TIPS AND TRICKS ON HOW TO OPTIMIZE YOUR CV

January 29, 2014

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Overview of Presentation

- The different elements to be included in the professional CV
- The elements of the Canadian Common CV (CCV)
- Differences between CIHR and FRQS versions of the CCV
- Attachments for CIHR and FRQS CCV

- Your C.V. is your own personal advertisement;
- Its main purpose is to illustrate your achievements and experience.
- It is an organized, succinct summary of your :
 - Education
 - Awards
 - Research experience
 - Research Output: Publications and presentations
 - Work experience and extracurricular experience
 - Professional memberships

- The McGill Suggested CV format
- 7 Major Sections:
 - Identification
 - Education
 - Appointments
 - Special Honors
 - Teaching
 - Other Contributions
 - Research
- o Can be found at:

https://www.mcgill.ca/medicine-academic/tenure



McGill University, Faculty of Medicine
Curriculum Vitae for Promotions and Tenure Considerations
Date of Last Revision:

A. IDENTIFICATION

Name

Office Address

Telephone

Email

B. EDUCATION: (Indicate institution, field, degree, and year under the following headings)

Undergraduate

Medical

Graduate

Thesis Topic

Post-graduate training

Research

Clinical

Professional Certifications

C. APPOINTMENTS (current and past; indicate department, rank and year)

University

Hospital

Other

D. SPECIAL HONORS, AWARDS, RECOGNITION

E. TEACHING

1. McGill Course

Undergraduate

Post-graduate

CME

2. Research Trainees Supervised

Include: students (Ph.D, M.Sc, undergraduate), post-doctoral and other fellows.

List: student's name, department, years; year degree expected or obtained.

3. Invited Lectures, Talks, Presentations (List place, topic, date)

4. Clinical Teaching (e.g. tutorial groups, ward rounds

F. OTHER CONTRIBUTIONS

1. Journals

Editorial Boards (Journal name, years)

Ad hoc reviews (List journals for last three years)

2. Grant Reviews

Panel Member (Agency, years, meeting days/year)

Ad hoc reviews (List agencies for last three years)

3. Administrative Responsibilities

(Current and past; list department, position, Years)

McGill

Hospital

4. Committees

(Current and past; list name, your position, years, meeting hours/year)

5. Professional and/or Learned Societies

(Current & Past; list society, position, years, meeting days/year)

6. Other Professional and Scientific Contributions

G. RESEARCH

1. Research Activities (Briefly indicate your main areas of research)

Past

Current

- 2. Personal Support Awards (Indicate type of award, agency, term)
- 3. Research Grants

Current (List source, title, amount, term)

Past

4. Publications; Organize in the following categories:

Articles in peer reviewed journals.

DO include "accepted" or "in press"

- a. Articles in peer-reviewed journals
- b. Technical reports.
- c. Reviews, book chapters, books.
- e. Published Abstracts (in a journal not just conference proceedings)
- f. Peer-reviewed conference presentations (level of meeting)
- g. Others, including non-referred publications

PEER REVIEWED PUBLICATIONS

- In academic publishing, the goal of peer review is to assess the quality of articles submitted for publication in a scholarly journal.
- Peer-reviewed articles that are accepted for publication exemplify the best research practices in a field.
- Not all journal articles are peer-reviewed because not all journals are peer-reviewed.
- An article is peer-reviewed if it comes from a peer-reviewed journal.
- Peer-reviewed articles have been evaluated by several researchers or subject specialist in the academic community prior to accepting it for publication.

QUESTIONS ON THE PROFESSIONAL CV?



CANADIAN COMMON CV

- The Canadian Common CV (CCV) is a web-based application that provides researchers with a single, common approach to gathering CV information required by a network of research funding organizations.
- It allows users to input data and member funding agencies to extract data to help support their funding opportunity evaluation processes.
- The Canadian Common CV website:

https://ccv-cvc.ca/loginresearcher-eng.frm

O Additional Resources:

http://www.cihr-irsc.gc.ca/e/47567.html

http://ogpr.educ.ubc.ca/files/2013/05/RES-CanadianCommonCV-online-system-user-manual.pdf

CANADIAN COMMON CV



Tip:

Allow yourself plenty of time to create or update your CCV

Not all information can be entered via the CCV website; certain agencies will require separate attachments that need to be uploaded via the agency website

