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Concerted Actions program

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Summary

Deadline (application) :	Any time
Amount :	Variable
Duration :	Variable, depending on the component
Announcement of results :	Variable, depending on the component

Apply

Do you have questions?



Marc Bélanger



Responsable de programmes

Email : actions-concertees.sc

418 643-7582, poste 3192

This version was updated on June 30th, 2016, subject to the approval of the Minister of Economy, Science and Innovation.

INFORMATION AND RULES

This program refers to the **Common General Rules (CGR)**  [PDF](#), which are applicable to all programs of the FRQSC. Only the special terms and conditions applicable to the **Concerted Actions** program are indicated in this document, and these prevail over the **CGR**  [PDF](#) (p.1).

 [Link to the ongoing Calls for Proposals](#) 


 [Link to the Concerted Actions Program's Results](#) 


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Research projects 

Research Reports 

FORMULAIRE (POUR INFORMATION) «LETTER FOR INTEND»


Bourses de maîtrise, doctorales ou postdoctorales 

- Chaire de recherche
- Chercheur-boursier
- Établissement de nouveaux professeurs-chercheurs
- Projet de recherche 
- Projet de recherche-action

- Soutien d'infrastructure d'une équipe
- Synthèse des connaissances 

Réseau 

CV

Fichier joint des contributions détaillées au CV commun canadien 


13. PROGRAM CONTACTS


1. CONCERTED ACTIONS PROGRAM – PRESENTATION


OBJECTIVES	<p>The objective of the Concerted Actions program is to foster research development and knowledge transfer in the social sciences, humanities, arts and literature so as to better understand social issues and phenomena and develop new approaches and innovative solutions.</p> <p>Through this program, the Fonds aims specifically to:</p> <ul style="list-style-type: none"> Meet the need for increased knowledge expressed by partners in various sectors across Québec; Support the advancement of knowledge in the social sciences, humanities, arts and literature as it pertains to the issues that impact Québec society; Support researcher training and the development of research capacity in current and emerging themes through partnership research; Increase the decision-making and innovation capabilities of organizations and contribute to the development and assessment of public policy; Encourage knowledge sharing between those who generate knowledge and those who use it. <p>The attainment of these objectives is conditional upon the participation of partners in different phases in the process, from the definition of knowledge needs to the appropriation of the research results, and also upon the participation of researchers in various fields with diverse approaches and methodologies.</p> <p>The program hinges on partnerships: Concerted Action partners who determine the needs and fund the research and research partners who collaborate with investigators on a daily basis to carry out the research program or project and implement the knowledge transfer strategy.</p>
TYPES OF CONCERTED ACTIONS	<p>The concerted actions may be thematic or targeted based on the needs determined by the concerted action partner(s). The guidelines for each competition are outlined in the call for proposals available online on the Web site of the Fonds.</p>
<i>Thematic program</i>	<ul style="list-style-type: none"> Meets research needs stemming from a single theme; Allows for the awarding of several scholarships and grants; May provide various funding components; May be eligible for several competitions.
<i>Targeted project</i>	<ul style="list-style-type: none"> Meets a specific, short-term research need; May be an evaluative research initiative to enhance a program or an intervention, synthesize current knowledge, etc; Funds a limited number of projects; Is generally eligible for only one competition.


Different funding components are available to the scientific community for each type of concerted action. These components are detailed in each call for proposals.


Types of funding	Components
Scholarship	<ul style="list-style-type: none"> Master's scholarship Doctoral scholarship Postdoctoral fellowship Research scholar


Préparer un CV pour les FRQ 


FORMULAIRE (POUR INFORMATION) «FUNDING APPLICATION» 

Bourse de maîtrise ou doctorale de recherche 


Lettre de recommandation (maîtrise ou doctorat) 


Bourse postdoctorale 


Lettre de recommandation (Postdoctorat) 


Lettre du superviseur de stage (Postdoctorat) 


FORMULAIRE POUR INFORMATION «DEMANDE DE SUBVENTION»

