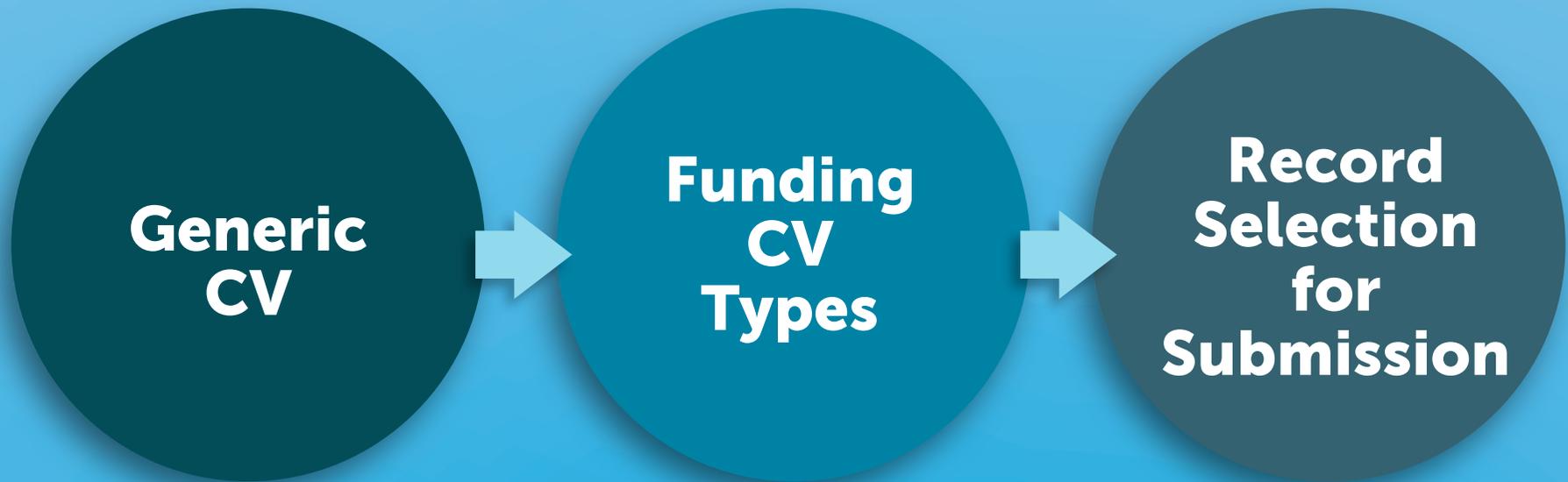


CCV Submission Guide

Steps to follow when submitting your exported CV to funding agencies

This guide will assist you in correcting any errors that may occur during the process of submitting your CV to your selected funding agency.

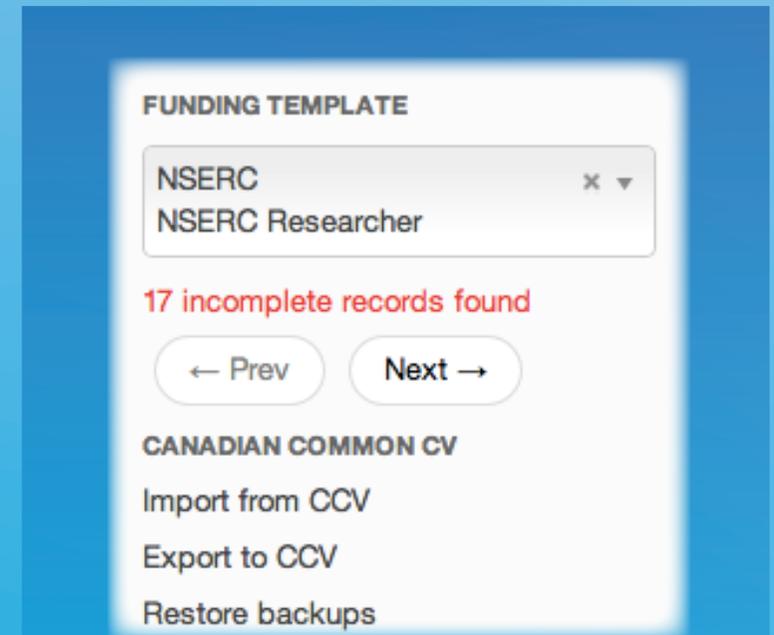
3 Aspects of CCV Funding Applications



UNIWeb Interaction with the CCV

UNIWeb software interacts with the first and second aspects of the Canadian Common CV. It allows you to:

