



# **Canada Foundation for Innovation (CFI)**

## **A guide to submitting your Canadian Common CV to the CFI**

Version 1.0

October 31, 2019

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## Help filling out the Canadian Common CV

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### 1. INTRODUCTION

This guide provides step-by-step instructions to help you successfully submit your Canadian Common CV (CCV) to the Canada Foundation for Innovation (CFI).

For help, please contact the CFI help desk at [help.aide@innovation.ca](mailto:help.aide@innovation.ca).

### 2. PREREQUISITES

Before you can complete your CCV for the CFI, you must:

- Have an active CFI Awards Management System (CAMS) account
- Know your CAMS password
- Ensure the family name and first name on your CCV profile is the same as the one on your CFI CAMS profile.

### 3. PIN VALIDATION

You will need to validate your “PIN/System Account” for the Canadian Common CV.

The “PIN/System Account” allows the CCV site to link to CAMS.

Your CCV PIN/System Account is the same as your CFI username (e.g. [john.doe@innovation.ca](mailto:john.doe@innovation.ca)).

To validate your PIN/System Account follow this process:

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## Help filling out the Canadian Common CV

**Step 1:** From the CFI template on the Canadian Common CV website, click on “PIN/System Account” from the navigation bar.

The screenshot shows the homepage of the Canadian Common CV website. At the top, there is a red maple leaf logo and the text "Canadian Common CV" with the URL "www.ccv-cvc.ca". Below this is a navigation bar with tabs for "Français", "Home", "Contact Us", "Help", and "Logout". A secondary navigation bar contains links for "Welcome", "CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account", "Account", and "Logout". The main content area is divided into two columns. The left column displays "System Messages" with a message dated "2012-05-15" regarding system maintenance. The right column features a "CCV Members" section with logos for "Société Alzheimer Society", "INNOVATION.CA" (Canada Foundation for Innovation), "Canada Graduate Scholarships - Master's Program", "Canada Research Chairs", "CIHR IRSC", "Common CV", "compute canada", "Department of National Defence - Innovation for Defence Excellence and Security", and "Diabetes Canada". The date and time "2019-12-03 14:22 EST" are shown in the top right corner.

**Step 2:** Click the “Add” button.

The screenshot shows the "Agency PIN/System Accounts" page. The title "Agency PIN/System Accounts" is on the left, and the date and time "2019-09-11 12:34 EST" are on the right. Below the title is a table with three columns: "Agency", "PIN/System Account", and "Status". A yellow "Add" button is located to the right of the table. At the bottom left, it says "Modified: 2019-06-25 13:44", and at the bottom right, there is a link for "Important Notices".

## Help filling out the Canadian Common CV

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**Step 3:** Select “CFI” from the dropdown list in the “Agency” field. Enter your CAMS username in the PIN/System Account field. Click the “Validate” button.

Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

PIN / System Account Details 2019-09-11 12:37 EST

Validate Done Cancel

\* Agency CFI ?

\* PIN/System Account john.doe@gmail.com ?

**Step 4:** Read the “PIN/System Account Validation Confirmation” message and then click the “I Agree” button.

Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

PIN/System Account Validation Confirmation 2019-10-01 10:24 EST

I Agree I Disagree

Note: By clicking on the "I agree" button, you consent to give the specified agency access to the information requested on this page and your registration information (name, day and month of birth, address, and telephone number). This is required by the agency to identify you within its own system. The agency will not have access to any other information and will not use the information you provided for any other purposes than to validate your PIN/System Account.

