



# CVs and Scholarships



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Chair of the Scholarship  
Committee



# Outline

CVs in general

CGS-M

CCV

## Important Disclaimer!

What is said (or not said) at this info session does not supersede the material contained in the agencies' guidelines or application packages.

# What is the difference between a job resume and a curriculum vitae?

## Job Resume

- ***Competency-based*** (showcase ***skills***, notable achievements, and work experience)
- ***Short*** (typically 1-2 pages)

## CV

- ***Credential-based*** (information on your academic background, including teaching experience, degrees, research, awards, publications, presentations, service contributions and other achievements)
- ***Lengthy*** (can be many pages)

# Types of CVs

- Full Length CV
  - this is good to start now; helps you keep track of your accomplishments and plan for future
  - there are many different styles you can use; be conservative and professional, but make it stand out
  - typically contact information and present position goes first followed by education (list degree, where you did it and thesis title, supervisor)
  - use three sections to highlight experience and contributions to research, teaching, and service
- Annotated CV
  - Provide explanations for items to highlight contributions
- Short Summary CV
- Canadian Common CV (a type of short CV, but done online)

# CVs are dynamic documents

- They continually change as you grow academically and professionally
- You will alter your CV to suit different purposes
- You will find that you eventually have multiple versions of your CV adapted for different purposes

# Full CV could include.....

- **Education/Academic Credentials/Academic History**- includes thesis/dissertation/project title
- **Certifications/Designations**- non-academic credentials
- **Honours/Awards/Distinctions/Recognitions**- academic awards, medals, fellowships, scholarships, prizes
- **Research Interests/Teaching Interests**- reflective of your current competencies and future interests
- **Research/Research Experience**- research assistantships, thesis, dissertation, postdoctoral fellowships
- **Research Funding History/Project Grant Information/Research Grants**- Categories: Senior Responsible Author, Principal Author, Co-Principal Author, Co-Investigator, Collaborator
- **Teaching Experience/Academic Work History/Teaching Dossier**- examples of scholarly work: teaching experience, instructorships, teaching assistantships, marker
- **Related/Supplementary Work Experience/Consulting Experience**- list all relevant work experience
- **Professional Practice/Professional Experience/Internships**- program evaluation, editorship, tenure/promotion review, development of curricula, manuscript review, grant review
- **Administrative Service/Faculty Appointment/Departmental and College Committees/University Committees and Boards/Academic Associations/Affiliations/Memberships/Associate Memberships**
- **Graduate Student Committee/Conference Organizer**
- **Intellectual Property**- Categories: Patents Granted/Pending, Copyright, Licenses, Disclosures, and Trademarks
- **Languages**- level of reading, writing and oral fluency or competency
- **Professional Organizations/ Memberships/Advisory Committees/Research Groups**
- **Publications**- Sub-categories: Peer-reviewed, Non-peer reviewed, Works Submitted, Works in Progress, Reports, Technical Articles, Print, Social Media, Books, Chapters; use the editorial style that is associated with your discipline
- **Conferences**- Sub-categories: Papers; both contributed and refereed, Posters, Presentations, Proceeding, Attended, Invited Lectures/Seminars
- **Community Contributions/Involvement**- both academic and non-academic

# What is the CCV?

- the CCV is the Canadian Common CV
- began in 2002
- a web-based application that provides researchers with a common process for gathering CV information
- the CCV uses a common standardized model to collect information used for peer-review and reporting activities
- is this the only CV you will ever need? - NO

# CGS-M

<https://portal-portail.nserc-crsng.gc.ca>

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A completed  
CGS M  
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- Completed three-part online application
  - Identification – fill in the blanks
  - Summary of proposal (written in lay language – 1800 characters including spaces); write in word and then cut and paste
  - Activity details – check boxes
- Attachments
  - Outline of proposed research (PDF attachment – 1 page proposal and 1 page for references)
  - All up-to-date official academic transcripts from undergraduate, graduate
- Canadian Common CV (uploaded as a confirmation number)
- Completed reference assessments (x2)—invitation initiated and form completed electronically.


