**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:

- 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**:

ontinue=https%3A%2F%2Fscholar.google.ca%2Fcitations%3Fhl%3Den&hl=en&fl

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

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:
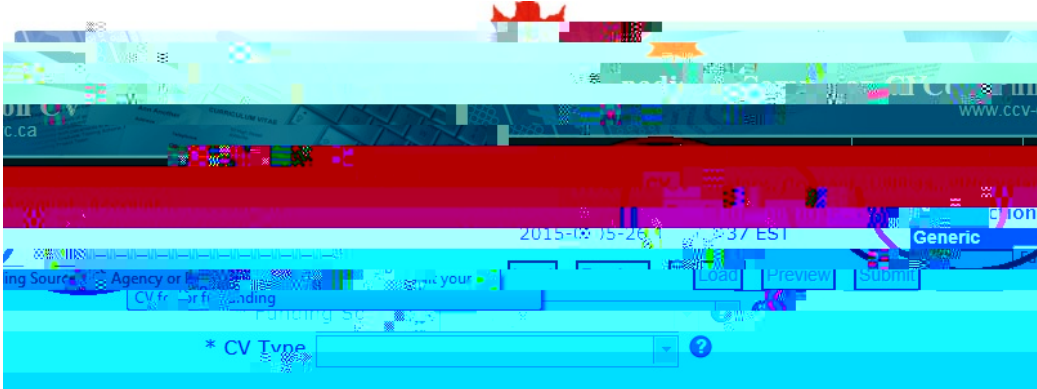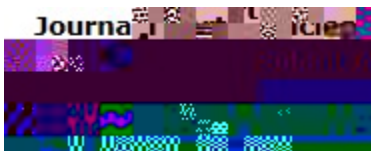

- Now select "NSERC" in the field for the Funding Source, and "NSERC_Researchers" in the field for "CV Type", then click "Load".
- First, you need to fill in some missing data about the publications you just imported. You'll see a window in the middle of the screen with the various CCV sections. Use 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:

  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:
  - o 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.

  - o Red

- 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:

- 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":

