# Canada Foundation for Innovation (CFI)

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

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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.

## 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.

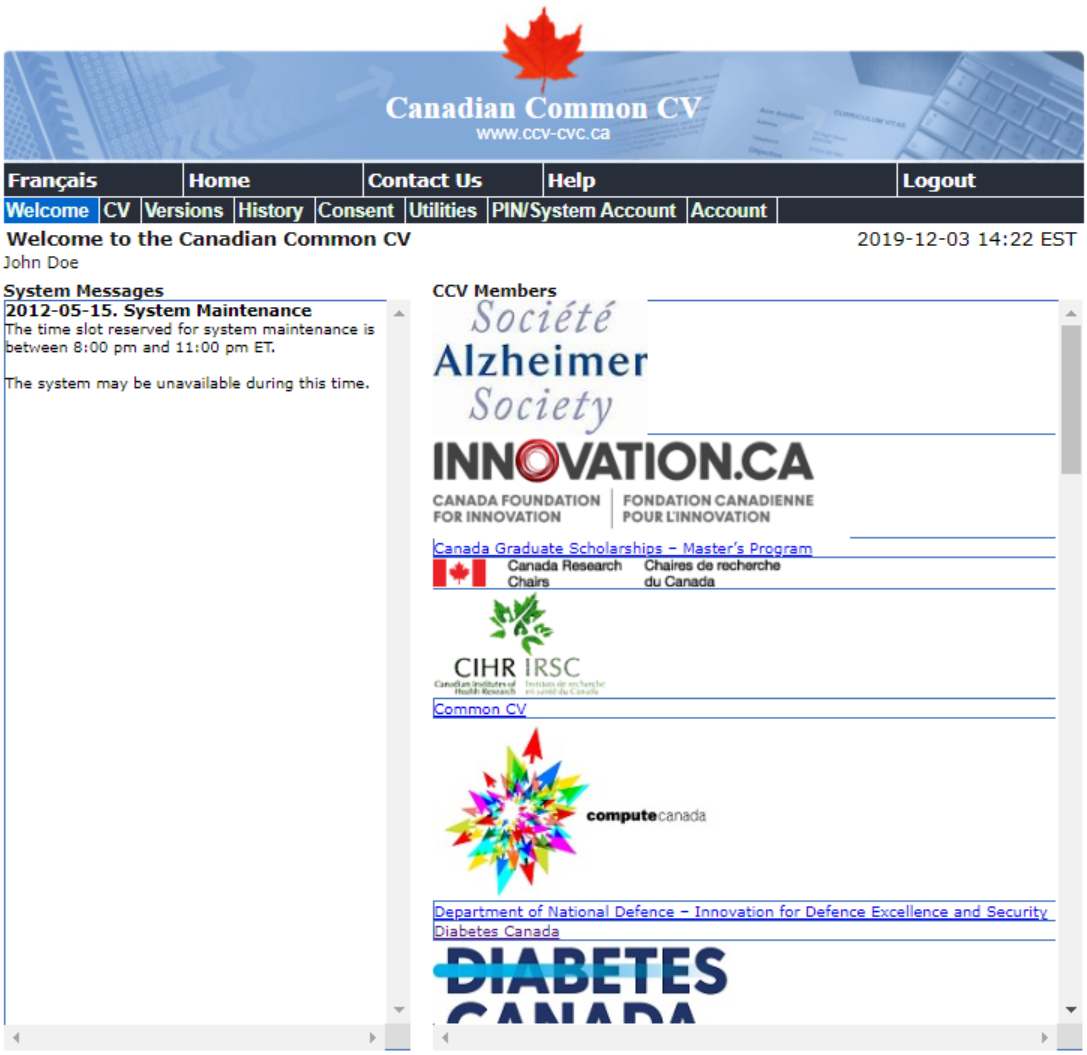
The "PIN/System Account" allows the CCV site to link to CAMS.

