

NEW UNIVERSITY RESEARCHERS START UP PROGRAM 2015-2016

REMINDER

For the 2016-2017 competition, candidates would have to occupy a position in a Quebec university for less than 3 years.

The indicators to evaluate the added value of the requested funding have been refined.

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OBJECTIVES

1. The purpose of the New University Researchers Start-up Program (Établissement de nouveaux chercheurs universitaires) is the following:

- Contribute to fostering a new generation of researchers within the university research and teaching community by assisting new researchers who have just launched their academic career to become established as independent researchers and become competitive nationally and internationally;
- Strengthen the research system by encouraging new researchers to develop original avenues of research.

ELIGIBILITY CONDITIONS

2. Candidates must meet each of the following conditions:

- 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 an Assistant Professor or occupy a position at a similar level (or an Associate Professor if the candidate comes from the industry or the governmental sector), or a Professor with an externally-funded academic appointment (*professeur sous octroi*)¹ in a Quebec university for less than 5 years, namely that the position started September 17, 2009 or later. The candidate who will occupy such a position not later than September 1st 2015 is also eligible.

Important notice: For the 2016-2017 competition, the candidate will be eligible if he/she is an Assistant Professor or occupy a position at a similar level (or an Associate Professor if the candidate comes from the industry or the governmental sector), or a funded researcher (*professeur sous octroi*) in a Quebec university for less than 3 years.

- Have obtained their doctorate or successfully defended their doctoral dissertation at the deadline of the competition, namely no later than September 17, 2014;
- Benefit of a teaching release of at least 25% for the duration of the grant. For instance, in the case where the teaching load is of 4 courses per year, this must be reduced by at least one course for the duration of the grant. The applicant's

¹ A Professor with an externally-funded academic appointment (*professeur sous octroi*) must hold a position or have received a firm offer of appointment to a position in a Québec university. This may involve a regular position leading to tenure, or a position for term of at least three years. The externally-funded academic appointment must have been ratified by the person or the authority responsible for approval of university appointments (or their representatives) in accordance with the constitution of the university concerned. The position held must allow the Professor with an externally-funded academic appointment to perform research without any supervision from another researcher and to supervise, individually or jointly, undergraduate or graduate students or postdoctoral fellows.

- university must commit to respect this condition which cannot retroactively be fulfilled.
- Candidates may ask for an extension of their eligibility period (requirement as to when the university position started) due to maternity or parental leaves, or for medical reasons.

3. The following candidates are not eligible:

- Researchers who have been professors or occupied any equivalent position in Quebec, in Canada or abroad for 5 years or more;
 - Researchers in fields that are not covered by the Fonds de recherche du Québec – Nature et technologies (FRQNT) and that are not consistent with the FRQNT mission;
 - Researchers who apply for, or have been or are funded under one of the following programs : Start-up program for new research professors of the Fonds de recherche du Québec – Société et culture (FRQSC) as well as Research scholars (*Chercheurs boursiers*) and *Établissement de jeunes chercheurs-juniors 1* of the Fonds de recherche du Québec – Santé (FRQS). Candidates who are funded under the New university researchers start up program of the FRQNT cannot apply to the above-mentioned programs.
4. Candidates may apply **only twice** in this program during their eligibility period.

SUBMITTING APPLICATIONS

5. Applications for financial assistance must be completed on the appropriate form available at the FRQNT Web site. Text file attachments must be sent with the form. The completed form is then transmitted electronically to the Fonds by the proper university authority. Since forms **are transmitted electronically**, the instructions regarding e-transactions must be followed.

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, 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 3.1, 3.2, ... , 3.7
 - Maximum of 7 pages including tables, figures and references. **Additional pages are not sent to the reviewers.**
6. Only official « Établissement de nouveaux chercheurs universitaires » and [Canadian Common CV](#) forms, 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 or e-mailed no later than the closing date for applications.
 7. Form signatories declare that the information provided is accurate and complete. They agree to abide by the rules and principles stated in the « [Politique d'éthique et d'intégrité scientifique](#) » of Fonds. Consequently, where required, researchers authorize the institution 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 share the responsibilities defined by the Government of Québec in its action plan for the management of intellectual property in universities and health and social service network institutions where research is carried out.
 8. 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.
 9. 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.
 10. The closing date for applications is **September 17, 2014 at 4 p.m.**

REQUIRED DOCUMENTS

11. The following documents must be sent to the FRQNT by **September 17, 2014 at the latest:**

Electronically:

- The « Établissement de nouveaux chercheurs universitaires » e-form.
- The [Canadian Common CV](#) e-form.

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

- A letter or e-mail attesting that the publications declared in the [Canadian Common CV](#) form, have been accepted by the publisher.
- Two quotations from suppliers when the cost of one piece of equipment exceeds \$20 000.
- A letter from the university stating the date the candidate started (or will start) his/her position as a professor and stating that a teaching release of at least 25% will be granted for the period covered by the grant. In the case of funded researchers (professeurs sous octroi), this letter must also state the commitment to cover their salary for the duration of the grant;
- if applicable, a letter from the proper authorities of the institution attesting that the candidate successfully defended the dissertation and that the degree is forthcoming;
- 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;
- If applicable, a document from a doctor or the employer attesting any maternity or sick leave, or an attestation of parental leave or leave for any other family reason.

ELIGIBILITY

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

ACKNOWLEDGEMENT OF RECEIPT

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

ASSESSMENT PROCESS

Evaluation criteria:

14. Applications are evaluated based on the following criteria and weighting:
 - Quality of the researcher (40 points);
 - Quality of the research project (40 points);
 - Integration of the researcher within the research environment (10 points);
 - Added value of the requested grant (10 points).