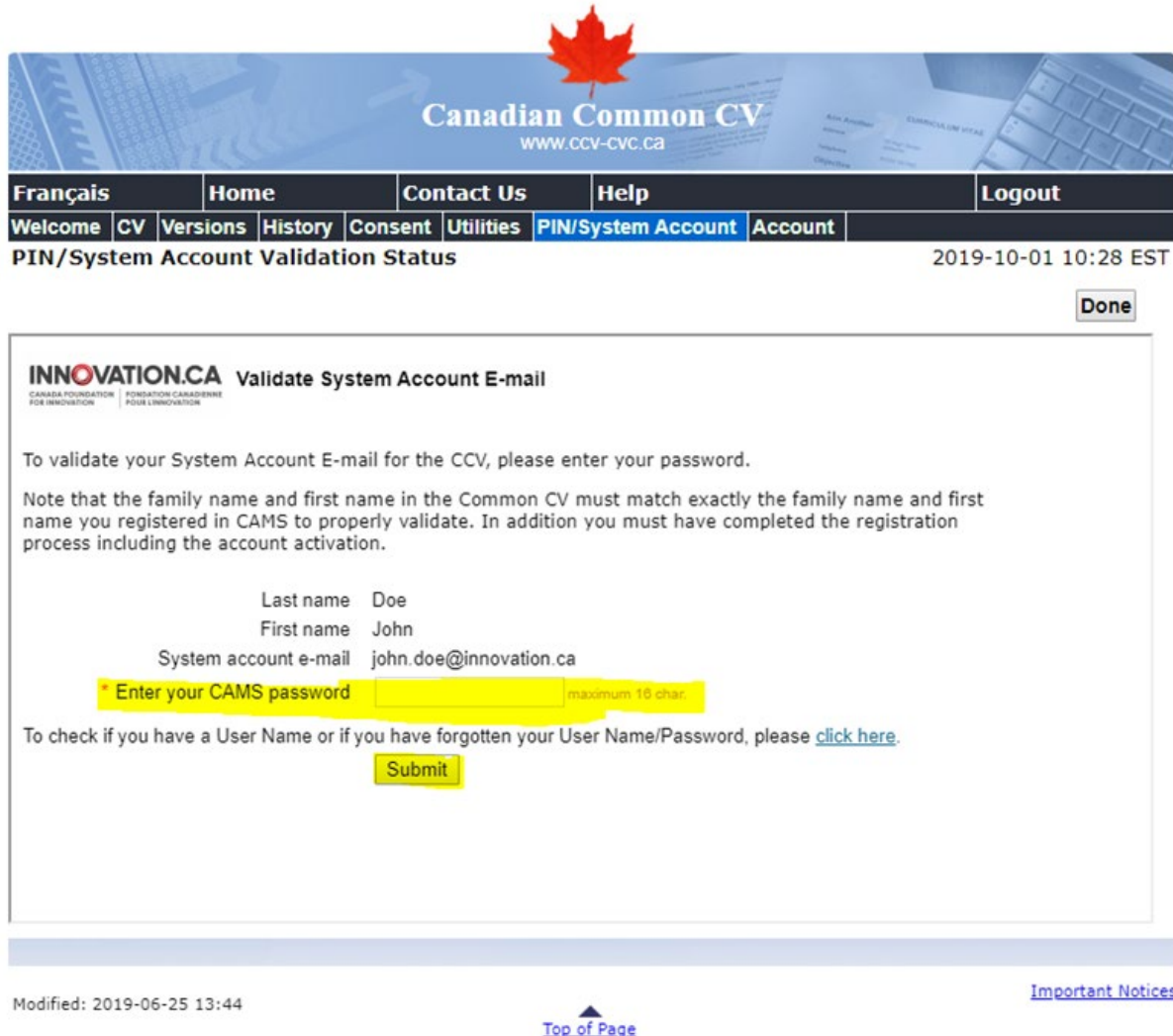
Once you click on "I agree", your PIN/System Account will be validated by the requested agency and a message will be displayed letting you know if the validation was successful or not. The PIN/System Account validation for this agency is considered permanent and will no longer be required when using the Common CV system. Once you have completed this validation, you will not be required to enter the PIN/System Account again for this agency or change your validated PIN/System Account.

Click on the "I agree" button if you agree to this and wish to continue or click on the "I disagree" button to return to the previous page.

## Help filling out the Canadian Common CV

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**Step 5:** Now that your “PIN/System Account” is validated, you need to link your “System Account E-mail” from the CCV to CAMS.



