

N SERC CCV Instructions

<u>Category</u> Grey = Fillable	<u>Instructions</u> (via CCV Helpbutton)	NSERC Web CV instructions
Personal Information		Identification, Language Skills, Address, Telephone, E-mail Note: Peer reviewers will have access to your Family Name, Middle Name and First Name but no other personal information.
Identification	Most Info drawn from "Account" tab	
Language Skills	List of languages in which the person has a level of competency along with an indication of competency level. A minimum of 1 record(s) must be submitted	
Address	Physical addresses with a known postal route location at which the person can receive courier packages or mail. A minimum of 1 record(s) must be submitted A maximum of 3 record(s) may be submitted	
Telephone	Telephone and facsimile numbers at which the person can be contacted A minimum of 1 record(s) must be submitted A maximum of 3 record(s) may be submitted	
Email	Electronic mail addresses at which the person can be contacted A minimum of 1 record(s) must be submitted A maximum of 3 record(s) may be submitted	
Education		Degrees and Diplomas
Degrees	An academic title conferred by universities and colleges as an indication of the completion of a course of study A minimum of 1 record(s) must be submitted	
Recognitions	Recognitions are any acknowledgments, appreciations and monetary rewards that were obtained and which were not directly related to your research funding.	Prizes and Awards
	Research funding are to be entered in the Research Funding History section.	

User Profile	<p>Research Specialization Keywork Keywords that best correspond to the person's expertise in research, creation, instrumentation and techniques A minimum of 1 record(s) must be submitted</p> <p>Research Disciplines The research discipline is a field of knowledge which is taught at the university level and where it is institutionalized as a unit, like a department or a faculty. In this section select values that describe your expertise and experience related to your areas of research or research projects. A minimum of 1 record(s) must be submitted A maximum of 5 record(s) may be submitted</p> <p>Areas of Research The area of research is the natural, technological or social phenomenon which attracts the attention and interests of the scientific community. The area of research is sometimes a specialty within a research discipline or the meeting ground of several research disciplines. A minimum of 1 record(s) must be submitted A maximum of 5 record(s) may be submitted</p> <p>Fields of Applications The field of application is the scientific, social, economic, cultural, or political area where the research can be applied, most of the time to help resolve a problem. A minimum of 1 record(s) must be submitted A maximum of 5 record(s) may be submitted</p>	<p>Research Specialization Keywords, Research Disciplines, Areas of Research, Fields of Application</p> <p>Notes: For Research Disciplines, Areas of Research and Fields of Application, select the descriptor closest to your research.</p> <p>Use Research Specialization Keywords to provide additional descriptors.</p> <p>The data in the User Profile will be used to assign applications to committees, members and external reviewers, and for statistical purposes; they are not shared with peer reviewers</p>
Employment		
Academic Work Experience	<p>Employment in an academic environment A minimum of 1 record(s) must be submitted</p>	<p>Work Description Section: Complete this section only if you currently hold an adjunct professor, professor emeritus or part-time position, or an appointment that is not a tenured or tenure-track, by indicating the nature of your 1) research, 2) teaching, 3) training, 4) administrative and 5) other activities. Indicate the time typically spent on location at the postsecondary institution on each of these activities (e.g., 1 day every week, 2 weeks every 4 months).</p>
Non-academic Work Experience	<p>Employment in a non-academic environment</p>	<p>Work Description Section: If you currently hold a non-academic position, outline the nature of your research program and other activities at your other place of employment. Also describe the relationship between your research program at this organization and the proposed research. Refer to the institution's involvement in research and development, if possible.</p>
Affiliations	<p>Organizations with which the person is affiliated. These can be work or non-work related. A minimum of 1 record(s) must be submitted A maximum of 3 record(s) may be submitted</p>	
Leaves of Absence and Impact on Research	<p>Gaps in the employment history of the student, postdoc or research associate</p>	<p>Describe how the leave of absence or delay affected research activities and/or dissemination of research results.</p>

