



Instructions for SSHRC Insight Development Grants 2017 Applications

Application

Eligibility Profile

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1. Did you, in 2016, apply for an Insight Grant?
If yes: The objectives described in your current proposal must be substantially different from those in your Insight Grants proposal (see [multiple applications regulations](#)).
2. Do you currently hold an Insight Development Grant?
If yes: A current grant holder may only submit a new application for the same type of grant if doing so in the year in which they receive the final installment of their existing grant (see [multiple applications regulations](#)).
3. Are you currently a doctoral student?
If yes:
 - a. Will you have met all requirements for the PhD before the grant is awarded (i.e., before June 1, 2017), including all course work and successful defense of your dissertation?
 - b. Will you have established a formal affiliation with an [eligible Canadian postsecondary institution](#) within three months of the grant start date (i.e., by September 2017)?
 - c. Will the affiliation be maintained for the duration of the grant?If no:
 - a. Note: Students enrolled in a program of study are not eligible to apply for an [Insight Development Grant](#).
4. Are you currently a postdoctoral fellow/researcher?
If yes:
 - a. Will you have formally established an affiliation with an [eligible Canadian postsecondary institution](#) within three months of the grant start date (i.e., by September 2017)?
 - b. Will the affiliation be maintained for the duration of the grant?

I have read the information on eligibility

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Identification

Applicant

- **Correspondence Language (Required):** The language in which you wish to receive your correspondence.
- **Personal Identification No. (PIN):** Enter your PIN (NSERC Only). If unknown, leave blank.

User Profile

User Profile Information

Salutation (Required)

First Name (Required) *

Middle Names

Family Name (Required) *

Correspondence Language (Required) English French *

Citizenship (Required)

Date of Birth (Required)
(MM/DD)

I am not affiliated with a postsecondary institution.

Primary Affiliation (Required) *

Department/Division (Required) *

Current Position (Required)

Phone Number (Required) * Extension
(e.g. 9999999999)

Secondary Email

Personal Identification No. (PIN)

Application

- **Application Title (required):** Provide a short and descriptive title. This title may be used for publication purposes. Restrict use of acronyms (e.g., DNA, NATO, etc.), and avoid company or trade names.
- **Research group (required):** Select the group representing the research field most appropriate to the subject and discipline of your proposal.
- **Multidisciplinary evaluation (required):** If your proposal requires adjudication by experts in more than one field, select "Yes" and complete the Request for Multidisciplinary Evaluation.
- **Joint or special initiative:** If you want your project to be considered for any of the initiatives listed, select the appropriate option. For more information, see your funding opportunity description.
- **Is this a [research-creation](#) project? (required):** If you are submitting a research-creation project, select "yes". Resulting adjudication of such proposals may involve more tailored adjudication, including evaluation by research-creation experts, and collaboration with the Canada council for the arts. Please click on the hyperlink for additional information.
- **Does your proposal involve [Aboriginal Research](#) as defined by SSHRC? (required):** select "yes" if you wish to signal the adjudication committee that your application should be reviewed in the context of SSHRC's definition of Aboriginal research and its Guidelines for the Merit Review of Aboriginal Research.

Application

Application Title (required) 

Research group (required) 

Multidisciplinary evaluation (required)  Yes No

Joint or special initiative 

Is this a [research-creation project](#)? (required)  Yes No

Does your proposal involve [Aboriginal Research](#) as defined by SSHRC? (required)  Yes No

Scholar Type

Scholar type ([Emerging](#) or [Established](#))

Note: Emerging scholars are limited to choosing one of the eligibility criteria, and the form will verify their eligibility status by asking for specific dates. **Example:**

Scholar Type

Are you an [Emerging Scholar](#) or [Established Scholar](#)? (required)

Have you received a previous grant (with the exception of a fellowship and/or knowledge mobilization grant) as principal investigator or project director, through any of the following organizations: SSHRC, Natural Sciences and Engineering Research Council, or Canadian Institutes of Health Research? (required) Yes No

When did or will you obtain your highest degree? For doctoral and master's degrees, this is the thesis defense date for the first highest degree obtained. (required)