The screenshot shows the Canadian Common CV website interface. At the top, there is a red maple leaf logo and the text "Canadian Common CV" with the URL "www.ccv-cvc.ca". Below this is a navigation menu with buttons for "Français", "Home", "Contact Us", "Help", and "Logout". A secondary menu includes "Welcome", "CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account", "Account", and "Logout". The page title is "PIN/System Account Validation Status" and the date/time is "2019-10-01 10:28 EST". A "Done" button is visible in the top right corner of the form area.

**INNOVATION.CA** Validate System Account E-mail  
CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

To validate your System Account E-mail for the CCV, please enter your password.

Note that the family name and first name in the Common CV must match exactly the family name and first name you registered in CAMS to properly validate. In addition you must have completed the registration process including the account activation.

Last name Doe  
First name John  
System account e-mail john.doe@innovation.ca

\* Enter your CAMS password  maximum 16 char.

To check if you have a User Name or if you have forgotten your User Name/Password, please [click here](#).

Modified: 2019-06-25 13:44 [Important Notices](#)  
[Top of Page](#)

Your “System Account E-mail” is your CAMS username.

For this step, please ensure that:

- Your family name and first name are the same on your CCV profile and your CAMS profile. Validation will fail if these are not the same. If required, you can modify this information in CAMS.
- You enter your CAMS password (and not your CCV password) in the password field.

Click the “Submit” button.

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## Help filling out the Canadian Common CV

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**Step 6:** The system will acknowledge that your account has been found and ask you to confirm if you wish to connect your Common CV to your CAMS account.

Click the “Yes” button.

Note: This step links the CCV account to CAMS so that changes to your CV are automatically reflected in CAMS each time you submit. Instructions to submit are below.



The screenshot shows the Canadian Common CV website interface. At the top, there is a blue header with a red maple leaf logo and the text "Canadian Common CV" and "WWW.CCV-CVC.CA". Below the header is a navigation menu with buttons for "Français", "Home", "Contact Us", "Help", and "Logout". A secondary menu contains "Welcome", "CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account", "Account", and "Logout". The main content area displays "PIN/System Account Validation Status" and the date "2019-09-11 12:43 EST". A "Done" button is visible in the top right corner. The main content area is titled "INNOVATION.CA Validate System Account E-mail" and includes the following information:

**System Account E-mail Found.**

Last name **Doe**  
First name **John**  
System account e-mail **john.doe@gmail.com**

Do you wish to connect your Common CV to your CAMS account **john.doe@gmail.com**? This will allow you to submit your Common CV to the CAMS account.

