

Concerted Actions Program

Guide to writing scientific reports for decision-makers, managers and stakeholders (Format 1: 4: 20)

The Fonds de recherche du Québec - Société et culture (FRQSC) would like to present the scientific report writing guide that it developed for the Concerted Actions Program in order to facilitate the appropriation of research results by the reports' primary target readers: decision-makers, managers and stakeholders. This model was developed after consulting with researchers and representatives of the concerted actions partners and is currently being tested. You are therefore invited to pass on your comments on the model and writing guide so that we may make any necessary improvements.

The aim of the model is threefold: to foster knowledge transfer towards partner representatives and their sectors; promote research to a wider audience and establish accountability. To meet these objectives, it is important to fill out all four sections of the report. In keeping with its promotional mandate, the Fonds will make the texts included in the first three sections available in their entirety.

First section – 1 page / The **promotional article** is an introduction for decision-makers, managers and stakeholders and also for the general public and media. The promotional article will be published on the Web site of the Fonds and broadcast in the media to publicize the research and its results and convince people to read the entire research report.

Second section – 4 pages / The **overview** is the first step in transferring the knowledge to decision-makers, managers and stakeholders. The overview will be sent via e-mail to a targeted list of individuals and will include a link towards the full report.

Third section – 20 pages / The headings of the **full research report** (e.g.: *Background, Potential solutions, Methodology, Results*, etc.) should refer back to the various chapters. To expand upon one or several chapters, you may add as many annexes as you choose (e.g.: current knowledge, interview grids, statistics, breakdowns of the responses, etc.) to the full report (third section).

Fourth section / The **business report** should discuss the impacts of the project and report on accountability for the benefit of the Fonds and the concerted action partners. In part 6 of the report, you will be asked to include your comments on the report model and writing guide.

Presentation

It is best to limit the pages to a specific number of words (250-300 per page in Verdana 11, double space).

In order to make it easier to consult the four sections of the report, you should present each one as a separate document and send all four in a single e-mail to the program manager.

Headings

The order of the first three sections of the report was chiefly established with the decision-makers, managers and stakeholders in mind. The fourth section will be used for accountability and program management purposes for the concerted action partners and the FQRSC.

Obligation of the principal investigator

All research grant holders must write a scientific report. If this report is not submitted in the year following the end date of the planned project, the Fonds reserves the right to annul the researcher's eligibility for a new grant.

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Promotional article

(1 double-spaced page, excluding the cover page)

Please fill out the following sections in simple and accessible terms. **Keep in mind that you are addressing decision-makers, managers and stakeholders - readers who are not always familiar with your research area and its concepts.** If necessary, please include examples, anecdotes or other eloquent ways to ensure that your project is properly understood.

IDENTIFICATION (COVER PAGE)

- 1- Name of the researcher and institution
- 2- Names of the co-researchers and/or collaborators and their respective institutions
- 3- Names of the partners involved in carrying out the project (if applicable)
- 4- Name of the institution that manages the grant
- 5- Research project title
- 6- Research project number
- 7- Concerted action title
- 8- Concerted action partner

This identification page should be included as the cover page of each of the documents that make up the final report. Use the copy-paste function to make formatting simpler!

PROMOTIONAL ARTICLE (maximum 1 page)

If a journalist were to write a feature in a newspaper about your research project, how would you explain your work and the current and potential social, economic, cultural and/or technological impacts that it could yield (250-300 words)? In other words, what could decision-makers and stakeholders learn from your research?

NB: The FRSQ and the concerted action partners will distribute the article to a targeted readership.

Begin the article by stating a result or key research message. Don't hesitate to use analogies, anecdotes or any other illustrative methods that will resonate even with readers who are not familiar with your research area.

Below, in random order, are some of the aspects that the article should discuss:

- Background elements (e.g.: statistics on the phenomenon or object studied);
- The problem or issue that the research seeks to address;
- The main result;
- The main impact;
- The main potential solution.

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Overview

(4 double-spaced pages, excluding the cover page)

Please fill out the following sections in simple and accessible terms. **Keep in mind that you are addressing decision-makers, managers and stakeholders - readers who are not always familiar with your research area and its concepts.** If necessary, please include examples, anecdotes or other eloquent ways to ensure that your project is properly understood.

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OVERVIEW (maximum 4 pages)

1. Title (promotional title)
2. Main research question and/or hypothesis;
3. Main results and potential solutions;
4. Project history and background and link with the call proposals and partner needs.

NB: The FORSC and the concerted action partners will distribute the overview to a targeted readership.

Choose a short and catchy title.
If necessary, only write two or three lines on the methodology and other technical considerations.
Remember that the headings were ordered with the partners (and not the scientific community) in mind.

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Full scientific report

(20 double-spaced pages, excluding the cover page and table of contents)

Please fill out the following sections in simple and accessible terms. **Keep in mind that you are addressing decision-makers, managers and stakeholders - readers who are not always familiar with your research area and its concepts.** If necessary, please include examples, anecdotes or other eloquent ways to ensure that your project is properly understood.

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PART A – RESEARCH CONTEXT (maximum 4 pages)

1. Issue
2. Main research questions and/or hypotheses
3. Objectives

Any information on the state of the science should be included in the annex. Readers will refer to it if they'd like to learn more.

