

TIPS AND TRICKS ON HOW TO OPTIMIZE YOUR CV

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Rachel Daly, MLIS

Centre for Nursing Research, Jewish General Hospital



Hôpital général juif
Jewish General Hospital

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



PROFESSIONAL CV

- 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



PROFESSIONAL CV

- The McGill Suggested CV format
- 7 Major Sections:
 - Identification
 - Education
 - Appointments
 - Special Honors
 - Teaching
 - Other Contributions
 - Research

- Can be found at:

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



PROFESSIONAL CV

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



PROFESSIONAL CV

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)



PROFESSIONAL CV

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



PROFESSIONAL CV

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>

- 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



The screenshot shows the Canadian Common CV 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 for "Français", "Home", "Contact Us", "Help", and "Logout". A secondary navigation bar includes "Welcome", "CV", "History", "Consent", "Transfer", "PIN", and "Account". The main content area is titled "Funding CV - Select Funding Source" and shows a date "2014-01-09 12:03 EST". A "Next" button is visible. A dropdown menu for "Funding Source" is open, listing the following options: CIHR, FRQNT, FRQS, FRQSC, Genome Canada, HSFC, Killam-CC, and MHRC. A "Next" button is also present below the dropdown. A link for "Important Notices" is visible on the right side. A footer note reads "Modified: 2013-12-03_CCVPRODUCTION".

- 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



Français		Home		Contact Us			Help			Logout	
Welcome	CV	History	Consent	Transfer	PIN	Account					

Funding CV - List of Sections

2014-01-09 12:05 EST

[Preview](#) [Previous](#) [Submit](#)

Funding Source ?

CV Type ?

PIN Status ?

Section	Included/Entries	Last Updated
Personal Information		
Identification	1/1	2012-07-30 15:01:24
Language Skills	2/2	2012-06-16 00:00:00
Address	2/2	2013-05-23 08:17:33
Telephone	2/2	2012-07-30 15:03:37
Email	1/1	2012-07-30 15:03:56
Website	1/1	2012-07-31 09:17:50
User Profile	1/1	2013-05-16 10:22:10
Education		
Degrees	3/3	2013-08-13 13:54:58
Credentials	1/1	2012-06-16 00:00:00
Recognitions	10/10	2013-09-24 10:27:19



CCV – CIHR CON'T

Employment		
	Academic Work Experience	7/7 2013-05-23 08:26:36
	Non-academic Work Experience	6/6 2012-11-13 09:24:05
	Affiliations	3/3 2013-05-23 08:29:15
	Leaves of Absence and Impact on Research	0/0 No Entry
	Research Funding History	23/23 2013-08-16 09:43:22
Activities		
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
Contributions		
	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		
	PubMed Articles	15/15 2013-09-03 11:44:27
	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
	Working Papers	0/0 No Entry
	Manuals	0/0 No Entry
	Online Resources	0/0 No Entry
	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	0/0 No Entry

50 record(s)



CCV – CIHR - PUBMED ARTICLES

Canadian Common CV
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV History Consent Transfer PIN Account

Contributions/Publications 2014-01-09 12:09 EST

PubMed Articles

Done Undo

* PubMed ID Retrieve ?

Title ?

Journal ? 250

Volume ?

Issue ?

Publication Date ?



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>

The screenshot shows the PubMed website interface. At the top, there is a search bar with 'PubMed' selected and 'Feeley N' entered. The search results are displayed in a list format, showing the first four results. The first result is 'Co-bedding Between Preterm Twins Attenuates Stress Response Following Heel Lance: Results of a Randomized Trial' by Campbell-Yeo ML, Johnston CC, Joseph KS, Feeley N, Chambers CT, Barrington KJ, Walker CD. The second result is 'Parents' perceptions regarding readiness for their infant's discharge from the NICU' by Burnham N, Feeley N, Sherrard K. The third result is 'Rheumatoid arthritis in the elderly' by Scheel PJ Jr, Feeley N. The fourth result is 'The father at the bedside: patterns of involvement in the NICU' by Feeley N, Sherrard K, Waitzer E, Boisvert L. The fifth result is 'Medical management of retroperitoneal fibrosis'.

NCBI Resources How To Sign in to NCBI

PubMed.gov US National Library of Medicine National Institutes of Health

PubMed Feeley N Search

RSS Save search Advanced

Show additional filters

Display Settings: Summary, 20 per page, Sorted by Recently Added

Send to: Filters: Manage Filters

Article types

Clinical Trial

Review

More ...

Text availability

Abstract available

Free full text available

Full text available

Publication dates

5 years

10 years

Custom range...

