

RESEARCH PROGRAM FOR COLLEGE RESEARCHERS 2015-2016

PROGRAM DESCRIPTION	2
OBJECTIVES	2
ELIGIBILITY CONDITIONS.....	2
SUBMITTING APPLICATION	3
REQUIRED DOCUMENTS	4
ELIGIBILITY.....	5
ACKNOWLEDGEMENT OF RECEIPT	5
ASSESSMENT OF PROPOSALS.....	5
ASSESSMENT PROCESS	6
INTEGRITY OF THE EVALUATION PROCESS	7
ANNOUNCEMENT OF RESULTS	7
DESCRIPTION AND NATURE OF THE FINANCIAL ASSISTANCE.....	7
DURATION OF SUBSIDIES	9
FALSE OR MISLEADING INFORMATION.....	9
RESEARCH ETHICS AND CONFORMITY	10
RESPONSIBILITIES OF THE FRQNT	10
GENERAL CONSIDERATIONS.....	10
COMING INTO EFFECT	10
FOR INFORMATION	11

PROGRAM DESCRIPTION

1. The Research Program for College Researchers¹ is made up of two streams:

Stream A: Integration and contribution of research professors into the research activities of college centres for technology transfer (CCTTs);

Stream B: Research project presented by a researcher in a college or a CCTT;

OBJECTIVES

2. The Research Program for College Researchers aims to:

- Promote and maintain a diverse, high-quality research base in the natural sciences, mathematics and engineering in colleges and CCTTs;
- Foster the creation of networks with innovation stakeholders including 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.

ELIGIBILITY CONDITIONS

3. In order to be eligible for the program, the college researcher must:

- Be a Canadian citizen or permanent resident of Canada under the Immigration and Refugee Protection Act (S.C. 2001, c.27). Otherwise, the candidate must demonstrate at the time of submission of the grant application that he/she holds a permit attesting that he/she has legal status and the right to work in Canada. Funding of the first year of a grant award will not begin until the candidate has demonstrated that he/she has applied for a Québec Selection Certificate from the appropriate authorities. Furthermore, to qualify for the second year of a grant award, the candidate must have taken the necessary steps to obtain permanent resident status;
- Be a member of the teaching staff of a Québec college or the research staff of a CCTT. Non-tenured professors are eligible as long as they remain employed in a college for the duration of the grant;
- For teaching staff, conserve **a teaching load of at least 0.2 full-time equivalent (F.T.E.)** in a college for the duration of the grant;

¹ A college researcher is defined as a full-time faculty member of a General and Vocational College (Cegep), a private college licensed for subsidy purposes or a governmental school providing a post-secondary education. A college researcher may also occupy a full-time position as a researcher in a CCTT.

- Possess an expertise that is part of the development plan of the college or CCTT with which he/she is affiliated, or propose a research project that is part of the training niches of the college with which he/she is affiliated.
4. 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);
 - Administrative or support staff working in a college or CCTT.
5. The applicant may submit only one application for funding to each competition and cannot hold simultaneously two grants through this program.

SUBMITTING APPLICATION

6. Applicants must fill out the form provided at www.frqnt.gouv.qc.ca. The mandatory texts must be sent in with the form. When the form is completed, the application must be submitted **electronically** to the FRQNT according to the guidelines for electronic transactions.

IMPORTANT NOTE:

The Fonds is using the new [Canadian Common CV](#) and also requires that everyone who provides a CV encloses a PDF file detailing his/her scientific contributions (in *Votre dossier*). Please read the documents entitled *Preparing a CV for the Fonds* and *Formatting standards for Contributions - details in Votre dossier (your e-file)*.

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

The pages of all attachments to the electronic application must be 8½" x 11" (216 mm x 279 mm) and **submitted as PDF files**.

The description of the research project or the integration program, including the references, must follow the requirements below :

- 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 : 6. DESCRIPTION DU PROJET DE RECHERCHE
 - Bottom center : Pages 4.1, 4.2, ... , 4.7
- Maximum of 7 pages including tables, figures and references. **Additional pages are not sent to the reviewers.**

7. Only official Research Program for College Researchers (Programme de recherche pour les chercheurs 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. **These rules are strictly enforced.** Required documents must be postmarked or delivered by messenger no later than the closing date for applications. In the case of a submission by e-mail, the date of transmission is the proof of the date of the invoice.

