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Introduction

This guide is intended to help researchers use the Common CV system to create and manage CVs for submission to funding organizations that are members of the Common CV network. Use the procedures in this guide as you navigate through the web pages of the Common CV. The guide is divided into the following sections:

- What is the Common CV?
- Navigating the Common CV Web pages
- Using the Common CV
- Support Contacts

Using Help

The Common CV provides 3 levels of help:

1. This user guide provides procedures to navigate and use the system.
2. A **Section help** button on the banner at the top of the Common CV web pages provides help information on individual sections of the Common CV.
3. A help icon  beside individual text boxes provides help on specific data entries for the form.

What is the Common CV?

All Canadian funding organizations require researchers to provide similar academic and career information when applying for funding. Working independently of each other, organizations have developed their own requirements and formats for funding submissions, creating as many different CV forms as there are organizations. Because researchers and students frequently apply to more than one organization for funding, completing a different form for each organization is time consuming. In response to requests from researchers, funding organizations have joined together to develop a Web based system that captures and stores professional data and produces CVs researchers can use when applying for funding.

The Common CV is a centralized repository of information about research activities. You access the Common CV system from the web and work from a personalized home page to manage your CV data. The home page provides information about your activity in the system and provides links to the information sections you use to input data. The Common CV stores information in a database and outputs submission data in different formats that meet the requirements of member agencies that are partners in the Common CV network.

You can add or modify your CV at any time; you do not have to complete the data entry in a single session. Once you save the initial information into the Common CV, you can reuse it for subsequent submissions. The Common CV will make it faster and easier to keep your CV up to date. It is recommended that you keep the data in the Common CV current at all times so that the information is already stored in the data base when you prepare your next submission.

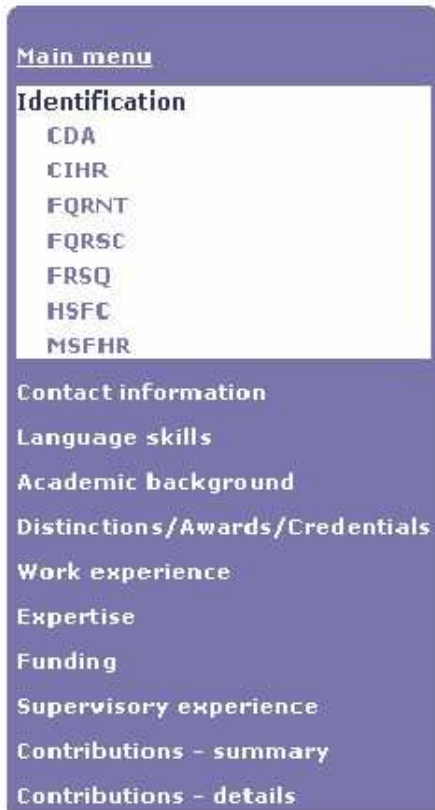
What information is stored in the Common CV?

The Common CV stores personal and contact information such as names and addresses, academic and professional achievements including university degrees, scholarships and appointments awarded to you. It includes work accomplishments such as publications and patents. The data provides a comprehensive listing of your professional work. Data is stored in a centralized repository and can be accessed repeatedly to create copies of CVs for application submissions without needing to retype the same information each time.



The Common CV captures specific career data you need to include when applying for funding. To make it easier to navigate through the information, the system structures the data requirements into functionally based sections such as work experience and academic background. You click on the links to each section from your home page. The system opens the web-based form where you enter your career data in the text boxes on the screen.

Information sections in the Common CV



The sections are listed in the home page and in the left frame of all data entry screens. The left frame in the data screens looks like the illustration to the left.

You can access each section by clicking on the section name. If an agency requires additional information, the agency name appears as a subheading and a link under the section name.

For example, under the Identification section in the illustration to the left, CIHR appear as subheadings under the Identification section.

Click on Identification. Enter data common to all agencies in this section. Click the agency name listed under a section heading to enter specific data.

The Common CV information sections:

Identification

This is the first screen you will complete. It includes general information including: your name, email address, language preference and citizenship. Some information from your registration already appears.

Contact Numbers

The Contact information section includes your address, telephone numbers and fax numbers, permanent and temporary. Also, you can find your email address and Web address.

Language skills

This section provides the space to define your reading, writing, oral and comprehension abilities in English, French and any other languages you understand.