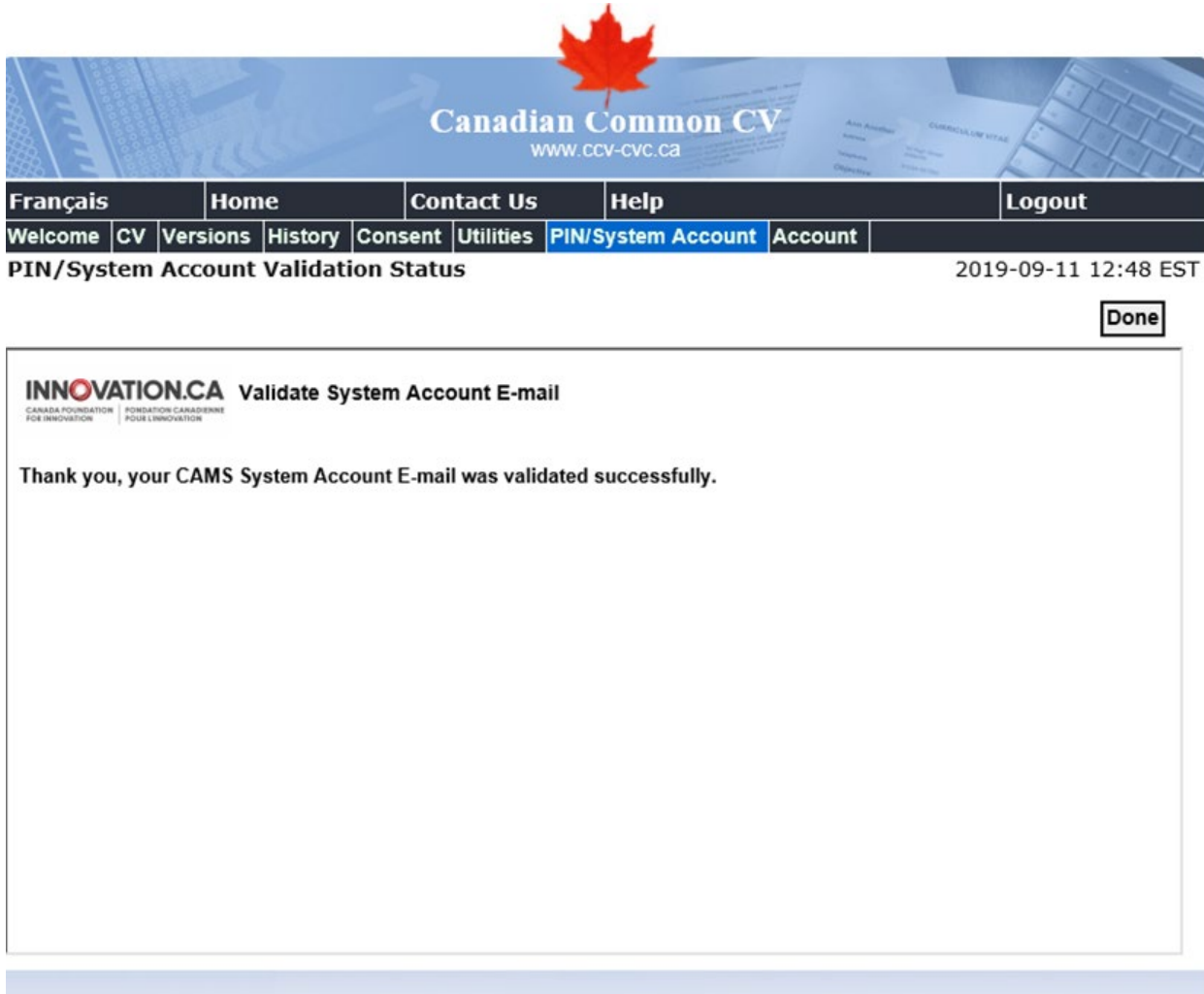
Buttons: **Yes** (highlighted), **No**

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**Step 7:** You should now receive a confirmation that your “CAMS System Account E-mail” has been successfully validated.



The screenshot shows the Canadian Common CV website interface. At the top, there is a blue header with a red maple leaf logo and the text "Canadian Common CV" and "www.ccv-cvc.ca". Below the header is a navigation menu with links for "Français", "Home", "Contact Us", "Help", and "Logout". A secondary menu includes "Welcome", "CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account" (highlighted in blue), and "Account". The main content area displays "PIN/System Account Validation Status" on the left and the date "2019-09-11 12:48 EST" on the right. A "Done" button is located in the top right corner of the main content area. The central message reads: "INNOVATION.CA Validate System Account E-mail" followed by "Thank you, your CAMS System Account E-mail was validated successfully." The Innovation.ca logo includes the text "CANADA FOUNDATION FOR INNOVATION" and "FONDATION CANADIENNE POUR L'INNOVATION".

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## Help filling out the Canadian Common CV

### 4. FILLING OUT THE CFI CCV SECTIONS

Now that your “PIN/System Account” has been validated and linked to CAMS, it is time to fill out the CFI portions of the CCV. The following sections identify what information is required.



**Canadian Common CV**  
www.ccv-cvc.ca

Français		Home		Contact Us		Help		Logout	
Welcome	<b>CV</b>	Versions	History	Consent	Utilities	PIN/System Account	Account		

**Funding CV - List of Sections** 2019-10-31 12:51 EST

\* Funding Source  ?