Do you currently hold a tenured or tenure-track postsecondary appointment? (required) Yes No

Have you held a tenured or tenure-track postsecondary appointment for 6 years or more throughout your career? (required) Yes No

When did you obtain your tenured or tenure-track position? (required)

Has your career been interrupted for family or health reasons after February 3, 2011? (required) Yes No

Confirmed Scholar Type

[Established](#) Scholars: *Proposed versus Ongoing Research*

Established Scholars: Proposed Versus Ongoing Research

ⓘ

Explain how the proposed research is distinct from your previous/ongoing research. Proposed projects should be clearly delimited and in the early stages of the research process.

Established Scholars: Proposed Versus Ongoing Research (required) Characters remaining: **3800** (3800 characters maximum)

Administering Organization

- **Organization:** Postdoctoral researchers and doctoral students may leave this field blank.
- **Department/Division:** Select one option from the drop-down list. Postdoctoral researchers and doctoral students may leave this field blank.

If the organization that will administer the funds is not listed, you must email secretariat@sshrc-crsh.gc.ca at least five days prior to the application deadline to begin the eligibility process or you will not be able to apply. See [Institutional Eligibility - Guidelines and Requirements](#).

Administering Organization

If the organization that will administer the funds is not listed, you must email secretariat@sshrc-crsh.gc.ca at least five days prior to the application deadline to begin the eligibility process or you will not be able to apply. See [Institutional Eligibility—Guidelines and Requirements](#).

Organization (required)

Department/Division (required)

Activity Details

Application Title

Application Title

Your application title entered in the "Identification" screen is:

Certification Requirements

Certification Requirements

Does the proposed research involve humans as research participants? (required) Yes No

Does the proposed research involve animals? (required) Yes No

Environmental Impact

Environmental Impact

A. Will any phase of the proposed research take place outdoors and on federal lands in Canada, as interpreted in section 2(1) of the [Canadian Environmental Assessment Act, 2012](#) (CEAA 2012)? (required) Yes No

B. Will any phase of the proposed research take place outdoors and outside of Canada? (required) Yes No

C. (i) Will the grant permit a designated project, as listed in the CEAA 2012 [Regulations Designating Physical Activities](#) (RDPA), to be carried out in whole or in part? (required) Yes No

OR (ii) Will any phase of the proposed research depend on a designated project, as listed in the RDPA, being carried out by an organization other than the granting agency? (required) Yes No

[Canadian Environmental Assessment Act, 2012](#)

[Regulations Designating Physical Activities](#)

Keywords

Keywords

List up to 10 keywords that best describe the proposal. (required)

1. *
2.
3.
4.
5.
6.
7.
8.
9.
10.

Disciplines

Disciplines

Indicate and rank up to three disciplines relevant to your proposal, with #1 the most relevant and #3 the least relevant. (required)

1.	<input type="text"/>	▼
2.	Select	▼
3.	Select	▼

Clear Selection

Clear Selection

Areas of Research

Areas of Research

Indicate and rank up to three areas of research relevant to your proposal, with #1 the most relevant and #3 the least relevant. If you select "Not Subject to Research Classification" in #1, the system will automatically remove any other areas of research when you save this page. (required)

1.	<input type="text"/>	▼
2.	Select	▼
3.	Select	▼

Clear Selection

Clear Selection

Temporal Periods

Temporal Periods

Indicate up to two historical periods covered by your proposal.

	From		To		
	Year	Period	Year	Period	
1.	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	Clear Row 1
2.	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	Clear Row 2

Geographical Regions

Geographical Regions

Indicate and rank up to three geographical regions relevant to your proposal, with #1 the most relevant and #3 the least relevant.

1.	select	▼
2.	Select	▼
3.	Select	▼

Clear Selection

Clear Selection

Clear Selection

Countries

Countries

Indicate and rank up to five countries relevant to your proposal, with #1 the most relevant and #5 the least relevant.

1.	Select	▼
2.	Select	▼
3.	Select	▼
4.	Select	▼
5.	Select	▼

Clear Selection

Clear Selection

Clear Selection

Clear Selection

Clear Selection

Clear Selection

Revisions to Previous Application

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Sign o

Revisions since previous application

Applicants may outline the revisions made since their previous application.

