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# Research program for college researchers

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## Summary

<b>Competition year :</b>	2018-2019
<b>Deadline (application) :</b>	October 18th, 2017, 4 PM
<b>Amount :</b>	Maximum of \$32 000
<b>Duration :</b>	2 to 3 years
<b>Announcement of results :</b>	April 2018

## Program rules

### IMPORTANT MODIFICATIONS

**Application deadline : October 18th, 2017**

**New gateway to fill the application form in FRQnet: Electronic Portfolio**

**Relaxation of rules on citizenship and permanent residency**

**Maternity leave for students**

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## 1. Objectives

The Research Program for College Researchers aims to:

Promote and maintain a diverse and quality research base in the natural sciences, mathematics and engineering in colleges and college centres for technology transfer (CCTTs);

Foster the emergence and retention of researchers in the college network;

Foster the transfer of technological and scientific know-how;

Prompt college students to do research in natural sciences, mathematics and engineering.

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## 2. Eligibility conditions

### **In order to be eligible for the program, the college researcher must:**

Be employed by an authorized research institution at the time of the application's submission. The research institution must confirm at each grant year that the individual is continuously in its employ (including maintaining suitable visas if applicable);

Be employed for the equivalent of a full-time assignment at a college authorized by the Fonds de recherche du Québec (FRQ) to manage funding or a CCTT. Having a doctoral degree or not, he/she has the professional autonomy to lead research projects and holds : i) a position as a college professor, or ii) a position as a researcher in a CCTT, or iii) a position in a college whose task is composed of at least 75% of research activities. Non-tenured professors or researchers are eligible as long as they remain employed in a Quebec college or CCTT for the duration of the grant.

### **Are not eligible:**

Researchers working in a field that is not part of the mission or research areas of the Fonds de recherche du Québec – Nature et technologies (FRQNT);

Any personnel who is not a professor or a researcher in a college or a CCTT.

The applicant may submit only one application for funding to each competition and cannot hold simultaneously two grants through this program.

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### 3. Submitting application

Applications for financial assistance must be completed on the appropriate form available at the FRQNT Web site. Text file attachments, including the 7-page project description and the list of scientific contributions, must be sent with the form. The completed form is then transmitted electronically to the FRQNT by the proper institution authority. Since forms **are transmitted electronically**, the instructions regarding e-transactions must be followed.

If applicable, the candidate must demonstrate, within the 7-page project description, how he/she will take into consideration the question of gender in the realization of the project.

The FRQNT is using the **Canadian Common CV** and also requires that everyone who provides a CV encloses a PDF file detailing his/her scientific contributions (in the FRQnet electronic Portfolio). **Proof of confirmation from the editor for each publication declared as submitted, accepted or in press must be inserted in the PDF file.** This document allows the applicant to highlight his/her achievements since the beginning of his/her career (with no date restriction, contrary to what is indicated in the **Canadian Common CV** guidelines). Please read the documents entitled *Preparing a CV for the FRQNT* and *Formatting standards for Contributions - details* in your Portfolio or the FRQNT web site.

Forms may be completed in French or in English. However, the title of the project and the summary must be in French.

#### **Standards for presentation of PDF files attached to the application form**

All text file attachments must be presented on 8½ x 11-inch pages (216 mm x 279 mm) and submitted in a PDF format. The files must not be password protected.

