

## Entering an NSERC CCV: Step by Step - 2019

- Go to [CCV Login Page](#)
- Note that **usernames and passwords from other NSERC sites won't work on the CCV site**. If this is your first CCV, you'll need to register: Click on "Login", then "Register" to obtain an account:

Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help **Login**

Common CV Login 2015-05-26 14:17 EST

\*Username  ? [Forgot Username](#)

\*Password  ? [Forgot Password](#)

Are you a new user? **Register**

Modified: 2014-12-22\_CCVPRODUCTION [Top of Page](#) [Important Notices](#)

- Enter your registration information and record your username and password somewhere for future reference. A small percentage of applicants will run into some kind of problem where these forms just don't work as intended and the recovery mechanisms don't work. Try using a different browser (e.g., Mozilla), but if that doesn't fix the problem, then contact the [CCV tech support](#). They can reset your password etc. from the back end.
- Once you have an account, Login by clicking on "Login" in the top right corner.
- At this point you should try to import as many of your publications as possible. If you have a Faculty 180 CV, then export your information to the CCV from that account. ITS can assist with exporting the information to the CCV: IT Support Centre at 613-533-6666, or fill out an ITS [Online Help Form](#).
- Without a Faculty 180 CV, the most comprehensive online source of your publications is probably Google Scholar – they will include all publications that are online anywhere.
  - If you don't have a Google Scholar account yet, we strongly suggest setting one up, it only takes a few minutes and you don't have to add your papers manually. Otherwise proceed to step b).

To set up a Google Scholar account, go to the following URL  
<https://accounts.google.com/signup/v2/webcreateaccount?service=citations&continue=https%3A%2F%2Fscholar.google.ca%2F%3Fhl%3Den&hl=en&fl>

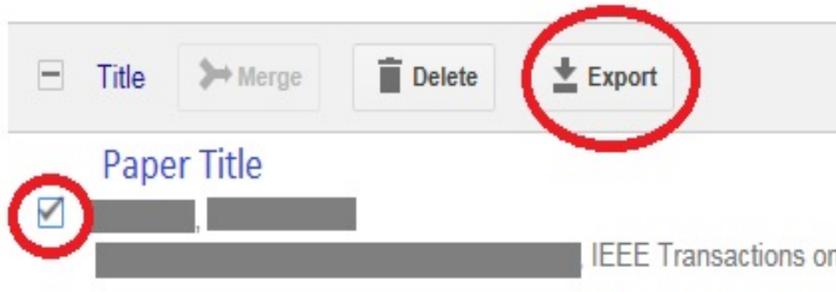
[owName=GlifWebSignIn&flowEntry=SignUp](#)

Fill in the required information, and it will show you a list of publications by authors with your name, from which you can select the ones that are yours.

- o Log into your Google Scholar Account at <http://scholar.google.ca/>, then click on

 My profile

in the top left corner. In the list of your publications, check the checkboxes of the ones that you would like to export. After you've selected some papers, the Export button shown here will appear.



Click that Export button. Select “BibTeX” from the pulldown menu. Depending on your browser’s settings for how to handle downloads, a file called “citations.bib” will be saved to the “Downloads” folder on your computer, or you will be asked if you want to open or save the file. Choose “Save As” and pick a suitable directory to save the file in.

If your browser doesn’t give you the option to save the text as a file, but instead displays some strange looking code, then select all that strange looking code and copy it into Notepad (NOT into Word), and save it as a text file (.txt). This is the file you can import into the CCV, following the instructions below.