Note: Adjudication committees are not bound by the deliberations or scores of previous committees. Members of the current committee will not be given copies of the earlier application(s).

Characters remaining: 3800 (3800 characters maximum)

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Summary of Proposal (required)

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Summary of Proposal (required)

Provide a summary of your research proposal written in clear, plain, non-technical language understandable to scholars with varied areas of expertise. Clearly indicate:

- the problem or issue to be addressed; and
- the potential contribution of the research in advancing knowledge and, where applicable, the wider social benefit (e.g., Will this research be of interest to other areas of research/disciplines? Will it be of interest outside the academic community? How will it be used and by whom?).

Note: If your proposal is funded, this summary may be used by SSHRC for promotional purposes.

3800 characters maximum
Characters remaining: 3800



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Roles and Responsibilities (required)

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Roles and Responsibilities (required)

Describe:

1. the relative roles, responsibilities and contributions of the applicant, and of any co-applicants and collaborators (if applicable, clearly outline the rationale for international collaboration);
2. for team applications: the relative proportion (in percentage) of each member's contribution to the proposed project; and
3. the proportion of time to be spent on this project in relation to any other ongoing research projects or programs (excluding prospective grants).

Note: For team applications, if the adjudication committee determines that the applicant is not responsible for, or equipped to exercise, the leadership of the research, the Feasibility score may be lowered.

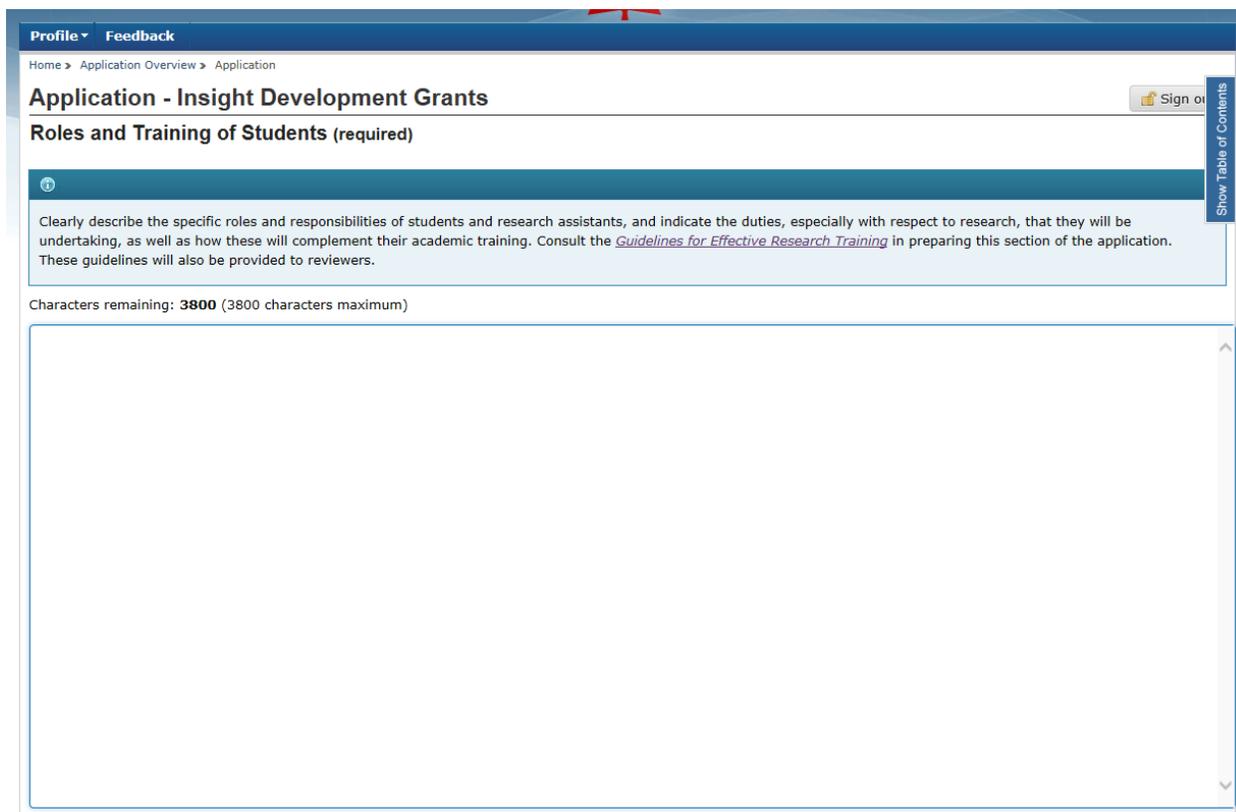
Characters remaining: **7600** (7600 characters maximum)