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

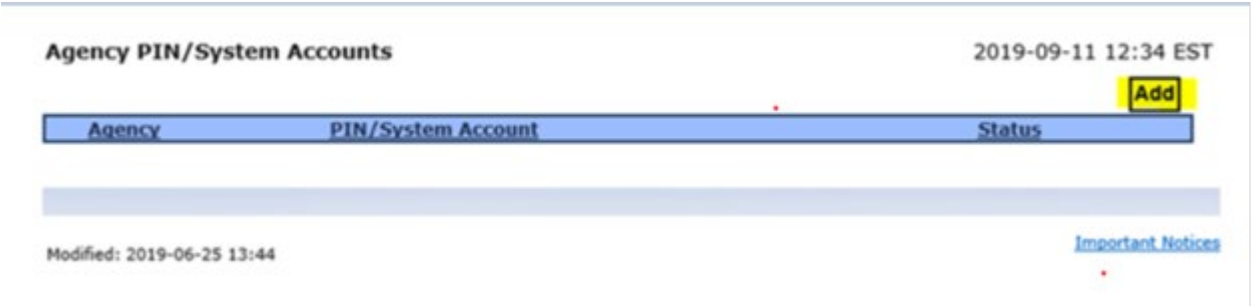
To validate your PIN/System Account follow this process:

**Help filling out the Canadian Common CV**

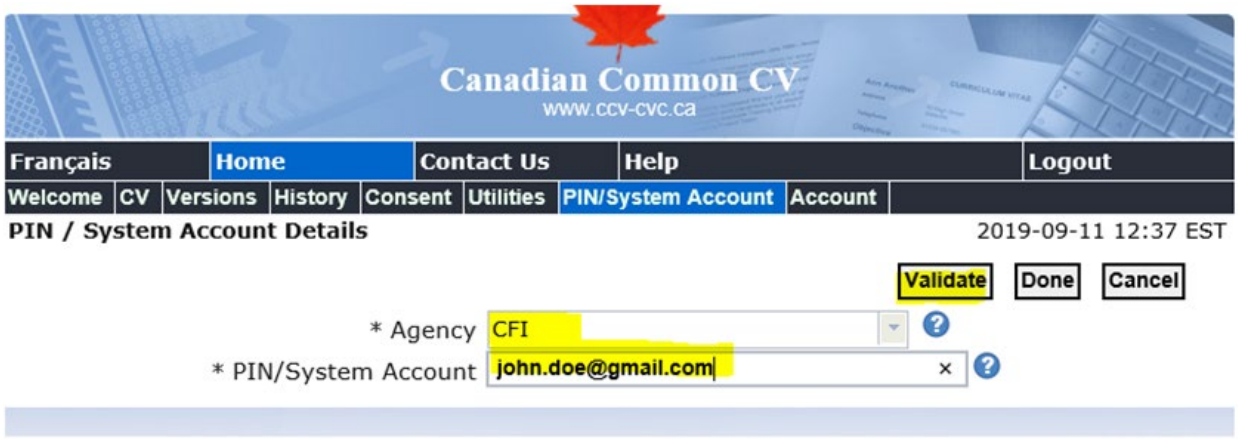
**Step 1**: From the CFI template on the Canadian Common CV website, click on “PIN/System Account” from the navigation bar.