- **Importing the publications from an exported file into the CCV**

From the “Utilities” menu, select the Import-publication-from-file tool on the CCV site circled in red here:



- Select the source (“Bibliographic Database”) that you exported it from (e.g. “Google Scholar” in this case). Note that Google Scholar items are generated automatically and can contain errors, including errors that will break the import process. There are instructions in the Appendix for importing publications from other sources. (IEEE Explore, Web of Science and others). PubMed Import has been broken since 2018.
- Select the file that contains the data that you exported from Google Scholar
- Click “Import”
- It’ll show you a list of imported publications. The status column indicates if a paper is already in your CCV (“Duplicate”) or not (“OK”). Duplicates have no check marks in the “Import?” column because the new data would overwrite the existing item. In the “PublicationType” column you can select for each publication the type of publication, possibly overwriting the type the system selected. For example, if a publication was a journal article, but it’s listed as conference abstract, then you can click on the “v” at the end of the publication type entry to select the correct type from a list of publication types.
- Once you are happy with the selections and have only check marks next to the publications you wish to import into your CCV, click on “Confirm Import”.
- It’ll display a message **“Your publication(s) have been successfully saved”**, but you have to load your NSERC CCV to see them, as described in the following step.
- Hover the mouse over the “CV” menu, then select “Funding”. Do NOT select generic, the generic CCV is much longer than the NSERC CCV:



- Now select “NSERC” in the field for the Funding Source, and “NSERC\_Researchers” in the field for “CV Type”, then click “Load”.
- First, you need to fill in some missing data about the publications you just imported. You’ll see a window in the middle of the screen with the various CCV sections. Use the scroll bar on the right to scroll down to the publications section. Click on the pencil icon next to each red X, e.g., Journal articles. Click on the pencil icon next to each paper with a red X.

**First, go through the list of authors of that paper and put a \* behind the name of each HQP co-author – this is the notation that NSERC wants you to use.**

Select the correct answer for the Publishing Status, and the Peer Review field, then click Done.

Sometimes you’ll get an error message:

**Only entries with Year within the past 6 years may be submitted**

This means you can’t use that publication, it’s too old. Don’t delete it however, click Done to get back to the list of papers, and just uncheck the checkbox in the “Submit” column for that older paper in the list of publications and it won’t be included in the CCV sent to NSERC, and the red X will disappear after you click “Done”:



- **Next, fill in the rest of the CCV sections manually.** Here are some tips on how to use the CCV user interface:
  - Clicking the blue question marks will display help text. For example, in “Funding History” applicants frequently misinterpret the field “Portion of Funding

received”. It should be your share of the grant in \$. Enter amounts without commas.

### Research Funding History

2018-05-04 15:

#### Funding Sources

Funding Organization	Natural Sciences and Engineering Research Council of C	?
Other Funding Organization		?
Program Name	CRD	?
* Total Funding	300000	?
* Portion of Funding Received	100000	?
* Funding Competitive?	Yes	?

Help

From the total funding received from this organization for this project, enter the amount that was allocated to you personally

- Red **X** indicate sections that have an error. You will not be able to “Submit” your CCV until you have resolved all errors marked this way. A common error occurs if a contribution is older than the allowable 6 year time frame. For example, you cannot enter in the CCV an honor you were awarded longer than 6 years ago even if you are a Fellow for life, for example. To fix problems with contributions older than 6 years, you need to deselect them in the Submit column. (You can mention important older honors in your Discovery application instead).
- A lot of sections will display a green checkmark if left empty because they are *in principle* optional. However, if you do not enter any publications, for example, it is very unlikely that your Discovery proposal will be successful, so the green checkmarks can be deceiving, be careful.

**It is up to each applicant to check all CCV sections to see if you have something that should be entered in this section.**

- The NSERC CCV instruction page contains a short explanation for each CCV section on what to enter in that section, **follow these instructions carefully:** [http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc\\_eng.asp](http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc_eng.asp)
- To add an item manually, go to the appropriate section (e.g., Conference Publications) and click on “Add”. To edit an item, click on the  symbol.
- **Entry fields marked with an \* asterisk are mandatory.** For the non-mandatory ones, only enter those that you think reviewers in your field would really expect to see.

