

Effective use of the CCV – for new and experienced users

This document presents some tips that will allow you to make more effective use of the Common CV. These tips are aimed at making the CCV easier and faster to use, taking full advantage of the provided functionalities.

Completing the CCV

Import function for CCV first-time users

If you have already completed a CV for the CIHR or the Quebec funding agencies, you can import your data from these agencies' databases by clicking the "Import agency CV data" link on the Home page. This is a one-time operation.

Read agency specific requirements

At the beginning of each section, a link leads to a table presenting specific requirements for each agency, where applicable.

Use of drop-down lists

New V2 functionality. Each type of list can now "save" selections that were made previously. Instead of opening the list window, use the drop-down selection for recurring entries. This functionality is particularly useful for the "Organization/Institution" list, the Country list and the Funding source list.

Searching through lists

New V2 functionality. When you have to search through lists, you can either use the "Search" function, the "List of favourites" or a PDF version of the list (note: Expertise section only) to quickly find the items you are looking for.

Multi-Page Screens

New V2 functionality. Sections that allow multiple pages of entries are now easier to navigate. First, a new "View list" button presents an overview of all your entries, allowing you to access any of them with a single click. In addition, navigation has been facilitated by the display of navigation buttons at the top and bottom of each page.

Validating your CCV

Preparing the CV for submission

If you want to verify you completed all the required fields for a given agency, use the "Validate" function for this agency and click on each item to review the fields that were left out.

Temporary code for new funding source

New V2 functionality. If you cannot find the Funding source you are looking for within the list, you will have to send a request for an addition. While your request is being processed, you will no longer have to wait to complete your CV. You can now save the page and a "temporary code" label will be displayed in the "Funding source" field. Before submitting your CV, you will have to replace the "temporary code" with the new code which will be forwarded to you via e-mail.

Use the Common CV as a repository

Enter all the information you want

The CCV allows you to enter as many entries as required in the multiple-entries sections. “Distinctions/Awards/Credentials”, “Funding”, “Expertise” and “Work experience” sections allow you to determine which entries you wish to be displayed...

Customizing the information to be displayed

When you finalize, submit or print a CV, you can select the information to be displayed in “Distinctions/Awards/Credentials”, “Funding”, “Expertise” and “Work experience” sections, by choosing the “Customized CV” instead of the “Full CV” type.