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Roles and Training of Students (required)

[Guidelines for Effective Research Training](#)



The screenshot shows a web application interface. At the top, there is a navigation bar with 'Profile' and 'Feedback' options. Below this, a breadcrumb trail reads 'Home > Application Overview > Application'. The main heading is 'Application - Insight Development Grants', with a 'Sign out' button on the right. The section title is 'Roles and Training of Students (required)'. A teal box contains a tip icon and text: 'Clearly describe the specific roles and responsibilities of students and research assistants, and indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training. Consult the [Guidelines for Effective Research Training](#) in preparing this section of the application. These guidelines will also be provided to reviewers.' Below this is a character count: 'Characters remaining: 3800 (3800 characters maximum)'. A large, empty text area with a vertical scrollbar is provided for the user to enter their response.

Knowledge Mobilization Plan (required)

- SSHRC's definition of [knowledge mobilization](#)
- SSHRC's [Guidelines for Effective Knowledge Mobilization](#)
- [Tri-Agency Open Access Policy on Publications](#)
- SSHRC's [Open Access](#) overview

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Knowledge Mobilization Plan (required)

+

Include:

- an overall plan to increase the accessibility, flow and exchange of social sciences and humanities knowledge among various appropriate audiences or participants (academic and/or non-academic);
- a plan for engaging appropriate audiences or participants, including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public;
- a schedule for achieving the intended knowledge mobilization activities; and
- elaboration on the purpose of the knowledge mobilization activities and/or other goals.

Applicants are encouraged to consult SSHRC's definition of [knowledge mobilization](#) and SSHRC's [Guidelines for Effective Knowledge Mobilization](#). Grant holders must comply with the [Tri-Agency Open Access Policy on Publications](#). To learn more, consult SSHRC's [Open Access](#) overview.

Characters remaining: **2000** (2000 characters maximum)

Save and previous Save and validate Save and next

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Expected Outcomes (required)

Scholarly Benefits

Scholarly Benefits

Indicate up to three scholarly benefits of the proposed project. (required)

1.
2. select or enter other value
3. select or enter other value

 Clear Selection

 Clear Selection

Summary of Expected Scholarly Outcomes (required)

Summary of Expected Scholarly Outcomes (required)



Justify your answer by describing the potential scholarly benefits/outcomes (e.g., potential learning, implications) that could emerge from the proposed project. If not applicable, enter n/a.

Characters remaining: **1000** (1000 characters maximum)

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Social Benefits

Societal Benefits

Indicate up to three societal benefits of the proposed project. (required)

1.
2. select or enter other value
3. select or enter other value

 Clear Selection

 Clear Selection

Summary of Expected Societal Outcomes (required)

Summary of Expected Societal Outcomes (required)



Justify your answer by describing the potential societal benefits/outcomes (e.g., effects, implications) that could emerge from the proposed project. If not applicable, enter n/a.

