



How to join the Manitoba Directory of Health Researchers

To join the **Manitoba Directory of Health Researchers**, you must provide your consent via the Canadian Common CV website (<http://www.ccv-cvc.ca/>).

Registration Criteria

To provide your consent, your Primary Affiliation address must be in Manitoba.

Start by logging in to the Common CV and clicking the “Contact Information” link on the *My CV – Home* screen—

The screenshot shows the 'Access my CV' interface. On the left, there are two sections: 'by type' with links for 'Full CV' and 'Expert CV (assessors only)'; and 'by section (Full CV)' with a table of sections and their last update dates. The 'Contact Information' link in the table is circled in red. In the center, there are links for 'Import agency CV data' and 'Transfer CV data'. On the right, there are three sidebar sections: 'Functionalities' with links like 'Confirm my agency PINs', 'Preview / Print my CV', 'Validate my CV', 'Finalize and submit my CV', and 'Provide Feedback'; 'My file' with links for 'My logon information', 'My CV activity log', and 'My consent'; and 'Help' with links for 'Getting started', 'User guide', 'FAQ', and 'Effective use of the CV'.

by section (Full CV)	Last update
Identification	21-01-2008 17:19 PM
Contact Information	20-02-2008 12:26 PM
Language skills	
Academic background	
Distinctions/Awards/Credentials	11-02-2008 17:12 PM
Work experience	06-03-2008 02:23 AM
Expertise	04-02-2008 15:22 PM
Funding	02-05-2008 15:53 PM
Supervisory experience	12-02-2008 12:03 PM
Contributions - summary	
Contributions - details	

Enter your Manitoba primary affiliation address and click 'Save'. 'Save' is located at the top and bottom of each page in the Common CV.

Français **Links** **Contact us** **Help** **Logoff**

Contact information - Common section

Save **Preview/Print** **Validate** **Finalize and submit my CV** **Home - My CV** **Section help**

ADDRESSES
You may enter **four types of addresses**. The primary affiliation address is mandatory.
1- Primary affiliation address (where you are working or studying)
2- Mailing address
3- Temporary address (to receive your correspondence to an another address for a specified time period)
4- Courier address (full civic address for courier deliveries)


TELEPHONE AND FAX NUMBERS
You can provide **two permanent telephone numbers** and **one fax number**. The primary phone is mandatory.
You may also give temporary numbers to be contacted elsewhere for a specified period of time.


E-MAIL AND WEB PAGE ADDRESSES
Your e-mail address is also used as the Common CV user name. If you change this e-mail address, the system will prompt you to confirm this change by e-mail.



[Some agencies have specific requirements for this section](#)



Primary affiliation Address (where you are working or studying)


Delete

✓ Address  123 Anywhere Street 40 char.
40 char.
40 char.
40 char.
40 char.


✓ City  Winnipeg 28 char.
(Canada and U.S. only)

✓ Province / State  Manitoba  **Search** **Clear**
(Canada and U.S. only)


✓ Country  CANADA  **Search** **Clear**
(If not on list, Contact us)

✓ Postal / Zip code  R3E 0W3 10 char.
(Canada and U.S. only)

Now return to the “Home – My CV” screen and click the “My consent” link.

Access my CV 

by type


- Full CV
- Expert CV (assessors only) 

[Import agency CV data](#)


[Transfer CV data](#)

by section (Full CV)

	<i>Last update</i>
Identification	21-01-2008 17:19 PM
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Functionalities 

- Confirm my agency PINs
- Preview / Print my CV
- Validate my CV
- Finalize and submit my CV
- Provide Feedback

My file 

- My logon information
- My CV activity log
- My consent**

Help

- Getting started
- User guide
- FAQ
- Effective use of the CV

New!

On the “My consent” screen select MHRC from the list, and any other agencies you wish to grant access to your CCV—

[Français](#) [Links](#) [Contact us](#) [Help](#) [Logoff](#)

My consent

[Save](#) [Home - My CV](#) [Section help](#)

My consent

If you would like to grant access to your CV to member organizations, please check the box below corresponding to the organization(s).