Academic Background

This section provides the space to describe the degrees you have been awarded. The form requires you name the type and name (Masters of Business Administration, Doctor of Veterinary Medicine), specialty, the organization that granted the degree and the date you received each degree.

Distinctions / Awards / Credentials

In this section you enter scholarships, fellowships, licences, distinctions you have received. You will be asked to include the name and type of distinction, the organization that awarded it, the country where the organization is located and the date it became effective.

Work experience

This section includes a resume of your working history. Include academic and non-academic positions you have held. The position you held, the organization you worked for and the effective dates for each position are required.

Expertise

In this section you are asked to enter 10 key words that best describe the expertise you possess in your research area. You are asked to pick the disciplines (such as biochemistry) and sub-disciplines (such as enzymology) of your research areas from a list and rank them according to your research interests. Some agencies ask that you pick other research classification elements to describe your research interest.

Funding

In this section, list all funding you have received in the course of your career or over the last years (depending on agency requirements). Include the name of the funding source, the title of the proposal you submitted, the amount awarded to you and the dates the funding support was provided.

Supervisory Experience

This section provides text boxes where you enter the number of masters, doctoral and postdoctoral students, as well as fellows that you are currently supervising.

Contributions – Summary

This section provides text boxes where you enter the number of patents, intellectual property rights obtained or under application, publications and literary and artistic works you have in circulation or in progress. After you enter the numbers in each box and click the Save button, the system automatically calculates your total number of contributions.

Contributions – Details

In the Contributions – Summary section, you enter the number of contributions you have made. The Contributions - Details section explains what you need to do to submit attachments with your CV that provide descriptive information about your contributions. The section defines the content and formatting requirements for the attachments you need to include when making electronic or paper submissions.



Navigating the Common CV Web pages

The following section describes the look of the web site to help you understand how to use the system and navigate through the screens.

The Common CV banner

The Common CV banner appears at the top of the screen and looks like this:



Click the buttons on the banner to do the following:

Français

Change the screen to view instructions and input data in French. In the French version you can click the English button to view instructions and enter information in English. Some information can be entered in both languages to create a bilingual CV. Individual fields that allow you to enter information in both official languages are marked with

Links

Provides links to web sites of member agencies.

Contact us

Provides contact information for the help desks.

Help

Includes general help for using the Common CV.

Logoff

Click this button to end a session and exit the system when you have finished using the Common CV.

Save

Click the Save button each time you finish entering information on a screen.

Preview / Print

Click the Preview / Print button to make an Adobe Acrobat .pdf file to print paper copies and save a copy of your CV to your computer. Future updates to your CV must be made in the Common CV system and not to the .pdf file.

Validate

Click the Validate button to verify that you have entered all the information a particular agency requires.

Finalize and submit my CV

Click on this button when you are ready to submit your CV to a CCV member organization. If the organization to which you submit your CV requires an electronic submission, you will have to follow the procedures for electronic submission. If the organization requires a paper submission, the system will generate a validated pdf file which can be printed and submitted in paper format to the organization.



Home My CV


Click this link to return to your personalized Common CV home page.


Section Help


Click this link for online help about the section you are viewing on your screen.

The Common CV function buttons

This section defines the function buttons and tools to help you understand how to use the Common CV system.


 indicates information must be entered in the corresponding text box. When you save your data, an error window listing the incomplete fields will appear, if you forget to add information in the mandatory fields.


 indicates specialized instructions to enter data in a text box are available. Click the icon. A separate window appears, providing further instructions or explanation to help you fill in the information.


 button beside a text box, you must click on it and make a selection from the list that appears on your screen. You cannot enter your own text if such a button appears beside the text box. Click the Search button: a new window then appears. Options are listed. Click the correct option to add it to the field. As opposed to the List button, the Search button allows you to search the list using keywords. For example, when you enter your address, you must select your country from the list window. To accomplish this, click the Search button next to the Country field. The system will open a pop-up window which will initially display a list of frequently selected choices (Canada, USA). You may then click one of those choices, or look through the other options. To search through the full list, click the full list link, or make use of the search function.

50 char. or 10 digits

A number at the end of a text box indicates the maximum number of characters you can enter in that text box. Maximum numbers are listed at the end of some fields. You can enter fewer characters (including spaces). However, you cannot exceed the maximum number.