CANADIAN COMMON CV Choosing a Funding Agency



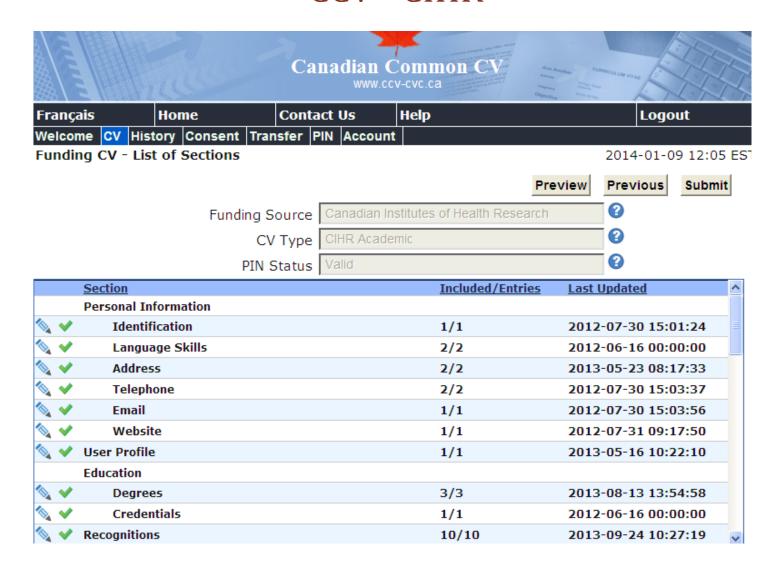
- History tab repository of submitted CCVs & associated confirmation numbers
- CV tab Hover the cursor over the CV tab in the Application Menu and click Funding once it appears.

CANADIAN COMMON CV Choosing a Funding Agency



- Choose the appropriate funding agency from the drop-down menu and click *Next*.
- Choose the CV Type from the options and click *Next*. The CV Type needed will generally be identified in the agency's proposal guidelines

