

BMP-Innovation

Research Scholarship in a practice environment

Program officer

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Master's and doctoral research scholarships : bmp.sc@frq.gouv.qc.ca

Applicants who contact the Fonds via e-mail must include a telephone number at which they can be reached. Priority will be given to e-mail requests.

The Fonds strongly suggests that you contact the scholarship office at your university before applying to this program.

IMPORTANT NOTE

All required documents must be received by the deadlines. Incomplete applications will be deemed ineligible by the Fonds.

Note : In the event of a discrepancy between the English and French versions of this program, the French version prevails.

FOREWORD

Through the BMP-Innovation Research Scholarship Program, the Fonds de recherche du Québec – Société et culture (FRQSC) aims to support innovative development by creating and strengthening collaborative ties between academia and public (excluding government departments), paragonmental and private organizations by carrying out research in their priority sectors and fostering the integration of student-researchers in practice environments.

1. PROGRAM OBJECTIVES

The BMP-Innovation Research Scholarship Program aims to enhance the development of innovative partnerships in public (excluding government departments), paragonmental and private organizations across Québec and foster the employment prospects of recent graduates of master's and doctoral programs through university-organization partnerships by:

- enabling students to acquire personal and professional skills and experience;
- developing innovative training and research initiatives;
- building and strengthening networks for collaboration, skills transfer and knowledge sharing between universities and practice settings;
- encouraging organizations to invest in research and training;

2. APPLICANTS

The BMP-Innovation scholarships are available to master's and doctoral students in fields pertaining to the social sciences, the humanities and art and literature.

3. ELIGIBILITY CRITERIA

Applicants must meet the citizenship and residence requirements, required minimum grade point average and eligibility period requirements and restrictions set out in the master's (B1) and PhD (B2) scholarship programs.

Practice settings in host organizations

Before submitting a scholarship application, applicants must contact the FRQSC program officer to verify the eligibility of the practice setting.

Scholarship holders must be registered in a program offered by a Québec university and carry out most of their research activities in a practice setting of their choosing. Scholarship holders must work in the same research environment for the duration of the scholarship.

All applicants must submit a final report and annual progress reports on their research activities and time spent in the practice setting.

Eligible practice environments

- Public (excluding government departments), paragonovernmental and private organizations working in partnership with universities and involved or interested in becoming involved in research and development in Québec;
- Public corporations operating or administered as regular for-profit enterprises;
- Municipal organizations and non-profit organizations;
- Organizations outside Québec may exceptionally be considered if the benefits for Québec are demonstrated;

Ineligible practice settings

- University laboratories, research centres and institutes;
- Federal, provincial and municipal governments;

4. ROLES OF THE RESEARCH DIRECTOR AND HOST ORGANIZATION SUPERVISOR

Scholarship holders will be jointly supervised by their research director or a designated faculty member and a host organization supervisor. The research director must declare all conflicts of interest and follow the guidelines set out by the university to manage such issues.

The supervisor will facilitate the scholarship holder's integration into the organization and may be called upon to evaluate the student according to the terms set out in the scholarship holder's study program.

5. APPLICATIONS AND APPLICATIONS ASSESSMENT

BMP-Innovation scholarship applications must be submitted online using the program application form available on the Web site of the FRQSC.

Applicants must also apply for the scholarship supplement (training and supervision expenses). The application for the supplement must be signed by the host organization supervisor or research director and be clearly justified. The scholarship supplement applications are processed in the same way as the scholarship applications and are assessed by an appointed joint committee. The supplement applications may be submitted while the internship is underway, but the activities covered by the supplement must be carried out during the scholarship period.

Applications submitted by students

The proposal has to emanate from the student jointly with his/her research director and an organization. Applications submitted by students may be sent to the FRQSC at any time. When the application is submitted, the student, university and host organization must have already set out a collaborative agreement (a model collaborative agreement is available).

Evaluation criteria

All applications are assessed according to the following criteria:

1. Applicant's academic record
2. Applicant's research skills
3. Relevance of the research project
4. Quality of the training environment

Criteria, indicators and weighting

1. Applicant's academic record (15 points)

- Applicant's grade point average (undergraduate and graduate studies);
- Awards, scholarships, prizes.

Work experience relevant to the applicant's planned research in the practice environment will be taken into account when assessing the first criterion and related indicators.

2. Applicant's research skills (15 points)

- Applicant's experience and accomplishments;
- Letters of recommendation;

Applicant's communication skills, including his/her ability to present the research project.

