

Preparing a CV for the Fonds

1- Go to the Canadian Common CV Home page

Once on the page <https://ccv-cvc.ca/indexresearcher-eng.frm>, click on *Login* in the menu bar.

2- Open a session

Recent user:

If you have already used this site, simply enter your Username and Password.

Forgotten username or password -> Click on the appropriate buttons.

If you encounter difficulties, the Fonds Helpdesk can reset your account. In your e-mail, please specify:

- a) your date of birth (month and day)
b) your user account e-mail or your FRQ PIN

FRQNT Helpdesk: centre.assistance.nt@frq.gouv.qc.ca

FRQS Helpdesk: centre.assistance.sante@frq.gouv.qc.ca

FRQSC Helpdesk: centre.assistance.sc@frq.gouv.qc.ca

New user:

If you have never had a Canadian Common CV account, click on *Register*.

3- Access the Fonds CV

After opening your session, click on CV on the menu bar, then *Funding* ①. Then select the Fonds ② for which you are preparing a CV, as well as the CV Type ③, and click on Load ④. The CV list of sections required by the Fonds will be displayed. If the PIN Status is Invalid ⑤, refer to the following step.

The screenshot shows the Canadian Common CV website. At the top, there is 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 red arrow points to the "Home" link, which is labeled with a red circle containing the number 6. Below the navigation bar is a secondary menu with links: Welcome, CV, Versions, History, Consent, Utilities, PIN/System Account, Account, and Funding. The "Funding" link is highlighted in blue and labeled with a red circle containing the number 1. Below the secondary menu is a section titled "Funding" with a sub-link "Generic" labeled with a red circle containing the number 2. To the right of the "Funding" section is a date and time stamp: "2015-07-06 11:43 EST". Below the "Funding" section is a form with four fields: "Funding Source" (labeled with a red circle containing the number 2), "CV Type" (labeled with a red circle containing the number 3), "Version Name" (labeled with a red circle containing the number 7), and "PIN/System Account Status" (labeled with a red circle containing the number 5). The "Funding Source" field is set to "FRQNT", the "CV Type" field is set to "CV FRQNT", and the "PIN/System Account Status" field is set to "Valid". To the right of the form are three buttons: "Load" (labeled with a red circle containing the number 4), "Preview", and "Submit". Each field has a question mark icon to its right.

Note 1: The Fonds CVs display only the sections the Fonds require. When producing a CV for the Fonds, access the Funding CV of the Fonds and not the Generic one, to avoid completing non required sections. Note that the information in each section is shared between the Generic CV and the CVs of the agencies, no matter if it has been entered in one or the other.

Note 2: If you want to submit many different CVs to the same Fonds with adapted content depending on the program or the research area, it is possible to create versions ⁽⁶⁾. Each version stores the selected elements (see next page, point ⁽²⁾ of the *Understand what is required* section) to allow you to recover them for an upcoming application. If you have created versions, you must specify the one to open ⁽⁷⁾ when accessing the Fonds Funding CV.

4- Validate the PIN

Your FRQ PIN must have been validated before you submit your CV. If the *PIN/System Account Status* is Invalid, access the *PIN/System Account* ^① via the bar menu. Then, click on the pencil ^② and follow the steps.



Canadian Common CV
www.ccv-cvc.ca

Français	Home	Contact Us	Help	Logout
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[Welcome](#) | [CV](#) | [Versions](#) | [History](#) | [Consent](#) | [Utilities](#) | [PIN/System Account](#) | [Account](#)

Agency PIN/System Accounts 2015-07-06 11:47 EST

	Agency	PIN/System Account	Status
(2)	 FRQNT	MACYA9801	Valid

Add

The password for PIN validation is the same you use in you use in your FRQnet *E-portfolio*.

If you are unable to validate the PIN, please check your password and PIN on the *E-portfolio* (<https://frgnet.frg.gouv.qc.ca/portfolio/>). If you do not have one yet, you can create one.