\* CV Type  ?

PIN/System Account Status  ?

	Section	Included/Entries	Last Updated
	<b>Personal Information</b> ?		
	Identification	1/1	2019-09-20 09:47:07
	Language Skills	2/2	2019-10-07 09:15:49
	Address	1/1	2019-10-07 09:16:30
	Telephone	1/1	2019-10-07 09:21:43
	Email	1/1	2019-10-07 09:21:58
	Website	0/0	No Entry
	<b>Education</b> ?		
	Degrees	1/1	2019-10-23 11:00:50
	User Profile	1/1	2019-10-31 12:51:37
	<b>Employment</b> ?		
	Academic Work Experience	1/1	2019-10-23 11:35:07
	Research Funding History	1/1	2019-10-23 11:34:20

13 record(s)

## Help filling out the Canadian Common CV

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### 4.1 PERSONAL INFORMATION

Language skills: Select at least one language skill.

Address: Only one of your address records can be selected as the “Primary Record.”

Telephone: Only one telephone number can be selected as the “Primary Record.”

Email: Only one email can be selected as the “Primary Record.”

Website: This section is optional.

### 4.2 EDUCATION: DEGREES

A minimum of one and maximum of six degrees can be added and selected to be submitted to the CFI.

The following are mandatory fields for this section:

- Degree Type
- Specialization
- Organization
- Degree Status
- Either “Degree Received Date” or “Degree Expected Date” (both year and month)

Canadian Common CV  
ccv-cvc-staging.ca

Français Home Contact Us Help Logout  
Welcome CV Versions History Consent Utilities PIN/System Account Account

Education TEST 2016-12-06 15:07 EST

Degrees

Show Bilingual Fields Done Undo

\* Degree Type Master's Equivalent ?  
\* Specialization Specialization ?

Organization ?  
Organization Adler School of Professional Psychology  
Organization Type Academic  
Country United States  
Subdivision Illinois  
Clear

Other Organization ?  
Other Organization Type ?  
\* Degree Status Completed ?  
Degree Received Date Year 2016 April ?  
Degree Expected Date Year ?

Modified: 2016-12-06\_CCVSTAGING [Important Notices](#)  
[Top of Page](#)

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## Help filling out the Canadian Common CV

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### 4.3 USER PROFILE: RESEARCH SPECIALIZATION KEYWORD

The information entered in this section will be transferred to the “Academic background/Areas of expertise/Keywords” section of the CFI CV. Each research specialization keyword can be a maximum of 50 characters (including spaces and punctuation) in the CCV. Although you may add as many keywords as you wish, they must total no more than 260 characters (including spaces and punctuation). CAMS will truncate text that is any longer.



The screenshot shows the user interface for the Canadian Common CV. At the top, there is a blue header with a red maple leaf logo and the text "Canadian Common CV" and "ccv-cvc-staging.ca". Below the header is a navigation menu with buttons for "Français", "Home", "Contact Us", "Help", and "Logout". A secondary menu includes "Welcome", "CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account", and "Account". The main content area is titled "User Profile" and "Research Specialization Keywords". It features a text input field with a question mark icon, and buttons for "Show Bilingual Fields", "Done", and "Undo". At the bottom, there is a footer with "Modified: 2016-12-06\_CCSTAGING" on the left, a "Top of Page" link with an upward arrow in the center, and an "Important Notices" link on the right.

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## Help filling out the Canadian Common CV

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### 4.4 EMPLOYMENT: ACADEMIC WORK EXPERIENCE

A minimum of one and maximum of 15 entries can be submitted to CFI in this section.