 Click the button after you enter data and before you enter data to refresh your screen. If you do not click the Save button, the system will automatically save your data when you proceed to another screen.

 Use the icons to toggle between French or English and to enter different components of your CV in both official languages. Enter the data for a component of your CV in one language. When there is a language icon beside the text field you can click the icon and move to the CV form in the other official language. Enter the same information again in the other official language. The Common CV stores the data in separate data fields; therefore, when you retype the information in a different language, the original data entry will not be overwritten. Your data will be saved in both official languages, creating a bilingual CV.

 The red arrow appears when you validate your information and the system finds mandatory fields that are missing information. An error message will list incomplete sections and data fields. The red arrow icon appears on the screen beside each text box to help you find the text boxes on the screen.

**Delete**

A button appears beside text entries you have completed. If you wish to delete the entire entry, click the Delete button instead of deleting each character in each text box.

View list

A button is located at the top and the bottom of each screen with multiple entries. Click on this button to see a complete list of the entries of each section. The system opens a window with the list of the entries. Click on one of them to reach the entry in the CV.



Using the Common CV

This section includes procedures that explain how to use the Common CV system.

The procedures include:

- Registering with the Common CV
- Logging on to the Common CV
- Managing your CV
 - o Changing your login information
 - o Confirming agency PINs
 - o Giving agencies online access to your CV – Update my Consent
 - o Verifying your submissions – My CV Activity Log
- Access my CV
- Preview / Print my CV
- Validate my CV
- Finalize and Submit my CV
- Ending a session

Registering your account

You must register with the Common CV before using the system. Once you are registered you can skip to the login procedure each time you access the Common CV.

1. Enter the Common CV from the Common CV internet page - <http://www.commoncv.net>
2. Click the Login link.
The Login screen appears.
3. Click the link that reads Click here to register the first time you use the system.
The Agreement screen appears.
4. Read the terms of the agreement carefully and click the I agree and wish to continue button. The Register screen appears.

NOTE: If you do not agree with the terms of use, click I disagree. You will not be able to register with the Common CV. Contact your agency to discuss any questions or concerns you have.

5. Enter the data requested on the form. You must complete fields with a blue check mark beside them. Your email address will be your user id for the system.

You must create your own password. Passwords must contain at least one capital letter, one lower case letter and one number. Passwords must be between 6 and 10 characters in length. Do not use your name or any word or number sequence that can be easily associated with you.

6. Click the Complete my registration button.

A message window appears, telling you the Common CV system has sent an email to the address you entered. You must read the email to make the final step in the registration process.



7. Click OK in the message window. Your internet browser will close automatically.

8. Check your email.

You will receive an email from Canadian Common CV [cv@cihr.ca]. The subject of the email is Registration Confirmation. Read the email carefully. You must click the web address link in the email to complete the registration process.

9. Click the link in the email message to confirm your registration. A security alert window will inform you that you are about to enter a secure web site.

10. Click the OK button in the section alert window. The Registration Confirmation window appears.

11. To confirm your registration, click the I confirm my registration button. A window appears verifying your registration is complete.

12. Click the OK button on the confirmation window. The Login screen appears.

NOTE: If you do not wish to confirm your registration, click the I'll confirm later button. The next time you access the Common CV, you will need to begin the login process by clicking the link in the Registration Confirmation email.

13. You are now ready to log on the CV system.

Logging in

You must login each time you start a new session with the Common CV system.

1. To reach the logon screen, enter the Common CV general Web site address
<http://www.commoncv.net>

2. Click the Logon link. The Login screen appears.

3. Enter your e-mail address (your user id) and password.

4. Click the Login button. The Agreement window appears.

5. This agreement text is the same you read when you registered. To continue, click the I agree and wish to continue button.

Your personalized Common CV home page appears on the screen. If you do not wish to login, click the I disagree and wish to return button. Contact your agency if you have any issues or questions regarding the agreement.

Managing your CV

The Common CV system allows you to manage your CV information in a centralized database and to produce multiple copies of your CV and submissions in a variety of formats from a single source of data. Use the Common CV to keep your career and academic information current, and to reduce the time and effort required each time you need to create a CV.



The Home – My CV page is your home page. It provides links to all sections of the Common CV and includes links to perform the tasks of entering data, validating, previewing, printing data and submitting forms.