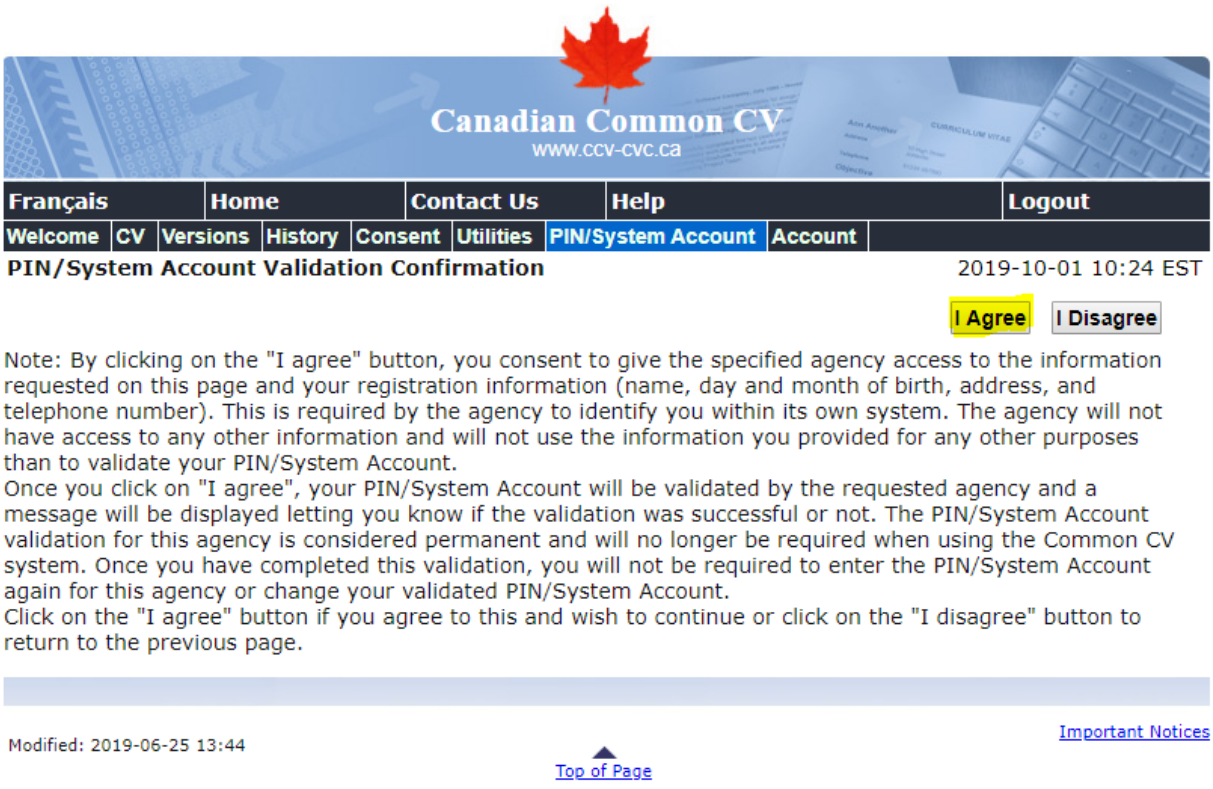

**Step 2**: Click the “Add” button.



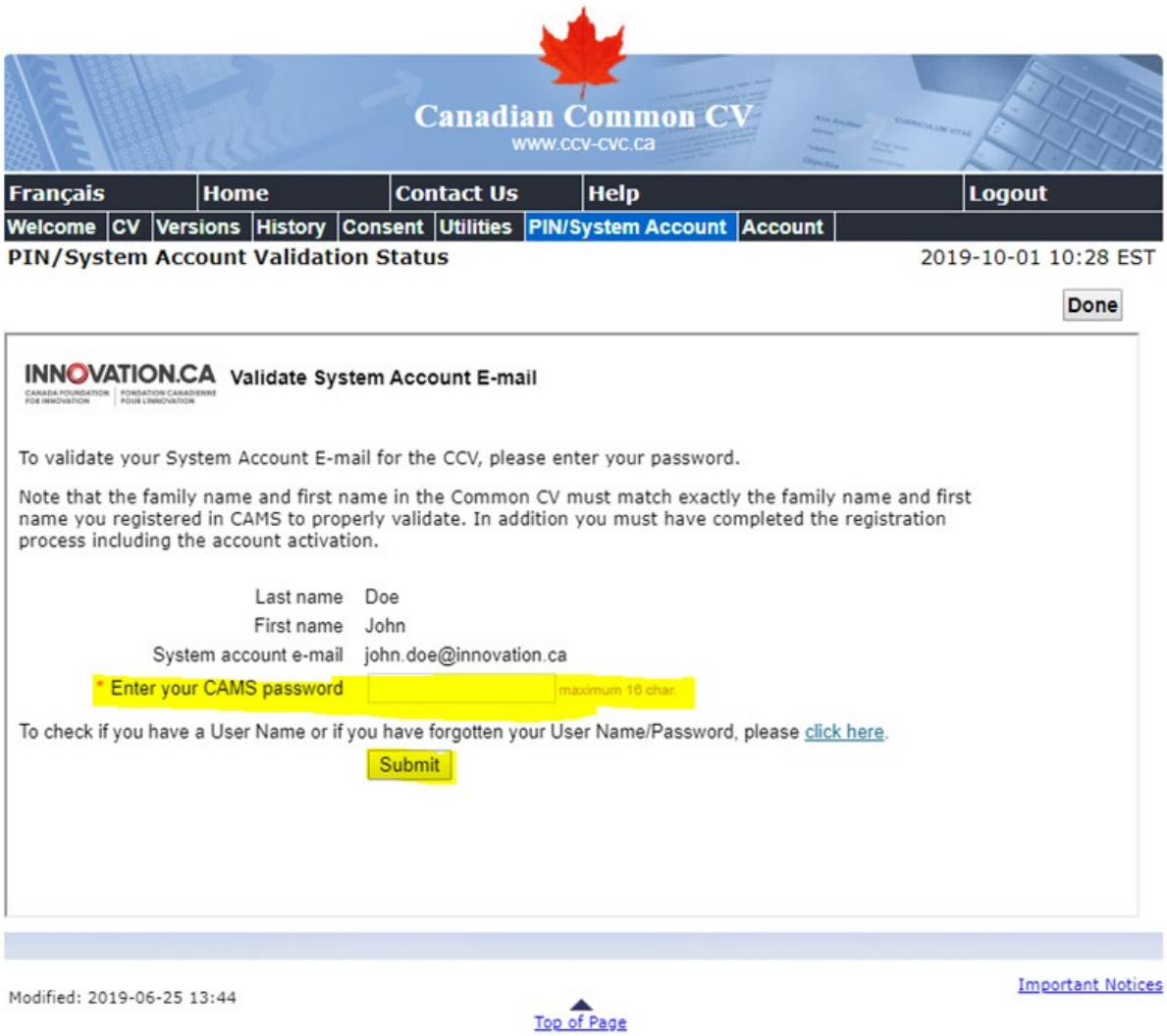
**Step 3:** Select “CFI” from the dropdown list in the “Agency” field. Enter your CAMS username in the PIN/System Account field. Click the “Validate” button.