- Use the Symbols button to enter scientific symbols:

Conference Publications

The screenshot shows a form for entering conference publications. The form fields are:

- \* Publication Title: XYZ study on blahblah response in ABC
- \* Conference Publication Type: Abstract
- Published In:
- Page Range: 34--34
- \* Publishing Status: Published
- \* Date: Year 2013, January
- \* Conference Name: Conference on XYZ

A "Symbols" menu is open, showing various categories of mathematical symbols:

- Greek Letters
- Arithmetic and Algebra
- Superscript
- Subscript
- Statistics
- Calculus
- Letter Symbols
- Fractions
- Measurement Symbols
- Logic and Set Notation
- Geometric Symbols
- Equivalence and Proportion
- Other Mathematical Symbols

The "Symbols" button is circled in red. The menu also includes buttons for "Done" and "Undo".

- When you've finished entering an item press the "Done button".
- At the CCV section level (Conference Publications, Journal Articles etc.), you can use the  symbol to delete entries, e.g., publications that you entered twice by mistake.
- What is the meaning of the "Submit" column at the section level? Only items with a checkmark in the Submit column will be included in the CCV output (the pdf file with your CV). Unchecking will also eliminate the error messages associated with that item (if you don't want to include it).
- After you've entered everything, click "Done" until you get back to the overview of all the sections. Now you can view the PDF by clicking on "Preview":

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

Français Home Contact Us Help Logout

Welcome CV History Consent Utilities PIN/System Account Account

Funding CV - List of Sections 2015-05-27 11:16 EST

**Your data is incomplete or contains errors**

Load **Preview** Submit

\* Funding Source NSERC ?

\* CV Type NSERC\_Researcher ?

Specific instructions from NSERC

Section	Included/Entries	Last Updated
<b>Personal Information</b> ?		
Identification	1/1	2014-05-21 15:40:04
Language Skills	1/1	2014-07-08 10:00:18

It is a good idea to check the PDF – some content will appear different on the PDF than you expected. This PDF is however not what you can use for your submission to NSERC.

- **For submission to NSERC** you need a “Confirmation number” for your CCV that you can get by clicking on “Submit” (next to Preview in the image above), and then “I agree”:

However, it will only let you Submit when there are no more error messages. To remove the errors, check which sections have a red X, then check all individual items with an X and fix the errors the system indicates in red. For example, if you imported your publications, the system will want you to select for each publication what the publication status is (published, accepted, etc.) and whether or not it was peer reviewed.

Once there are no more red X, you can press Submit to obtain the confirmation number:

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

Français Home Contact Us Help Logout

Welcome CV History Consent Utilities PIN/System Account Account

Funding CV - List of Sections 2015-05-27 11:35 EST

**Your CV has been submitted. The confirmation number is : 1234567**

You can view the submitted PDF and XML files by clicking on the History page.

Load Preview **Submit**

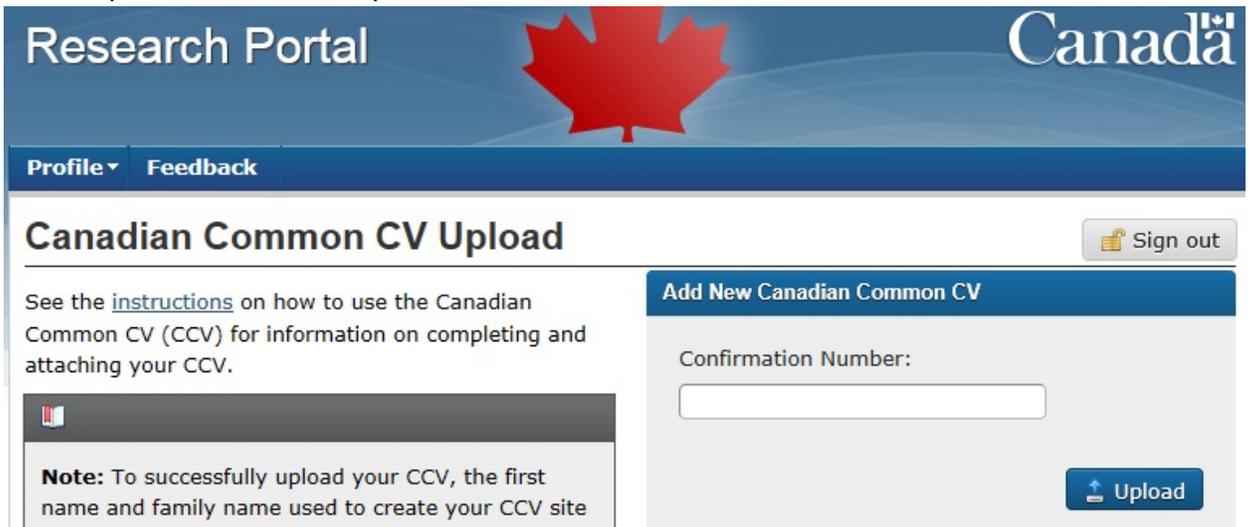
\* Funding Source NSERC ?

