

## Entering an NSERC CCV: Step by Step - 2020

- 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

Login

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.
- **Import from Faculty 180:** 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](#).
- **Import from Google Scholar:** 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&c>

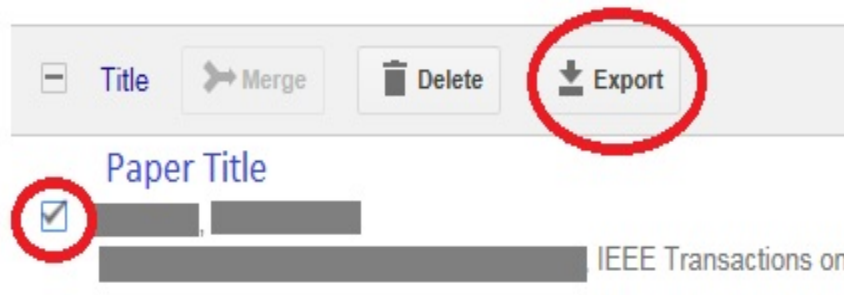
[ontinue=https%3A%2F%2Fscholar.google.ca%2Fcitations%3Fhl%3Den&hl=en&flowName=GlifWebSignIn&flowEntry=SignUp](https://scholar.google.ca/citations?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp)

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.

- **Import from Crossref:** If you have some publications that Google Scholar didn’t find, then you can also try the following website: <https://search.crossref.org/help/search> It allows you to search for publications by your name and part of the title, or the DOI, or various other types of information. If you find the article you were looking for in the list of results, click on the blue “Actions” for that item, and select “Cite”. A window will open with various tabs. Copy all the code that is displayed in the “Bibtex” tab (including the { etc.), open Notepad, and paste it into Notepad. If there are other publications you want to import into the CCV, then repeat the search, and paste the bibtex code for those publications into the same Notepad file, separating each entry by an empty line. At the end, save the file with a suitable filename (e.g. mypubs.txt).
- Please refer to the **Appendix for instruction on exporting similar files from IEEE, Web of Science or ORCID.**

- **Importing the publications from an exported bibtex 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” for files exported from Google and ORCID, “IEEE Xplore” for files exported from IEEE, “Web of Science” for files exported from there). 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 exporting publications from other sources. (IEEE Explore, Web of Science and others).**
- Select the file that contains the bibtex code that you exported
- 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.
- It is also possible **to import publications from PubMed, see Option A and Option B in the appendix of this document.**

### Data entry into the NSERC CCV

After you have finished importing publications, 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.

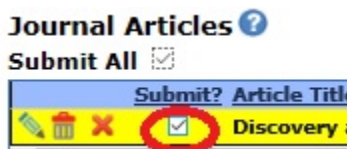
**First, go through the list of authors of that paper and put a \* behind the name of each HQP co-author – this is the notation that NSERC wants you to use.**

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 Done Ui

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

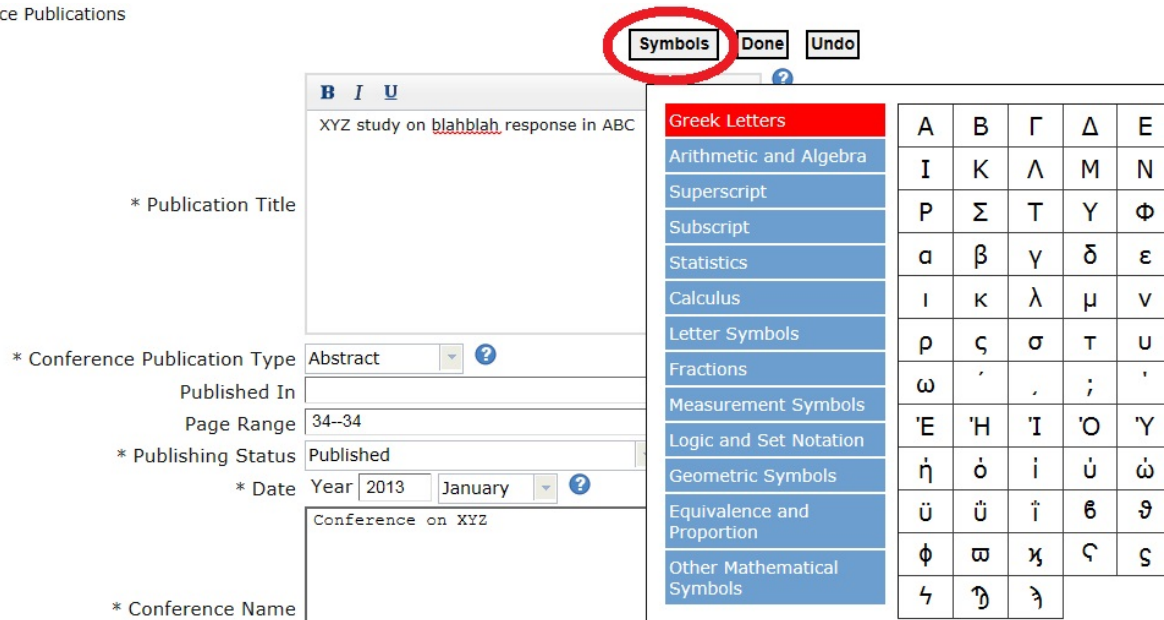
- Red **X** indicate sections that have an error. You will not be able to “Submit” your CCV until you have resolved all errors marked this way. A common error occurs if a contribution is older than the allowable 6 year time frame. For example, you cannot enter in the CCV an honor you were awarded longer 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 adding a conference publication. The form includes fields for Publication Title, Conference Publication Type (set to Abstract), Published In, Page Range (34-34), Publishing Status (Published), Date (Year 2013, January), and Conference Name (Conference on XYZ). A 'Symbols' button is circled in red, and its dropdown menu is open, showing various categories of mathematical symbols. The 'Done' and 'Undo' buttons are also visible.