Research Funding History	<p>Collection of information records that, in combination, represent the full and up-to-date history of research funding received by the person from any source.</p> <p>Only entries with Funding End Date within the past 4 years may be submitted</p>	<p>List all sources of support (including NSERC grants and university start-up funds) held as an applicant or a co-applicant, i.e., support held in the past four (4) years but now completed; support currently held; and support applied for.</p> <p>Notes: Amounts should be reported in Canadian dollars (CDN\$). Funding Reference Numbers will not be seen by peer reviewers.</p>
Activities		<p>Supervisory Activities, Administrative Activities, Advisory Activities, Knowledge and Technology Translation Activities, International Collaboration Activities</p> <p>Describe your various activities over the last six (6) years.</p> <p>Do not include students supervised as part of an undergraduate course.</p> <p>Under the field Present Position, in the subsection Student/Postdoctoral Supervision of the Supervisory Activities, include the name of the organization and its location.</p> <p>“Students” in this section refers to students ranging from undergraduate theses and summer projects to the postdoctoral level, and includes research associates.</p> <p>Under Knowledge and Technology Translation Activities, list those related to practical application. Refer to Intellectual Property, below, for patent, licensing, disclosure, registered copyright and trademark contributions.</p>
Supervisory Activities		
Student/Postdoctoral Supervision	<p>Contribution to the productivity and progress, usually for academic credit, of directly supervised students, postdocs or research associates.</p> <p>Only entries with Supervision End Date within the past 6 years may be submitted</p>	
Administrative Activities		
Event Administration	<p>Services contributed in the planning, organization, coordination and staging of a public event.</p> <p>Only entries with Event End Date within the past 6 years may be submitted</p> <p>Only entries with Activity End Date within the past 6 years may be submitted</p>	
Editorial Activities	<p>Contribution in the provision of an opinion statement regarding a certain topic</p> <p>Only entries with End Date within the past 6 years may be submitted</p>	
Advisory Activities		
Expert Witness Activities	<p>Services contributed to a legal proceeding</p> <p>Only entries with End Date within the past 6 years may be submitted</p>	
Assessment and Review Activities		
Organizational Review Activities	<p>Services contributed, in conjunction with the assessment of an institution, to examine something, formulate a judgement, and a statement of that judgement.</p> <p>Only entries with End Date within the past 6 years may be submitted</p>	
Knowledge and Technology Translation	<p>Contribution to knowledge and technology translation</p> <p>Only entries with End Date within the past 6 years may be submitted</p>	

International Collaboration Activities	<p>International Collaborations can be described as situations where the applicant worked with others outside of Canada on administrative, professional, research, or knowledge translation projects. These activities should be relevant to the application the researcher is submitting with this CV. If the researcher has worked with international researchers, participating jointly in research as the result of a research grant, this would be included here. It would be important to briefly describe the nature of the collaboration and the research project</p> <p>Only entries with End Date within the past 6 years may be submitted</p>	
Memberships		
Committee Memberships	<p>Services contributed as part of a committee to perform services not directly related to the person's research activities.</p> <p>Only entries with Membership End Date within the past 6 years may be submitted</p>	Committee and Other Memberships
Other Memberships	<p>Services contributed as part of a scholarly society or other organization to perform services not directly related to the person's research activities.</p> <p>Only entries with Membership End Date within the past 6 years may be submitted</p>	
Contributions		<p>Describe your contributions to research over the last six (6) years.</p> <p>Notes: This section is mandatory; however, you are NOT required to complete all categories.</p> <p>Use an asterisk to identify students who are co-authors on the contributions listed.</p> <p>Any delays in research activities and/or dissemination of research results should be described under the Section Employment (Leaves of Absence and Impact on Research).</p> <p>Consult the Policy and Guidelines on the Assessment of Contributions to Research and Training, the Guidelines for the Preparation and Review of Applications in Engineering and the Applied Sciences and the Guidelines for the Preparation and Review of Applications in Interdisciplinary Research for additional information.</p>
Presentations	<p>Contributions of presentations to groups of people not delivered as part of a formal course of study</p> <p>Only entries with Presentation Date within the past 6 years may be submitted</p>	
Interviews and Media Relations		