**The description of the research project is a 7-page long PDF document which includes figures, tables, and references. The latter PDF document and any other PDF documents attached in the application form must meet the following requirements :**

Pages must be single-spaced with a maximum of six lines of type per inch;

All text must be in Times New Roman font (12 pt) for users of Microsoft Office or Open Office, or in Nimbus Roman font (12 pt) for users of LaTeX;

Condensed fonts are not accepted;

Margins must be set at a minimum of 1.9 cm (¾");

Pages must be identified as followed:

Upper right corner : Last and first name of the applicant

Upper left corner : TITLE OF THE ATTACHED DOCUMENT

Lower center : Pages 1, 2, ... , 7

The maximum number of pages for each PDF documents is specified in the application form. **Any exceeding pages are not transmitted to the reviewers.**

Only official Research Program for College Researchers (Programme de recherche pour les chercheurs et les chercheuses de collège) forms, the **Canadian Common CV** and the other required documents are accepted. Candidates are not sent notice of any information or documents missing from the file. Any documents received after the deadline for applications are not considered and files cannot be updated. Any excess pages or documents that are not required are removed from the application. **These rules are strictly enforced.**

Form signatories declare that the information provided is accurate and complete. They agree to abide by the rules and principles stated in the FRQNT "**Politique d'éthique et d'intégrité scientifique**". Consequently, where required, researchers authorize the college to transmit any personal information arising from application of this policy. Signatories agree to allow the information in this application to be disclosed for evaluation and examination purposes, provided those with access to the information agree to abide by standard rules of confidentiality. Furthermore, the signatories agree to respect the policies of intellectual property of their respective colleges.

Your e-mail constitutes the access key to the new grant and scholarship managing system FRQnet and facilitates communication between the agency and its clientele, while complying with the Act respecting access to documents held by public bodies and the protection of personal information.

Applications that do not include the information needed to determine candidates' eligibility or to assess them are deemed **inadmissible** by the FRQNT.

Only candidates may ask for their applications to be withdrawn.

**The deadline for transmitting the application is October 18, 2017, at 4 p.m. (Eastern Daylight Saving Time).**

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## 4. Required documents

**The following documents must be transmitted to the FRQNT by October 18, 2017, at 4 p.m. (Eastern Daylight Saving Time):**

### e-Filing

The e-Form to apply for the Research Program for College Researchers.

The **Canadian Common CV** e-form. **Note:** In contrast to the instructions given in the guidelines of the **Canadian Common CV**, you can list all your research publications and works without any date restriction.

## Signatures

Candidate: The electronic transmission of the application implies the electronic signature of the applicant.

College : The direction of the college must approve each application coming from its college or CCTT by using the managing system FRQnet. The direction of a college not having access to the managing system FRQnet must contact the program administrator no later than two weeks before the deadline for transmitting the application.

The FRQNT reserves the right to verify with the relevant agencies the authenticity of all documents and information provided in the application.

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## 5. Eligibility

The program administrator, scientific advisors and members of the multidisciplinary evaluation committees assess during the whole process the eligibility status of each application in accordance with the conditions specified in the program rules.

The decision with respect to the eligibility of the application is e-mailed to the candidate

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## 6. Evaluation of applications

### Assessment criteria

Applications are assessed based on the criteria and weighting listed below. It is the responsibility of the applicant to clearly meet these criteria in his/her proposal. Candidates having already received a grant in the same program should start the description of their research project by highlighting the achievements resulting from the previous grant and underlining any link or continuation with the newly submitted project.

#### Quality of the research project (50 %):

- Originality and innovation;
- Importance of the work and expected contributions to the research field;
- Reach of the objectives;
- Relevance of the methodology;
- Practicality of the schedule;

Availability of the research infrastructure and equipment to carry out the project;

Relevance of the research project with regards to highly-qualified personnel training, particularly students at the college level;

Budget justification and link, if applicable, to other sources of funding;

Importance of the benefits of the project for the college community, local area, other researchers (other than the direct collaborators) and end users.

#### **Competency in research of the applicant (50 %):**

Knowledge, expertise and experience required to successfully carry out the proposed research;

Quality of any past or potential contributions in the proposed research field including research reports, patents, publications and others;

Knowledge transfer activities, such as the organization of seminars, study days, symposiums or training sessions, if applicable;

Activities for dissemination to the general public, such as media relations, video production, general public activities, production of popularized content for mass media, the web and social media, if applicable.