Consent to grant on-line access

By checking the box corresponding to the organization, you are giving the organization the right to view your CV (common data and data specific to that organization only) for the following purposes:

- To potentially solicit you as a peer reviewer
- To obtain updated contact information

NOTE : If you have finalized and/or submitted your CV to an organization, then on-line access has automatically been granted.

- AHFMR
- CDA
- CFI
- CIHR
- FQRNT
- FQRSC
- FRSQ
- Genome Canada
- HSFC
- Killam - CC
- LAWSON
- MHRC**
- MSFHR
- NCE
- NSERC
- NSHRF
- OICR
- SHRF
- SSHRC
- UAFN

And, if Manitoba is selected in your Primary Affiliation address on the Contact Details screen, you will be asked if you want to be included in the Manitoba Directory of Health Researchers. If you self-identify as a *Postdoctoral student or fellow* or a *Researcher*, you will be invited to join. Follow the steps, as illustrated below.

[Français](#) [Links](#) [Contact us](#) [Help](#) [Logoff](#)

My consent

[Save](#) [Home - My CV](#) [Section help](#)

Any researcher or postdoctoral student/fellow who accesses the CCV and has a Manitoba address is invited to join the Manitoba Directory of Health Researchers ("Manitoba Directory") a public online directory maintained by the Manitoba Health Research Council ('MHRC'). (Please note Master's/Doctoral students and Others are not eligible to be listed on the Directory.) As you have an address in Manitoba, kindly answer the question(s) below. Upon completion you will automatically be redirected to the page you were on.

STATUS

Current status

- Master's student
- Doctoral student
- Postdoctoral student or fellow
- Researcher
- Other

MB DIRECTORY OF HEALTH RESEARCHERS:

Note:

- CCV Information from the Canadian Common CV will be used to populate the Manitoba Directory database.
- If you are currently listed in the Manitoba Directory and now wish to be removed, select "I do not accept" below.

Do you agree to have your name and CCV information added to the public online Manitoba Directory of Health Researchers ('Manitoba Directory') under the "Terms and Conditions" below?

- I have read the Terms and conditions and I accept
- I have read the Terms and conditions and I do not accept

If you checked "I accept", you have read and agree to the following:

[Terms and conditions](#)

[Save](#) [Home - My CV](#) [Section help](#) [^ Top](#)

Save your responses

Please review the Terms & Conditions of the Manitoba Directory of Health Researchers:

Terms and conditions

Note: The information contained in your CV includes personal information that, if you accept the terms and conditions below, will be collected by MHRC under its provincial researcher directory. If you have any questions with respect to MHRC's collection of your personal information please contact the MHRC.

If you checked "I accept":

- You authorize the Common CV Network ("CCVN") to share your Common CV ("CCV") information with the Manitoba Health Research Council, or their information technology service provider, (collectively "MHRC") responsible for the development, administration and publication of the Directory. Shared information will include all CCV information fields plus any MHRC specific fields.
- You consent to MHRC
 - using the information collected for purposes of developing and publishing a public Directory through on-line or other media formats;
 - and its partners using the information collected for purposes of contributing to and publishing a multi-jurisdictional, public directory of health researchers and trainees;
 - using the information collected for statistical and research purposes to help inform MHRC's mandate to enhance Manitoba's capacity for health research;
 - using the information provided for other administrative purposes such as contacting you with respect to your possible participation in research related focus groups, task forces, peer reviews, surveys, etc., or to provide you with specific health research publications or other related information; and
 - sharing the information collected with MHRC funders, partners, government education and research institutions or other members of the health research community for the purposes of accurately assessing health research capacity and/or capabilities.

Close window

Your new or updated CCV information will be automatically sent to the Manitoba Directory of Health Researchers.

Please note: Your information will be validated before being published. You will be notified by email when your new or updated entry has been included in the directory.

If you have any questions about this procedure, please contact:
helpdesk@mhrc.mb.ca.