Appendix B - The New Common CV Web Application Instructions

The Common CV website generates standardized agency specific CVs for multiple granting agencies using the information you enter into one common CV database. To use the Common CV website you must register for a Common CV account.

Registering for a Common CV account

1. Go to [http://www.commoncv.com](http://www.commoncv.com) to register as a new user.

2. Select your language, click on “Login” and then click on the “Register” button. Enter all requested information. It usually takes about 2 minutes to register.

Obtaining a CIHR PIN - Takes up to 24 hours

1. To generate and validate the CIHR version of the Common CV, you will need to have a CIHR PIN. To register for a CIHR PIN you need a ResearchNet Account. If you don't already have an account, access [www.researchnet.ca](http://www.researchnet.ca), click on the “Register” link and then fill in and submit all requested information.

2. Login to your Researchnet account and click on the “Register for a CIHR PIN” link (located in dropdown menu under your name in the top right corner of screen) to request a new PIN. When you register, it takes up to one full working day to process your CIHR PIN. You will receive an email containing the CIHR PIN and it will also show up in your Researchnet account under “User Profile”.

Navigation in the Common CV website.

1. Login to your Common CV account. Along the top of the page, you will see a horizontal list of menu items.

2. Click on the “Account” button to change any of your account information including your password and setup your reminder questions and answers if you have not done so already. Click on “Save” when done. All account information must be entered before you can enter information into your common CV account.

3. Click on the “PIN/System Account” button to enter the CIHR PIN number that you obtained through your Researchnet account. Click on the “Add” button and then select “CIHR” under funding agency and enter your CIHR PIN number. Once you have entered your CIHR PIN number you must click on the “Validate” button to save this information. When applying to MHRC, the PIN that you enter here is the email address you use to login to your MHRC grant account. When validating your MHRC PIN you will be asked to enter your MHRC GMS account login information before validation can be completed. You will know your PIN has been successfully validated when “Valid” appears beside it on your list of PINs.

4. Click on the “CV” button and select “Funding” to choose the version of the Common CV that you wish to populate. Selecting the “Generic” option will display all the possible data fields that are within the
Common CV database. Each funding agency chooses a subset of the fields in the Generic version that they want to include in their agency’s cv template. It is a waste of time to enter your information into the Generic version as you will likely never use most of these fields. So instead choose the funding agency to which you intend to apply.

5. If you choose CIHR as the funding agency you will be presented with 4 CV options: “Academic”, “Foundation Scheme”, “IAB”, “Knowledge User” “Project Biosketch”, “Project Expert CV” and “Registration” versions. The “Academic” version contains all the CV information required for grant applications by Principal and Co-Investigators. The “Foundation Scheme” version is to be used only when applying for a CIHR grant under the Foundation Scheme. The “IAB” version is used for people applying to be a member of the Institute Advisory Board. The “Knowledge User” version contains the CV information for people designated as “Knowledge Users” on the grant application. “Project Biosketch” CVs are for four Project Leaders applying to the Project Scheme Grants and “Project Expert CV” is for Project Experts on a Project Scheme Grant. The “Registration” version is the same as the first 2 pages of the “Academic” CV and is used when submitting your intention to apply for a CIHR grant.

6. Once you select the version of the cv you wish to use, click on the “Load” button and you will see a list of all the data fields that need to be populate for that version of the cv. Information you enter into fields shared with other cv versions will appear in the data displayed. You do not have to enter information twice when switching to another cv version but you may have to add additional information to existing entries.

7. Click on the pencil symbol located to the left of each section heading to enter that section for data entry or revisions.

8. A check mark indicates all required fields in a section have been populated although it does not mean the entered information is necessarily accurate.

9. An indicates a required field has been left blank or invalid information has been entered. For CIHR and MHRC Cvs for example, entering publications or presentations that are older than 5 years in the contributions section will result in the being displayed.

10. Within a section, an item can be deleted by clicking on the garbage symbol

11. Mandatory data fields are indicated with a star symbol in front of the field description.

Some Common CV Data Entry Tips
MCNHR Resources and Support:
Guidelines for Service Use and Procedures

1. For CIHR Open Operating Grants and MHRC grants, you can only enter Research Funding, Activities and Contributions from the last 5 years. Use the checkbox in the submit column to check or uncheck which items to include. Older items that you wish to leave in the database can be unchecked to satisfy submission requirements without having to delete them from your common cv database.

3. Oral conference presentations can go in the “Presentations” section and poster conference presentations can go in the “Conference Publications” section.

4. To create a “Draft” copy of your CV, click on the “Preview” button which creates a draft PDF copy of your CV.

5. Once all information has been entered and there are no more “red Xs” on the list of CV items then you can submit your completed CV to the granting agency by clicking on the “Submit” button. A submission confirmation number will be generated and displayed in green type. This number must be entered into the online grant submission website under the principal investigator’s Researchnet.ca account for CIHR applications. For MHRC applications, your Common CV automatically links to your grant application after submission and you can view it within your MHRC GMS grant account.

6. Some CIHR Grants also currently allow you to submit a 1 page “Most Significant Contributions” page in PDF format to be submitted along with your academic CV confirmation number in Researchnet. This 1 page document describes the significance of up to 5 most significant research contributions that a researcher has made over the course of their career. Here are the instructions for what is to be included in this section taken from the CIHR website:

   Identify a maximum of five (5) contributions that best highlight your contribution to (or activities in) your field of research, defining the impact and relevance of each contribution. A contribution could be defined as a publication, literary or artistic work, conference, patent or intellectual property right, contract or creative activity, commission, etc.

   Please make sure to include the following information in your description of each contribution:

   O Position/activity type and description
   O Dates (start and end dates)
   O Why the contribution is significant (i.e. relevance, target community, and impact)

7. Consult the grant application submission guidelines to ensure you have up-to-date CV submission requirements.