3. Relevance of the research project (40 points)

- Clarity of the scientific objectives;
- Relevance of the proposed methodology in light of the objectives;
- Originality of the project;
- Project's contribution to advancing knowledge in the field and;
- Project's relevance to the director's research field (doctoral scholarship applications only).

4. Quality of the training environment (30 points)

- Rationale behind the choice of training and practice environments (academic and practice settings);
- Applicant's work environment;
- Added value of the applicant's experience in the practice environment.

Applications as part of a call for proposals

A predetermined number of scholarships are available to students in the research community through a call for proposals as part of an agreement between the FRQSC and a host organization. The research themes that are part of the call for proposals, the number of scholarships available to students, the selection criteria, the terms of the competition and other terms will be set out. All proposals must be part of a collaborative agreement between the applicant, the university and the host organization (a model collaborative agreement is available).

Evaluation criteria

All applications are assessed according to the following criteria:

1. Applicant's academic record
2. Applicant's research skills
3. Quality of the research project
4. Relevance of the research project with regards to the theme of the call for proposals

Criteria, indicators and weighting

1. Applicant's academic record (15 points)

- Applicant's grade point average (undergraduate and graduate studies);
- Awards, scholarships, prizes.

Work experience relevant to the applicant's planned research in the practice environment will be taken into account when assessing the first criterion and related indicators.

2. Applicant's research skills (15 points)

- Applicant's experience and accomplishments;
- Letters of recommendation;
- Applicant's communication skills, including his/her ability to present the research project.

3. Quality of the research project (40 points)

- Clarity of the scientific objectives;
- Relevance of the proposed methodology in light of the objectives;
- Originality of the project;
- Project's contribution to advancing knowledge in the field
- Project's relevance to the director's research field (doctoral scholarship applications only).

4. Relevance of the project (30 points)

Applicants must obtain 21/30 on this criterion to be recommended for funding.

- Relevance of the research project to the research theme(s) set out in the call for proposals;
- Relevance of the internship in the practice environment to the applicant's study program and research project;
- Added value of the applicant's experience in the practice environment.

Evaluation process

Role of the evaluation committees

All eligible applications will be assessed by a multidisciplinary evaluation committee made up of three members. Committee members will chiefly, but not exclusively, be academics. For applications submitted as part of a call for proposals, a representative from the host organization will join the committee.

The evaluation committees will assess the applications based on the evaluation criteria in effect and rank the applications based on merit.

Role of the Board of Directors

The Board of Directors receives the recommendations of the evaluation committees and makes funding decisions, since it is the only body with a comprehensive view of the work of the evaluation committees. Thus, while being accountable to the government for its decisions, with the best information available, the Board of Directors may carry out its role as a manager of public funds.

Role of the program administrator

The Fonds Société et culture program administrator will ensure that evaluation committee members respect the evaluation criteria and applicable program and ethical rules.

6. REQUIRES DOCUMENTS

6.1 REQUIRED DOCUMENTS

Applications that do not include all of the required documents by the closing date and time of the competition will be deemed ineligible by the Fonds.

6.2 ELECTRONIC APPLICATION FORMS

Only forms filled out and submitted online are accepted.

E-form availability

The e-forms will be available on the Web site of the Fonds Société et Culture at least one month before the closing date of the competition.

Languages

As indicated in section 3.5 of the CCR, the e-forms may be filled out in French or English. However, the project title on the application must be written in French.

Two letters of recommendation

The Letters of recommendation must be filled out and submitted electronically from the referee's personal file on the Fonds website. It is the referee's responsibility to obtain a personal identification number (PIN) from the Fonds. Once the letter of recommendation has been transmitted electronically, it will be automatically attached to the applicant's scholarship application.

The letters of recommendation must be completed and transmitted electronically before the closing date and time of the competition. If one or both letters of recommendation are missing at the closing date, the application will be deemed ineligible by the FRQSC. Only letters of recommendation filled out on the Fonds form will be accepted.

It is the applicant's responsibility to provide his/her personal identification number (PIN) and application number to the referees and to ensure that the two letters of recommendation are submitted within the prescribed time.

6.3 ADDITIONAL REQUIRED DOCUMENTS TO BE SUBMITTED ELECTRONICALLY

IMPORTANT : To be admissible, scanned copies of official documents must be legible and certified by a commissioner of oaths or any other person authorized to do so. The professional seal must be clearly visible on the scanned copy of the document.

Documents submitted in a language other than French or English must include a certified translation.