Greek Letters					
A	B	Γ	Δ	E	
I	K	Λ	M	N	
P	Σ	T	Υ	Φ	
α	β	γ	δ	ε	
ι	κ	λ	μ	ν	
ρ	ς	σ	τ	υ	
ω	'	,	;	'	
'E	'H	'I	'O	'Y	
ή	ό	ί	ύ	ώ	
ü	Û	ï	ë	ÿ	
φ	ω	χ	ς	ς	
ς	ϑ	ξ			

- 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”:



Specific instructions from NSERC

Section	Included/Entries	Last Updated
Personal Information		
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.

**Submission to NSERC/Linking your CCV to your NSERC Discovery NOI or application:**

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.

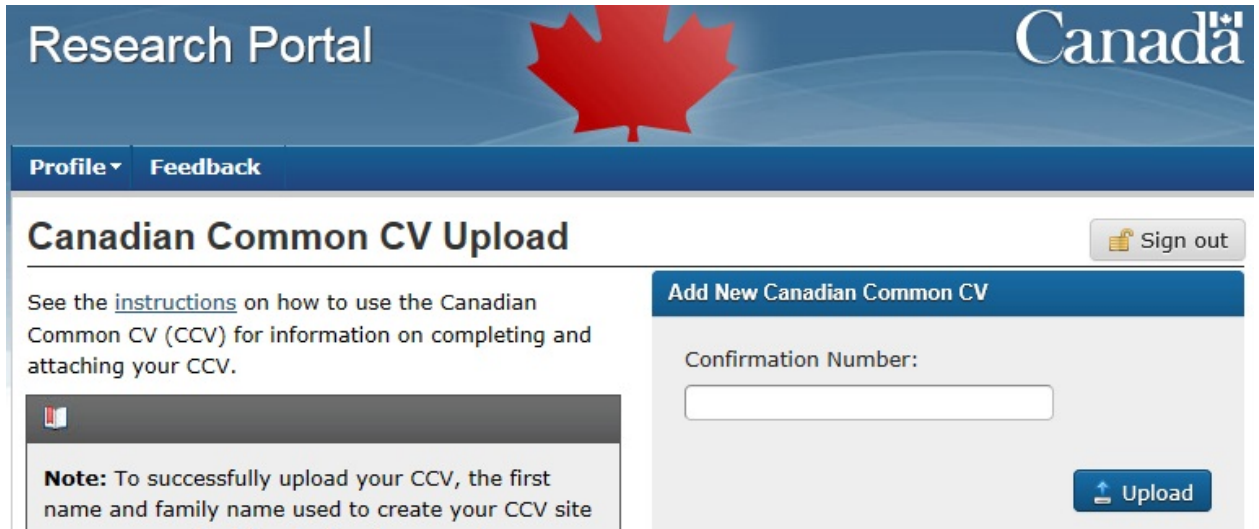
Once there are no more red X, you can press Submit to obtain the confirmation number:



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:



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**

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 3 of this document.

What follows below are instructions of how to export bibtex files from other databases that you can then import into the CCV.

#### **1. Export from IEEE Xplore**

- a. Go to <https://library.queensu.ca/search/database/ieee-xplore> and connect to the database from there.
- b. Click on the "v" arrow next to "All" in the search bar, and select "Authors" instead. Enter your First and Last name 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 plain text file**. This is the file you can import into the CCV.