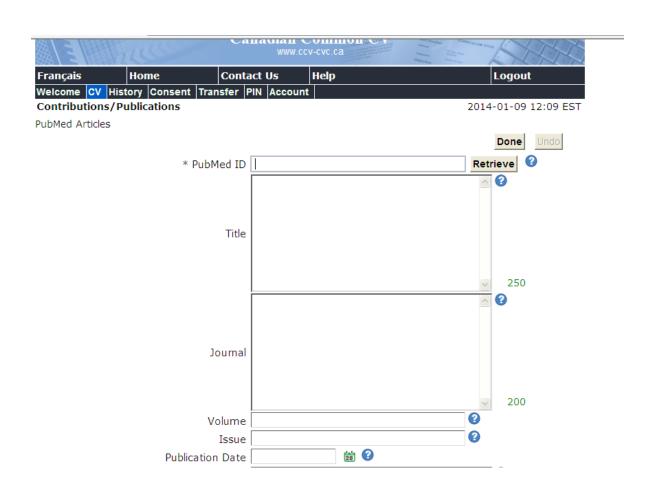
CCV - CIHR



CCV - CIHR CON'T

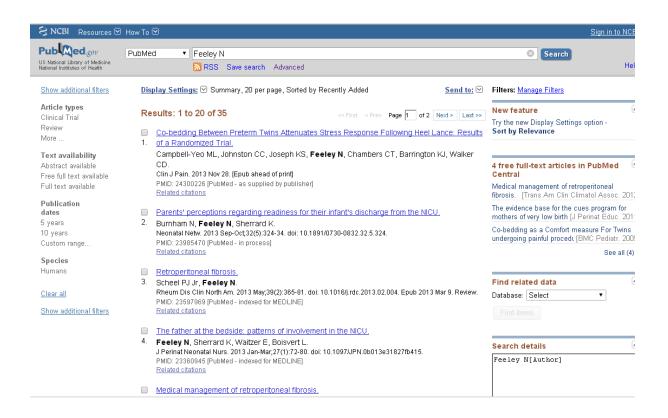
Fi	mployment			
√	Academic Work Experience	7/7	2013-05-23 08:26:36	
V	Non-academic Work Experience	6/6	2012-11-13 09:24:05	
V	Affiliations	3/3	2013-05-23 08:29:15	
V	Leaves of Absence and Impact on Research	0/0	No Entry	
🔪 ✔ R	esearch Funding History	23/23	2013-08-16 09:43:22	
A	ctivities			
	Supervisory Activities			
√	Student/Postdoctoral Supervision	6/6	2013-05-23 08:54:19	
	Advisory Activities			
♦ ♦	Mentoring Activities	0/0	No Entry	
 ✓	Community and Volunteer Activities	29/32	2014-01-09 12:04:50	
∅ ∨	Knowledge and Technology Translation	0/0	No Entry	
∅ ✓	International Collaboration Activities	0/0	No Entry	
_	ontributions			
⊘ ✓	Presentations	38/40	2014-01-09 12:05:09	
	Interviews and Media Relations			
∅ ∨	Broadcast Interviews	0/0	No Entry	
♥ ∀	Text Interviews	0/0	No Entry	_
	Publications			
A	PubMed Articles	15/15	2013-09-03 11:44:27	
A A	Journal Articles	3/3	2013-08-23 10:12:37	
∅ ∨	Books	0/0	No Entry	
∅ ∨	Book Chapters	2/2	2013-05-23 08:55:52	
∅ ✓	Book Reviews	0/0	No Entry	
♦ ✓	Dissertations	0/0	No Entry	
♦ ✓	Reports	0/0	No Entry	
\(\lambda\)	Working Papers	0/0	No Entry	
\(\lambda\)	Manuals	0/0	No Entry	
6	Online Resources	0/0	No Entry	
4				
A	Clinical Care Guidelines	0/0	No Entry	
♦ ✓	Conference Publications	0/0	No Entry	
	Intellectual Property			
♦ ✓	Patents	0/0	No Entry	
♦ ✓	Licenses	0/0	No Entry	
\	Disclosures	0/0	No Entry	
% ~	Registered Copyrights	0/0	No Entry	
*	Trademarks		· · · · · · · · · · · · · · · · · · ·	
	Trademarks	0/0	No Entry	

CCV - CIHR - PUBMED ARTICLES

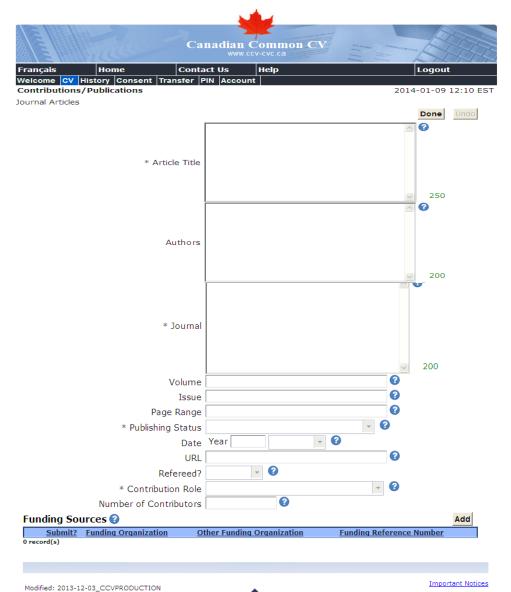


CCV - CIHR - PUBMED ARTICLES

- How to find the PubMed ID (PMID):
 - Go to PubMed site and look for article:
 - http://www.ncbi.nlm.nih.gov/pubmed



CCV - CIHR IN PRESS AND NON PUBMED



CCV - CIHR ATTACHMENT

- Only the "Most Significant Contributions" section need to be submitted as an attachment.
- Identify a maximum of five (5) contributions that best highlight your contribution to your field of research
- Include the following information in your description of each contribution:
 - Position/activity type and description
 - Dates (start and end dates)
 - Why the contribution is significant (i.e. relevance, target community, and impact)
- Further details on the requirements for attachment:

http://www.cihr-irsc.gc.ca/e/29300.html

CCV - FRQS



CCV – FRQS ATTACHMENT

- Include the following sections in your attachment.
 - 1- Most significant contributions (1 page)
 - 2- Activities and contributions (1 page)
 - 3- Interruptions and delays (1 page)
 - 4- Patents and intellectual property (1 page)
 - 5- List of publications (no page limit, last 5 years)
- Detailed instructions:

http://www.frsq.gouv.qc.ca/fr/portefolio/directives ccv frqs.pdf

QUESTIONS?



THANK YOU

And Have a Great Day!

