

SSHRC CCV Instructions

Category Grey = Fillable	Instructions (via CCV helpbutton)	Mandatory for Academic Applicants, Co-applicants and Collaborators	Mandatory for Non-Academic Applicants, Co- applicants and Collaborators
Personal Information			
Identification	Most Info drawn from "Account" tab	Yes	Yes
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 A maximum of 6 record(s) may be submitted	Yes	Yes
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	Yes	Yes
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	Yes	Yes
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	Yes	Yes
Website	Web addresses at which the person maintains a presence in connection with research activities	No	No
Education			
Degrees	An academic title conferred by universities and colleges as an indication of the completion of a course of study	Yes	No
Credentials	A designation earned to assure qualification to perform a job or task such as a certification, an accreditation, a designation, etc.	No	No
Recognitions	Recognitions are any acknowledgments, appreciations and monetary rewards that were obtained and which were not directly related to your research funding. Research funding are to be entered in the Research Funding History section.	No	No
	Research Specialization Keywords: Keywords that best correspond to the person's expertise in research, creation, instrumentation and techniques A minimum of 1 record(s) must be submitted 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		

User Profile	<p>Disciplines Trained In: The 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 disciplinary training</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 Application: 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.</p> <p>Temporal Periods: Indicate and rank the historical periods covered by your research interests, with #1 the most relevant</p> <p>Geographical Region: Indicate and rank the geographical regions covered by your research interests, with #1 the most relevant.</p> <p>Countries: Indicate and rank the countries covered by your research interests, with #1 the most relevant.</p>	Yes	Yes
Employment			
Academic Work Experience	Employment in an academic environment	Yes	No
Non-academic Work Experience	Employment in a non-academic environment	No	Yes
Affiliations	<p>Organizations with which the person is affiliated. These can be work or non-work related.</p> <p>A minimum of 1 record(s) must be submitted A maximum of 2 record(s) may be submitted</p>	Yes	Yes
Leaves of Absence and Impact on Research	Gaps in the employment history of the student, postdoc or research associate	No	No
Research Funding History	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	Yes	No
Activities			
Teaching Activities			
Program Development	Contribution in cases of development of an entire course of study.	No	No
Supervisory Activities			
Student/Postdoctoral Supervision	Contribution to the productivity and progress, usually for academic credit, of directly supervised students, postdocs or research associates.	No	No
Administrative Activities			
Event Administration	Services contributed in the planning, organization, coordination and staging of a public event.	No	No
Assessment and Review Activities			

Journal Review Activities	Services contributed to examine a journal, formulate a judgement, and a statement of that judgement	No	No
Participation Activities			
Event Participation	Services contributed in taking part in an event	No	No
Community and Volunteer Activities	Services contributed, unpaid, on behalf of one's locality, social, religious, occupational, or other group sharing common characteristics or interests, but not directly related to the person's research activities	No	No
Contributions	Adjudicators will only consider information regarding your last six years of research contributions. Candidates claiming career interruptions may include contributions drawn from their most recent periods of research activity, to an overall total of six years.		
Presentations	Contributions of presentations to groups of people not delivered as part of a formal course of study	No	No
Interviews and Media Relations			
Broadcast Interviews	Services contributed in the form of interview(s) with the person with a member of the broadcast (TV or radio) media.	No	No
Text Interviews	Services contributed in the form of interview(s) with the person with a member of the print or online media	No	No
Publications			
PubMed Articles	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.	While the Publications section is mandatory, you are NOT required to complete each category.	No
Journal Articles	Articles in peer-reviewed publications that disseminate the results of original research and scholarship		No
Journal Issues	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.		No
Books	Books written by a single author or collaboratively based on research or scholarly findings generally derived from peer reviewed funding		No
Book Chapters	Texts written by a single author or collaboratively based on research or scholarly findings and expertise in a field.		No
Book Reviews	Critical review of works of fiction or non-fiction highlighting the contributions to an art, field or discipline		No
Translations	Translations of books and articles that identify modifications to the original edition, such as a new or revised preface.		No
Dissertations	Treatise advancing an original point of view resulting from research: a requirement for a doctoral degree.		No
Litigations	The act or process of contesting at law.		No
Newspaper Articles	Articles in a daily, weekly or monthly publication reporting on news and social issues aimed at the public. May entail critical analysis based on expertise in the field.		No
Encyclopedia Entries	Authored entries in a reference work or a compendium focusing on a particular domain or on all branches of knowledge.		No
Magazine Entries	Articles in thematic publications published at fixed intervals		No
Dictionary Entries	Entries of new words, new meanings of existing words, changes in spelling and hyphenation over a longer period of time, and grammatical changes.		No
Reports	Reports disseminating the outcomes and deliverables of a research contract. May entail a contribution to public policy.		No