The following are mandatory fields for this section:

- Position Title
- Start Date (year and month)
- Organization
- Department

The screenshot shows the 'Canadian Common CV' web application interface. At the top, there is a navigation bar with links for 'Français', 'Home', 'Contact Us', 'Help', and 'Logout'. Below this is a secondary navigation bar with links for 'Welcome', 'CV', 'Versions', 'History', 'Consent', 'Utilities', 'PIN/System Account', and 'Account'. The main content area is titled 'Employment' and 'Academic Work Experience'. The date and time '2016-12-06 15:09 EST' are displayed in the top right corner. There are 'Done' and 'Undo' buttons. The form includes a large text area for '\* Position Title' with a character count of 250. Below this are fields for '\* Start Date' and '\* End Date', each with 'Year' and 'Month' dropdown menus and a help icon. A section titled 'Organization' contains dropdown menus for 'Organization', 'Organization Type', 'Country', and 'Subdivision', along with a 'Clear' button. At the bottom, there are fields for 'Other Organization Type', 'Other Organization', and '\* Department', each with a help icon.

## Help filling out the Canadian Common CV

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### 4.5 RESEARCH FUNDING HISTORY

You can submit a minimum of one and maximum of 10 funded projects to the CFI in this section.

For a funded project to be submitted to the CFI CV, either “Principal Applicant” or “Principal Investigator” must be selected under “Funding Role.” Funded projects with any other type of “Funding Role” will not be submitted to the CFI.

Likewise, for “Other Investigators” to be submitted to the CFI CV, either “Principal Applicant” or “Principal Investigator” must be selected under that field.

Note: The “Name of principal applicant/principal investigator” field in CAMS only allows 300 characters (including spaces and punctuation). **Text over this limit will cause the transmission to fail.** Please keep this in mind when adding “Other Investigators” with the role of either “Principal Applicant” or “Principal Investigator.”

The following are mandatory fields for this section:

- Funding Title
- Funding Status
- Funding Role

The screenshot displays the 'Canadian Common CV' web application interface. At the top, there is a navigation bar with links for 'Français', 'Home', 'Contact Us', 'Help', and 'Logout'. Below this is a secondary navigation bar with links for 'Welcome', 'CV', 'Versions', 'History', 'Consent', 'Utilities', 'PIN/System Account', 'Account', and 'Logout'. The date and time '2016-12-06 15:12 EST' are shown in the top right corner.

The main content area is titled 'Research Funding History'. It contains a large text input field for '\* Funding Title' with a character count of 250. Below this are two dropdown menus for '\* Funding Status' and '\* Funding Role'. There are 'Done' and 'Undo' buttons to the right of the text field.

Below the input fields, there are two sections: 'Funding Sources' and 'Other Investigators'. Each section has a 'Submit All' checkbox and an 'Add' button. The 'Funding Sources' table has columns: 'Submit?', 'Funding Organization', 'Other Funding Organization', 'Program Name', 'Total Funding', 'Funding Start Date', and 'Funding End Date'. The 'Other Investigators' table has columns: 'Submit?', 'Investigator Name', and 'Role'. Both tables show '0 record(s) total -0 selected'.

At the bottom of the page, there is a footer with the text 'Modified: 2016-12-06\_CCVSTAGING', a 'Top of Page' link, and an 'Important Notices' link.

## Help filling out the Canadian Common CV

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### 4.5.1 FUNDING SOURCES

Provide at least one entry for “Funding Sources” to be submitted to the CFI.

The following are mandatory fields for this section:

- Funding Organization
- Program Name
- Total Funding
- Funding Start Date (year and month)
- Funding End Date (year and month)

The screenshot shows the 'Canadian Common CV' web application interface. At the top, there is a navigation bar with a red maple leaf logo and the text 'Canadian Common CV' and 'ccv-cvc-staging.ca'. Below the navigation bar, there are several menu items: 'Français', 'Home', 'Contact Us', 'Help', and 'Logout'. A secondary navigation bar contains 'Welcome', 'CV', 'Versions', 'History', 'Consent', 'Utilities', 'PIN/System Account', 'Account', and 'Logout'. The main content area displays 'Research Funding History' and 'Funding Sources'. The 'Funding Sources' form includes several input fields: 'Funding Organization' (with a dropdown arrow and a help icon), 'Other Funding Organization' (with a help icon), '\* Program Name' (with a help icon), '\* Total Funding' (with a help icon), '\* Funding Start Date' (with 'Year' and a dropdown arrow, and a help icon), and '\* Funding End Date' (with 'Year' and a dropdown arrow, and a help icon). There are 'Done' and 'Undo' buttons at the top right of the form. At the bottom of the page, there is a footer with 'Modified: 2016-12-06\_CCVSTAGING', a 'Top of Page' link with an upward arrow, and an 'Important Notices' link.