8. 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 or CCTT 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.
9. The FRQNT assigns a personal identification number (PIN) to the researchers in its database. This code enables them to access the computer system 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.
10. Files 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 file to be withdrawn.
11. The **deadline for transmitting** the application is **Wednesday, October 29, 2014, at 4 p.m.**

REQUIRED DOCUMENTS

12. The following documents must be transmitted to the FRQNT **by October 29, 2014:**

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 or CCTT: The direction must approve each application coming from its college or CCTT by using the extranet of the FRQNT. The direction of a college or CCTT not having access to the extranet of the FRQNT must contact the program administrator as soon as possible in order to name a manager of the extranet for its institution.

- CCTT (stream A only): The direction of the CCTT must send to the program administrator, by email or mail, a letter approving the project.

Send by regular mail, courier or e-mail in PDF format to college.nt@frq.gouv.qc.ca:

- Letters or e-mails from editors attesting to the acceptance of any publications listed as accepted or in press in the professor's [Canadian Common CV](#).
- Any supporting letter from collaborators directly involved in the project.
- If applicable, a copy of the permanent residence card of Canada (recto verso). If the candidate is neither a Canadian citizen nor a permanent resident, a copy of a document proving his/her legal status in Canada. At the time of the first instalment, the candidate will have to provide a copy of the Quebec Selection Certificate and for the second instalment, a proof that a permanent resident application has been submitted to the appropriate authorities.

ELIGIBILITY

13. The Fonds assess the eligibility status of each application in accordance with the conditions specified in the program rules.

ACKNOWLEDGEMENT OF RECEIPT

14. Acknowledgements of receipt are e-mailed to the candidates.

ASSESSMENT OF PROPOSALS

Assessment criteria

15. 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 take care to highlight the achievements resulting from the previous grant and to underline any link or continuation with the newly submitted project.

Stream A

1. Research professor's complementarity and integration within the CCTT (50 %):
 - How the CCTT constitutes a good host institution (research professor's integration into the development plan);
 - Added value and contribution of the research professor with respect to the work that is already underway or in development, and CCTT expertise;
 - Availability of research infrastructure and equipment.

2. Interest of the professor for research (30 %):
 - Knowledge, expertise and experience required to successfully carry out the proposed research;
 - Importance of the contributions for the college community, local area, other researchers (other than the direct collaborators) and end users.
3. Relevance of the proposal with regards to college education and its contribution to highly-qualified personnel training (20 %).

Stream B

1. Quality of the research project (35 %):
 - Originality and innovation;
 - Importance of the work and expected contributions to the research field;
 - Clarity and reach of the objectives;
 - Clarity and relevance of the methodology;
 - Suitability and practicality of the schedule;
 - Availability of the research infrastructure and equipment to carry out the project.
2. Competency in research of the applicant (35 %):
 - Knowledge, expertise and experience required to successfully carry out the proposed research;
 - Quality of any past or potential contributions in the proposed research field;
 - Importance of the benefits of the project for the college community, local area, other researchers (other than the direct collaborators) and end users.
3. Relevance of the research project with regards to highly-qualified personnel training (15 %).
4. Budget justification and links, if applicable, to other sources of funding (15 %).

ASSESSMENT PROCESS

16. 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. This or these committees may 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 assessment committees

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

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

Role of the program administrator

18. The program administrator must see that the committees respect the assessment criteria and the regulations and rules of ethic that are in effect.

INTEGRITY OF THE EVALUATION PROCESS

19. The FRQNT board members are not involved in the scientific evaluation of funding applications, and at no time may researchers, students or institutional authorities make contact with the evaluation committee chairperson or members. The FRQNT has the right to withdraw an application from competition if there is any attempt to lobby the committee or sway the evaluation process.
20. Every person recruited to sit on an evaluation committee must comply with standard rules of confidentiality regarding the application packages, committee makeup, deliberations and recommendations. The evaluation committee chairperson, members and outside experts are required to disclose any conflicts of interest and must sign a written statement in this regard.

ANNOUNCEMENT OF RESULTS

21. Recommendations from the assessment committees are submitted to the Board of directors of the FRQNT who makes the funding decisions.
22. The decisions of the Board of Directors of the FRQNT are final and cannot be appealed.
23. **The results are announced in April 2015.** 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.
24. The Fonds receives annual appropriations from the Québec government to fund its grant programs. It then undertakes annual commitments, conditional on the availability of funds.

DESCRIPTION AND NATURE OF THE FINANCIAL ASSISTANCE

25. When the results are announced, for information on fund use and management rules, newly funded researchers must consult the document entitled Guide d'utilisation des subventions du FRQNT at www.frqnt.gouv.qc.ca.