PART B – POTENTIAL SOLUTIONS AND THE RESULTS, IMPACTS AND IMPLICATIONS OF THE RESEARCH (maximum 5 pages)

1. To what type of audience (decision-makers, managers, stakeholders, etc.) is your work addressed?
2. What could your conclusions mean to decision-makers, managers or stakeholders?
3. What are the immediate or future social, economic, political, cultural and/or technological impacts that work could yield? (new practices, ways of doing things, policies or programs, tools development, collections, corpora, databases, teaching and training methods, etc.);
4. What are the limits or the level of generalisation of your results?
5. What are the key messages for the different target audiences?
6. What are the main potential solutions for the various types of target audiences?

Even though they are based on the results, the potential solutions and impacts are what interest the decision-makers, managers and stakeholders.

your

PART C – METHODOLOGY (maximum 1 page)

1. Description and justification of the chosen methodological approach;
2. Description and justification of the data collection methods;
3. Corpus (various sources) or sample (response rate, data robustness, etc.);
4. Analysis strategies and techniques.

Only include essential information on the methodology and highlight the degree of robustness of the data from which the results were derived. This is what interests your readers. Include any tables, questionnaires, interview grids, discussion guides, consent forms or other documents in the annex. Your peers or other readers who would like more information will refer to them.

PART D - RESULTS (maximum 7 pages)

1. What are the key results?
2. Given these results, what are your conclusions? possible solutions do you propose?
3. How has your work helped to advance the science (theoretical, conceptual, methodological, empirical perspective)?

Include any other results, tables or graphics in the annex.

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PART E – RESEARCH APPROACHES (maximum 1 page)

1. What new research approaches or questions has your work led to in terms of the need for knowledge? In terms of practices and intervention?
2. What would be a key potential solution?

PART F – REFERENCES AND BIBLIOGRAPHY (maximum 2 pages)

Please indicate which publications, Web sites and sources of information could be useful for users.

List the main sources of information and include the complete bibliography in the annex.

other

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Business report

(Maximum 10 pages)

The business report should include information that makes it possible for the Fonds and the concerted actions partners to assess the impacts of the projects funded as part of the Concerted Actions Program.

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PART 1 – COLLABORATORS OUTSIDE QUÉBEC

1. If applicable, list the collaborations outside Québec that were developed as part of the project. List any national and/or international academic collaborations;
2. What is the nature of these collaborations (expertise sharing, joint participation in project activities, etc.)?

A collaborator outside Québec is a researcher who is affiliated with a research or teaching institution located outside Québec and with whom the principal investigator or a team member has established a privileged research collaboration as part of the funded project.

PART 2 – RESEARCH PARTNERS

1. How did the researchers secure collaborations research partners during the project?
2. If applicable, describe the partnerships that developed as part of this project. List all of partnerships with collaborators in practice or business settings (public, parapublic agencies, community organization or private partnerships);
3. What types of contributions have the partners made (project concept, data analysis, completion, access to a research field, results dissemination and communication, human and material resources)?

A partner must be from a non-academic organization (practice or business setting, agency or department) and contribute to or actively participate in the research project.

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PART 3 – TRAINING

List the undergraduate and graduate students and postdoctoral trainees whose work pertains to the research project.

Include the student's name, level and the beginning and end dates of his/her studies or postdoctoral training and the title of his/her project.

PART 4 – KNOWLEDGE DISSEMINATION, TRANSFER AND COMMERCIALIZATION

List the results that are (or will be) a direct result of the research conducted as part of this project.

1. Publications

For each publication, please indicate who the readership is:

- academics
- public, private and non-profit sector decision-makers
- practice and intervention settings
- general public

Please use the following format:
Author(s), title of the article or book chapter, name of the magazine or book, city and editor, year, volume, number, pages.

target

2. Presentations

For each presentation, please indicate who the audience is:

- academics
- public, private and non-profit sector decision-makers
- practice and intervention settings
- general public

Please use the following format:
Author(s), title of the seminar, workshop or event, title of the presentation, city, country, month, year.

target

3. Media relations

If applicable, list any media appearances relating to the project. List the appearances medium (television, radio, press, Web, other).

Please use the following format:
Subject, media, month, year.

by

4. List the transfer activities with businesses or users (include any follow up meetings and planned knowledge transfers as part of the concerted action). Describe the transferred knowledge and the types of transfer activities and include information on the frequency and length of the transfers and any impacts.

Unlike dissemination, the objective of knowledge transfer is to foster the commercialization, appropriation and use of the research knowledge and/or results.

5. Did the research results lead to an invention or patent application?

6. Include any other relevant activities that were carried out as part of the project.

7. Estimate the approximate amount invested in dissemination (through all means including advance publication, communications, translations, etc.)

_____ \$

8. Estimate the approximate amount invested in international activities (all of the means used to communicate with people abroad, including transportation, communication fees, etc.)

_____ \$

PART 5 – WORKFLOW

1. List and rank a maximum of three factors that contributed the most to the success of your work.
2. List and rank a maximum of three factors that hindered your work the most.

PART 6 – FEEDBACK ON THE CONCERTED ACTIONS PROGRAM

1. Please provide feedback on your experience as part of the Concerted Actions Program (e.g.: call for proposals, links with concerted action partners, competition conditions, applications, evaluation feedback, follow up meetings, administrative support to manage the grant, format of the final report, etc.).
2. Include any comments and/or suggestions to help us improve the program.
3. Include and any comments and/or suggestions on the format of the final report.