## Help filling out the Canadian Common CV

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### 4.5.2 OTHER INVESTIGATORS

This section is optional. Only “Other Investigators” that are assigned a role of either “Principal Applicant” or “Principal Investigator” will be sent to your CFI CV.

Note: The “Name of principal applicant/principal investigator” field in CAMS only allows 300 characters (including spaces and punctuation). **Text over this limit will cause the transmission to fail.** Please keep this in mind when adding “Other Investigators” with the role of either “Principal Applicant” or “Principal Investigator.”

The screenshot displays the Canadian Common CV web application interface. At the top, there is a blue header with a red maple leaf logo and the text "Canadian Common CV" and "www.ccv-cvc.ca". Below the header is a navigation bar with links: Français, Home, Contact Us, Help, and Logout. A secondary navigation bar includes Welcome, CV, Versions, History, Consent, Utilities, PIN/System Account, and Account. The main content area shows "Research Funding History" and the date "2019-09-11 11:24 EST". The "Other Investigators" section is active, showing a table with columns for "Investigator Name" and "Role". The "Role" dropdown menu is open, listing the following options: Co-applicant, Co-investigator, Co-knowledge User, Collaborator, Decision Maker, Policy Maker, and Principal Applicant. There are "Done" and "Undo" buttons above the table. A "Modified: 2019-06-25 13:44" timestamp is visible on the left, and an "Important Notices" link is on the right.

## Help filling out the Canadian Common CV

### 4.6 SUBMITTING YOUR CCV TO CFI

Now that you've filled out your CCV, you can submit it to the CFI.

**Step 1:** Click the "Submit" button.

The screenshot shows the Canadian Common CV website interface. At the top, there is a blue header with a red maple leaf logo and the text "Canadian Common CV" and "www.ccv-cvc.ca". Below the header is a navigation menu with links for "Français", "Home", "Contact Us", "Help", and "Logout". A secondary menu includes "Welcome", "CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account", and "Account". The main content area is titled "Funding CV - List of Sections" and shows a date "2019-10-31 12:51 EST". There are three buttons: "Load", "Preview", and "Submit" (highlighted in yellow). Below these are three dropdown menus: "\* Funding Source" (set to CFI), "\* CV Type" (set to CFI), and "PIN/System Account Status" (set to Valid). A table lists various sections with their completion status and last updated dates.

Section	Included/Entries	Last Updated
<b>Personal Information</b>		
Identification	1/1	2019-09-20 09:47:07
Language Skills	2/2	2019-10-07 09:15:49
Address	1/1	2019-10-07 09:16:30
Telephone	1/1	2019-10-07 09:21:43
Email	1/1	2019-10-07 09:21:58
Website	0/0	No Entry
<b>Education</b>		
Degrees	1/1	2019-10-23 11:00:50
User Profile	1/1	2019-10-31 12:51:37
<b>Employment</b>		
Academic Work Experience	1/1	2019-10-23 11:35:07
Research Funding History	1/1	2019-10-23 11:34:20

3 record(s)



## Help filling out the Canadian Common CV

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**Step 2:** Read the “Consent” text and click “I Agree.”