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## 7. Evaluation process

The applications are evaluated by multidisciplinary assessment committees made up of members chosen among peers from the college, industrial, socio-economic and university sectors, if applicable. These committees request the opinion of external reviewers.

When submitting their applications, applicants must suggest at least three examiners who they believe could best assess their proposal. The FRQNT reserves the right to call upon their services or not.

### **Role of the multidisciplinary assessment committees**

The multidisciplinary assessment committees evaluate the applications according to the assessment criteria and taking into account the quality standards in effect and existing research traditions in the involved various disciplines. The proposed budget is also examined.

The multidisciplinary assessment committees must also rank the applications and advise the board of directors of the proposals that merit funding.

### **Role of the program administrator**

The program administrator is responsible for ensuring that the committees and the external referees comply with the current rules of the program, and standard rules of ethics.

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## 8. Announcement of results

Recommendations from the multidisciplinary assessment committees are submitted to the Board of directors of the FRQNT who makes the funding decisions.

The decisions of the Board of Directors of the FRQNT are final and cannot be appealed.

**The results are announced in April 2018.** The decisions of the Board of directors of the FRQNT will be sent to the institutions and applicants. For information on the results, the applicant must refer to his/her institution's research office or the FRQNT's website.

Grants are conditional to the budget allocation from the Assemblée nationale du Québec and decisions from the board of directors of FRQNT. The value of the grants may be changed at any time without notice. Thus, it is highly recommended to not commit expenditures before the amount of funding is officially announced.

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## 9. Description and nature of the financial assistance

Once the results are announced, funded researchers should refer to the **Common General Rules** and the specific rules of the current program available at the FRQNT Web site. These documents provide the information relative to grant management.

**The financial assistance consists of a grant of up to \$32,000 per year. This grant may be made up of salary support and an operating grant.**

A project may also receive funding from other sources or monetary or in-kind contributions from colleges, CCTTs, universities, government departments or other granting agencies, in keeping with the regulations of these programs.

The operating grant can only be used to fund current expenses that are directly related to the completion of the research project. The admissible expenses are:

### **Remuneration according to prevailing institutional standards (including fringe benefits):**

College researchers – Salary support or teaching release (for the applicants only)

College students

Undergraduate students

Master's students

Ph.D. students

Postdoctoral research trainees  
 Research professionals  
 Research technicians

## **Fellowship and fellowship supplements:**

College students  
 Undergraduate students  
 Master's students  
 Ph.D. students  
 Postdoctoral research trainees

## **Others expenses:**

Travel and lodging expenses linked to the research\*  
 Congress, meetings and symposium<sup>\*, \*\*</sup>  
 Research material, supplies analysis fees  
 Laboratory animals (purchase and daily fees)  
 Study participants  
 Safety and waste disposal  
 Equipments (purchase of small equipments less than \$7,000, renting, operation, maintenance, installation and repairs)  
 Shipping for research material and equipment  
 Telecommunications  
 Computer equipments  
 Database purchase and access  
 Editing, reprography, and translation  
 Publications  
 Dissemination and knowledge transfer<sup>\*\*\*</sup>  
 Web site linked to the research itself

\* See also the measures to reconcile work and family life in the Common general rules (section 8.5)

\*\* Participation to congress, meeting or symposium is allowed in the mandatory condition that project's results are presented. Eligible costs must not exceed \$ 2,500 per year.

\*\*\*Expenses related to the dissemination of research results to the public (e.g. media relations, video production, general public activities, production of popularized content for mass media, the web and social media) and those generated through ethics activities are also eligible.

The funds are paid out directly to the colleges, which administrate them and make them available to the researchers. Only the expenses that are directly related to the project and incurred after the approval date are accepted.

## **Student maternity leave**

A student who receives an award funded by a grant under this program can get paid maternity leave for a period of up to eight months for the birth or adoption of a child. To be eligible, the student must have been paid from



the FRQNT grant for at least 6 months. In addition, she may not hold an award from another granting agency and may not receive benefits from the Québec Parental Insurance Plan (QPIP).