# You need to access both the research portal and the CCV

- In order to complete a CGS-M you need to create an application using the **research portal** (<https://portal-portail.nserc-crsng.gc.ca/s/login.aspx>)
- You also need to create a **CCV** (<https://ccv-cvc.ca/loginresearcher-eng.frm>)
- Eventually you will upload your **CCV** to your CGS-M in the **research portal**.

# Create an account on the Research Portal:

<https://portal-portail.nserc-crsng.gc.ca/s/login.aspx>

Research Portal



Canada

## Welcome to the Research Portal

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### Account

The Research Portal is intended for use only by individuals participating in the preparation of applications/nominations for funding from the Canada Research Chairs, the Indirect Costs Program, and other programs of the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC), in the administration of awards, and in the merit review of applications.

Before using the Research Portal, you must read the [Terms and conditions](#) and [Transparency](#) (see below). When you login and use this system, it means that you understand these policies and conditions and you consent to the use of your personal information for administrative purposes.

**Notice: Maintenance Window**

This system will normally be unavailable to users Saturdays from 7:30 to 9:30 a.m. (eastern), as well as on the second Wednesday of each month from 6:00 to 10:00 p.m. (eastern).

Sign In

Email:

Password:

Sign In

New here? [Create account](#)

I forgot my [password](#).

# Create Application

[Profile](#) [Feedback](#)

Home

Welcome Jordon Smith [Sign out](#)

Applicant

Institution (SLO)

Applicant

Create Application

Applications

Application Title	Funding Opportunity	Stage	Status	Role	Last Updated	Action
No records to display.						

1




Records displayed per page: 10

0 items in 1 pages

# Creating your application

Applicant Institution (SLO)

## Applicant

▼ Create Application			
Funding Opportunity	Start Date	End Date	Action
▼ Stage Application			
Canada Graduate Scholarships-Master's Program	2017-08-30 08:00:00	2017-12-01 20:00:00	 Create
Discovery Grants Program - Individual	2017-08-09 14:00:00	2017-11-01 20:00:00	
Research Tools and Instruments	2017-08-09 14:00:00	2017-10-25 20:00:00	 Create
Subatomic Physics Envelope - Individual	2017-08-09 14:00:00	2017-11-01 20:00:00	
Subatomic Physics Envelope - Major Resources Support Program	2017-08-09 14:00:00	2017-10-02 20:00:00	
Subatomic Physics Envelope - Project	2017-08-09 14:00:00	2017-11-01 20:00:00	
Subatomic Physics Envelope - Research Tools and Instruments Cat. 1	2017-08-09 14:00:00	2017-10-25 20:00:00	 Create
Subatomic Physics Envelope - Research Tools and Instruments Cat. 2 & 3	2017-08-09 14:00:00	2017-10-02 20:00:00	

# Editing Your Application

Applicant Institution (SLO)


## Applicant



Your notice of intent or application has been created.

► Create Application

### Applications

Application Title	Funding Opportunity	Stage	Status	Role	Last Updated	Action
	Canada Graduate Scholarships-Master's Program	Application	In Progress	Applicant	2017-09-05 11:11:46	 Open

Records displayed per page: 10 ▾ 1 items in 1 pages

Click here to start working on application

## Application Overview

[Sign out](#)

87 days 8 hours 46 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.

Deadline Date: December 01, 2017 20:00 (eastern)

### Legend

**Received by Administrator:** The completed application has been successfully submitted to the institution by the applicant.

**Offered:** An offer has been made to the applicant by the institution.

**Alternate:** The application has been deemed meritorious in the institution's competition; however, due to its ranking, falls below the allocation cut-off. The applicant is therefore on the alternate list. Should an award become available due to a decline, an applicant on the alternate list may receive an offer.

**Not Offered:** The application has been deemed non meritorious in the institution's competition. Subsequent offers may NOT be made to the applicant.