In the case you do not know your PIN (5 letters and 4 numbers), note that it appears in the main menu bar of your *E-portfolio*.

5- Understand what is required

Open all sections^①, enter the information required and select^② the information to submit to the Fonds.

If you see the ✖ symbol, it means that data are invalid or missing. Return to the section to verify the error message.^③

The number on the right^④ indicates the number of entries selected (in this case, 0) out of the number of entries entered (in this case, 17).

The ✔ symbol does not indicate that the section is completed but rather that it contains no errors.

Click on the ? symbol beside the section title^⑤ for information on Fonds requirements and on the information to enter.^⑤

Section	Included/Entries	Last Updated
① Personal Information ②		
✔ Identification	1/1	2014-04-23 10:05:04
✖ Language Skills ④	0/17	2013-06-28 08:48:04
✔ Address	2/4	2013-06-17 01:03:21
✔ Telephone	2/4	2013-05-06 16:58:42
✔ Email	1/2	2013-06-17 01:03:29
✔ Website	1/1	2015-07-06 11:26:28
Education ②		
✖ Degrees	2/8	2013-09-16 09:17:30
✔ Credentials	10/10	2012-06-16 00:00:00
✔ Recognitions	1/2	2013-10-04 15:23:44
✔ User Profile	1/1	2014-08-25 15:13:29

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Help
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
⑤
Ok

Franglais Home Contact Us Help
Welcome CV Versions History Consent Utilities PIN/System Account
Personal Information

Your data is incomplete or contains errors

Language Skills

Done Undo

③ You must select at least 1 entries of Language Skills to submit to CV FRQNT

Language Skills ⑤

Submit All ☐ Add

Submit?	Language	Read	Write	Speak	Understand
☐	Baltic languages	Yes	Yes	No	No
☐	Cantonese	Yes	Yes	Yes	No

②

IMPORTANT:

- Among the specific requirements of the Fonds, note that you must only provide:
 - The names of the students within the past five years (*Supervisory Activities* section);
 - Funding obtained within the past five years (*Research Funding History* section).
- You do not have to delete an entry that you do not want: simply unclick *Submit*^②.

6- Submit the CV

Once you have entered all your information and all the sections have the ✔ symbol, the CV can be submitted.

Click on *Preview*^① to validate the resulting CV (PDF).

If your CV is to your taste and the *PIN Status*^② is valid, click on *Submit*^③.

Be sure to complete all the steps of the submission process and ensure that you have received the green confirmation at the end.

Franglais Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

Funding CV - List of Sections

2015-07-06 11:55 EST

Load Preview Submit ③

* Funding Source FRQNT ①

* CV Type CV FRQNT

Version Name Base

② PIN/System Account Status Valid

Section	Included/Entries	Last Updated
Personal Information ②		
✔ Identification	1/1	2014-04-23 10:05:04
✔ Language Skills	1/17	2013-06-28 08:48:04
✔ Address	2/4	2013-06-17 01:03:21
✔ Telephone	2/4	2013-05-06 16:58:42
✔ Email	1/2	2013-06-17 01:03:29
✔ Website	1/1	2015-07-06 11:26:28
Education ②		
✔ Degrees	1/8	2013-09-16 09:17:30
✔ Credentials	10/10	2012-06-16 00:00:00
✔ Recognitions	1/2	2013-10-04 15:23:44
✔ User Profile	1/1	2014-08-25 15:13:29

7- In the E-portfolio of the Fonds to which you submit, enclose the detailed contributions PDF

To accompany the submitted CV, the Fonds require that you enclose a PDF file of detailed contributions. Since the submission is made per Fonds, the file must be attached in the *E-portfolio* of the Fonds to which you submit your CV. Make sure you carefully read the document *Guidelines for detailed contributions* for that specific Fonds. It can be found into the *Documents* section of the main menu bar of that Fonds *E-portfolio*.

To access your *E-portfolio*, you can use the link provided at the bottom of the preceding page, and then select the appropriate Fonds.