To obtain paid maternity leave, the student must send a request by e-mail to the program officer and provide a copy of the medical certificate attesting to the pregnancy and, when the time comes, the child's birth or adoption certificate and proof of interruption of educational institution enrolment. In addition, a copy of the student's award contract must be provided. Only one maternity leave is granted per child.

Maternity leave may begin before the birth or adoption of the child. If permitted by the institution, the student may extend the leave for an additional period of four months without pay. The FRQNT will transfer the maternity leave grant to the student upon receipt of the required documents.

Maternity leave is authorized by the Fonds provided that the institution allows maternity leave. The grant director undertakes to resume supervision of the student after her leave. The Fonds reserves the right to reject any request that is not adequately justified.

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## 10. Duration of grants

Grants are awarded annually for the period from April 1 to March 31. Funding is granted for a two or three-year period. The balance remaining upon expiry of the funding period may be carried over, but only for one more year. Any balance after this additional year must be returned to the FRQNT.

### Condition

The funds are conditional on the applicant being employed by the college or CCTT with which he/she is affiliated. Payments are also conditional on the submission of annual financial reports from the college administering the funding. If needed, the grant can be transferred to another institution following the approval of the FRQNT and the involved institutions.

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## 11. Research Ethics and Conformity

Any individual or institution that receives funding must demonstrate the highest standards of research ethics and scientific integrity. You must refer to the Common General Rules for further details.

## 12. Integrity of the Evaluation Process

At no time may applicants or their institutional authorities make contact with evaluation committee members, unless such contact is specified as part of the evaluation process. Similarly, evaluation committee members must not make contact with applicants, unless such contact is specifically indicated in the evaluation process. The identities of evaluation committee members are kept confidential to avoid any attempt at collusion. The Fonds reserve the right to withdraw an application from competition if there is any inappropriate intervention, lobby, undue influence or collusion during the evaluation process, as stipulated in the Policy for the Responsible Conduct of Research.

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## 13. Liability of the Fonds

The Fonds make all reasonable efforts to ensure optimal service. However, they cannot be held liable for any direct or indirect damage resulting from their handling of applications for funding. Furthermore, without limiting the generality of the foregoing, the Fonds are not liable for any direct or indirect damage resulting from the disclosure of personal or confidential information that was not authorized by the Fonds.

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## 14. False or misleading information

The Fonds presume the good faith of the declaration provided in funding applications or in any other document submitted at any time during the funding cycle, from the initial funding application to the final report. Applicants and funding holder must be transparent and provide accurate and precise information. They must be conscientious about advising the Fonds of any changes in their situation, where applicable. Such qualities are essential to maintaining the trust of the Fonds in its funding holders.

Under the Act Respecting the Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (CQLR, c. M-15.1.0.1), any individual who submits an application containing false or misleading information to obtain or procure financial support is committing an offence, is liable to a fine and could be barred from receiving financial support for a period of up to five years. Where a legal person commits such an offence, every director or representative of that legal person who was aware of the offence may be liable to a fine. Furthermore, such a declaration constitutes a breach of responsible research conduct, as set forth in the Fonds de recherche du Québec Policy for the Responsible Conduct of Research, and may be subject to sanctions in accordance with this policy.

The Fonds reserve the right to take immediate measures to stop the use of public funds obtained through false or misleading information, and to take legal action to recover fraudulently ob

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## 15. Other aspects

You should refer to the Common General Rules for any matter related to responsible conduct in research, privacy and confidentiality, intellectual property and the protection of academic freedom.

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## 16. General considerations

Candidates and institutions must meet the general eligibility requirements at the time of submission, the program rules and the Common general rules.

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## 17. Effective date

These rules apply to the 2018-2019 fiscal year.

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