**Ineligible:** The application has been deemed ineligible based on the eligibility criteria outlined in the funding opportunity description.

**Accepted:** The offer has been accepted by the applicant.

**Declined:** (a) the offer from the institution has been declined by the applicant; or (b) an offer from an institution has been accepted by the applicant; therefore, all other pending offers are automatically set to "Declined"; or (c) an offer that has not been accepted within 21 days from the date of offer.

**Deferred:** Before commencing an award, the applicant may defer an award for up to three years, for a maximum of one year at a time, but only for reasons of maternity, child rearing, illness, or health-related family responsibilities.

**Acceptance Withdrawn:** The acceptance of the offer has been withdrawn at the applicant's request.

### Application

Status	Title	Funding Opportunity	Stage	Updated	Action
		Canada Graduate Scholarships-Master's Program	Application	2017-09-05 11:11:46	<a href="#">Edit</a> <a href="#">Preview</a>
Module Status					
	<a href="#">Identification</a>		<a href="#">Summary of Proposal</a>		
	<a href="#">Activity Details</a>				

Clicking on an item allows you to work on that part of the application

Click here to preview before you submit

### Attachments

Status	Title	Document Type	Updated	Action
		Outline of Proposed Research	2017-09-05 11:11:46	<a href="#">Attach</a>
		Transcripts	2017-09-05 11:11:46	<a href="#">Attach</a>

Click here to attach proposal

[Export application and attachments to PDF](#)

### Canadian Common CVs Attached

Status	Title	Role	Updated	Action
		Applicant	2017-09-05 11:11:46	<a href="#">Attach</a>

Click here to attach CCV

### Invitations

Status	Role	Family Name	First Name	Email	Invitation Status	Updated	Action
	Must provide two references						

Click here to manage referees

[Manage Invitations](#)

# Evaluation of CGS-M

Criteria	Description	Weight
Academic excellence	<ul style="list-style-type: none"><li>•As demonstrated by past academic results, transcripts, awards and distinctions</li></ul> <p>Indicators of academic excellence: academic record</p> <ul style="list-style-type: none"><li>•scholarships and awards held</li><li>•duration of previous studies</li><li>•type of program and courses pursued</li><li>•course load</li><li>•relative standing (if available)</li></ul>	50%
Research potential	<p>As demonstrated by the applicant's research history, their interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes</p> <p>Indicators of research potential:</p> <ul style="list-style-type: none"><li>•quality and originality of contributions to research and development</li><li>•relevance of work experience and academic training to field of proposed research</li><li>•significance, feasibility and merit of proposed research</li><li>•judgment and ability to think critically</li><li>•ability to apply skills and knowledge</li><li>•initiative and autonomy</li><li>•research experience and achievements relative to expectations of someone with the applicant's academic experience</li></ul>	30%
Personal characteristics and interpersonal skills	<p>As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations</p> <p>Indicators of personal characteristics and interpersonal skills:</p> <ul style="list-style-type: none"><li>•work experience</li><li>•leadership experience</li><li>•project management including organizing conferences and meetings</li><li>•ability or potential to communicate theoretical, technical or scientific concepts clearly and logically in written and oral formats</li><li>•involvement in academic life</li><li>•volunteerism/community outreach</li></ul>	20%



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# Proposal

You want to do a very good job on this as it is a key piece of how your *research potential* is evaluated

Talk to your supervisor and ask them to review your proposal

Remember – your proposal will be read by people outside your field, so submit to the scholarship committee by Nov. 2 to get feedback from non-experts

# What does a proposal include?


- **One page** in length
- Provide **background information** to position your proposed research within the context of current knowledge in the field.
- State the **objectives and hypothesis**
- Outline the experimental or theoretical approach to be taken (citing literature pertinent to the proposal) and the **methods** and procedures to be used.
- State the **significance** of the proposed research to a field or fields in the health sciences, natural sciences and/or engineering, or social sciences and/or humanities, as appropriate.

