

Linking your Common CV to the Research Portal for NSERC Discovery Grant NOI

Step 1: Selecting "Attach" for the CCV from the Home screen

Profile -	Institution Administration -	Feedback			
Home > A	pplication Overview				
Appli	cation Overview				
-					Sign out
A					
38 days	s 3 hours 16 minutes until the f	unding agency deadline date; please consult your insti	itution regarding i	nternal deadlines, if appl	icable.
Deadlin	e Date: August 01, 2014 20:00	(eastern)			
Applicati	оп				
Status	Title	Funding Opportunity	Stage	Updated	Action
Â	Test Application 2014	Discovery Grants - Individual	NOI	2014-05-08 13:40:07	🖌 Edit 🛛 🏦 Preview
	 Module Status 				
		Click her	e to link	CCV	Export application to PDF
	n Common CVs Attached				
Status	Title	Role	Updateo		Action
Â		Applicant	2014-05-08 13:35:21	Attach	

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

Canadian Common CV Upload		
		<u>Sign out</u>
See the <u>instructions</u> on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.	Add New Canadian Common CV	
. U	Confirmation Number:	
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).	 ≙	Upload
	Uploat ad Canadian Common CV	
Research Portal: To change your family name, first name and/or email address, go to User Profile.	File Title Date Uploaded	Action
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.	Enter the 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

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Français		Hon	ne	Cor	itact U	s ł	lelp	and by	Logout	
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Confi	irmati	ion Num	ber <u>Fundin</u>	g Source				CV Type	Submissi	on Date
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1572	244		Natura	I Science	s and En	gineering	Research Counci	NSERC_Researcher	2013-10	-20 14:3
•						III				•
2 record(s)			Num))) 1	DEATIN	for the	Research F	ortal		
Modified: 2013	3-12-0	3_CCVPF	RODUCTION			Top of F	age		Impo	ortant Notices

**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)* (<u>http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx</u>).

Sign out

*****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:

lian Common CV	
nail from your CCV does not match ema ′ was not uploaded.	il used in the
	📩 Upload
non CV	
Date Uploaded	Action
	/ was not uploaded.

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

Canadian Common CV Upload

See the $\underline{instructions}$ 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).

 $\ensuremath{\mathsf{Research}}\xspace{\mathsf{Portal:}}$ 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		
ploaded Canadian Common C File Title	/ Date Uploaded	Action

Sign out