

1. Register/Logon to SSHRC's on-line system ([https://webapps.nserc.ca/SSHRC/logon\\_e.htm](https://webapps.nserc.ca/SSHRC/logon_e.htm))
2. Click on your name in the Curriculum Vitae section on the My Portfolio page.

## My Portfolio

### REMINDER

To be eligible to apply for any SSHRC grant, applicants must have submitted any outstanding final research or activity reports for previous SSHRC grants.

### NEW - CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting an application, by linking my CV to an application led by another researcher or institution, or by accepting funding from the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and/or the Social Sciences and Humanities Research Council of Canada (SSHRC), I affirm that I have read and I agree to respect all the policies of these agencies that are relevant to my research, including the [Tri-Agency Framework: Responsible Conduct of Research](#). In cases of a serious breach of agency policy, the agency may publicly disclose my name, the nature of the breach, the institution where I was employed at the time of the breach and the institution where I am currently employed. I accept this as a condition of applying for, or receiving, agency funding and I consent to such disclosure.

(For further information, see [Questions and Answers on the consent to disclosure of personal information.](#))

### Curriculum Vitae



Status: **In Progress**

Updated: 2012/08/01 - 09:36:08

Preview



Verify

3. Complete all mandatory fields (indicated by boldfaced labels) listed in each section of your CV. Save your data and click on Verify page.

<b>Français</b>		<b>Contact Us</b>	<b>Help</b>	Search	<b>Canada Site</b>
Save	Preview	Portfolio	Verify Page	Instructions	Exit

<b>SSHRC - CRSH</b>	<b>Curriculum Vitae - Identification (Mandatory)</b>  Only the information in the Name section will be made available to selection committee members and external assessors. Citizenship and Statistical and Administrative Information will be used by SSHRC for administrative and statistical purposes only.  <b>Name</b>  Family name [redacted] <a href="#">To modify these two fields, E-mail us at <a href="mailto:webgrant@sshrc-crsh.gc.ca">webgrant@sshrc-crsh.gc.ca</a></a> Given name [redacted] Initials [redacted] <a href="#">Modify this field on My Account page.</a> Title <input type="text" value="Mrs."/> <a href="#">Modify this field on My Account page.</a>  <b>Language Proficiency</b>
Identification	
Current Position	
Address	
Work Experience	
Academic Background	
Credentials	
Research Expertise	
Funded Research	

4. Click on Portfolio in the top menu to return to the My Portfolio screen and click on Verify in the Curriculum Vitae section. Make any corrections until the verification status changes to Verified.

## My Portfolio

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(For further information, see [Questions and Answers on the consent to disclosure of personal information](#).)

Curriculum Vitae +

[Redacted]

Status: **Verified**  
Updated: 2014/09/10 - 09:04:13

Preview  **Verify**

- Under List of application forms, select Accepted Invitations from the drop-down menu. Then click Accept an invitation.

**Curriculum Vitae** +

██████████

Status: **Verified**  
Updated: 2014/09/10 - 00:00:00

Preview  Verify

**List of application forms** +

Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Applications

Form	Action
Accepted Invitations	
Final Research Report	

**List of accepted invitations** +

Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Accepted Invitations

**Important:** If you have updated your SSHRC web CV after having accepted an invitation, you must click on the "Refresh CV" button. Once an application is submitted, any updates made to your CV will not be reflected in the CVs presented for adjudication.

## 6. Copy the Authorization Number shown in your invitation e-mail.

From: SSHRC Electronic System - Système électronique du CRSH <forms@sshrc-crsh.gc.ca> Sent: Tue 25/09/2012  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Invitation to participate. - Invitation à participer.

La version française suit.

This is an automated E-mail message. Please do not reply.

You have been invited to participate on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC) - Insight Grant.

Application Deadline: 2012-10-15 20:00:00.0

Applicant: [REDACTED]

Authorization Number: 9E8A7C901B8839C0 (not case sensitive)

To accept the invitation, follow these steps:

1. Register/Logon to SSHRC's on-line system ([https://webapps.nserc.ca/SSHRC/logon\\_e.htm](https://webapps.nserc.ca/SSHRC/logon_e.htm))
2. Complete all mandatory fields listed above in your CV.
3. Return to the "My Portfolio" screen and click on "Verify".
4. Under "List of application forms", select "Accepted Invitations" from the drop-down menu and click "Accept an invitation".
5. Copy and paste the Authorization Number shown above and click "Accept".
6. FOR CO-APPLICANTS ONLY: Accept the Consent to Disclosure of Personal Information by clicking on "I agree and wish to continue".
7. Follow the instructions to complete the form.
8. Return to the "My Portfolio" screen, click on the Verify button for the Accept Invitation form and correct the data until the Verification Report indicates success verification.
9. The status for that Accept Invitation form will change to "Verified".

NOTE: We recommend that you complete, verify and submit your Accept Invitation form as soon as possible. Please take into consideration the application deadline

7. Paste the number into the Authorization Number field and click Accept.

<a href="#">Français</a>		<a href="#">Contact Us</a>	<a href="#">Help</a>	<a href="#">Search</a>	<a href="#">Canada Site</a>
		<a href="#">Portfolio</a>			<a href="#">Exit</a>

## Accept an Invitation

Invitations to participate on an application are received by e-mail. To accept an invitation, follow these steps:

1. Copy and paste the Authorization Number from the e-mail in the field below and click on "Accept". Read "New - Consent to Disclosure of Personal Information" and click on "I agree and wish to continue". This will create your Accept an Invitation form.
2. Complete the form.
3. To ensure that your form is complete and correct, return to your Portfolio and click the Verify button of your Accept an Invitation form.
4. Correct the data until the Verification Report indicates successful verification.

