Canadian Common CV completion

- All Canadian academic applicants are required to upload a CIHR Biosketch CV, using the Canadian Common CV (CCV) interface.

- The 3-page Applicant Profile CV can be used for knowledge users, non-academics, Indigenous participants, and international applicants as appropriate and applicable.

- A CV is **not required** for **Collaborators and will not be considered in the review of the applications**. The contribution and services provided by the Collaborator(s) should be highlighted in the research proposal.

- Populate each section with the information **most relevant** to the experience and expertise you bring to the proposed research project.

- No attachments will be allowed, except for an additional list of publications from applicants who have taken leaves of absence in the past 7 years.

- **TIP**: Complete and submit your CV well in advance of the competition deadline, as during peak periods (competition deadlines), there can be a delay between the time that you submit the CV and when ResearchNet is able to validate it.

How to complete a CIHR Biosketch CV:
1. Log in to the Canadian Common CV (CCV) system.
2. Select "CV" and "Funding" from the drop-down menu.
3. Select "CIHR" in the Funding Source field, select the "CIHR Biosketch CV" as the Type, and then click "Load". (You may need to choose a Version Name also if you have a CCV on record).
4. Enter data in each of the required sections and click "Done" when finished each section. Validation is performed automatically, and if there are any errors, they will be displayed in each section.
5. The CV data entered in CCV can be viewed by selecting "Preview" on the top right of the page. Read through the document to identify any changes that need to be made in CCV before submitting the CV to CIHR.
6. Once complete, click "Submit". A CCV confirmation number will be generated in the status message and will also be located at the top of the CV PDF document. Record this confirmation number as it will be needed to link the CV to research applications being completed in ResearchNet.
7. Enter the required CCV confirmation PIN number under the "Identify Participants Task" on ResearchNet.
8. If any participant wishes to make changes to their Common CV after it has been linked to an application, they **must repeat the steps described above**. After the desired changes are made on the CCV website, the new CV will need to be submitted, generating a **NEW CCV confirmation number**, which will need to be updated in ResearchNet.

Section 1: Personal Information
- ☐ Identification
  - o Most information will be populated from your account details
  - o Ensure that your first name and family name used to create your CCV is the identical to those used to create your ResearchNet account
- ☐ Address

- o The address of your Primary Affiliation should be the University's address, whether your specific location or the general address. You can also include a home or office address as a secondary location, but the main address should show the university. No mail will be sent to you here.
- ☐ Telephone
- ☐ Email
  - o Email address used to create account on ResearchNet must be identical to at least one listed here
- ☐ Website

Section 2: Education
- ☐ Degrees (no maximum)
  - o Select Organization
  - o Ensure you enter the start and end date of your degree (or expected end date)
- ☐ Credentials (most relevant up to 5)
  - o Designation: earned to assure qualification to perform a job or task such as certification, accreditation. Examples include Professional Counsellor (Canadian Professional Counsellors Association)

Section 3: Recognitions (most relevant up to 5)
- ☐ Research funding (including scholarships and fellowships) should be entered in Section 5.
- ☐ Acknowledgments, appreciations, and monetary awards (which are relatable to your research) should be placed here.
- ☐ Prizes and Awards (New Investigator Award, CRC, University research award), Distinctions (membership in professional societies, board of directors in professional societies), Honors (honorary citizen, honorary degree, Order of Canada).

Section 4: Employment
- ☐ Academic Work Experience (no maximum)
  - o Mandatory elements include position title, start date, department, faculty/school
  - o For on-going (current) appointments you can leave the end-date blank
  - o If an appointment was part-time, you can indicate this in brackets following the job title
- ☐ Non-Academic Work Experience
  - o Only include work experience that directly relates to the research proposed
- ☐ Affiliation (maximum of 1)
  - o ***Primary affiliation must be your UofC appointment*** as this is the position you are applying through
- ☐ Leaves of Absence & Impact on Research
  - o Provide any information on any leave of absence from research that has occurred over the course of career (parental leave, sick leave, etc.)
  - o Provide the reason for absence and impact on research program and productivity
  - o Complete this section when you need to explain any delays in research and dissemination
  - o *Leaves of absence will be considered in the calculation of eligibility* and will **not** count towards research appointment time. If identifying as an Early or Mid-Career Investigator, ensure all absences are listed here.