You can manage the information you provide the Common CV from your personalized home page. The Home page lists:

- Your Name
- Today's date and time in Eastern Standard Time
- The date you last modified your CV
- A link to your CV activity log
- Links to each section of CV information
- Help links
- Links to the Common CV project Web site

The Home page includes links that will take you directly to the web pages you use to perform the following functions:

- Changing your login information
- Verifying your submissions – My CV activity Log
- Giving agencies online access to your CV – Update my Consent
- Confirm agency PINs

And to perform the core tasks to manage your CV data:

- Access my CV Preview / Print my CV
- Validate my CV
- Finalize and Submit my CV
- Close the session



The Home – My CV page

System information

your entries, if needed.

This version contains many enhancements aimed at making your life easier:

click on the

The common CV project

General information

Member agencies

Data changes

Welcome Madame Mylene Chalut

Today 20-03-2007 11:09 AM

Access my CV

my type

Full CV

Export CV (assessors only)

Import agency CV data

Transfer CV data

Functionalities

Confirm my agency PINs

Preview / Print my CV

Validate my CV

Finalize and submit my CV

Provide Feedback

My file

My login information

My CV activity log

My consent

Help

Getting started

User guide

FAQ

Effective use of the CV

by section (Full CV)	Last update
Identification	31-01-2007 15:01 PM
Contact information	14-12-2006 13:28 PM
Language skills	14-12-2006 11:58 AM
Academic background	04-01-2007 10:27 AM
Distinctions/Awards/Credentials	04-01-2007 10:52 AM
Work experience	16-03-2007 10:29 AM
Expertise	30-01-2007 14:35 PM
Funding	12-02-2007 09:03 AM
Supervisory experience	01-02-2007 09:50 AM
Contributions - summary	01-12-2006 10:13 AM
Contributions - details	14-03-2007 09:40 AM

Changing your login information

1. Click the Change my login information link on your Home – My CV screen.
2. Enter your new password in the Password and Confirm Password text boxes.
3. Ensure you have defined a reminder question and answer and your day and month of birth in the text boxes.
4. Click Save at the top of the Common CV banner.

The Common CV automatically returns you to your home page.

Confirming agency PINs

You may need to confirm your agency PIN (personal identification number or Council identification number) in the Common CV to:

- Import your CV data from the agency database into the Common CV;
- Match your data in the agency and the Common CV database together ensuring all data is linked to you.

Some agencies require a PIN to accept forms electronically or in paper.



NOTE: A member agency will assign you a PIN when you apply to the organization. Contact the member agency for more information or to apply for an agency PIN.

1. Click the Confirm Agency PINs link on your Home – My CV screen.
2. Enter your information in the text boxes on the screen.
3. Click the Validate button.
4. The process now changes hands, from the CCV, to the system of the selected agency or organization. Follow the steps described on the screen.
5. Click the Save button on the Common CV banner once the information is validated by the system.

The Common CV automatically returns you to your home page.

Giving agencies online access to your CV – Update my Consent

1. Click the Update my Consent link on your Home – My CV screen.
2. Click the buttons beside the agency names to give them your consent to view your CV data.

Note: Agencies are able to view common data and data specifically required by them. They cannot view data you enter that is only requested by other agencies.

3. Click the Save button at the top or bottom of the screen.

Verifying your submissions – My CV Activity Log

1. Click the My CV Activity Log link on your Home – My CV screen. A separate window appears, and lists the time, date and name of the agency for each submission you have made.

Access my CV

Your CV data is grouped into sections and listed on the home page. See, "What information is stored in the Common CV?" in this guide for a description of each section. Click the links from the home page to open a screen and display the form for each section. You can enter information, add, update and modify the information to keep your CV information current.

Entering and saving data in the Common CV

1. Click the Full CV link (other types are reserved for particular cases) under the Access my CV heading or click on the appropriate section link below.



2. If applicable, click on the link [Some agencies have specific requirements for this section to learn about special agency requirements set by the organization to which you are applying.](#)
3. Fill in the information in the text boxes on the screen identified as Common section in page heading. Then, see if specific information is required by any given agency by looking for the agency name under the section heading in the left menu. For example, if you open the Identification section, you have to fill in all required fields in the Common section screen. If you submit to CIHR, for instance, you also have to click on CIHR link under Identification in the left Main menu and complete all additional required fields.

NOTE: You must fill in the information in a text box that has a check mark. See [Navigating the Common CV Web pages](#) in this guide to learn about conventions used in the Common CV website.