\* CV Type NSERC\_Researcher ?

that you can paste into the CCV field on the [NSERC Portal](#) (a different website) for your NOI and the full application: On the NSERC Portal site, once you’ve opened your NOI or application, scroll down to the CCV Attachment section and click Attach:

Canadian Common CVs Attached				
Status	Title	Role	Updated	Action
		Applicant	2015-05-26 13:20:06	

That’ll open a screen where you can enter the CCV confirmation number:



- Troubleshooting CCV linking errors:**

If you entered different email addresses (or slightly different spellings of your name) in your profile on the CCV site vs. your account on the NSERC Portal, the system won’t let you link your CCV. To avoid complications, only enter a single email address, and make sure to use the same email in your “Account” section, and in the Personal Information/Email section in the actual CCV and double-check that the emails and all parts of your name are entered in an identical way on both websites. If the emails and the names are identical, including the email address you listed inside the CCV in the Personal Information/Email section, and it still won’t link, then you have to contact [CCV tech support](#).
- Very Important:** When you press Submit on the CCV site, the system will essentially take a snapshot of your CCV data at that point, and that particular snapshot will get linked to

your NOI or proposal when you enter that confirmation number on the NSERC Portal. When you make changes later to your CCV, **the information linked to your NOI or proposal will NOT automatically update**. If you want to update the CCV that is actually linked to your NOI or application, you have to press "Submit" again on the CCV site to get an updated confirmation number, and then enter that new number into your NOI or DG application.

Note: most people will update their CCV between the NOI and the full application, e.g., when additional publications are accepted. Just get a new confirmation number and then enter it in your DG proposal.

- **Questions** on what to enter into specific sections, or wondering where to list a particular piece of information? Please refer to the **Queen's NSERC CCV FAQ**: <http://www.queensu.ca/urs/grants-development/2016-nserc-discovery-grants/queens-faq-nserc-ccv>

Common questions are for example whether or not one should enter supervision of 4<sup>th</sup> year capstone projects (No), how one should list life-long honors received more than 6 years ago (in the DG application instead of the CCV), etc.

## **IMPORT APPENDIX: How to import your publications from other databases**

**Option A: Importing individual publications directly from PubMed [Note: as of 2018 imports from PubMed don't work anymore. The instructions are included in case the CCV programmers fix the problem.]**

If you have PubMed publications, then you can import them directly from that website, but you will have to look up and enter identifying numbers for each of those publications, which is a bit cumbersome. Under Option B below is also a way to export all your PubMed publications without having to look up the PMIDs of all your papers.

Publications can still be imported using the PMID, and you may now import multiple PubMed articles at once using the instructions provided below:

**Step 1:** In CCV, click on the "Utilities" tab at the top of the page.

**Step 2:** Click on "Import Publication from Web".

**Step 3:** In the text box provided, insert all PMIDs of publications you would like to import separated by a comma (no spaces).

**Step 4:** When prompted, select the section where you wish each publication to go once imported (e.g. Journal Articles, Book Chapters, etc.).