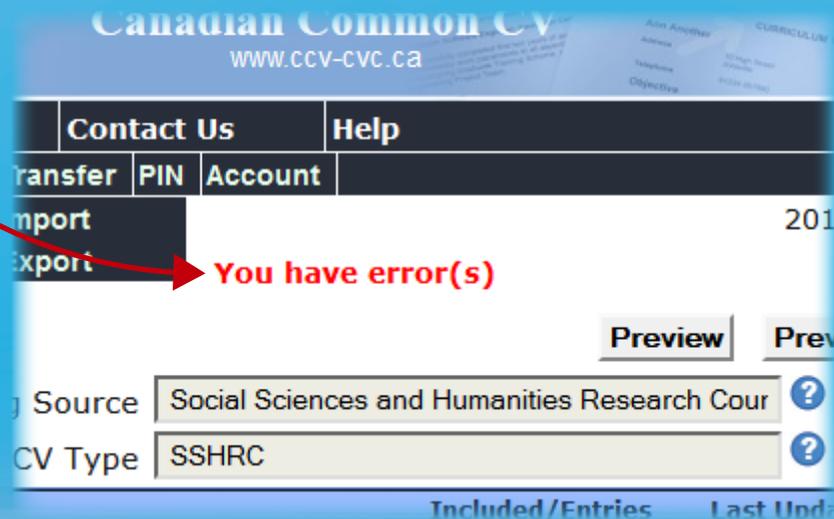
- Import/export your generic CV.
- Select a funding template, complete the required information, and validate that it meets the data constraints of the selected funding agency.



Before exporting your CV from UNIWeb to the CCV website, make sure that you have validated the CV data according to the rules of the funding agencies to which you will submit the CV. To do this, simply select the appropriate funding template from the list.

UNIWeb Interaction with the CCV

UNIWeb also has the ability to interact with the third step of the CCV: the record selection. Some error notification on the CCV website only appear when you select a funding CV type for submission.



UNIWeb Interaction with the CCV

Because the CCV waits to notify you of the parameters set forth in each funding CV type, you may need to deselect certain records that do not meet the particular submission requirements.



The screenshot shows a web form with the following elements:

- A text input field labeled "PubMed ID" containing the value "21".
- A "Retrieve" button with a dropdown arrow.
- A text input field labeled "* Publication Date" containing the value "2005-02-15".
- Icons for a calendar and a question mark next to the "Publication Date" field.
- A red error message below the "Publication Date" field: "Only entries with Publication Date within the past 6 years may be submitted".

A red arrow originates from the top of the slide and points to the error message.

Example

List of publications in UNIWeb with data validation set for the SSHRC funding type

Publications

PubMed Articles [+ Add](#)

Giangrande M, Kim Y, Mizukami H 81, **N-terminal spin label studies of hemoglobin, Ligand and pH dependence.**, *Biochimica et biophysica acta*, Volume: 412, Issue: 1, 2008 March 1 [edit](#)

Isaac O, Thiemer K 21, **[Biochemical studies on camomile components/III. In vitro studies about the antipeptic activity of (-)-alpha-bisabolol (author's transl)].**, *Arzneimittel-Forschung*, Volume: 25, Issue: 9, 2005 February 15 [edit](#)

Imai K, Lehmann H 88, **The oxygen affinity of haemoglobin Tak, a variant with an elongated beta chain.**, *Biochimica et biophysica acta*, Volume: 412, Issue: 2, 2004 January 18 [edit](#)

FUNDING TEMPLATE

SSHRC SSHRC [x](#) [v](#)

CANADIAN COMMON CV

Import from CCV

Export to CCV

Download a backup copy

Restore automatic backups

DOWNLOAD

 Funding template CV

 Complete CV

 OCGS

 All layouts & formats

IMPORT

Publications

No Errors reported in UNIWeb...

Example (cont.)

Once your CV is exported back to the CCV and you select a funding CV type, submission requirement violations may be detected...

The screenshot shows the Canadian Common CV (CCV) interface. On the left, the 'Export' button is highlighted with a red arrow pointing to the error message 'You have error(s)'. On the right, a table titled 'PubMed Articles' lists three records. The second record, with PubMed ID 21 and title '[Biochemical s...', is highlighted in yellow and has a red 'X' icon in the 'Submit?' column. A red arrow points from this record to the error message. Below the table, the 'Retrieve' button is visible. At the bottom, the 'Publication Date' field is set to '2005-02-15', with a red arrow pointing to the error message: 'Only entries with Publication Date within the past 6 years may be submitted'.

Submit?	PubMed ID	Title
<input checked="" type="checkbox"/>	81	N-terminal spi
<input checked="" type="checkbox"/>	21	[Biochemical s
<input checked="" type="checkbox"/>	88	The oxygen aff