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



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




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.

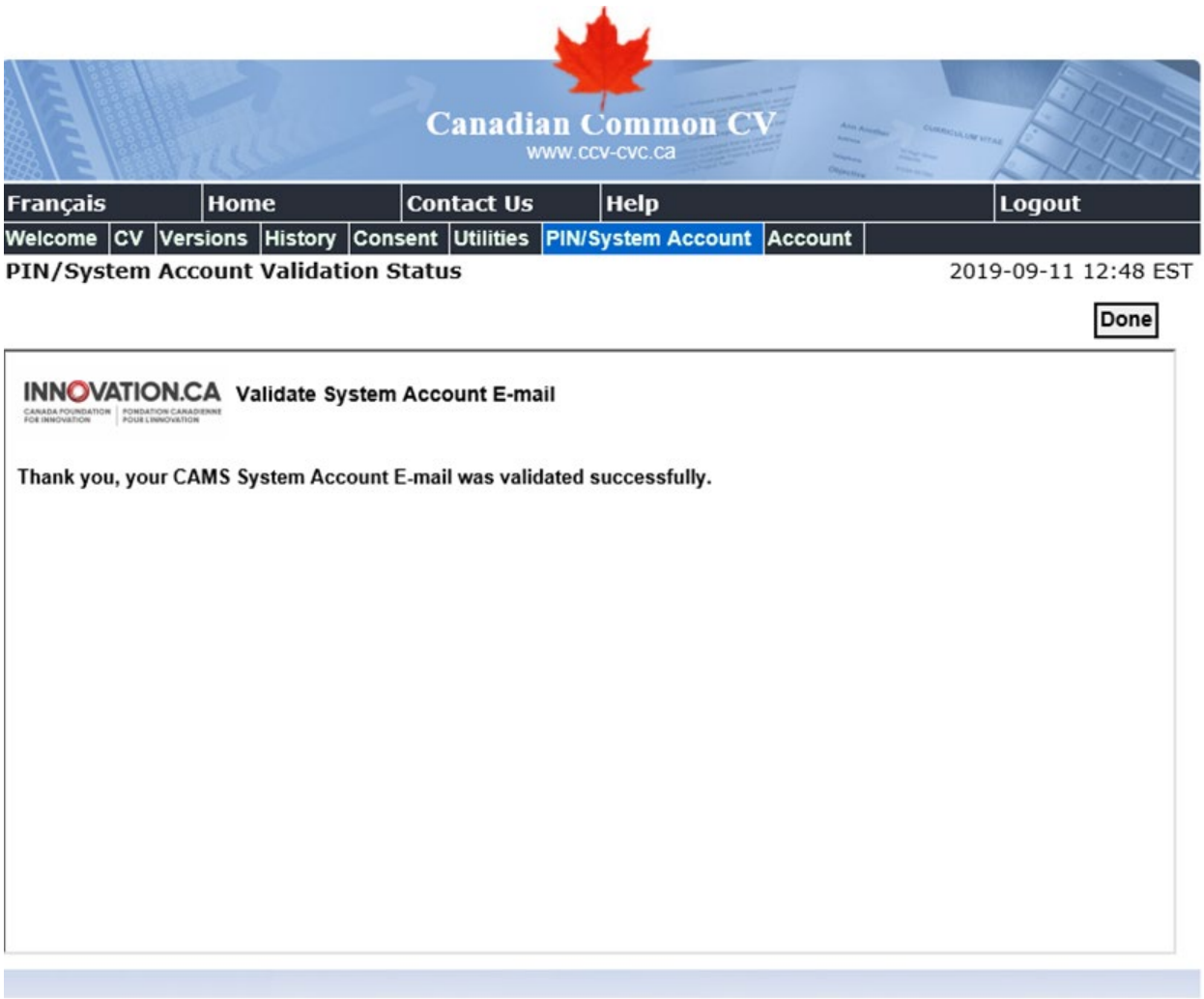
Click the "Submit" button.