26. The funding consists in:

Stream A: Integration and contribution of research professors into the research activities of CCTTs

- A three-year award releasing the researcher from his/her teaching duties that must not exceed 0.3 F.T.E. (\$24,000)/year.
- An operating grant up to \$ 4,000 / year to pay CCTT research technician or professional staff contributing to support the work from the research professor.

Stream B: Research project presented by a researcher in a college or a CCTT

The candidate has the choice between:

- A release from his (her) teaching duties not exceeding 0.3 F.T.E. (\$24,000)/ year and an operating grant up to \$12,000 / year.

or

- A release from his (her) teaching duties not exceeding 0.4 F.T.E. (\$32,000)/ year and an operating grant up to \$4,000 / year.
- A CCTT researcher may use the entire grant for operating purposes up to \$36,000 per year.

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.

27. 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:

- Undergraduate students
- Master's students
- Ph.D. students
- Postdoctoral research trainees
- Research professionals
- Research technicians
- Students – college level
- Trainees – college level

Others expenses:

- Travel and lodging expenses related to project realisation
- Research and supplies material, and costs of analysis
- Equipment and space rental or using fees
- Cost of publishing research results, articles and reports directly related to the project
- Cost for participating to scientific meeting for a maximum of \$2,500 per year

(see also specific work-life balance measures in the Common Rules and Regulations, article 8.5)

Expenses related to the dissemination of research results to the public and those generated through ethics activities are eligible.

28. All other expenses are not eligible.
29. In the case of stream A, the funds are paid out directly to the colleges, which administrate them and make them available to the research professors and CCTT. Only the expenses that are directly related to the project and incurred after the approval date are accepted.
30. In the case of stream B, the funds are paid out directly to the colleges or CCTT, 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.

DURATION OF SUBSIDIES

31. The funds will be granted 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.

Condition

32. 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 or CCTT with which he/she is affiliated. If needed, the grant can be transferred to another institution following the approval of the FRQNT and the involved institutions.

FALSE OR MISLEADING INFORMATION

33. Under the *Act respecting the Ministère du Développement économique, de l'Innovation et de l'Exportation* (R.S.Q., c. M-30.01), any applicant who gives false or misleading information to obtain or procure financial support is guilty of an offence and liable to a fine. If found guilty, the individual is barred from receiving financial support for a five-year period.
34. Where a legal entity commits an offence, any of its directors or representatives who knew about the offence are considered to be parties to the offence and are also subject to a fine, unless they prove to the court's satisfaction that they did not agree with the commission of the offence. Moreover, such declaration constitutes a breach of responsible research conduct.
35. The Fonds has the right to impose any penalty or take any additional measures they deems expedient. The Fonds may also take legal action to recover fraudulently obtained funds and collect damages.

RESEARCH ETHICS AND CONFORMITY

36. All projects involving human subjects or biological materials (body parts, products, tissues, cells or genetic material from a human body, of a person living or dead) or administrative, scientific or descriptive data from human subjects, require the approval of the research ethics board of the principal applicant's institution (Common Rules and Regulations, article 5.3). Furthermore, if applicable, researchers must report any environmental impacts of their research and employ reasonable efforts to minimize them. To this end, they must obtain the required authorization and permit before the start of the project

RESPONSIBILITIES OF THE FRQNT

37. The FRQNT is not responsible for any direct or indirect damages resulting from the processing of any application for any fellowships, funding or any other types of request. Without limiting the generality of the foregoing, the FRQNT is not responsible for any direct or indirect damages resulting from the unauthorized disclosure of any information contained in an application. Despite all of the precautions that the FRQNT takes to preserve the confidentiality of all information that must remain as such, it is possible that certain countries to which the information is communicated do not follow the same protection processes (e.g.: asymmetric cryptography, enciphering, etc.).

Act respecting access to documents held by public bodies and the protection of personal information

38. The FRQNT is subject to the [Act respecting access to documents held by public bodies and the protection of personal information](#) (R.S.Q., chapter A-2.1).

Candidates can obtain further information on access procedures, the protection of personal information and the recourse provided for in the Act by contacting the person responsible for the Act at the FRQNT:

Me Mylène Deschênes, B.C.L., LL.B., LL.M.
Directrice, affaires éthiques et juridiques
responsableaccs.nt@frq.gouv.qc.ca

GENERAL CONSIDERATIONS

39. Candidates and institutions must meet the general eligibility requirements at the time of submission and the [Common rules and regulation](#) throughout the period covered by the grant.

COMING INTO EFFECT

40. These rules apply to the 2014-2015 financial year.

FOR INFORMATION

Program administrator: **Guy Tremblay**
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