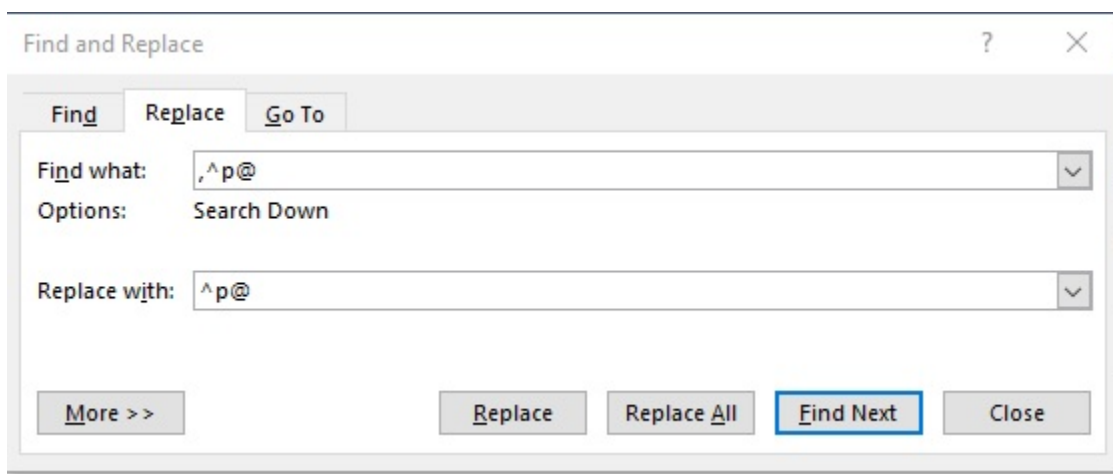
## 2. Export from Web of Science

- a. Access Web of Science through the Queen's library webpage:  
<https://library.queensu.ca/search/database/web-science>
- b. Click on "Author search" and search for your publications. In the resulting list, click on the author profiles (on the name) that seem to be you and repeat the following steps for each of your profiles (if there are more than one).
- c. At the top right of the white box that contains your publications, click on "View as a set of results to export,... ". Then check the checkboxes of those publications that you would like to import into your CCV. Click on "Export to Other File Formats". In the pop-up window, select "Full Record" for "Record Content", and "BibTex" as the "File Format". Click on Export. Select "Save File" and save it to a location and under a name that you can remember.
- d. Log into the CCV, go to the "Utilities" menu, choose "Import Publication from File", and select "Web Of Science" as the publication database. Then follow the remaining steps of the import as described earlier in this document.

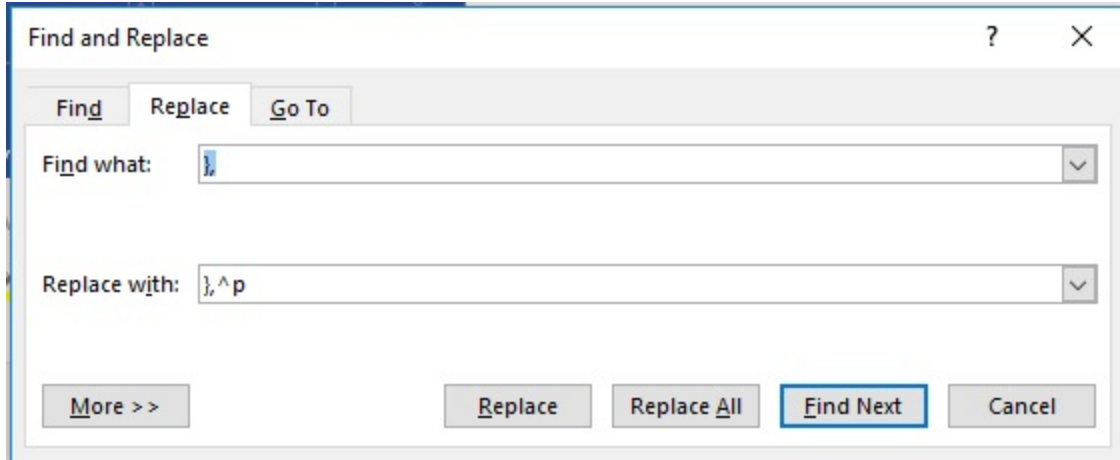
### Option C: Importing publications from ORCID into the CCV

The bibTex files exported from ORCID uses different formatting than those exported from other databases, so there are a few extra steps required to adjust the formatting. Follow these steps:

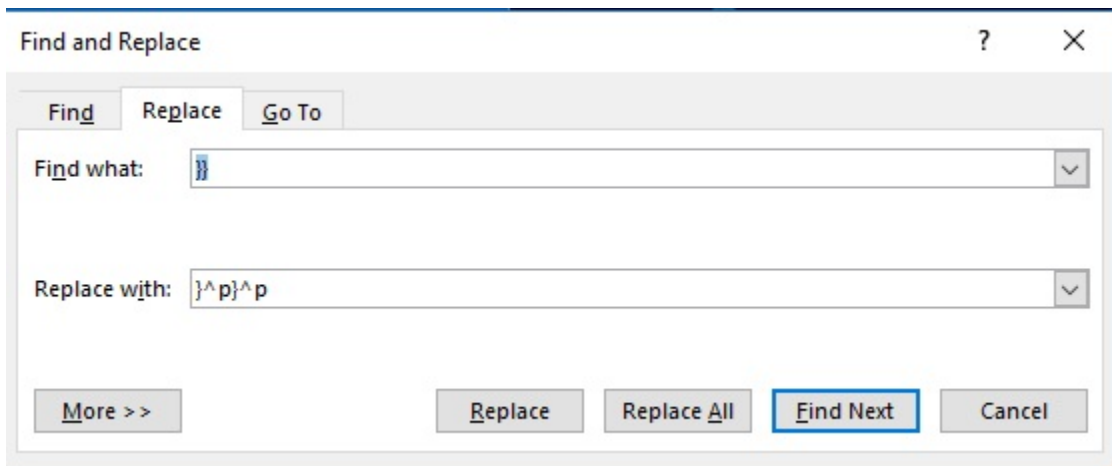
0. Log into ORCID. In the "Works" section, check the checkbox of all publications that you want to export, then click on the "Export Works" button, then "Export" again. Save the resulting file on your computer.
1. Open this file in Word.
2. Click Ctrl-F and enter the following into the Find and Replace fields to remove commas as separators between entries:



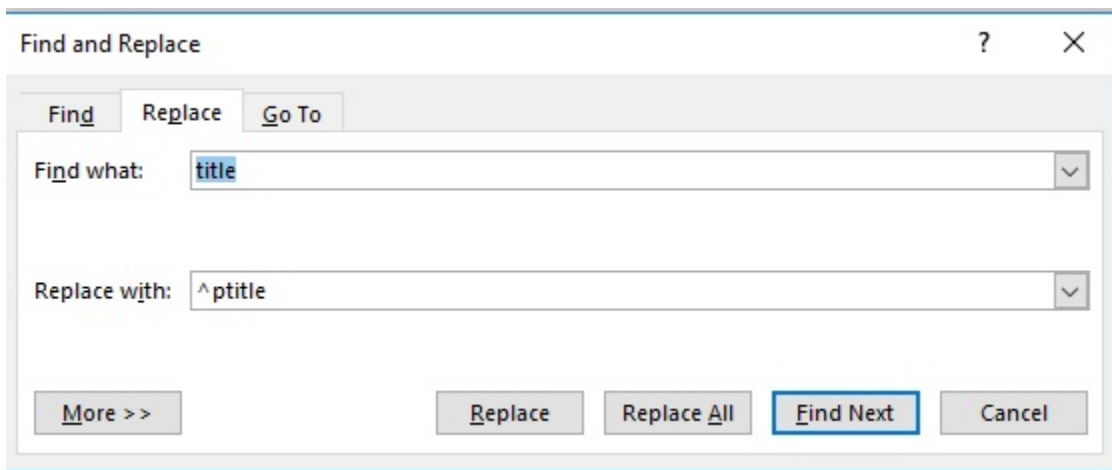
3. Do another Find-Replace All with the following entries to add a line break after each field



4. Do another Find and Replace All with the following entries to add line breaks at the end of an entry to mirror the way Google Scholar does it:



5. One last Find and Replace All to move the title field on a new line as well:



6. Then **save this file as a plain text file (.txt)** and import it into the CCV by using the Utilities -> “Import publications from File” menu on the CCV site. Select “Google Scholar” as the bibliographic database, browse to the file you just saved and click Import. You’ll be given a list of your publications and you should verify and correct the publication type for each one. For example, I noticed that some conference publications are listed as Journal articles, so you have to verify if the import tool classified each publication correctly.

7. Navigate to the publication section of your CCV and check if the imported publications look OK and don’t contain any major errors. You will usually have to enter various missing information such as the publication status.

Note: Queen’s URS has developed the above instructions for re-formatting the ORCID-exported files, and we’ve only been able to test them on a limited number of files so far. If you run into any errors with the above instructions for importing from ORCID, then email [vmk@queensu.ca](mailto:vmk@queensu.ca) and I’ll try to troubleshoot it for you.