# Bibliography (1 page)

- Provide a bibliography that includes citations for all works referenced in the research proposal.
- These citations should be in a format used by the primary discipline of the proposed research.
- You must ensure that all citations are clear and complete, to allow reviewers to easily locate the sources.

# Proposal Formatting

- Acronyms and abbreviations must be spelled out completely on initial appearance in text;
- Pages must be 8 ½" x 11" (216mm x 279mm);
- Pages must be single-spaced, with no more than six lines of type per inch;
- All text must be in 12 pt. Times New Roman font;
- Condensed fonts will not be accepted;
- Colour imagery is acceptable, but the text should be in black;
- All margins must be set at a minimum of ¾" (1.87 cm);
- Do not introduce hyperlinks in your documents;
- If you have supporting documents written in a language other than English or French, you are required to provide a certified translation of the document.

The background features a gradient from light blue on the left to light green on the right. Large, overlapping, wavy shapes in shades of blue and green frame the central text area.

Work with a  
supervisor on  
your proposal

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# Why is the CCV so important?

- The CCV provides information that helps reviewers evaluate all three criteria – academic excellence, research potential and personal characters and interpersonal skills
- It is very important in the evaluation of your application



# Importance of CCV

Use your CCV to indicate your successes and skills that are evaluated for CGS-M, particularly under research potential and personal characteristics and interpersonal skills

E.g., you volunteered to take water samples as part of the Ontario Cottage Association Citizen Science project – show how this connects to your proposed research on water quality and algal blooms (Research Potential Criteria)

E.g., you were a don in residence in second year –use this experience to highlight your leadership and communication skills and good judgement (Research Potential and Interpersonal Skills)

E.g., you do pottery in your spare time and are an active member of the London Potters Guild participating in their twice a year sale - use this to highlight your organizational and management skills

# What goes into the CCV?

- User Profile
  - TIP: Here you have to identify research disciplines, areas of research and fields of application and research specialization keywords – this can be straight forward or you may need to ask your supervisor for help
- Degrees
  - TIP: for Masters thesis and degree status – select “In Progress”
- Recognitions
  - TIP: some of these are obvious to people (e.g., OGS, USRA), but some are not and if you can explain its significance you should
  - TIP: don't use acronyms – e.g. don't say AAG, say American Association of Geographers
  - TIP: Your proposal will likely be viewed and evaluated by people outside your field

# What goes into the CCV?

- Employment
  - TIP: if possible give a sense of responsibilities, skills and link to evaluation criteria
- Courses Taught
  - TIP: TA if teaching in lab or tutorial; if mainly grading list as employment
- Community and Volunteer Activities
  - TIP: use this to your advantage to highlight things about yourself that apply to evaluation criteria (leadership and communication skills, management etc.)

# What goes into the CCV?

- Memberships
  - TIP: List any professional organizations you belong to (e.g., AAG, CAG – spell them out)
- Presentations
- Publications
  - TIP: Provide complete references
  - TIP: Make sure you understand the difference between a peer-reviewed publication and non-peer reviewed
  - Peer-reviewed – only journal articles count here

# For information on how to do a CCV

- Instructions for how to register and enter information on the CCV are found at [https://www.nserc-crsng.gc.ca/Students-Etudiants/CCV\\_CGSM-CVC\\_BESCM\\_eng.asp](https://www.nserc-crsng.gc.ca/Students-Etudiants/CCV_CGSM-CVC_BESCM_eng.asp)

Go to: <https://ccv-cvc.ca/loginresearcher-eng.frm>



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

**Français** | **Home** | **Contact Us** | **Help** | **Login**

**Common CV Login** 2020-10-15 21:20 EST

\*Username    [Forgot Username](#)

\*Password   [Forgot Password](#)

**Are you a new user?**

Modified: 2019-06-25 13:44 [Top of Page](#) [Important Notices](#)