Characters remaining: **1000** (1000 characters maximum)

Audiences

Audiences			
Indicate up to five potential target audiences for the proposed project. (required)	1.	<input type="text"/>	<input type="button" value="Clear Selection"/>
	2.	<input type="text"/>	<input type="button" value="Clear Selection"/>
	3.	select or enter other value	<input type="button" value="Clear Selection"/>
	4.	select or enter other value	<input type="button" value="Clear Selection"/>
	5.	select or enter other value	<input type="button" value="Clear Selection"/>

Summary of Benefits to Potential Target Audiences (required)

Summary of Benefits to Potential Target Audiences (required)
<input type="text"/>
Describe the potential benefits the project's expected outcomes will have for the identified target audiences. If not applicable, enter n/a.
Characters remaining: 1000 (1000 characters maximum)
<input type="text"/>

Funds Requested from SSHRC (required)

[Tri-Agency Financial Administration Guide](#)

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Funds Requested from SSHRC (required)

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Estimate as accurately as possible the costs you are asking SSHRC to fund. All budget items must conform to the rates and regulations of the [Tri-Agency Financial Administration Guide](#) and of your organization, and must be fully justified. For each entry, justify all budget costs in terms of the needs of the project.

For each personnel costs category, enter the number of individuals to be hired and specify the total amount (\$) required. The number of, and budget costs for, all individuals hired must be justified relative to the project's needs. For travel, you must distinguish between types (for research purposes or for communication purposes, e.g., conference travel).

Click Calculate Totals to complete the budget form.

Adjudication committees may consider failing a project on the Feasibility criteria if they deem that 30 per cent or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. They may recommend budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives. Committees will use the principle of minimum essential funding to guide their discussions of project budgets. An application will automatically be failed if the committee deems that 50 per cent or more of the overall budget is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.

Note: Insight Development Grant funds must not be used for conference organization or for remuneration or travel and subsistence costs of presenters or guest speakers.

Note: Projects whose primary objective is the digitization of a collection or the creation of a database are not eligible for funding.

▶ Year 1

▶ Year 2

Grand total **Calculate Totals**

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Personnel costs

Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Masters	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Doctoral	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Subtotal		\$0	

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Non student salaries	Number	Amount	Justification
Postdoctoral	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Professional/Technical Services	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Other	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Subtotal		\$0	

Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Student(s)	<input type="text"/>	<input type="text"/>	Characters remaining: 500 (500 chars) <input type="text"/>
Subtotal		\$0	

Travel and Subsistence Costs for Dissemination		Number	Amount	Justification
Applicant/Team Member(s)	<input type="text"/>	<input type="text"/>		Characters remaining: 500 (500 chars) <input type="text"/>
Student(s)	<input type="text"/>	<input type="text"/>		Characters remaining: 500 (500 chars) <input type="text"/>
Subtotal			\$0	
Other Expenses		Amount		Justification
Supplies	<input type="text"/>			Characters remaining: 500 (500 chars) <input type="text"/>
Non-disposable equipment	<input type="text"/>			Characters remaining: 500 (500 chars) <input type="text"/>
<input type="text"/>	<input type="text"/>			Characters remaining: 500 (500 chars) <input type="text"/>
<input type="text"/>	<input type="text"/>			Characters remaining: 500 (500 chars) <input type="text"/>
<input type="text"/>	<input type="text"/>			Characters remaining: 500 (500 chars) <input type="text"/>
Subtotal			\$0	
Grand total year 1			\$0	
► Year 2				
Grand total			\$0	Calculate Totals

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Funds from Other Sources

SSHRC's Guidelines for Cash and In-Kind Contributions

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Funds from Other Sources

You must include all contributors (e.g., individuals, not-for-profit organizations, philanthropic foundations, private sector organizations) that are providing contributions for the project. Indicate whether or not these contributions have been confirmed.

If a funding source is not listed, you must:

- (a) type the source name in Funding Source
- (b) identify the contribution type
- (c) enter an amount.

If you have received, from a single funding source, more than one contribution of the same type (e.g., cash) and confirmation status, you must combine these into one entry (e.g., two \$20,000 confirmed cash contributions from a university become one \$40,000 confirmed cash contribution).

For examples of Canadian and international sources of eligible cash and/or in-kind support, see [SSHRC's Guidelines for Cash and In-Kind Contributions](#).

Note: All contributions must be indicated in Canadian currency.

