

Validating Canadian Common CV (CCV) PIN and Submission for NSHRF

Nova Scotia Health Research Foundation requires users to validate an Agency PIN for the Common CV. The PIN validation links a user's Common CV data to NSHRF's Grants Management System (GMS).

You must have a GMS account to validate your PIN and submit your CCV.

Your PIN is the email address you used to register your GMS account with.

To validate your PIN for NSHRF and submit your CCV, please follow the steps below:

- 1. Log into your Common CV account: <https://ccv-cvc.ca/>
- 2. In the top menu section of the Common CV:
 - a. Click **PIN**
 - b. Click **Add** on the right-hand side
(If you previously had a PIN validated for NSHRF, select the *edit* button).



- Under **Agency**, choose **NSHRF**.
Under **PIN**, enter the email address used with your GMS account.
Click **Validate** when complete.



A screenshot of a web form. At the top right, there are three buttons: "Validate", "Done", and "Cancel". A red arrow points to the "Validate" button. Below the buttons are two input fields. The first is a dropdown menu labeled "* Agency" with "NSHRF" selected and a blue question mark icon to its right. The second is a text input field labeled "* PIN/System Account" with "johndoe@email.com" entered and a blue question mark icon to its right.

- You will be prompted with Terms of Use. If you agree to the terms, click **I Agree**.

PIN/System Account Validation Confirmation

2016-05-20 09:40 EST



Note: By clicking on the "I agree" button, you consent to give the specified agency access to the information requested on this page and your registration information (name, day and month of birth, address, and telephone number). This is required by the agency to identify you within its own system. The agency will not have access to any other information and will not use the information you provided for any other purposes than to validate your PIN/System Account.

- The next page will prompt you to enter your **GMS account information (email and password)**.
Click **Validate Account**.

PIN/System Account Validation Status

2016-05-20 09:42 EST

NSHRF Account Validation

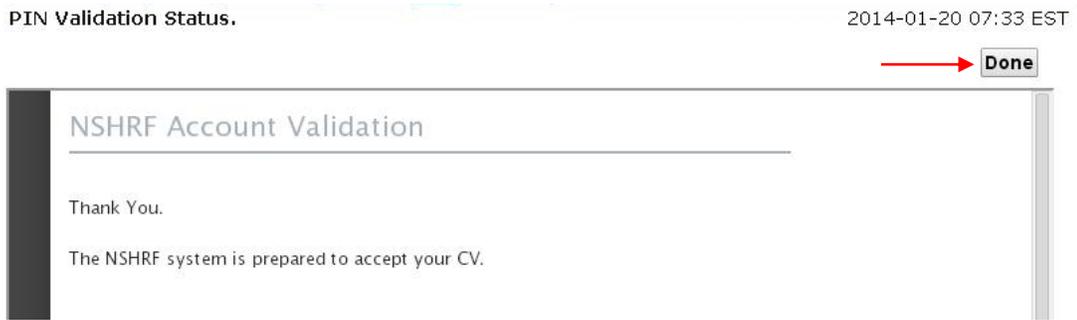
Enter your NSHRF system account email address and password.

System Account Email:

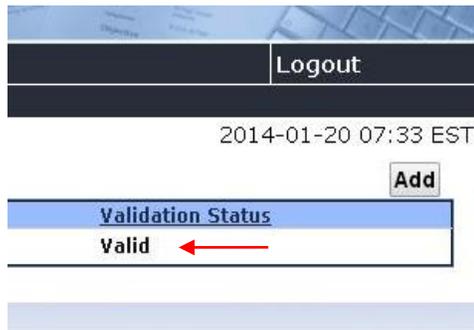
Password:



6. You will receive a confirmation message as shown in the example below. Click **Done** to exit the page.



7. The PIN Validation Status will now appear as 'Valid' for NSHRF.



8. To validate and submit your CCV to NSHRF:

- a. Click **CV** from the top menu, and click **Funding**
- Select **NSHRF** as the funding source
 - Select **NSHRF CV** as the CV Type.
 - Click **Load** to continue.