If you are a co-applicant or a collaborator, a copy of your CV will be attached to the invitation form. If you modify your CV after accepting the invitation, click on "Refresh CV" on the Portfolio screen to attach the updated version.

Authorization Number

		<a href="#">Portfolio</a>			<a href="#">Exit</a>
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8. FOR CO-APPLICANTS ONLY: At the bottom of the page, read the Consent to Disclosure of Personal Information and click on I agree and wish to continue.

#### **NEW - CONSENT TO DISCLOSURE OF PERSONAL INFORMATION**

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(For further information, see [Questions and Answers on the consent to disclosure of personal information](#).)

In addition, I certify that I accept the terms and conditions of the application as outlined in the corresponding program description, and that the information provided in the application is accurate and complete.

9. Click on Research Contributions and follow the instructions to complete your attachment.

Français	Contact Us	Help	Search	Canada Site
	Portfolio		Instructions	Exit

SSHRC - CRSH 20 days 9 hr 21 min to deadline date

Application Summary

**Research Contributions**

↑ = Electronic Attachment

### Accept Invitation - Research Contributions

Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.

The file containing your attachments must ...

**Your electronic file attachment must meet the following specifications:**

- PDF format (.pdf extension); unprotected
- Maximum file size of 500 Kb
- 8 ½" x 11" (216 mm x 279 mm)
- Maximum 4 page(s)

**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)

File name


Portfolio	Instructions	Exit
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10. Once your document is complete, click on 'The file containing your attachments must...' for further details regarding how to upload your attachment or click on the Browse button to attach your document.


SSHRC  CRSH	<b>Accept Invitation - Participant</b>
Application Summary	<b>Accept Invitation - Research Contributions</b>
Research Contributions ↑	Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.
↑ = Electronic Attachment	The file containing your attachments must ...
	<p><b>Your electronic file attachment must meet the following specifications:</b></p> <ul style="list-style-type: none"><li>• PDF format (.pdf extension); unprotected</li><li>• Maximum file size of 500 Kb</li><li>• 8 ½" x 11" (216 mm x 279 mm)</li><li>• Maximum 4 page(s)</li></ul> <p><b>General Presentation</b></p> <ul style="list-style-type: none"><li>• Body text in a minimum 12 pt Times New Roman font</li><li>• Single-spaced, with no more than 6 lines of type per inch</li><li>• All margins set at a minimum of 3/4" (1.87 cm)</li></ul>
	File name <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>

11. You now have the option of viewing your attachment and/or deleting your attachment (if needed). View your attachment to ensure the appropriate document has been uploaded.

SSHRC  CRSH

Application Summary

Research Contributions 

 = Electronic Attachment

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- All margins set at a minimum of 3/4" (1.87 cm)

File name

12. Click on Portfolio to return to the My Portfolio screen. Click on the Verify button in your Accept Invitation – Participant form.

**List of accepted invitations** +


Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Accepted Invitations ▾ [Accept an Invitation](#)

**Important:** If you have updated your SSHRC web CV after having accepted an invitation, you must click on the "Refresh CV" button. Once an application is submitted, any updates made to your CV will not be reflected in the CVs presented for adjudication.

Form	Action
<a href="#">Accept Invitation - Participant</a>	<div style="text-align: right;"><div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Verify</div> Refresh CV Delete</div>

Status: **In Progress**  
End Date (ET): N/A  
Updated: 2012/09/25 - 10:54:33

Preview 

13. Correct the data until the status is set to Verified.

Accept Invitation - Participant

”

Status: **Verified**

End Date (E1): N/A

Updated: 2014/09/10 - 09:37:55

Preview



Refresh CV

Delete

14. If you have modified your CV and/or research contributions after Step 13 and would like these modifications to be reflected in the application, please perform the following steps:

- a. Modifications to your Curriculum Vitae:
  - i. Click on the Verify button in the Curriculum Vitae section of your Portfolio.

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Curriculum Vitae <span style="float: right;">+</span>
<div style="background-color: black; height: 15px; width: 100%; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> <div> <p>Status: <b>Verified</b></p> <p>Updated: 2012/09/25 - 11:12:41</p> </div> <div style="text-align: right;"> <p>Preview  <span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">Verify</span></p> </div> </div>

- ii. Click on Refresh CV in order to attach the updated version of your CV.

### Accept Invitation - Participant

<p>”</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Status: <b>In Progress</b></p> <p>End Date (ET): N/A</p> <p>Updated: 2014/09/10 - 10:02:00</p> </div> <div style="text-align: right;"> <p>Preview  <span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">Refresh CV</span></p> </div> </div>
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- b. Modifications to your research contributions:
  - i. Click on Accept Invitation – Participant and follow Steps 9 to 12.

Form	Action
<div style="border: 2px solid red; border-radius: 15px; padding: 2px;"> <a href="#">Accept Invitation - Participant</a> </div> <p>”</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Status: <b>In Progress</b></p> <p>End Date (ET): N/A</p> <p>Updated: 2014/09/10 - 10:02:00</p> </div> <div style="text-align: right;"> <p>Preview  <span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">Refresh CV</span></p> </div> </div>	<div style="border: 2px solid red; border-radius: 15px; padding: 2px;"> <span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">Verify</span>  <span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">Refresh CV</span>  <span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">Delete</span> </div>