-Projet de recherche
-Projet de recherche-action
-Synthèse des connaissances 


Bourse de carrière 


Soutien d'infrastructure d'une équipe 


Chaire de recherche 


Réseau 


REFERENCE DOCUMENTS

Program Rules (For print) 

Responsible Conduct of Research 

Politique sur la conduite responsable en recherche 

Guide de rédaction du rapport final des Actions concertées 

Common general rules 

Assistance informatique

Courriel : centre.assistance.sc
 Québec : 418 646-3669
 Ext. de Québec : 1 866 621-7084



Lundi au vendredi
 8 h 30 à 12 h et 13 h à 16 h
 (vendredis d'été : 8 h 30 à 12 h)

Les demandes d'assistance technique acheminées par courriel sont traitées en priorité.

	Operational	<ul style="list-style-type: none"> • Research support for new academics • Research project • Action-research project • Knowledge synthesis • Exploratory study
	Infrastructure	<ul style="list-style-type: none"> • Research Team support • Research chair • Research network



FOLLOW-UP AND TRANSFER PROCESS	<p>In an effort to inform Concerted Action partners of the progress of the research, foster the broad dissemination of findings to stakeholders and support the appropriation of the research results, each funded project will include follow-up meetings and a knowledge-transfer activity.</p>	
<i>Follow-up committee</i>	<ul style="list-style-type: none"> • Made up of Concerted Action partners, researchers, scholarship and grant recipients and Fonds representatives. If necessary, external resources may also be invited to take part. • Meets when the research project begins and then again at a frequency jointly established by the scholarship and grant recipients and the Concerted Action partners. Funding recipients are required to participate. Travel expenses inherent to this activity must be provided for in the scholarship or grant budget. 	
<i>Progress report and final report</i>	<ul style="list-style-type: none"> • Required for certain Concerted Actions. When required, details are provided in the call for proposals. • Final report: In all cases, funding recipients must produce a final report no later than three months after the end of the scholarship or grant period (Master's and doctoral students must provide access to their thesis or dissertation). 25% of the last portion of the grant is retained until the final report is submitted (required condition for receiving the final grant instalment). The final report may be written in English or French. If written in English, it must be accompanied by a title and abstract in French. The conditions governing the submission of the report are set out in the call for proposals. The report must be submitted no more than 12 months after the end date of the grant, except under exceptional circumstances. If a final research report is not submitted within the prescribed time, no regular member involved in the grant may receive new funding from the Fonds until the situation has been remedied. 	
<i>Transfer activity</i>	<ul style="list-style-type: none"> • Organized by the Fonds in collaboration with Concerted Action researchers and partners once the final report has been submitted to the Fonds. Funding recipients are required to participate. Travel expenses inherent to this activity must be provided for in the scholarship or grant budget. 	
<i>Obligations of scholarship and grant recipients</i>	<ul style="list-style-type: none"> • Scholarship and grant recipients must take part in follow-up meetings and the transfer activity. Refusal to participate in these activities may lead to the suspension of the scholarship or grant. 	
<i>Participation costs</i>	<p>Expenses related to participation in the follow-up committee and the transfer activity:</p> <ul style="list-style-type: none"> • Are the responsibility of the participants. • Must be provided for in the scholarship or grant budget under "Travel and subsistence costs". 	