# Once you are registered you can log in and start a CCV – select CV and Funding



The screenshot shows the Canadian Common CV website. At the top, there is a red maple leaf logo and the text "Canadian Common CV" with the URL "www.ccv-cvc.ca". Below this is a navigation bar with links: Français, Home, Contact Us, Help, and Logout. A secondary navigation bar contains links: Welcome, CV, History, Consent, Transfer, PIN, and Account. The "Funding" link is highlighted with a red circle. Below the navigation bar, the user is logged in as "Ms. Katie Lir" and the date/time is "2013-09-11 14:32 EST". The main content area is divided into two columns. The left column contains "System Messages" with two entries: "2013-09-09: Infrastructure upgrade" and "2012-05-16: System Maintenance". The right column contains logos for "Société Alzheimer Society", "Banting Postdoctoral Fellowships", "INNOVATION.CA" (Canada Foundation for Innovation / Fondation Canadienne pour l'Innovation), "Canada Graduate Scholarships - Master's Program", "Canada Research Chairs / Chaires de recherche du Canada", and "Canadian Diabetes".

Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV History Consent Transfer PIN Account

Welcome Funding n Common CV 2013-09-11 14:32 EST

Ms. Katie Lir Generic Funding Source - Agency or Program to submit your CV for funding

**System Messages**

**2013-09-09: Infrastructure upgrade**  
On Sunday September 22nd 2013, our hosting provider will upgrade their infrastructure. Consequently the CCV will not be available between 5 and 9 am.

**2012-05-16: System Maintenance**  
System Maintenance is:  
Daily - 6:00 am to 8:00 am EST  
Sunday - 6:00 am to 9:00 am EST  
The system may be unavailable during this time.

*Société Alzheimer Society*

**Banting**  
Postdoctoral Fellowships

**INNOVATION.CA**  
CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

Canada Graduate Scholarships - Master's Program

 Canada Research Chairs | Chaires de recherche du Canada

 Canadian Diabetes

# Select Funding Source



The screenshot shows the Canadian Common CV website interface. At the top, there is a header with a red maple leaf logo and the text "Canadian Common CV" and "www.ccv-cvc.ca". Below this is a navigation bar with links: Français, Home, Contact Us, Help, and Logout. A secondary navigation bar contains links: Welcome, CV (highlighted), History, Consent, Transfer, PIN, and Account. The main content area is titled "Funding CV - Select Funding Source" and shows a date "2013-09-11 14:34 EST". A "Next" button is visible. The "Funding Source" dropdown menu is open, displaying a list of funding sources: ASRP, Banting PDF, CDA-RESEARCHNET, CFI (circled in red), CGS-Master's (highlighted in blue), CIHR, and FRQNT. A blue question mark icon is next to the dropdown. On the left, a text label reads "Modified: 2013-07-22\_CCVPRODUCTION". On the right, a link for "Important Notices" is present.

Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV History Consent Transfer PIN Account

Funding CV - Select Funding Source 2013-09-11 14:34 EST

Next

Funding Source

ASRP  
Banting PDF  
CDA-RESEARCHNET  
CFI  
CGS-Master's  
CIHR  
FRQNT

Modified: 2013-07-22\_CCVPRODUCTION

[Important Notices](#)



# Entering Information



Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

Funding CV - List of Sections 2019-09-10 14:52 EST

Please revise the entries marked with an "X".

