





# CGS-M Canadian Common CV (CCV) Tips and Suggestions

## Getting Started

[www.ccv-cvc.ca](http://www.ccv-cvc.ca)

- Create your account. Once created log in using the same link noted above.
- In the black menu boxes, upper left, hover over “CV” and click “funding” from the drop-down menu.
- Funding source: Choose “CGS-Masters” from the drop-down menu.
- CV Type: Choose “CGS-Masters” from the drop-down menu.
- Click “Load”.

## General Information

-  - This icon is used to edit a section(s).
-  - This icon can be clicked to view help text for a given field within the CCV if you are unsure of what to include in the textbox.
- Items with “\*” are **mandatory** items.
- Make use of all the available line items, even those that are optional.
- If entering things for the first time, try to enter them in reverse order working backwards from current date. Although the CCV will reorder things for you based on year, in most cases, sometimes things go wonky.
- If you need to create additional records in a section, click the ‘Add’ button.
- Make use of text boxes in some items, for describing or explaining in more detail, the nature of the entry (typically related to things like community events or volunteer work....)
- **Be consistent in your entry style**, for example, for publication or presentations, be consistent in the use of EITHER sentence case or caps for first letter of each word.
- There is no “save” button. When you click “done” this is “save”. It stays forever until you use the trash can icon to delete something.
- The  means that the entry has passed the business rules.
- The  means there is an error or something mandatory is missing.
- For some sections, you have the option to “submit” some or all entries.
  - Use the “submit all” box (click on the box) to include everything.
  - If everything is already included but you cannot or do not want to include everything, it is better to “uncheck” the submit all box, and then manually choose the ones to include.
  - This latter issue / need comes up, say, when you have publications or presentations in your CCV that are older than the allowable time period for inclusion with the grant opportunity. You will be alerted to this by a red “x”. Do not delete these entries because you may want them for other purposes. Just uncheck them.
- Only put something in once, and only in one section. For example, if you have a scholarship, do not put it in both Recognitions and Research Funding. It can’t be both. (It goes in Research Funding History.)
- There may be many “items” for which you have no information – that is OK, just leave blank.
- Generally, only include things from the time you started at university, but include your entrance scholarship(s), if applicable.

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### Keeping Your CCV Up to Date

- Make a habit of regularly updating your CCV least once **every six months**, at least.
- Add new items.
- **Update the status of publications** (from submitted to under revision, or accepted to published, etc.)
- Update the status of funding history (from awarded to completed, etc.)

### Credentials

- These are a designation earned to assure qualification to perform a job or task such as a certification, an accreditation, a designation, etc.
- Examples might be “certified lifeguard”, “certified first-aid responder”, “national coaching certificate”. Think about things where you had to take a course / complete a competency test, etc.

### Recognitions

- These are important acknowledgements, achievements, and/or rewards you have obtained.
- List the title of the recognition, the organization bestowing the recognition, as well as the effective date.
  - Prizes and Awards (e.g., outstanding student award, etc.)
  - Distinctions (e.g., Membership in professional societies, Board of Directors in professional societies, etc.)
  - Honors (e.g., honorary citizen, honorary degree, Order of Canada, etc.)
- **Do not include scholarships, fellowships, or grants here.** They more correctly belong in Research Funding section because you received them to do your “research” work.
- If you won a prize for something, include it here.
- There may or may not be a cash prize or value associated with these. It does not matter.

### Employment

- A teaching assistant or research assistant position would be entered under the Academic Work Experience section. Any other employment, even if at the University, would be captured under Non-Academic Work Experience.

### Leaves of Absence and Impact on Research

- **IMPORTANT NOTE:** There is also a section (**Special Circumstances**) for this in the CGS-M online application portal. It is optional if you want to also fill in the details here in the CCV.
- **The use of these sections is OPTIONAL and ONLY if you have something you need to report or explain.** It is fine to leave these blank.
- **RECOMMENDATION:** If you have something to explain or report, start with the CCV section and show the dates, the type, and a brief explanation. Then, use the section in the online application form to expand / explain more fully.
- **ONLY** use this section to explain any gaps or problems with your academic career / transcript and be sure to **explain the impact** on your grades. Restrict this to family issues, medical issues, bereavement, COVID-19, etc., and avoid reporting things like “I took a course overload”.
- If you have a formally diagnosed learning disability or similar item, you could also explain that here, but **ONLY IF** you are wanting to demonstrate why your grades are perhaps lower than one might normally expect. Be cautious and careful about doing this.
- You do not have to disclose specific personal details such as the specific illness or diagnosis.