<p>INTELLECTUAL PROPERTY</p> <p>Details: section 1.5 of the Common General Rules  PDF</p>	<p>The Fonds adheres to the <i>Plan d'action sur la gestion de la propriété intellectuelle</i> implemented by the government of Québec and complies with the practices in effect in the research sector. Concerted Action partners must also comply.</p>
<p><i>Recognition</i></p>	<p>The Fonds and its partners:</p> <ul style="list-style-type: none"> ▪ Recognize the researchers' intellectual property rights as they pertain to original raw data, interim research and the results of the funded project. ▪ Will not divulge the results before the researcher has submitted his/her report.
<p><i>Interim data</i></p>	<ul style="list-style-type: none"> ▪ May reproduce, translate and/or communicate, through any medium, the original raw data collected by the scholarship or grant recipients—or by others working under their supervision—with the recipients' prior approval. ▪ May use the interim research results communicated during follow-up activities or in progress reports, with the scholarship or grant recipients' prior approval.
<p><i>Final report and research findings</i></p>	<ul style="list-style-type: none"> ▪ May reproduce, translate and/or communicate the final report through any medium. ▪ May use the research results that have been made public by the scholarship or grant recipients.
<p><i>Appropriate citations</i></p>	<ul style="list-style-type: none"> ▪ Will comply with regular university research citation standards at all times, especially with regards to subsequent work based on the research results.
<p><i>Delay of disclosure</i></p>	<ul style="list-style-type: none"> ▪ If the partners ask for a delay of the results disclosure, an agreement must be made with the researchers as to the date at which the results will be divulged. ▪ The delay must not exceed one month, except in the case of a major foreseeable event (e.g. parliamentary committee hearings).
<p><i>Obligations of funding recipients</i></p>	<ul style="list-style-type: none"> ▪ Further to the provisions of Section 7 of the CGR  PDF, funding recipients must fully disclose all research results as early as possible through follow-up activities, progress reports, the final report, the transfer activity, publications and any other means.
<p><i>Final report copyright</i></p>	<p>Funding recipients:</p> <ul style="list-style-type: none"> ▪ Must grant, to the Fonds as well as to each of the Concerted Action partners, a non-exclusive, non-transferable copyright licence on the final report, without territorial limits (worldwide) and for an unlimited period of time, for which the grant constitutes consideration. ▪ Assure the Fonds and each of the Concerted Action partners that they hold all the rights that entitle them to consent to the assignment of copyright in accordance with this agreement.



2. CONCERTED ACTIONS –PROCESS OVERVIEW

<p>DEVELOPMENT</p>	<ul style="list-style-type: none"> ▪ Determine needs with partners; ▪ Approval from the Fonds Board of Directors to begin the collaboration; ▪ Development of the call for proposals; ▪
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	Signature of Fonds-partners memorandum of understanding.
COMPETITION AND EVALUATION	<ul style="list-style-type: none"> ▪ Launch of the call for proposals; ▪ Submission of the letters of intent; ▪ Relevance assessments; ▪ Announcement of the results; ▪ Submission of the applications for funding; ▪ Scientific evaluations; ▪ Funding recommendations to the Board of Director and partners; ▪ Announcement of the results.
PROJECT	<ul style="list-style-type: none"> ▪ Start of the project; ▪ Follow-up meetings.
KNOWLEDGE MOBILIZATION	<ul style="list-style-type: none"> ▪ Submission of the final report; ▪ Transfer meeting.



3. ELIGIBILITY CRITERIA

Reference documents	Funding recipients must meet the general eligibility conditions stipulated in the CGR and all requirements described herein. Applicants for the Scholarships, Research Support for New Academics and Research Team Support components should refer to the conditions presented in the following documents:
Scholarship component	<p>Master's Research Scholarship (B1) ↗</p> <p>Doctoral Research Scholarship (B2) ↗</p> <p>Postdoctoral Research Fellowship (B3) ↗</p>
New Academics component	<p>Research support for new academics ↗ (before: Research Support for New Academics (NP))</p>
Research Teams component	<p>Research Team Support (SE) ↗</p>



4. ELIGIBILITY STATUSES FOR EACH MEMBER CATEGORY

STATUS DEFINITIONS	See Appendix 1(b) of the CGR ↗ PDF (Researcher Status).
PROJECT LEADER	<p>CHU, CHUN, CRU, CRUN, CHC;</p> <p>CE: Only when specified in the call for proposals.</p>

REGULAR MEMBERS (Section A of the form)	CHU, CHUN, CRU, CRUN, CHUT, CHC, CE
Special cases	<i>CEN, CHG, PC, COP and CHA may be regular members of action research projects.</i>
COLLABORATING MEMBERS (Section B of the form)	All statuses defined in Appendix 1(b) of the CGR PDF are eligible. The scientific output of collaborating members will not be evaluated.