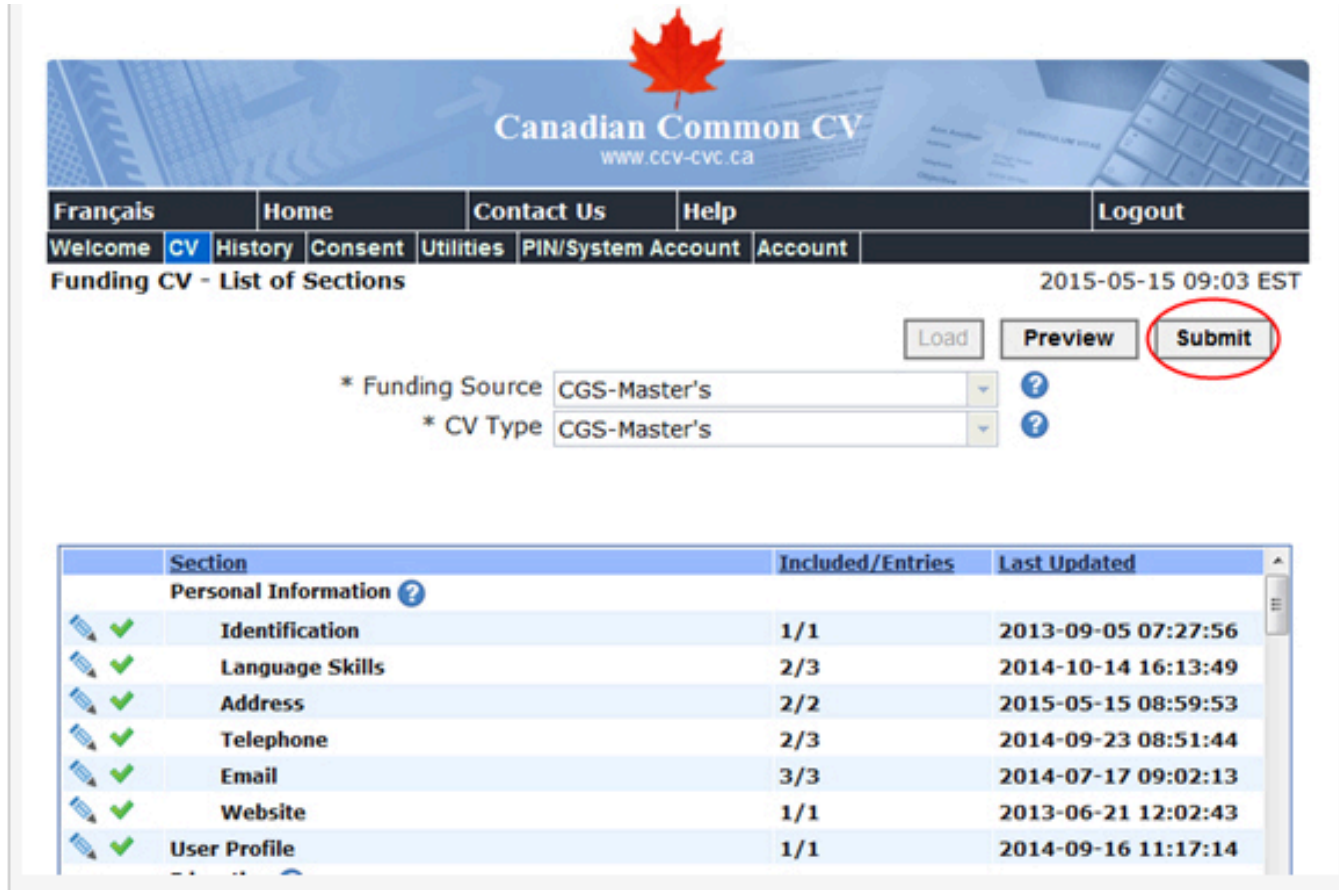
\* Funding Source CGS-Master's ?

\* CV Type CGS-Master's ?

✖ User Profile 1/1 2018-11-26 06:38:08		
Education ?		
You must select at least 1 entries of Education to submit to CGS Master's		
✖	Degrees	0/0 No Entry
✓	Credentials	0/0 No Entry
✓	Recognitions	0/0 No Entry
Employment ?		
✓	Academic Work Experience	0/0 No Entry
✓	Non-academic Work Experience	0/0 No Entry
✓	Affiliations	0/0 No Entry
✓	Leaves of Absence and Impact on Research	0/0 No Entry
✓	Research Funding History	0/0 No Entry
Activities ?		