4. Complete the information on the screen.
5. Click the Save button. If you do not click the Save button you will lose the changes you have made. A message window will appear prompting you to save your data before you proceed to another section of the Common CV.

To enter information in another section, click the section name link in the left frame of the screen.

Preview / Print my CV

You can preview or print your CV at any time. The Common CV creates an Adobe Acrobat .pdf file for you to preview online, save to your hard disk, floppy disk or CD and to print paper copies.

1. Click Preview / Print my CV link on the Home – My CV screen. Your CV appears in a new window.

The Common CV prints your CV in an Adobe Acrobat .pdf file format.

NOTE: Printing your CV refers to generating a .pdf file. The Common CV will not generate a paper printout of your CV. To make paper copies, use the Adobe Acrobat software to print the .pdf file.



The save () and print () icons are on the top of the Acrobat browser. See the Adobe Acrobat help files for information about using Adobe Acrobat software. Save a copy of your CV each time you submit it to an agency. In order to maintain an historical record of your submissions and your CV, you must save individual copies of the .pdf files to your hard drive, floppy disk or to a CD.

Validate my CV

You can validate the information you enter in the Common CV to make sure you have completed all information a particular agency requires. Most of the information you provide is required by all agencies. However, some agencies have additional requirements. Use the validation function to ensure your submission will meet the full requirements for a particular agency.

Use the following procedure to validate your information against an agency's requirements and perform the procedure again to validate your CV against other agencies' requirements.



1. Click the Validate button on the home page or on the Common CV banner.
2. Click in the box beside the agency name whose requirements you want to verify against your CV. If your information is complete and you have met all requirements for the agency, the Validated successfully message appears.

You have finished validating information. You can return to the home page or logout using the buttons on the Common CV banner. If the information is incomplete, an error window appears. The window includes links to the sections that require additional information, followed by a list of the data that is missing. Continue to the next step of this procedure.

3. Click a link that appears in the error message window. The section screen appears. Enter required information in the text boxes identified during validation.
4. Click the Save button.
5. Return to the error message window. Repeat the previous two steps until all data listed as missing in the error window has been entered.

Repeat this procedure until you receive the Validated successfully message.

Finalize and submit my CV

You can submit your CV online directly from the Common CV system, or you can print your CV and send it to an agency.

1. Click the Finalize and submit my CV link on the Home – My CV screen. A new Submit my CV window appears.
2. Click the Integral CV or Customized CV printing option.

If you choose the Integral CV option, all default data you entered in the Common CV will be submitted to the agency you select.

If you choose the Customized CV option, you can select entries to include for the following sections: "Distinctions/Awards/Credentials", "Funding", "Expertise" and "Work experience".

3. Choose the agency name you are submitting your CV to from the drop-down list.
4. Click the Submit button. The Validate my CV window appears.
5. Click the Cancel Validation button if you do not want to continue with the submission procedure.
6. If your information is complete and validation is successful, and you have selected the Integral CV option, go to step number 9 of this procedure.
7. If your information is complete and validation is successful, and you have selected the Customized CV option, go to step number 7 of this procedure.



8. If your information is incomplete, an error window appears. The window includes links to the sections that require additional information, followed by a list of the data that is missing. See previous section of this document to get instructions on how to validate.
9. If you chose the Customized CV option, the Submit a Customized CV to : <Agency name> window appears when your CV is validated successfully.
10. Click on the Select All button to include all the data enumerated in the window or on the Unselect All button to exclude all the selections or some of them.
11. Check the box beside each element of data you want to include in your Common CV.
12. Click the Submit button. The Consent to electronically transfer and submit to <agency name> window appears.
13. Click the I agree and wish to continue button in the Consent to electronically transfer and submit to <agency name> window.
A message window appears stating that your CV has been submitted and your activity log has been updated. The message also reminds you to keep a saved copy of the .pdf file of your CV for your records.
14. If you do not want to submit your CV, click the I disagree button. The window will close automatically. Your CV will not be submitted.
15. Click the OK button in the message window. The Submit window will remain open while the .pdf file is downloaded to the agency.

Ending a session

1. Click the Logoff button in the Common CV banner. You can also end a session by closing your internet browser window.



Support contacts

There is currently no centralized helpdesk for the Common CV. If you require assistance, you should contact the helpdesk of the member agency that directed you to this Web site.