PubMed ID: 21
* Publication Date: 2005-02-15

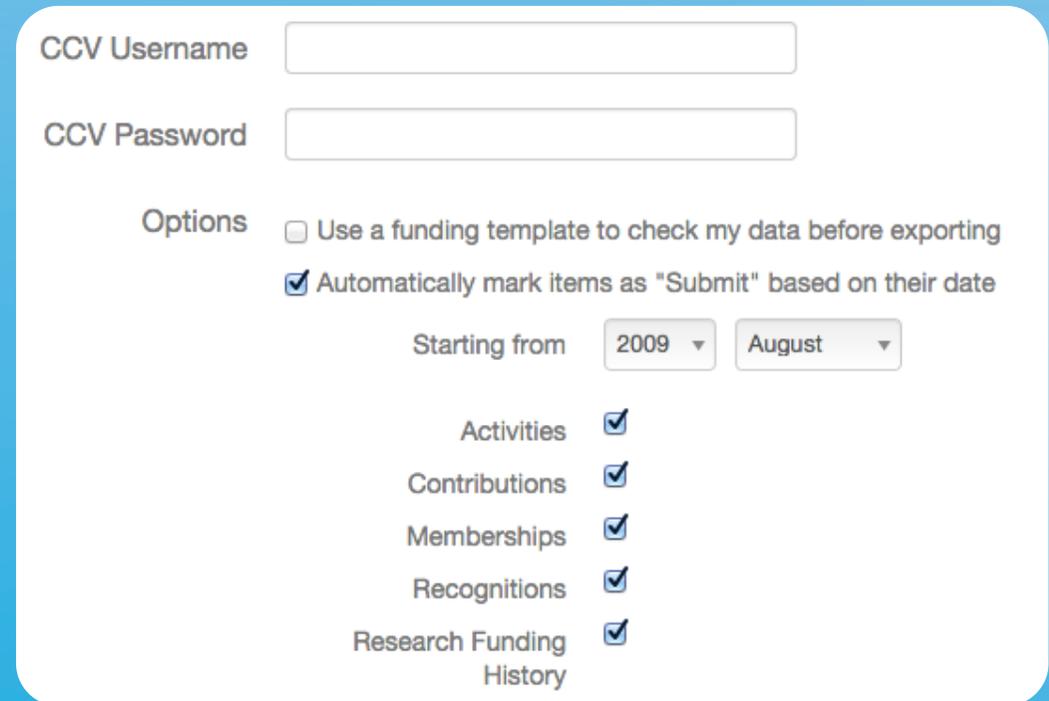
Only entries with Publication Date within the past 6 years may be submitted

Fixing Submission Errors Automatically

Step 1: Submission error related to dates can be fixed automatically from the export screen in UNIWeb by selecting a starting date.

Step 2: After exporting to the CCV, UNIWeb will tick the "Submit" checkmarks based in the dates.

Step 3: Verify the record selection in the CCV website and tick checkmarks manually if necessary as shown in the next slide.

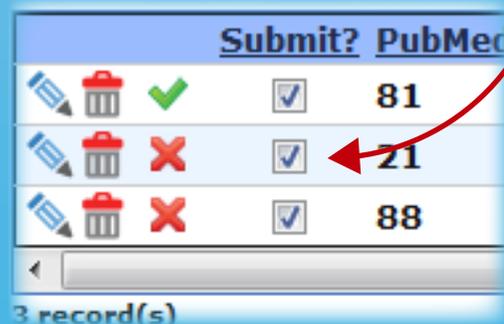


The screenshot shows a form for exporting data to the CCV website. It includes fields for 'CCV Username' and 'CCV Password'. Under the 'Options' section, there are two checkboxes: 'Use a funding template to check my data before exporting' (unchecked) and 'Automatically mark items as "Submit" based on their date' (checked). Below these are two dropdown menus for 'Starting from', set to '2009' and 'August'. At the bottom, there is a list of categories with checkmarks: 'Activities', 'Contributions', 'Memberships', 'Recognitions', and 'Research Funding History'.

CCV Username	<input type="text"/>
CCV Password	<input type="text"/>
Options	<input type="checkbox"/> Use a funding template to check my data before exporting
	<input checked="" type="checkbox"/> Automatically mark items as "Submit" based on their date
Starting from	2009 <input type="text"/> August <input type="text"/>
Activities	<input checked="" type="checkbox"/>
Contributions	<input checked="" type="checkbox"/>
Memberships	<input checked="" type="checkbox"/>
Recognitions	<input checked="" type="checkbox"/>
Research Funding History	<input checked="" type="checkbox"/>

Fixing Submission Errors Manually

Step 1: Deselect submit boxes where errors are found

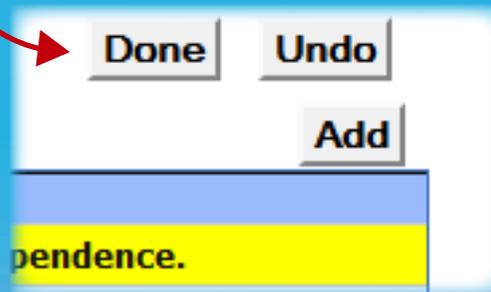


A screenshot of a data table with three rows. The first row has a green checkmark in the 'Submit?' column. The second row has a red 'X' in the 'Submit?' column, and a red arrow points to its checkbox. The third row also has a red 'X' in the 'Submit?' column. The table has columns for 'Submit?' and 'PubMed'. Below the table, it says '3 record(s)'.

	Submit?	PubMed
  	<input checked="" type="checkbox"/>	81
  	<input checked="" type="checkbox"/>	21
  	<input checked="" type="checkbox"/>	88

3 record(s)

Step 2: Click done to save changes



				Preview
Funding Source		Social Sciences and Humanities Research Cour		
CV Type		SSHRC		
 	PubMed Articles	1/3	2014-	
 	Journal Articles	0/0	No En	
 	Journal Issues	0/0	No En	

Once errors have been corrected, your CCV is ready to be submitted.

Please note that the export operation from UNIWeb to the CCV site will set all records as marked for submission.