83 record(s)

# When you are done – preview, print and check AND then submit



The image shows the Canadian Common CV (CCV) website interface. At the top, there is a red maple leaf logo and the text "Canadian Common CV" with the URL "www.ccv-cvc.ca". Below this is a navigation bar with links: Français, Home, Contact Us, Help, and Logout. A secondary navigation bar includes Welcome, CV (highlighted), History, Consent, Utilities, PIN/System Account, and Account. The main heading is "Funding CV - List of Sections". The date and time "2015-05-15 09:03 EST" are displayed. There are three buttons: Load, Preview, and Submit (circled in red). Below these are two dropdown menus: "\* Funding Source" and "\* CV Type", both set to "CGS-Master's". At the bottom, there is a table with columns: Section, Included/Entries, and Last Updated. The table lists several sections under "Personal Information", each with a pencil icon, a green checkmark, and a status indicator.

Section	Included/Entries	Last Updated
Personal Information ?		
Identification	1/1	2013-09-05 07:27:56
Language Skills	2/3	2014-10-14 16:13:49
Address	2/2	2015-05-15 08:59:53
Telephone	2/3	2014-09-23 08:51:44
Email	3/3	2014-07-17 09:02:13
Website	1/1	2013-06-21 12:02:43
User Profile	1/1	2014-09-16 11:17:14

# Consent



Canadian Common CV  
WWW.CCV-CVC.CA

Français	Home	Contact Us	Help	Logout		
Welcome	<b>CV</b>	History	Consent	Transfer	PIN	Account

**Consent** 2013-09-11 14:52 EST


[I Agree](#) [I Disagree](#)

You are about to submit and share your electronic Curriculum Vitae with other institutions. Once such information is successfully forwarded, the designated institution will be responsible for the management and protection of the personal information shared. Please note: for privacy inquiries, you must contact each institution directly. You agree to share your CV and personal information with the institutions you have chosen here. For additional details please see the Privacy Notice Statement.

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Modified: 2013-07-22\_CCVPRODUCTION [Top of Page](#) [Important Notices](#)

# Connecting CCV with CGS-M



Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV History Consent Transfer PIN Account

Funding CV - List of Sections 2013-09-11 14:54 EST

**Your CV has been submitted. Your confirmation number is : XXXXX** You need this number

Preview Previous Submit

Funding Source Canada Graduate Scholarships - Master's Program ?

CV Type CGS Master's ?

Section	Included/Entries	Last Updated
Personal Information		
Identification	1/1	2013-09-11 14:49:12
Language Skills	1/1	2013-09-11 14:41:27
Address	1/1	2013-09-11 14:51:00
Telephone	1/1	2013-09-11 14:42:57
Email	1/1	2013-09-11 14:43:20
Website	0/0	No Entry
User Profile	1/1	2013-09-11 14:45:59
Education		
Degrees	1/1	2013-09-11 14:47:36
Credentials	0/0	No Entry

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## Two reference assessments

- Each application must be accompanied by **two** Reference Assessments.

### **First assessment**

- Your thesis supervisor, someone who is able to provide specific examples and is knowledgeable in the proposed area of research

### **Second assessment**

- A person sufficiently familiar with your research and other abilities.
- Cannot be from a proposed supervisor unless they have already supervised you before
- You will not have access to the reports, but will be able to see when it is completed, and have ability to “unlock” allowing referees to make amendments

# Steps

- Contact your proposed referees to ensure they are willing to complete a positive and enthusiastic assessment for you. **DO THIS NOW!**
- In the Referee Invitation section of your application, enter the names and e-mail addresses of each of the referees
- Once the information is saved, an e-mail containing the appropriate links will be forwarded to the referee so that he or she **may view your application** and complete the assessment
- Check the status of the request on the Referee Invitation page

# Last Tips



Start working with the research portal and CCV early



The CCV is very important



Complete your proposal in time for the scholarship committee to review – Nov. 2, 2020



Complete your CCV in time to ask your supervisor to review



Ask referees far in advance



Don't wait until the last minute to submit to NSERC – do it ahead by several days (Dec. 1, 2020)



# Questions?