**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.

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

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## 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.

## 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.”

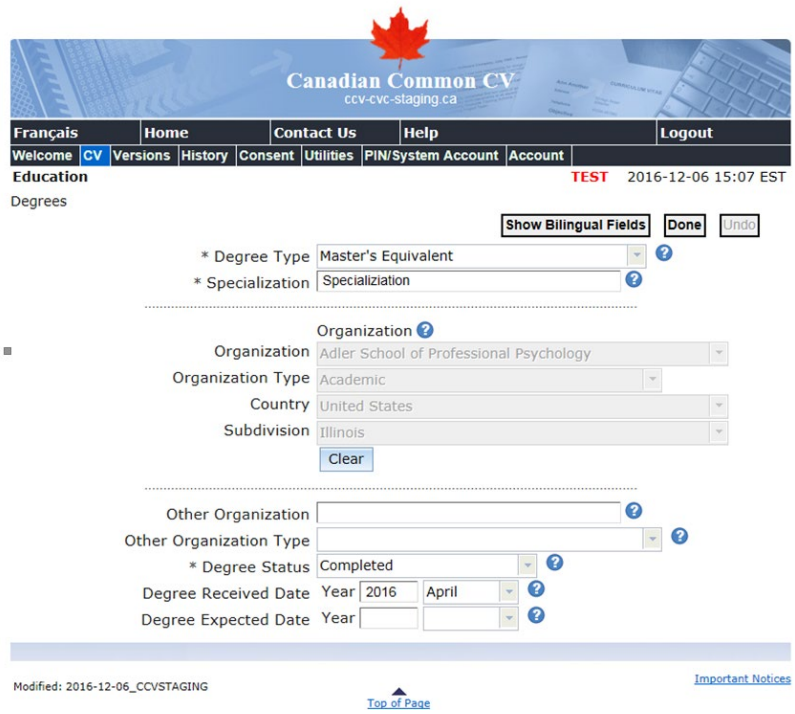
Website: This section is optional.