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

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

Once there are no more red X, you can press Submit to obtain the confirmation number:
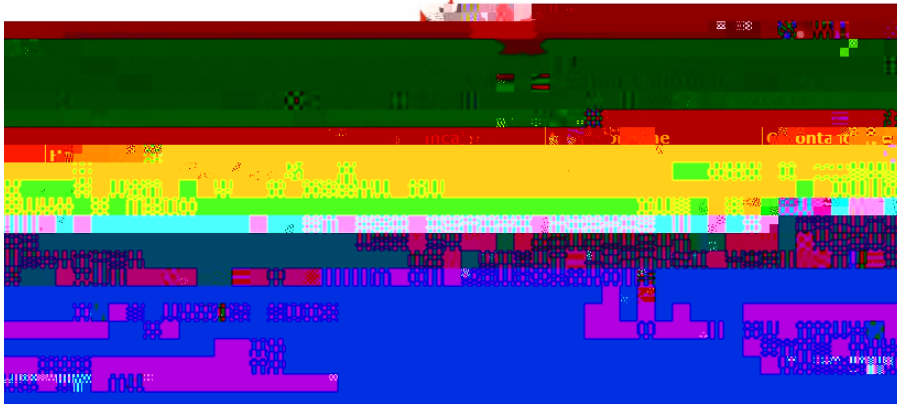
that you can paste into the CCV field on the [NSERC Portal](#) (a different website) for your NOI and the full application: On the NSERC Portal site, once you've opened your NOI or application, scroll down to the CCV Attachment section and click Attach:
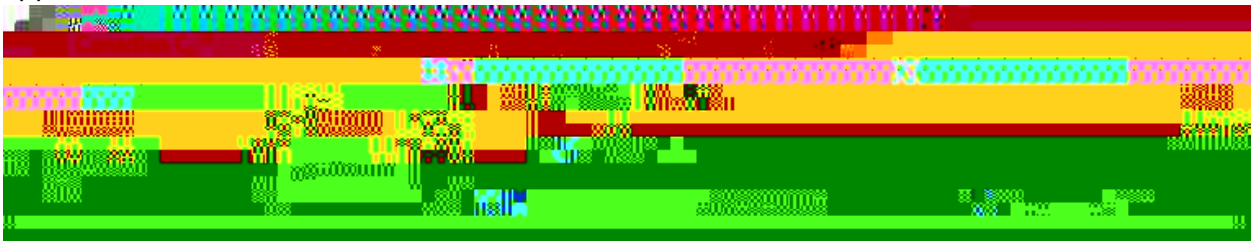
That'll open a screen where you can enter the CCV confirmation number:
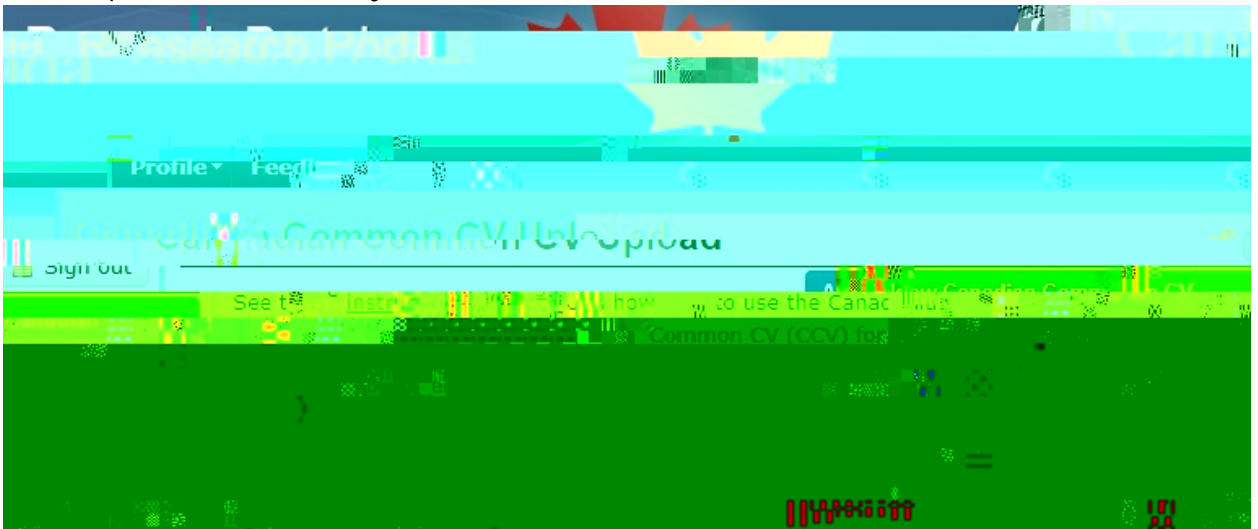
- **Troubleshooting CCV linking errors:**
  If you entered different email addresses (or slightly different spellings of your name) in your profile on the CCV site vs. your account on the NSERC Portal, the system won't let

