start and end date
	• Assessment and Review Activities o Organizational Review Activities	• Role, organization, description
	• Knowledge and Technology Translation	• Role, type, end-users, stakeholders, outcome, evidence of impact, citations, dates
	• International Collaboration Activities	• Role, location, dates, activity description
Memberships	• Committee Memberships • Other Memberships	• Role, name, organization, description, dates
Contributions	• Presentations	• Title, conference, location, audience, invited, keynote, competitive, date

	• Interviews and Media Relations
	  o Broadcast Interviews
	  o Text Interviews
		• Topic, program, network, date
		• Topic, forum, publication date

	• Publications
	  o PubMed Articles
	  o Journal Articles
	  o Journal Issues
	  o Books, Book Chapters
	  o Reports, Manuals
	  o Conference Publications
		• Title, journal, volume, issue, PubMed ID (retrieve), publication date, open access, authors, editors, page range, publishing status, refereed, date, chapter, funding source, organization

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		• Title, number, status, filing date, date issued, description / contribution / value / impact