## 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)



## 4.3 USER PROFILE: RESEARCH SPECIALIZATION KEYWORD

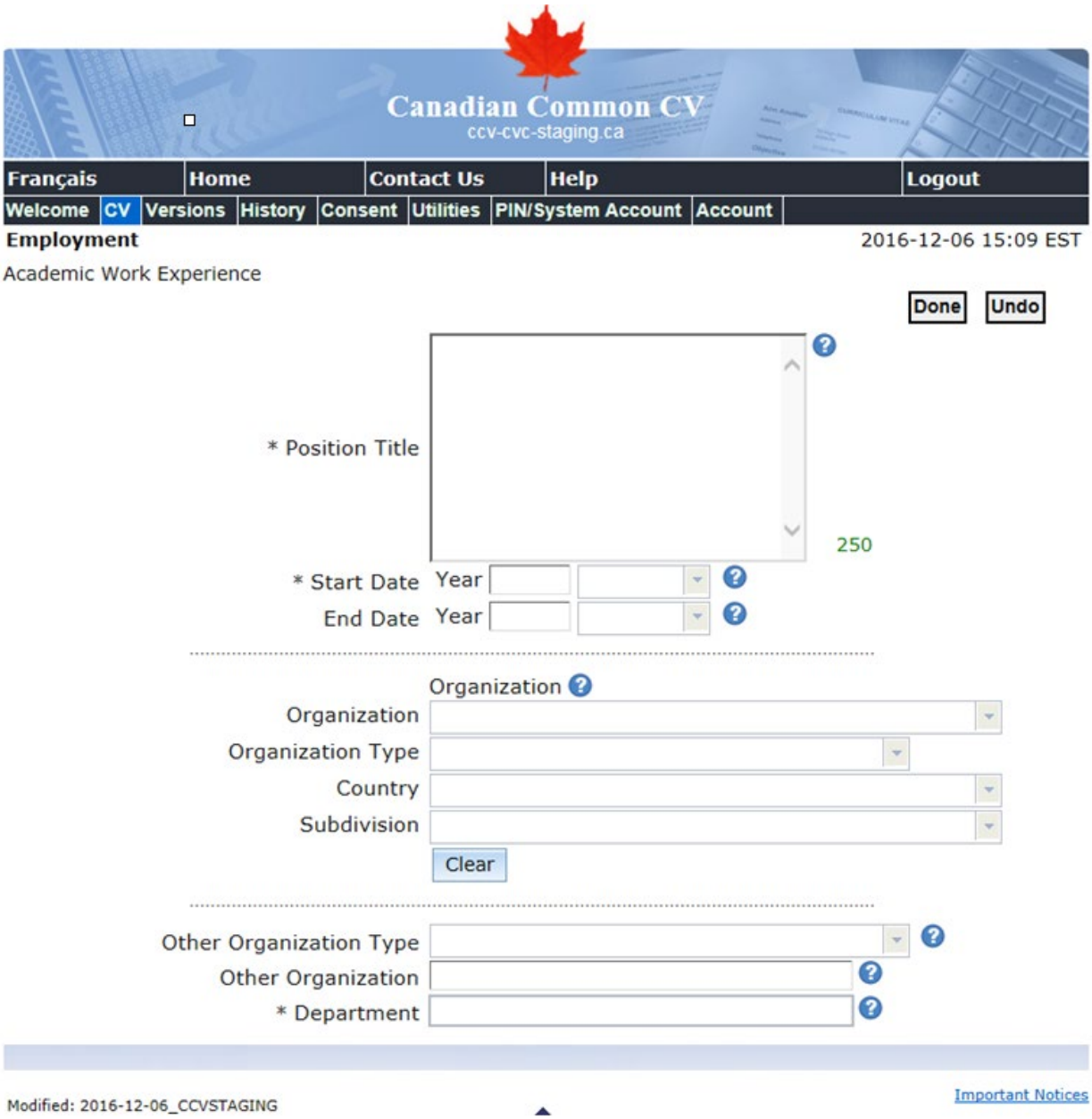
The information entered in this section will be transferred to the "Academic background/Areas of expertise/Keywords" section of the CFI CV. Each research specialization keyword can be a maximum of 50 characters (including spaces and punctuation) in the CCV. Although you may add as many keywords as you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

## 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



## 4.5 RESEARCH FUNDING HISTORY

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

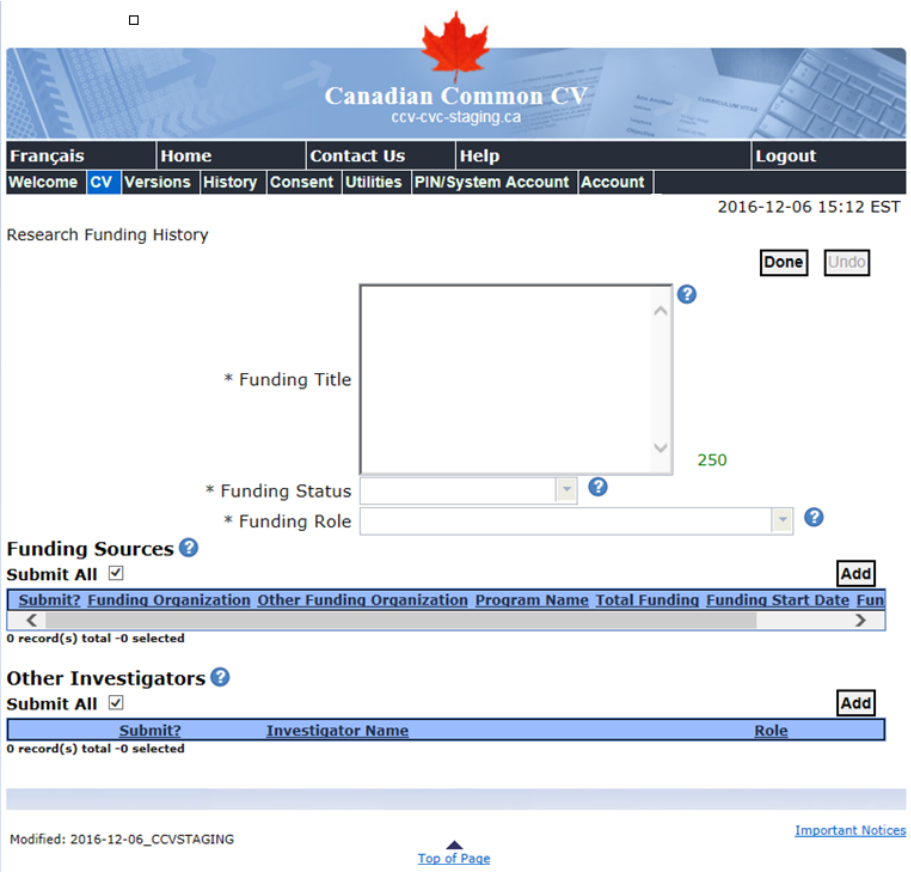
For a funded project to be submitted to the CFI CV, either “Principal Applicant” or “Principal Investigator” must be selected under “Funding Role.” Funded projects with any other type of “Funding Role” will not be submitted to the CFI.

