Linking your Common CV to the Research Portal for NSERC Discovery Grant NOI
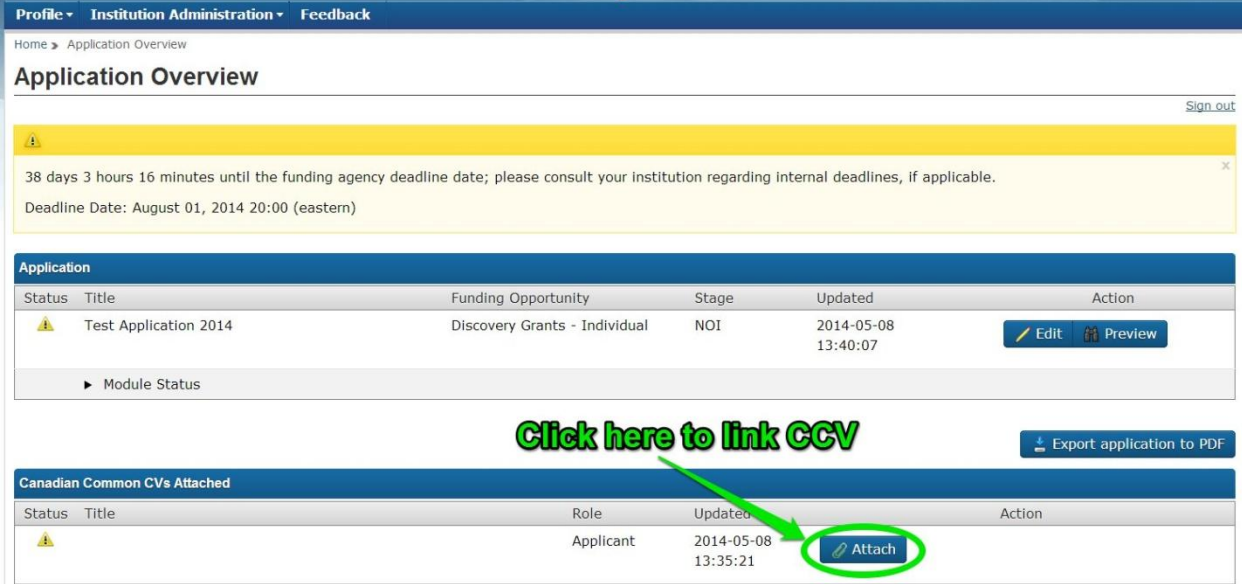
Step 1: Selecting "Attach" for the CCV from the Home screen

Step 2: Enter the Common CV PIN generated by the Common CV website

1. The PIN is generated when you submit your CV on the Common CV website:
   https://ccv-cvc.ca/indexresearcher-eng.frm

**If you have never accessed the Common CV – you will be required to create a login and access the site in order to enter your CV information into the system. Please see: *How to Use the Canadian Common CV (CCV)* (http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx).

***Please Note: *you must use the same email in both the Common CV website and the Research Portal in order for the system to link your Common CV. Or you will receive the following error message in the Research Portal:*

2. Once successfully uploaded – a green band with a checkmark and the uploaded CV will
   display on screen

Canadian Common CV Upload

See the instructions on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.

Note: To successfully upload your CCV, the first name and family name used to create your CCV site account **must be identical** to those used to create your Research Portal account. As well, the email address used to create your Research Portal account **must be identical** to at least one of the emails you listed on the CCV site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV).

Research Portal: To change your family name, first name and/or email address, go to User Profile.

CCV: To change your family name, first name and/or email address, log into the CCV and click **"Account"** in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template.

Add New Canadian Common CV

✓

CCV has been uploaded ✕

Uploaded Canadian Common CV

File Title	Date Uploaded	Action
LauraMoxey-CCV-200058-10027823-SSHRC.pdf	14/01/2014 3:47:43 PM	🔴 Delete