5. GENERAL GUIDELINES FOR SUBMITTING LETTERS OF INTENT AND FUNDING APPLICATIONS TO THE FRQSC

LANGUAGES	<ul style="list-style-type: none"> French or English (Sec. 3.6, CGR PDF). Title and abstract must be in French.
ATTACHED DOCUMENT	<p>The document attached to the e-form must comply with the following requirements:</p> <ul style="list-style-type: none"> Single-spaced; Only Times 12, Palatino 12, Arial 11, Helvetica 11 fonts will be accepted; Narrow fonts are not allowed.
E-FORMS	<ul style="list-style-type: none"> Only the e-forms obtained on the Website and submitted through the FRQSC system are accepted. (Sec. 3.2, CGR PDF) Print the static PDF version before filling out the online form. <p>PLEASE NOTE: E-forms are developed for each call for proposals, based on program components.</p>
CANADIAN COMMON CV	<ul style="list-style-type: none"> Mandatory for all regular members and postdoctoral scholarship applicants. Must be submitted electronically with the letter of intent form. <p>PLEASE NOTE: when submitting a letter of intent, only the project leader's Canadian Common CV is required.</p>




6. LETTER OF INTENT


WHY?	<ul style="list-style-type: none"> To assess the relevance of the proposals based on the needs expressed in the call for proposals.
WHO?	<ul style="list-style-type: none"> A relevance committee made up of Concerted Action partner representatives and members of other organizations selected by the partner (and approved by the FRQSC) for their knowledge of the research topic.

WHEN?	<ul style="list-style-type: none"> By the deadline specified in the call for proposals.
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> Letter of intent e-form. Canadian Common CV of the project leader. Optional: Letters of authorization and support from research partners



7. FUNDING APPLICATION

WHY?	<ul style="list-style-type: none"> To assess the scientific quality of the proposals.
WHO?	<ul style="list-style-type: none"> Peer committee made up of research experts in fields relevant to the scholarship and grant applications.
WHEN?	<ul style="list-style-type: none"> By the deadline specified in the call for proposals.
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> E-form. Canadian Common CVs of regular team members, submitted electronically with the application.* The Detailed Contributions attachment , which is available in the "Useful Documents" area of the program page. You must save the attachment in PDF format in your "My Account" file on the Fonds website. <p>*Regular members with COP status (only possible under the "Action Research" component) must submit an abridged CV (maximum 2 pages) summarizing the following in relation to the team's research program, in the order listed: 1) Training, 2) Experience and 3) Publications or other scientific achievements, if applicable. Abridged CVs must be written using word processing software, converted to PDF format and included after the Detailed Contributions attachment of the project leader's Canadian Common CV, by the competition deadline.</p>
OTHER DOCUMENTS	<ul style="list-style-type: none"> The following documents, where required, must be scanned and included after the Detailed Contributions attachment of the project leader's Canadian Common CV, by the competition deadline: <ul style="list-style-type: none"> Letters of authorization and support from research partners; Editor's letters attesting to all publications listed as "accepted" or "in print"; Letters of acknowledgement for all publications listed as "submitted"; Two estimates from suppliers for equipment costing over \$20,000.

 **Only the required documents will be transmitted to the evaluation committee. Any additional pages will not be considered or given to the evaluation committee. All pages that exceed the maximum page limit will be removed from the application submitted for evaluation.**



8. FUNDING APPLICATIONS – ADDITIONAL DOCUMENTS

MASTER'S SCHOLARSHIPS	<p>Consult the Master's Research Scholarship program rules</p> <p>PLEASE NOTE: Use the master's scholarship forms provided for the Concerted Actions program</p>
DOCTORAL SCHOLARSHIPS	<p>Consult the Doctoral Research Scholarship program rules</p> <p>PLEASE NOTE: Use the doctoral scholarship forms provided for the Concerted Actions program</p>
POSTDOCTORAL FELLOWSHIPS	<p>Consult the Postdoctoral Fellowship program rules</p> <p>PLEASE NOTE: Use the Postdoctoral Fellowship forms provided for the Concerted Actions program</p>