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



### 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)

### 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."

## 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.

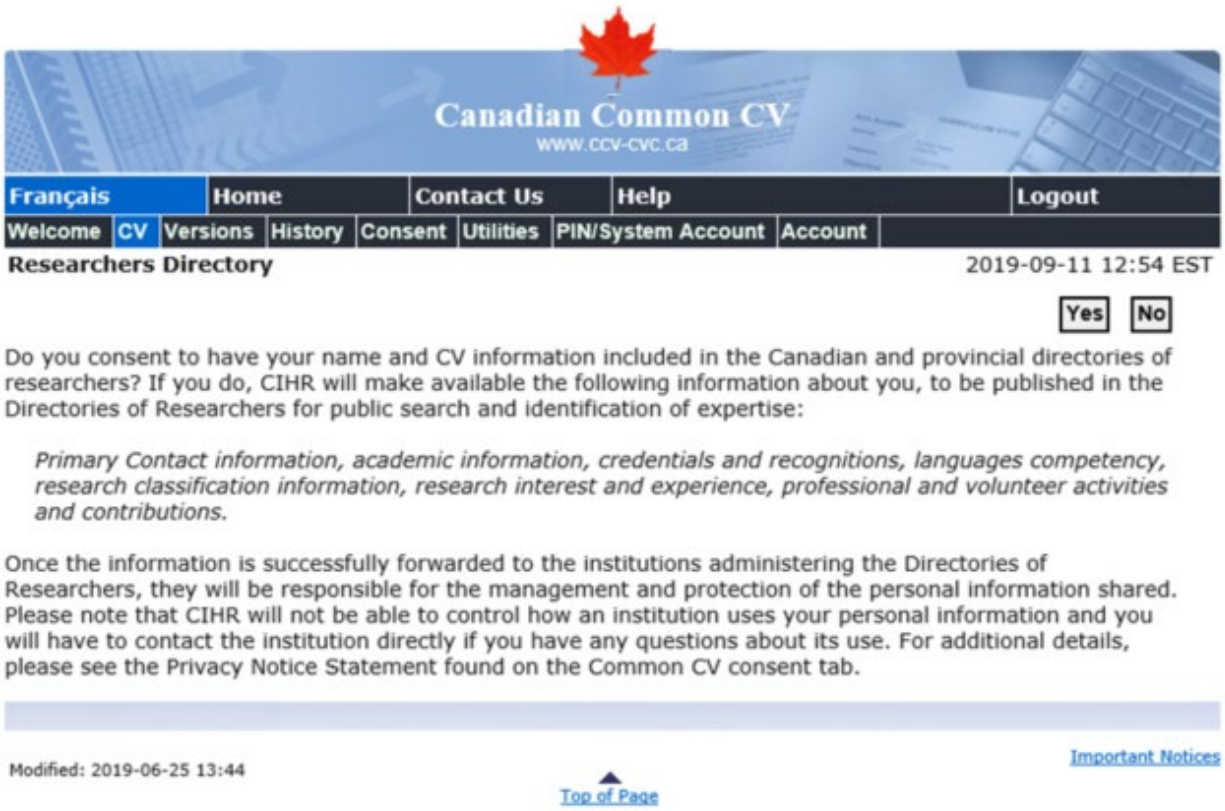
**Step 2**: Read the “Consent” text and click “I Agree.”