Species

Humans

Clear all

Show additional filters

Results: 1 to 20 of 35

<< First < Prev Page 1 of 2 Next > Last >>

1. [Co-bedding Between Preterm Twins Attenuates Stress Response Following Heel Lance: Results of a Randomized Trial](#)
Campbell-Yeo ML, Johnston CC, Joseph KS, **Feeley N**, Chambers CT, Barrington KJ, Walker CD.
Clin J Pain. 2013 Nov 28. [Epub ahead of print]
PMID: 24300226 [PubMed - as supplied by publisher]
[Related citations](#)

2. [Parents' perceptions regarding readiness for their infant's discharge from the NICU](#)
Burnham N, **Feeley N**, Sherrard K.
Neonatal Netw. 2013 Sep-Oct;32(5):324-34. doi: 10.1891/0730-0832.32.5.324.
PMID: 23985470 [PubMed - in process]
[Related citations](#)

3. [Retroperitoneal fibrosis](#)
Scheel PJ Jr, **Feeley N**.
Rheum Dis Clin North Am. 2013 May;39(2):365-81. doi: 10.1016/j.rdc.2013.02.004. Epub 2013 Mar 9. Review.
PMID: 23597969 [PubMed - indexed for MEDLINE]
[Related citations](#)

4. [The father at the bedside: patterns of involvement in the NICU](#)
Feeley N, Sherrard K, Waitzer E, Boisvert L.
J Perinat Neonatal Nurs. 2013 Jan-Mar;27(1):72-80. doi: 10.1097/JPN.0b013e31827fb415.
PMID: 23360945 [PubMed - indexed for MEDLINE]
[Related citations](#)

5. [Medical management of retroperitoneal fibrosis](#)

New feature

Try the new Display Settings option - **Sort by Relevance**

4 free full-text articles in PubMed Central

Medical management of retroperitoneal fibrosis. [Trans Am Clin Climatol Assoc. 2013]

The evidence base for the cues program for mothers of very low birth [J Perinat Educ. 2013]

Co-bedding as a Comfort measure For Twins undergoing painful proced [BMC Pediatr. 2008]

See all (4)

Find related data

Database: Select

Find items

Search details

Feeley N[author]



CCV – CIHR IN PRESS AND NON PUBMED


Canadian Common CV
www.ccv-cvc.ca

Français	Home	Contact Us	Help	Logout		
Welcome	CV	History	Consent	Transfer	PIN	Account

Contributions/Publications 2014-01-09 12:10 EST

Journal Articles

[Done](#) [Undo](#)

* Article Title		250
Authors		200
* Journal		200
Volume	<input type="text"/>	?
Issue	<input type="text"/>	?
Page Range	<input type="text"/>	?
* Publishing Status	<input type="text"/>	?
Date Year	<input type="text"/> <input type="text"/>	?
URL	<input type="text"/>	?
Refereed?	<input type="text"/>	?
* Contribution Role	<input type="text"/>	?
Number of Contributors	<input type="text"/>	?

Funding Sources [?](#) [Add](#)

Submit?	Funding Organization	Other Funding Organization	Funding Reference Number
0 record(s)			



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



[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)
 Welcome [CV](#) | [History](#) | [Consent](#) | [Transfer](#) | [PIN](#) | [Account](#)

2014-01-09 12:14 EST

Funding CV - List of Sections

[Preview](#) | [Previous](#) | [Submit](#)

Funding Source ?
 CV Type ?
 PIN Status ?

Section	Included/Entries	Last Updated
Personal Information		
Identification	1/1	2012-07-30 15:01:24
Language Skills	2/2	2012-06-16 00:00:00
Address	2/2	2013-05-23 08:17:33
Telephone	2/2	2012-07-30 15:03:37
Email	1/1	2012-07-30 15:03:56
Website	1/1	2012-07-31 09:17:50
Education		
Degrees	3/3	2013-08-13 13:54:58
Credentials	1/1	2012-06-16 00:00:00
Reconitions	10/10	2013-09-24 10:27:19
User Profile	1/1	2013-05-16 10:22:10
Employment		
Affiliations	3/3	2013-05-23 08:29:15
Academic Work Experience	7/7	2013-05-23 08:26:36
Non-academic Work Experience	6/6	2012-11-13 09:24:05
Research Funding History	23/23	2013-08-16 09:43:22
Activities		
Supervisory Activities		
Student/Postdoctoral Supervision	6/6	2013-05-23 08:54:19



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.frsg.gouv.qc.ca/fr/portefolio/directives_ccv_frqs.pdf



QUESTIONS?



THANK YOU

And Have a Great Day!