9. EVALUATION PROCESS – RELEVANCE OF THE LETTER OF INTENT

WHO?	<ul style="list-style-type: none"> All applicants must submit a letter of intent.
BY WHOM?	<ul style="list-style-type: none"> The relevance committee is made up of Fonds representatives and Concerted Action partners.
WHY?	<ul style="list-style-type: none"> To enable partners to assess the suitability and relevance of the letter of intent in light of the objectives and needs outlined in the call for proposals. To enable applicants to benefit from the suggestions and ideas proposed by the relevance committee to enhance the suitability of the project in light of the objectives outlined in the call for proposals.
HOW?	<ul style="list-style-type: none"> The letter of intent is evaluated according to the evaluation criteria and weighting detailed in the call for proposals, based on the Scores and ratings grid. PDF <p>PLEASE NOTE: The recommendations of the relevance committee will be transmitted to the scientific evaluation committee. Applicants must take into account these comments and suggestions or explain, in their application, their decision not to do so.</p>



10. EVALUATION PROCESS (SECTION 4 OF THE CGR)– SCIENTIFIC EVALUATION OF THE FUNDING APPLICATION

WHO?	<ul style="list-style-type: none"> Only applicants whose letters of intent were determined to be relevant will be invited to apply for funding.
BY WHOM?	<ul style="list-style-type: none"> The scientific committee is made up of Canadian and international experts in fields relevant to the applications submitted. Fonds and partner representatives will take part in the scientific evaluations as observers.

WHAT?	<ul style="list-style-type: none"> The evaluation criteria and weighting are set out in the call for proposals. The committee assesses the scientific quality of the application and it's the potential benefits of the proposed project, particularly as they pertain to the needs outlined in the call for proposals. The evaluation is based on the Scores and ratings grid. PDF
HOW?	<ul style="list-style-type: none"> The committee will rank the applications and determine those recommended for funding. <p>PLEASE NOTE: The score given by the relevance assessment does not count towards the final score of the scientific evaluation. However, the scientific committee will evaluate whether the researchers considered the comments of the relevance committee. A certain number of points (see the call for proposals) will be awarded for this criterion.</p>
Reference documents	<ul style="list-style-type: none"> CGR PDF Responsible Conduct of Research Policy PDF PDF



11. SCHOLARSHIP AND GRANT AMOUNTS AND ELIGIBLE EXPENSES

AMOUNT	<ul style="list-style-type: none"> Specified in the call for proposals.
ELIGIBLE EXPENSES	<ul style="list-style-type: none"> The list of eligible budgetary items for each program component is detailed in the appendix of the call for proposals.
RELEASE FROM TEACHING DUTIES FOR COLLEGE AND UNIVERSITY RESEARCHERS	<ul style="list-style-type: none"> Eligible only when stated in the call for proposals.



12. SCHOLARSHIP AND GRANT MANAGEMENT

ETHICS CERTIFICATE	<ul style="list-style-type: none"> Funds will only be paid out once the Fonds has received an ethics certificate, where required.
Reference documents	<ul style="list-style-type: none"> Common General Rules PDF Scholarship Holder's Guide (Master's and Doctoral scholarships) PDF Postdoctoral Fellowship Holder's Guide Responsible Conduct of Research Policy PDF



13. PROGRAM CONTACTS

<p>CONCERTED ACTIONS DEVELOPMENT</p>	<p>Marie-Thérèse Duquette 418 643-7582 Ext. 3162 marie-therese.duquette@frq.gouv.qc.ca</p> <p>Nathalie Roy 418 643-7582 Ext. 3138 nathalie.roy@frq.gouv.qc.ca</p>
<p>PROGRAM MANAGEMENT</p>	<p>Nathalie Roy 418 643-7582 Ext. 3138 nathalie.roy@frq.gouv.qc.ca</p> <p>Marc Bélanger 418 643-7582 Ext. 3192 marc.belanger@frq.gouv.qc.ca actions-concertees.sc@frq.gouv.qc.ca</p> <p>Julien Chapdelaine 418 643-7582 Ext. 3146 julien.chapdelaine@frq.gouv.qc.ca</p>

Updated on June 30, 2016

[Program Rules \(For print\)](#)  [PDF](#)



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