**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.

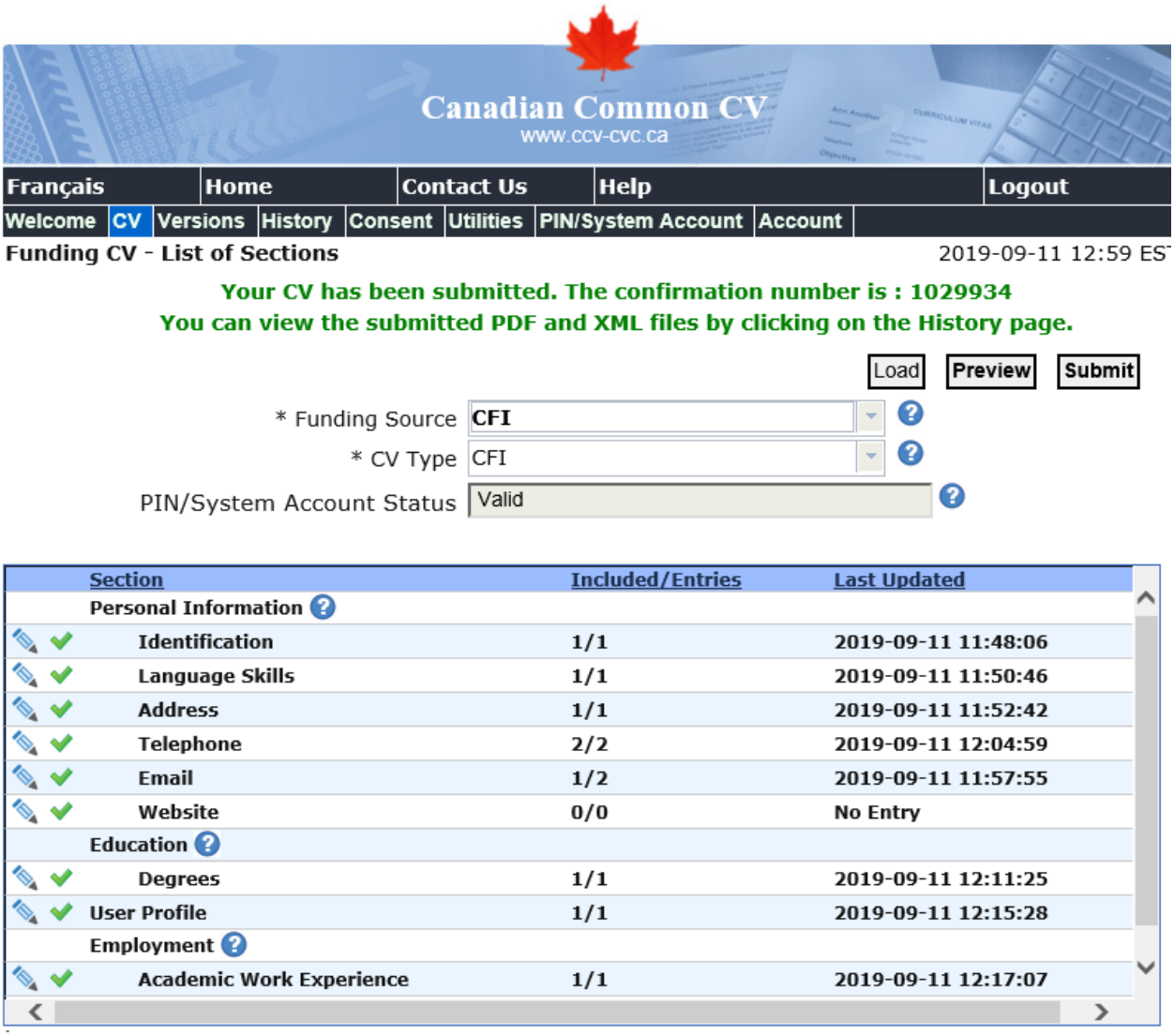
Click the “Confirm” button.

**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.”



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



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