Section 5: Research Funding History (last 5 years – based on funding end date)
  - o Include both peer reviewed and non-peer reviewed
  - o Include any grants where you are listed as the Principal Investigator/Principal Knowledge User, Co-Investigator/Co-Knowledge User, Collaborator
  - o Include all sources of support including University startup funds
  - o Amounts should be listed in Canadian dollars
  - o Amount of the grant should be total dollars received
- ☐ Ongoing
  - o Any active funding you currently hold
- ☐ Completed
  - o List any grants that have an end date within the past 5 years
- ☐ Declined/Under Review
  - o **Do not** include any grants that were awarded and subsequently declined or those that are currently under review

Section 6: Contributions
- ☐ Publications (last 7 years)
    - o All types of publication (journal articles, books, book chapters, reports, manuals, clinical care guidelines, conference publication)
    - o The combination of publication types you choose to include is at your discretion, but they should reflect the caliber of your leadership and productivity, as well as represent the significance of your achievements.
    - o You can include things that are in submission or in press
    - o **Use an asterisk to highlight students who are co-authors** (any other formatting will not show up in the CV document, i.e.: italicizing)
- ☐ Intellectual Property (most relevant up to 5)
    - o Include information on any IP claims in the form of patents, licenses, disclosures, registered copyrights, and/or trademarks
- ☐ Presentations (most relevant up to 5)
    - o Scientific or non-scientific presentations (invited presentations, lay presentations, presentations to government/policy makers) that are based on your research and/or knowledge translation activities.
    - o In the co-presenter field make sure to include your own name (if you do not your name will not show in the citation in the PDF version of the CV).
    - o In co-presenter field list the names of any other individuals who presented with you, but do NOT include the names of individuals who might have only been involved in the research.

Section 7: Activities
- ☐ Knowledge and Technology Translation Activities (most relevant up to 5)
    - o Include information on:
        - ▪ Development of KT approaches for application/uptake/dissemination of research findings
        - ▪ Occasions where you were able to translate your work into the real world
        - ▪ Occasions where you were able to develop prevention/intervention programs based on research work
        - ▪ Occasions where you created/built spin off companies based on research discoveries
        - ▪ Occasions where you developed standards/guidelines/etc. based on research findings
    - o Any IP creation should be placed in its own section
    - o Any presentations you have made that are related to KT should be captured in the presentations section
- ☐ Supervisory Activities (most relevant up to 10)
    - o Indicate the individuals you have supervised/co-supervised
    - o Individuals to include are students, trainees, post-doctoral fellows, lab volunteers etc.
    - o Do not include students you may have supervised as part of an undergrad course
    - o Information on clinicians, policy makers, health related professionals, laboratory technicians, research associates, and/or visiting researchers who you have supervised/mentored, can be included in your application under the "Significance of Contributions" criterions.
    - o Ensure you *indicate where the student is now* as it speaks to their resulting success. If you can't, you can put N/A.

Collaborators

- ○ A CV is **not required** for **Collaborators and will not be considered in the review of the applications**. The contribution and services provided by the Collaborator(s) should be highlighted in the research proposal.
- ○ **All Collaborators** are strongly encouraged to have a validated PIN, but not mandatory.
- ○ Collaborators are the only participant type exempted from the Equity and Diversity questionnaire requirement. Participants identified as Collaborators will not be prompted to complete the questionnaire, and the NPA will not see a questionnaire status for such individuals.

Questions in advance of the internal deadline?

Contact Lindsey Hritzuk at lindsey.hritzuk@ucalgary.ca