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Funding Source	Contribution Type	Confirmed	Year 1	Year 2	Total	
Select or enter other value	In-kind	Yes			\$5,000	Clear Row 1
Details		Characters remaining: 500 (500 chars)				
<div style="border: 1px solid #ccc; height: 40px;"></div>						
Select or enter other value	Select	Select			\$0	Clear Row 2
Details		Characters remaining: 500 (500 chars)				
<div style="border: 1px solid #ccc; height: 40px;"></div>						
Select or enter other value	Select	Select			\$0	Clear Row 3
Details		Characters remaining: 500 (500 chars)				
<div style="border: 1px solid #ccc; height: 40px;"></div>						
						Add Row
Grand total					\$5,000	Calculate Totals

Attachments

Detailed Description

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Attachment Upload

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Detailed Description

General Presentation:

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)
- **Note:** Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 " x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 5 page(s)

Using the following headings, address the Challenge and Feasibility evaluation criteria of the funding opportunity. Describe the proposed research in enough detail to allow informed assessment by committee members. Avoid jargon, acronyms and highly technical terms.

Objectives

- Briefly state the explicit objectives of your proposed research.

Context

- Describe the originality, significance and expected contribution to knowledge of the proposed research.
- Situate the proposed research in the context of relevant scholarly literature.
- Describe the appropriateness of the theoretical approach or framework.
- Explain the potential influence and impact within and/or beyond the social sciences and humanities research community.
- **For emerging scholars only:** Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.

Methodology

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated objectives.
- Justify the choice of methodology and describe the specific instruments or procedures to be used.

Add Attachment

Title (required)

File
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Timelines

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Timelines

Your file must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 ½" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 1 page

Describe the timelines for conducting the proposed project. Charts and tables are strongly encouraged as very effective tools for presenting concise details for project components and research activities.

Add Attachment

Title (required)

File
 [Browse](#)

[Upload](#)

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List of References

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List of References

General Presentation:

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)
- **Note:** Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 ½" x 11" or A4 (216 mm x 279 mm) or (210 mm x 297 mm)
- Maximum 10 page(s)

You must attach an electronic copy that lists all references cited in your proposal.

Add Attachment

Title (required)

File
 [Browse](#)

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Research-Creation Support Material

- SSHRCs [Guidelines for Research-Creation Support Materials](#) for more information. Please ensure you closely review SSHRCs definition of [research-creation](#) and [artist-researcher](#)

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Research-Creation Support Material

General Presentation:

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)
- **Note:** Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 " x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 1 page

Research-creation project applications must include a website link to provide samples of work that best illustrate the qualifications of the team and/or nature of the proposed research-creation. See SSHRCs [Guidelines for Research-Creation Support Materials](#) for more information. Please ensure you closely review SSHRCs definition of [research-creation](#) and [artist-researcher](#).

If including a link:

- Provide the complete and exact URL and indicate the path to access the intended support material on the website.
- Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material, etc.). Please provide titles, dates of creation/production, and a brief context for the works presented. Explain why you are including these items, and how they relate to your proposed project.
- Ensure that the website and all links involved will be operational up to six months after the application deadline.
- Specify the browser and version that should be used.

Note: Due to technical challenges, SSHRC cannot guarantee that samples will be accessed. SSHRC assumes no responsibility in cases where links provided are broken or the server is unavailable during the adjudication period.

Add Attachment

Title (required)

File
 Browse

Upload

Canadian Common CV

See the [instructions](#) on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.

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Canadian Common CV Upload

See the [instructions](#) on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.

Note: To successfully upload your CCV, the first name and family name used to create your CCV site account **must be identical** to those used to create your Research Portal account. As well, the email address used to create your Research Portal account **must be identical** to at least one of the emails you listed on the CCV site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV).

Research Portal: To change your family name, first name and/or email address, go to User Profile.

CCV: To change your family name, first name and/or email address, log into the CCV and click "Account" in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template.

Add New Canadian Common CV

Confirmation Number:

Upload

Uploaded Canadian Common CV

File Title	Date Uploaded	Action
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For technical questions, please contact the Helpdesk:

Tel.: 613-995-4273, Email: webgrant@sshrc-crsh.gc.ca

For programs-related questions, please contact:

Research Grants and Partnerships Division

Tel.: 613-996-6976, Email: insightdevelopment@sshrc-crsh.gc.ca