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. Whe5.48 0o

IMPORT APPENDIX: How to import your publications from other databases

## Option A: Importing individual publications directly from PubMed

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 For-rtk005 Wpe(h)10 (a)4 (n o)TJ0 Tc 0 Tw (:)U
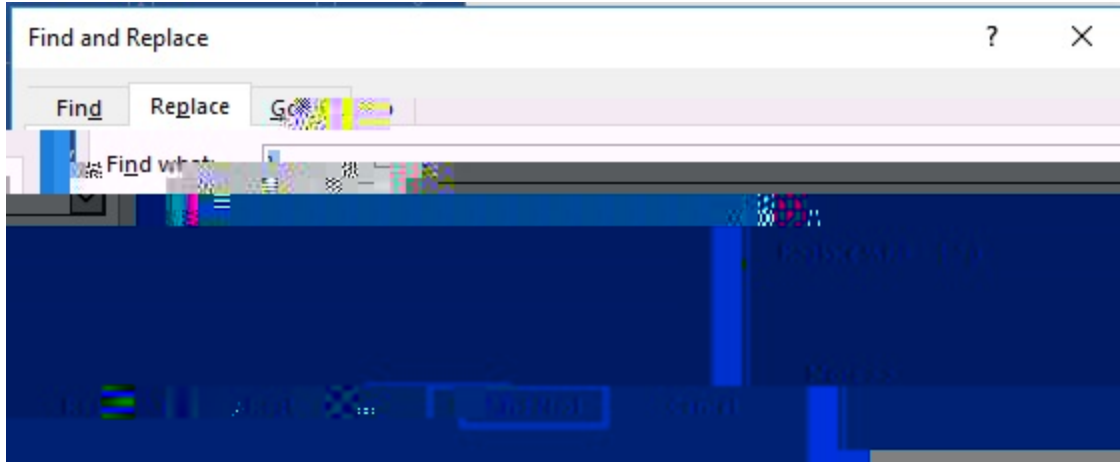
4. Do another Find and Replace All with the following entries to add line breaks at the end of an entry to mirror the way Google Scholar does it:
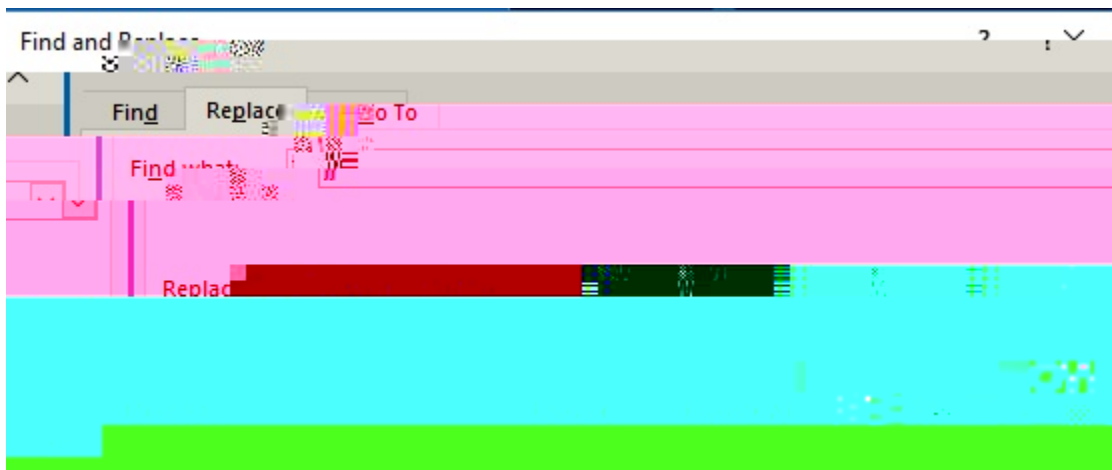
5. One last Find and Replace All to move the title field on a new line as well:
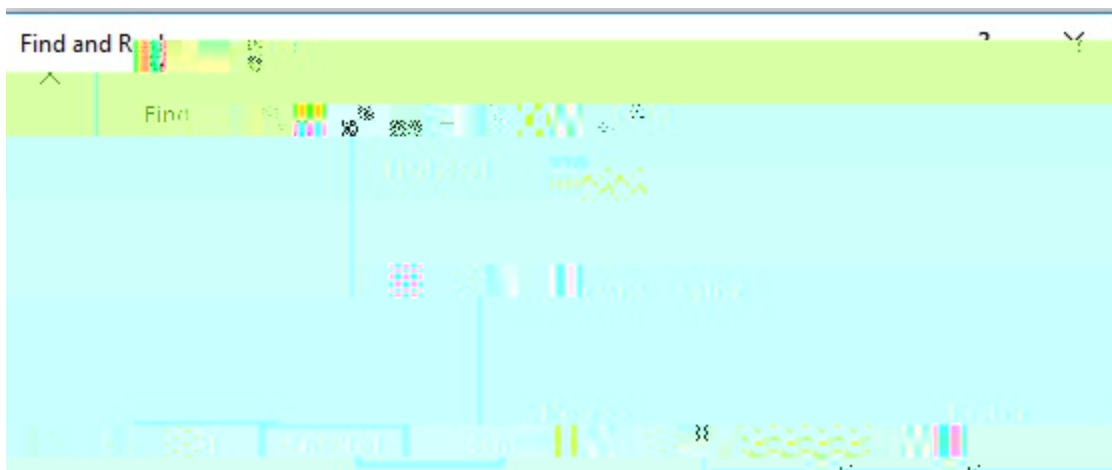
6. Then **save this file as a plain text file (.txt)** and import it into the CCV by using the Utilities -> "Import publications from File" menu on the CCV site. Select "Google Scholar" as the bibliographic database, browse to the file you just saved and click Import. You'll be given a list of your publications 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 en