**Step 5:** Click on "Confirm Import". Your publications should now be successfully imported.

**Option B: Importing BibTex files that were exported from publication databases**

The instructions for importing publications from bibtex files start on page 2 of this document (section c)). What follows below are instructions of how to export bibtex files from other databases.

**1. Export from IEEE Xplore**

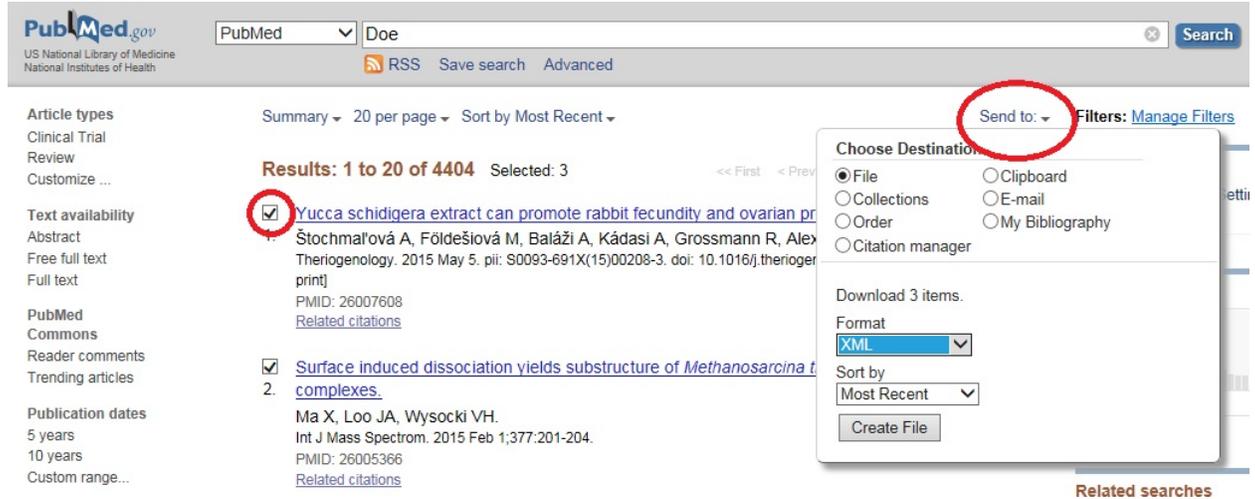
- a. Go to <http://ieeexplore.ieee.org/Xplore/home.jsp>.
- b. Click on the "v" arrow next to "All" in the search bar, and select "Authors" instead. Enter your First and Lastname into the search bar fields
- c. Select the publications you want to export (checkboxes)
- d. From the top menu, select "Export", select the "Citations" tab, select BibTex as Format, and "Citations only". Click "Export".
- e. If your browser settings allow pop-up windows, the content of the BibTex file will be displayed inside a pop-up window. It should look a bit like computer code, with lots of { and }. If it looks like normal text, then you selected "Plain text" as the format instead of "BibTex", so try to export it again with the correct type.
- f. Select all the strange looking text in the pop-up window, copy it (Ctrl-C), open Microsoft Notepad, paste the text into it, and then save it as a text file. This is the file you can import into the CCV.

**2. Export from PubMed [Broken since 2018 – instructions are left here in case the CCV staff will fix the problem]**

Go to <http://www.ncbi.nlm.nih.gov/pubmed> and enter your name in the form LastName FirstNameInitial, or use "Advanced Search".

Check all publications that are yours (not somebody else's with the same name)

Click on “Send To”, then select “File” and “XML” as the format.



Depending on your browser’s settings for how to handle downloads, a file called “pubmed\_result.xml” will be saved to the “Downloads” folder on your computer, or you will be asked if you want to open or save the file. Choose “Save As” and pick a suitable directory to save the file in. This is the file (pubmed\_result.xml) you can import into the CCV, as described above – Select “Import publications from file” from the CCV Utilities menu, then indicate PubMed as the Bibliographic Database.