Broadcast Interviews	<p>Services contributed in the form of interview(s) with the person with a member of the broadcast (TV or radio) media.</p> <p>Only entries with First Broadcast Date within the past 6 years may be submitted</p> <p>Only entries with End Date within the past 6 years may be submitted</p>
Text Interviews	<p>Services contributed in the form of interview(s) with the person with a member of the print or online media</p> <p>Only entries with Publication Date within the past 6 years may be submitted</p>
Publications	
PubMed Articles	<p>PubMed publications that you have written or edited on your own or in partnership with others.You can automatically retrieve a publication from PubMed by entering the PubMed Id and clicking on Retrieve</p>
Journal Articles	<p>Articles in peer-reviewed publications that disseminate the results of original research and scholarship</p> <p>Only entries with Date within the past 6 years may be submitted</p>
Journal Issues	<p>Periodical publications aimed at fostering intellectual debate and inquiry. Special journal issues are produced by editors with an established record of scholarship in the field and able to provide the direction of the theme. Journal issues bear a unique number of reference for publication.</p> <p>Only entries with Date within the past 6 years may be submitted</p>
Books	<p>Books written by a single author or collaboratively based on research or scholarly findings generally derived from peer reviewed funding</p> <p>Only entries with Date within the past 6 years may be submitted</p>
Book Chapters	<p>Texts written by a single author or collaboratively based on research or scholarly findings and expertise in a field.</p> <p>Only entries with Date within the past 6 years may be submitted</p>
Reports	<p>Reports disseminating the outcomes and deliverables of a research contract. May entail a contribution to public policy.</p> <p>Only entries with Date Submitted within the past 6 years may be submitted</p>
Manuals	<p>Course and assignment materials produced for teaching purposes</p> <p>Only entries with Date within the past 6 years may be submitted</p>

Conference Publications	<p>Conference publications include Abstracts, Posters and Papers.</p> <p>Abstracts: Texts of a specified length that states the issue to be discussed in a proposed conference paper. It serves as the basis for the acceptance of the paper at a conference. The abstract is published along with the paper.</p> <p>Posters: Posters displayed in a conference setting and conveying research highlights in an efficient manner by compelling graphics. They may be peer-reviewed prior to acceptance and be published in the proceedings.</p> <p>Papers: Papers written alone or collaboratively, presented at an academic conference, and published in the proceedings (not in scholarly journals).</p> <p>Only entries with Date within the past 6 years may be submitted Only entries with Conference Date within the past 6 years may be submitted</p>
Intellectual Property	
Patents	<p>A form of IP protection that defines the exclusive right by law for inventors and assignees to make use of and exploit their inventions, products or processes, for a limited period of time</p> <p>Only entries with Filing Date within the past 6 years may be submitted</p>
Licenses	<p>Signed agreements to exploit a piece of IP such as a process, product, data, or software</p> <p>Only entries with Filing Date within the past 6 years may be submitted</p>
Disclosures	<p>Publications that establish inventions as prior art thereby preventing others from patenting the same invention or concept</p> <p>Only entries with Date Issued within the past 6 years may be submitted</p>
Registered Copyrights	<p>Registered ownership of rights under a system of laws for promoting both the creation of and access to artistic, literary, musical, dramatic and other creative works</p> <p>Only entries with Filing Date within the past 6 years may be submitted</p>

Trademarks	Marks such as a name, word, phrase, logo, symbol, design, image of a product or service that indicates the source and provides the right to control the use of the identifier Only entries with Filing Date within the past 6 years may be submitted
<p><u>Additional Notes:</u></p> <ul style="list-style-type: none">- NSERC requires additional information to assess the researcher and contributions to the training of highly qualified personnel. In your funding application, you will be asked to provide:<ul style="list-style-type: none">- your most significant contributions to research and/or to practical applications;- additional details on the contributions listed in your CCV; and- clarification on your contributions to the training of highly qualified personnel.- Letters of support: In the full application, you will be able to append letters from users attesting to the nature and the significance of confidential technical and internal reports described in your NSERC CCV.- Use an asterisk (*) within the CCV to denote students and HQP.- Funding/Grant or Journal review committee membership should go into 'Committee Membership.'- Once you submit and receive a confirmation code, download the .xml version of your CCV from the "History" tab. Use this file to upload to NSERC's Portal.	