Working Papers	Preliminary versions of articles that have not undergone review but that may be shared for comment.	<i>While the Publications section is mandatory, you are NOT required to complete each category.</i>	No
Tests	Assessments that include tests designed for general university selection, selection into specific courses or other evaluation purposes		No
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>		No
Artistic Performances			
Artistic Exhibitions	Showings of works of art under the direction of a curator, an artist or as a graduation exhibition.	No	No
Audio Recordings	Works such as classical or aboriginal music produced as a result of an artistic practice. May be produced and be commercially disseminated.	No	No
Exhibition Catalogues	Publications for a temporary exhibition or installation at a gallery or alternative space. It documents the contents of an exhibition, providing a forum for critical dialogue between curators, artists and critics. It serves as a scholarly resource and is eligible for prestigious prizes.	No	No
Musical Compositions	Original musical scores available in a format for dissemination	No	No
Musical Performances	Original musical scores available in a format for dissemination	No	No
Radio and TV Programs	Programming produced for and broadcast on radio or TV	No	No
Scripts	Written versions of a play, film, broadcast or other dramatic composition used in preparing for a performance and annotated with instructions for the performance	No	No
Short Fiction	Original literary texts (prose or poetry)	No	No
Theatre Performances and Productions	Creation, production, dissemination of plays by professional theatre artists and organizations. The artifacts, such costumes, props, sets and scripts, may be the object of a public exhibit.	No	No
Video Recordings	Works such as film, video, or new media developed as a result of an artistic practice. May serve for commercial purposes	No	No
Visual Artworks	Works such as film, video, or new media developed as a result of an artistic practice. May serve for commercial purposes	No	No
Sound Design	Art and process of manipulating audio elements to achieve a desired effect. It is employed in a variety of disciplines including film, theatre, music recording, and live music performance. It involves the manipulation of previously composed audio or the creative composition of new audio.	No	No
Set Design	Creations of theatrical, as well as film or television scenery (also known as stage design, scenic design or production design)	No	No
Light Design	Work done within theatre or in relation to an art installation to design a production	No	No
Choreography	Dance compositions created for production and dissemination	No	No
Museum Exhibitions	Exhibits under the guidance of a curator responsible for a collection	No	No

Performance Art	Avant-garde or conceptual pieces of music, song, dance or theatre performed for an audience. It may be scripted or improvisational	No	No
Intellectual Property			
Patents	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	No	No
Licenses	Signed agreements to exploit a piece of IP such as a process, product, data, or software	No	No
Disclosures	Publications that establish inventions as prior art thereby preventing others from patenting the same invention or concept	No	No
Registered Copyrights	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	No	No
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	No	No

Additional Notes:

- 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.

- While the Publications section is mandatory, you are NOT required to complete each category.

- Adjudicators will only consider information regarding your last six years of research contributions. Candidates claiming career interruptions may include contributions drawn from their most recent periods of research activity, to an overall total of six years.

- Funding/Grant review committee membership should go into 'Community and Volunteer Activities.' Journal Review activities should be entered in 'Journal Review Activities'