Hours of operation

Unless otherwise specified, helpdesks are available from Monday to Friday from 8 a.m. to 5 p.m. EST, excluding statutory holidays. During peak periods, some helpdesks may extend their hours of operation. Refer to this section for details regarding these special schedules.

Funding sources

For any requests for additions to the funding source list, [Click Here.](#)

General comments regarding the Common CV

Please forward your general comments by e-mail to info@commoncv.net.

HELPDESKS

Alberta Heritage Foundation for Medical Research (AHFMR)

Helpdesk - AHFMR: (780) 423-5727

E-mail: ahfmgrants@ahfmr.ab.ca

Canada Foundation for Innovation (CFI)

Helpdesk – CFI: (613) 996-4396

E-mail: help.aide@innovation.ca

Canadian Diabetes Association (CDA)

Helpdesk – CDA: (416) 408-7090

E-mail: Jovita.Sundaramoorthy@diabetes.ca

Canadian Institutes of Health Research (CIHR)

Helpdesk - CIHR: (613) 941-0068 or toll-free 1-888-603-4178

E-mail: webform@cihr.ca

Fonds de la recherche en santé du Québec (FRSQ)

Helpdesk - FRSQ: toll-free 1-866-901-7871

E-mail: centre.assistance@frsq.gouv.qc.ca

Fonds québécois de la recherche sur la nature et les technologies (FQRNT)

Helpdesk - FQRNT: (418) 646-3669, or toll-free 1-866-621-7084

E-mail: centre.assistance@fqrnt.gouv.qc.ca

Fonds québécois de la recherche sur la société et la culture (FQRSC)

Helpdesk - FQRSC: (418) 646-3669, or toll-free 1-866-621-7084

E-mail: centre.assistance@fqrsc.gouv.qc.ca

Genome Canada

Helpdesk - Genome Canada: Genny Cardin at (613) 751-4460 ext. 12

E-mail: gcardin@genomecanada.ca



Heart and Stroke Foundation of Canada (HSFC)
Helpdesk - HSFC: (613) 569-4361, ext 305
E-mail: pnakanishi@hsf.ca

Killam Program from Canada Council for the Arts (CCA)
Helpdesk - CCA: Nathalie Lauzon at 1-800-263-5588 ext. 4083 or (613) 566-4308
E-mail: killam@canadacouncil.ca

Lawson Health Research Institute(LAWSON)
Helpdesk - LAWSON: (519) 646-6100 ext 64680
E-mail: Michele.Martin@sjhc.london.on.ca

Michael Smith Foundation for Health Research (MSFHR)
Helpdesk - MSFHR: (604) 714-6609 or toll free 1-866-MSFHRBC (1-866-673-4722)
E-mail: helpdesk@msfhr.org

Manitoba Health Research Council (MHRC)
Helpdesk - MHRC: (204) 775-1096
E-mail: helpdesk@mhrc.mb.ca

Natural Sciences and Engineering Research Council (NSERC)
Helpdesk - NSERC: (613) 995-4273
E-mail: support-soutien@eams-sego.gc.ca

Networks of Centres of Excellence (NCE)
Helpdesk - NSERC: (613) 995-4273
E-mail: webapp@nserc.ca

Nova Scotia Health Research Foundation (NSHRF)
Helpdesk - NSHRF: (902) 424-8833
E-mail: helpdesk@nshrf.ca

Ontario Institute for Cancer Research (OICR)
Helpdesk - OICR: (416) 673-6532 or toll free 1-866-678-6427 ext. 6532
E-mail: CaAwardNet@oicr.on.ca

Saskatchewan Health Research Foundation (SHRF)
Helpdesk - SHRF: (306) 975-1680
E-mail: heldesck@shrf.ca

Social Sciences and Humanities Research Council (SSHRC)
Helpdesk - SSHRC: (613) 995-4273
E-mail: support-soutien@eams-sego.gc.ca

University of Alberta Faculty of Nursing (UAFN)
Helpdesk - UAFN: (780) 492-9801
E-mail: ccvsupport@nurs.ualberta.ca

Vanier Canada Graduate Scholarships (Vanier CGS)
Helpdesk - Vanier CGS: (613) 995-4273, (613) 941-0068, or toll-free 1-888-603-4178
E-mail: support-soutien@eams-sego.gc.ca or webform@cihr.ca