15. The following indicators are used to determine the quality of the researcher:

- Ability of the researcher to carry out the proposed research activities;
- The researcher's scientific achievements and grants awarded on the basis of peer reviews. The time dedicated to student supervision is also taken into account;
- Innovations within industry or a research laboratory outside the academic community, if applicable.

16. The following indicators are used to determine the quality of the research project:

- Contribution to the advancement of knowledge in one field or more or contribution to the resolution of social, economic or industrial problems or issues;
- Quality of the theoretical approach and clarity of the objectives pursued;
- Precision and relevance of the proposed methodology and feasibility of the timetable;
- Originality of the research project and its contribution to the candidate's work during training or to his/her research experience.

17. The following indicators are used to determine the integration of the researcher within the research environment:

- Demonstration of a research environment leading to possible collaborations with colleagues and student supervision;
- Availability of research infrastructures;
- Opportunities for national and international collaborations;
- Support from the university in terms of release from teaching, startup funds, etc...

18. The following indicators are used to evaluate the added value of the requested funding:

- Importance of the grant for establishing the career as a new researcher;
- Complementarity between the requested grant and obtained funding from any other source.

19. The following criteria are used to evaluate requests for equipment:

- Relevance of the requested equipment for achievement of the research project;
- Complementarity of the requested equipment with those obtained or requested from other funding agencies (CFI, NSERC, etc...);
- Availability of similar equipment at the candidate's university or the region's universities.

Evaluation procedures:

20. Eligible applications for financial assistance are assessed by multidisciplinary evaluation committees assisted by external referees.

Role of evaluation committees:

21. The evaluation committees assess applications according to the program's evaluation criteria. Budget is also evaluated with the application.

The evaluation committees are also responsible for ranking the applications on merit and for identifying those they wish to recommend to the Board of Directors for funding.

Role of external referees:

22. The external referees report on the scientific quality of researchers and on the quality of the proposed research project accordingly to these two evaluation criteria.

Role of Program Administrator:

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

INTEGRITY OF THE EVALUATION PROCESS

24. 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.
25. 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

26. Recommendations from the assessment committees are submitted to the Board of directors of the FRQNT who makes the funding decisions.
27. The decisions of the Board of Directors of the FRQNT are final and cannot be appealed.
28. **The results will be announced by the end of April 2015.** The decisions of the Board of directors of the FRQNT are sent to concerned applicants and institutions. For information on the results, the applicant must refer to his/her institution's research office or the FRQNT's website.
29. 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 FINANCIAL ASSISTANCE

30. Funded new researchers should refer to the document entitled [Common Rules and Regulations](#), most specifically sections 6, 7 and 8, available at the Fonds Web site. This document presents the rules for grant use and management.

Operating grant:

31. The financial assistance awarded consists of an **operating grant** of up to **\$20 000** a year for two years. This maximum is **\$30 000** for new researchers acting in the regions.
32. The grant must be used for funding the operating expenses directly related to carrying out of the research project. Only the following items are eligible:

Remuneration according to prevailing institutional standards:

- Undergraduate and college students
- Master's students
- Ph.D. students
- Postdoctoral research trainees
- Research professionals
- Research technicians

Fellowship and fellowship supplement:

- Undergraduate and college students
- Master's students
- Ph.D. students
- Postdoctoral research trainees

Other expenses:

- Travel and lodging expenses (see also specific work-life balance measures in the [Common Rules and Regulations](#), article 8.5)
- Research and supplies material, and costs of analysis
- Shipping costs for research material and equipment
- Equipment and space rental or using fees
- Telecommunications fees
- Data-processing supplies and purchase of databanks
- Production, publishing and printing costs
- Translation fees
- Purchase of small equipment (unit cost of \$7 000 or less)

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

33. All other expenses are not eligible.

Equipment grant

34. An equipment grant may be added to the operating grant for the purchase of scientific equipments which unit cost is of \$7 001 or more. This grant, **up to \$50 000**, is awarded on

the merit of the research project and is based on the researcher's needs. Candidates who have been successful in obtaining a CFI or NSERC equipment grant may exceptionally submit an equipment grant in as much as it is well justified.

35. Applications for equipment must be made the first year for any period for which an operating grant is requested. The appropriations are issued in full the first year but may be spent any time in the two years covered by the grant. Except specific circumstances, the equipment grant can only be used to buy the equipments originally requested in the proposal.
36. For equipment whose total cost exceeds \$50 000, the Fonds's contribution comes into effect as soon as candidates submit supporting documents indicating they have obtained other sources of complementary funding for the purchase of the requested equipment.

DURATION OF GRANTS

37. Grants are awarded annually for the period from **April 1 to March 31** for up to **two years** and are not renewable. The balance remaining upon expiry of the funding period may be carried over, but only for one more year.

FALSE OR MISLEADING INFORMATION

38. 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.
39. 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.
40. 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.

RESPONSIBILITIES OF THE FRQNT

41. The FRQNT is not liable for any direct or indirect injury arising from processing of scholarships, grants or other applications, and, without limiting the generality of the above, is not liable for any direct or indirect injury arising from unauthorized disclosure by the Fonds of the information contained in candidates' files. Despite all the precautions taken by the FRQNT to protect information that must be kept confidential, certain countries to which information is transmitted may not have security procedures such as asymmetric cryptography or encryption.

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

42. The FRQNT is subject to the Act respecting access to documents held by public bodies and the protection of personal information (R.S.Q., c. 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
responsableacces.nt@frq.gouv.qc.ca

GENERAL CONSIDERATIONS

43. 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

44. These rules apply to the 2015-2016 financial year.

FOR INFORMATION

Program administrator: **Guy Tremblay**
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