### **Research Funding History**

- Scholarships and fellowships funding are more correctly included in this section, and not in “Recognitions”.
- If you received entrance scholarship “offers” from more than one university, include them all here, and for the ones you “turned down” choose “Declined”.
- Funding title – the name of the scholarship or research grant or award (do not include the funder or institution here unless it is in the name of the award).
- Funding sources – enter the name of the funding source (the university, typically). Just start typing the full name of the funder, and it should pop up for you to choose. (If it does not, manually type it into “Other Organization” box.) For “Funding Competitive?” check yes if you had to make an application for this.

### **Administrative Activities**

- If you organized events on campus or in the community (e.g., you were part of the team or executive), include them here, and explain in detail the work you did in the Activity Description.

### **Event Participation**

- Participation outside of your academic courses, such as attending conferences, workshops, seminars, or non-credit “courses”. Do not include general things like having sat in on a public lecture.
- Be sure to use the Activity Description to clearly describe the event and what you did / learned.

### **Committees / Volunteer Work**

- Think of anything and everything you do or did on campus or in the community, and include it here. Use the text box to describe your responsibilities.
- Examples could be: on the executive of a student; involved in student government; volunteer coach in your community; volunteer tutor on campus, etc

### **Knowledge and Technology Translation**

- The development of KT approaches for application / uptake / dissemination of research findings.
- Occasions where you have been able to translate your work into the real world.
- Occasions where you have developed prevention / intervention programs based on your research work.
- Occasions where you have created/built spin-off companies based on your research discoveries.
- Occasions where you have developed standards / guidelines / etc. based on your research findings.
- NOTE: presentations you have given that are related to knowledge translation should be captured under the “Presentations” section.
- Most students will not have anything here.

### **Publications**

- Journal Issues - Open access yes or no? Only choose yes if it is in an open access format or has been placed in a duly recognized (institutional) repository.
  - Things like your web page or ResearchGate do not count.
- There is a prescribed author ordering list (this gets “formatted” by the system).
  - Family name followed by a space and by the initial of the first name, without any punctuation
  - In the case of several authors, use commas to separate their names
  - In the case of several authors, end with et al.
  - Do not enter any final punctuation
  - Identify each student author with an asterisk (\*)

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**\*\*Most students will NOT have any publications yet, but it is possible you have co-authored something with one of your supervisors. If yes, include, even if it is only at the “submitted” stage.**

### **Presentations**

- Conferences, symposiums, panels, posters.
- Ideally focus on and include mostly scientific / scholarly.
- Only choose “invited” if you were contacted / invited by organizers (this is different from having an abstract accepted).
- Do not include in-class presentations or end of term open presentations. These should only be at more formally organized events, as above.

### **Submitting the CGS M CCV and Attaching it to your CGS M application**

- Once you’ve completed the CCV (all sections will have a green checkmark), click Submit.
- You’ll be prompted to provide your consent to submitting your CCV and sharing it with institutions as well as having your name and CCV information appear in the directories of researchers.
- You’ll receive a confirmation number on the screen once the above steps have been completed. Make note of the confirmation number of the CCV version you wish to attach to your CGS-M application.
- Return to the Research Portal (<https://portal-portail.nserc-crsng.gc.ca/>), login, and go to the Welcome Page.
- Find your CGS-M application and click open to take you to the Application Overview page.
- Under the Canadian Common CVs Attached section, click **Attach**.
- The Canadian Common CV Upload page will appear. Enter your CGS-M CCV confirmation number and click **Upload**. A message will appear indicating that you have successfully uploaded your CCV to your CGS-M application.