Research Program,
Operating Grants and Career Scientist Award

Common CV Information Sheet

What is the Common CV?

The Canadian Common CV (CCV) is a web-based tool designed for Canadian researchers to store relevant personal information and to prepare and submit a standardized curriculum vitae as a PDF to an organization when applying for research funding.

Please note that the Canadian Anesthesiologists' Society (CAS) is **not** a member of the CCV network and you will not find it on the list of member organizations. You will need to create your CCV for the **Canadian Institutes of Health Research (CIHR)**, save it as PDF and upload it.

Additional Information
Please refer to the CCV and CIHR websites for more information. CCV Help, including training videos highlighting what is new in the CCV and tips and tricks for using the new system are now available on the CIHR website.

Creating the Common CV

1. **Before you start you must do the four following things:**

   In order to create your CCV, you must

   i. Have Adobe Acrobat Reader installed on your computer system. You can download it here http://www.adobe.com/prodindex/acrobat/readstep.html.

   ii. Obtain a ResearchNet account. If you do not have a ResearchNet account, go to the ResearchNet website (https://www.researchnet-recherchenet.ca/rnr16/LoginServlet) and choose the language of choice. On the next page, under "Sign In", use the "register" link and follow the instructions to obtain an account. If you are already registered, your user name is the email address you used to obtain your account.

   iii. Obtain a CIHR PIN. If you don't already have a CIHR PIN, sign in to your ResearchNet account. Once signed in, click on your user name (top right of the screen) and select from the drop-down menu "Register for a CIHR PIN" and complete the form. When you register, it takes up to one full working day to process your CIHR PIN.

   iv. Register with the CCV website. If you are not registered, go to the CCV website (https://ccv-cvc.ca/) and click "Login". On the next page, use the "Register" link and follow the instructions to register. If you are already registered, your user name is the email address you used to register on the site.

2. **Please read the information available on the CCV website**.

3. **Login.**

4. **Choose the following options:**

   a. CV: Funding

   b. Funding Source: CIHR

c. CV Type: CIHR Academic

5. Enter your curriculum vitae information.

Applicants are encouraged to complete their CCVs as early as possible, allowing additional time to familiarize themselves with the new system and its additional data requirements.

Fill any section and any field at any time. All sections and fields must be valid before being able to submit the CV.

Please note that the "Contributions" section is a very large section that must be completed online. Contributions can no longer be attached as a file to the CCV and must be entered as structured data. The CCV no longer permits contributions older than the past 5 years. If you have not updated your CCV to the new format, **prepare to spend extra time - three to four hours - on the CCV in advance of the submission deadline.**

6. Preview your CV:

To preview your CV, click on the "**Preview**" button located at the top of the screen. **This will generate a Draft, printable version of your CV only and it is suitable for your CAS application.** Do NOT click on the “Submit” button. Pressing "Submit" when you are in the CCV system sends all CV data that you have entered to CIHR.

7. Save the PDF file to your computer:

You can save the PDF file by clicking on "Save".

8. Upload your CCV to the online application:

Return to your online application and upload the PDF file of your CCV to the CAS online submission website.