The screenshot shows the 'Consent' page of the Canadian Common CV system. At the top, there is a header with a red maple leaf logo and the text 'Canadian Common CV' and 'ccv-cvc-staging.ca'. Below the header is a navigation menu with links for 'Français', 'Home', 'Contact Us', 'Help', and 'Logout'. A secondary menu includes 'Welcome', 'CV', 'Versions', 'History', 'Consent', 'Utilities', 'PIN/System Account', and 'Account'. The 'Consent' page title is displayed, along with the date and time '2016-12-06 15:06 EST'. Two buttons, 'I Agree' and 'I Disagree', are visible. The main text explains that the user is about to submit and share their electronic Curriculum Vitae with other institutions and that the designated institution will be responsible for the management and protection of the personal information shared. It also notes that for privacy inquiries, the user must contact each institution directly. At the bottom, there is a footer with 'Modified: 2016-12-06\_CCVSTAGING' and a 'Top of Page' link.

**Step 3:** The next screen, called “Submission,” includes a message informing you that you still need to access your CFI CV through CAMS to enter information in the “List of published contributions” section. This information is not captured in the CCV, but it is required before you can submit a proposal to the CFI.

Click the “Confirm” button.

The screenshot shows the 'Submission' page of the Canadian Common CV system. It features the same header and navigation menu as the previous page. The 'Submission' page title is displayed, along with the date and time '2016-12-06 15:07 EST'. Two buttons, 'Confirm' and 'Cancel', are visible. The main text informs the user that some information from their CV will not be transferred to the CFI and that they need to access the CFI Awards Management System to enter information in the 'List of published contributions' section. It also notes that this step is mandatory prior to the submission of the CFI proposal. Additionally, it states that for research funding history entries to upload successfully, a principal applicant must be identified. At the bottom, there is a footer with 'Modified: 2016-12-06' and a 'Top of Page' link.

## Help filling out the Canadian Common CV

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**Step 4:** For new registrants, the following consent will be displayed.

This is a personal choice. If you wish to share your information, click “Yes.”



**Canadian Common CV**  
www.ccv-cvc.ca

**Français** Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

**Researchers Directory** 2019-09-11 12:54 EST

Yes  No

Do you consent to have your name and CV information included in the Canadian and provincial directories of researchers? If you do, CIHR will make available the following information about you, to be published in the Directories of Researchers for public search and identification of expertise:

*Primary Contact information, academic information, credentials and recognitions, languages competency, research classification information, research interest and experience, professional and volunteer activities and contributions.*

Once the information is successfully forwarded to the institutions administering the Directories of Researchers, they will be responsible for the management and protection of the personal information shared. Please note that CIHR will not be able to control how an institution uses your personal information and you will have to contact the institution directly if you have any questions about its use. For additional details, please see the Privacy Notice Statement found on the Common CV consent tab.

Modified: 2019-06-25 13:44 [Top of Page](#) [Important Notices](#)

## Help filling out the Canadian Common CV

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**Step 5:** If your submission was successful, you will see the following screen.

**Canadian Common CV**  
www.ccv-cvc.ca

Frçais Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

Funding CV - List of Sections 2019-09-11 12:59 EST

**Your CV has been submitted. The confirmation number is : 1029934**  
**You can view the submitted PDF and XML files by clicking on the History page.**

Load Preview Submit

\* Funding Source CFI ?  
\* CV Type CFI ?  
PIN/System Account Status Valid ?

Section	Included/Entries	Last Updated
<b>Personal Information ?</b>		
✔ Identification	1/1	2019-09-11 11:48:06
✔ Language Skills	1/1	2019-09-11 11:50:46
✔ Address	1/1	2019-09-11 11:52:42
✔ Telephone	2/2	2019-09-11 12:04:59
✔ Email	1/2	2019-09-11 11:57:55
✔ Website	0/0	No Entry
<b>Education ?</b>		
✔ Degrees	1/1	2019-09-11 12:11:25
✔ User Profile	1/1	2019-09-11 12:15:28
<b>Employment ?</b>		
✔ Academic Work Experience	1/1	2019-09-11 12:17:07



**Research builds communities**  
**La recherche au service des collectivités**

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Ottawa, ON K1P 6L5  
Tel 613.947.7260  
Fax 613 943 0227

1100-55 Rue Metcalfe  
Ottawa ON K1P 5E4  
Tél 613.947.7260  
Téléç 613.943.0227