9. Your Common CV will be displayed and validated to the NSHRF CV type.
 - a. If you are missing any required information for the CV Type, it will be noted with a red 'X' on the left hand side. **You will need to correct any errors before continuing. A green checkmark indicates that the required field has been entered properly.**
 - b. Once all errors and required fields have been satisfied, check **PIN Status** as indicated below in the example. You can only submit your CCV to NSHRF with a **Valid** PIN Status.
 - c. Click **Submit** to continue.

| Section | Included/Entries | Last Updated |
|-----------------------------|------------------|---------------------|
| Personal Information | | |
| Identification | 1/1 | 2014-01-20 07:25:48 |
| Language Skills | 2/2 | 2012-06-16 00:00:00 |
| Address | 1/1 | 2014-01-20 07:26:15 |
| Telephone | 1/1 | 2014-01-20 07:27:23 |
| Email | 1/1 | 2014-01-20 07:27:35 |

10. Please read the **Consent** disclaimer. Click **I Agree** to continue.

Consent

2016-05-20 10:00 ES

→

You are about to submit and share your electronic Curriculum Vitae with other institutions. Once such information is successfully forwarded, the designated institution will be responsible for the management and protection of the personal information shared. Please note: for privacy inquiries, you must contact each institution directly. You agree to share your CV and personal information with the institutions you have chosen here. For additional details please see the Privacy Notice Statement.

11. A confirmation page will appear as below:

Funding CV - List of Sections 2014-01-20 07:35 EST

Your CV has been submitted. The confirmation number is : 201904
You can view the submitted PDF and XML files by clicking on the History page.

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

Funding Source: Nova Scotia Health Research Foundation 

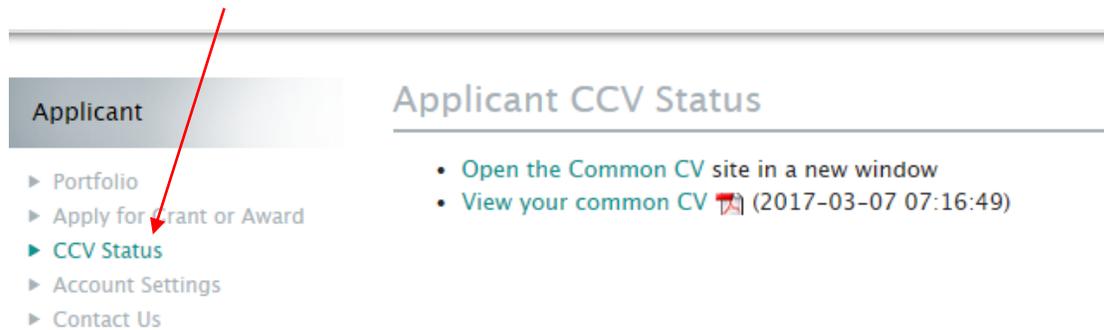
CV Type: NSHRF CV 

PIN Status: Valid 

| Section | Included/Entries | Last Updated |
|---|------------------|---------------------|
| Personal Information | | |
|   Identification | 1/1 | 2014-01-20 07:25:48 |
|   Language Skills | 2/2 | 2012-06-16 00:00:00 |
|   Address | 1/1 | 2014-01-20 07:26:15 |
|   Telephone | 1/1 | 2014-01-20 07:27:23 |
|   Email | 1/1 | 2014-01-20 07:27:35 |
|   Website | 0/0 | No Entry |
|   User Profile | 1/1 | 2012-06-16 00:00:00 |
| Education | | |
|   Degrees | 1/1 | 2014-01-20 07:22:07 |
|   Credentials | 0/0 | No Entry |
|   Recognitions | 0/0 | No Entry |

50 record(s)

12. Login to your GMS account (<https://gms.nshrf.ca>) and view your attached CCV by clicking 'CCV Status' under the Applicant menu.



Applicant

- ▶ Portfolio
- ▶ Apply for Grant or Award
- ▶ **CCV Status**
- ▶ Account Settings
- ▶ Contact Us

Applicant CCV Status

- Open the Common CV site in a new window
- View your common CV  (2017-03-07 07:16:49)