Every applicant is responsible for his/her application. *The following documents must be transmitted as an attachment to the application e-form **to the date specify in the call for proposition.***

The following supporting documents must be grouped in the following numbers into the two blocks of attachments specified in the application e-form, and must be transmitted within the prescribed time. No reminder will be made and no supporting document may be added after the closing date and time of the competition.

No document transmitted by any other means will be accepted.

BLOCK 1 - DOCUMENTS REQUIRED FOR EVALUATION

1. All transcripts

All of the applicant's university transcripts (official transcripts or certified copies thereof), e.g. certificates, diplomas, bachelor's, master's or doctoral degrees, whether the studies were completed or not.

It is the applicant's responsibility to ensure that all transcripts are obtained from the respective institutions within the prescribed time.

2. *Equivalences*

Transcripts from exchange programs or courses (equivalences).

3. *Transcripts from outside Québec (additional documents)*

Transcripts for all university studies pursued at institutions located outside Québec.

4. *Explicative letter*

A short letter explaining the institutions' marking system must be provided in the case of institutions outside Canada and the United States.

5. *Acknowledgements from editors*

To be considered, articles that are submitted, accepted or in press must include an acknowledgement from the editor (letter or e-mail format). The applicant's name must appear on the article.

BLOCK 2 – DOCUMENTS REQUIRED FOR ELIGIBILITY

1. *RAMQ card or other official document*

A photocopy of a valid Québec medical insurance card or any other official document that proves resident status under the *Health Insurance Act* and the *Regulation respecting the eligibility and registration of persons in respect of the Régie de l'assurance maladie du Québec*.

If this document is not available, the applicant must provide a letter addressed to the eligibility committee explaining the reasons, accompanied by proof that a replacement card has been requested from the Régie de l'assurance maladie du Québec.

2. *Proof of citizenship*

Canadian citizens born outside Canada must provide a certified copy of their proof of citizenship.

3. *Landed status in Canada*

Permanent residents of Canada under the 2001 *Immigration and Refugee Protection Act*, ch. 27, must provide a certified copy of their landing documents (IMM 1000 or IMM 5292) or their permanent resident card, OR a copy of a proof that a permanent resident application has been submitted to Immigration and Citizenship Canada.

4. *Part time sessions*

Applicants who completed part-time sessions since registering for a graduate degree must provide a registrar's attestation for any part-time or unregistered sessions.

5. Eligibility period exceptions

Applicants seeking exceptions must provide an official document attesting to their suspended registration and a medical certificate that includes the reason(s) for the interruption and the duration of the suspension.

ATTENTION

No appendices or documents other than those required will be forwarded to the evaluation committee.

No document transmitted to the Fonds by mail will be accepted.

Applicants will not be able to update their files after the closing date and time of the competition.

The Fonds reserves the right to request additional documents for the purpose of establishing an application's eligibility.

REMEMBER TO TRANSMIT YOUR COMPLETED APPLICATION.

To verify that the latest version of your application has been successfully transmitted, check that your application file is flagged "Transmise" before the closing date and time of the competition.

Filing notice

Available for printing after transmission of the electronic application form. This notice is generated automatically and replaces the acknowledgement of receipt as indicated in section 3.6 of the [CRR](#).

Acknowledgement of receipt

Applicants will receive an acknowledgement of receipt via e-mail and will also be advised when their application is submitted to the assessment committee (if applicable).

7. ANNOUNCEMENT OF THE RESULTS

The decision of the Board of Directors of the Fonds de recherche du Québec – Société et culture will be sent to the applicant's personal file. Each applicant will be informed of his/her ranking and may print out the letter of acceptance. It is strictly prohibited to contact any of the members of the evaluation committees, who must abide by confidentiality rules. The decisions of the Board of Directors of the Fonds Société et culture are final and without appeal.

Eligible applicants must inform the FRQSC of the decision to accept or refuse the scholarship in the ten (10) business days following the receipt of the offer by filling out the e-form in their scholarship holder's file. Applicants who do not respond to the offer by the deadline will be considered by the FRQSC as having declined the scholarship.

8. TERMS OF THE SCHOLARSHIP

Scholarship period

The scholarship period is determined on a case-by-case basis when a scholarship is granted. The scholarship is not retroactive and sessions carried out before the scholarship was awarded cannot be funded. A scholarship holder must be registered as full-time student in the study program for which the scholarship was awarded. Scholarships are granted for the entire eligibility period, conditional upon the submission of satisfactory progress reports. The scholarship period may not exceed the eligibility period.

Collaborative agreement between the scholarship holder, the university and the host organization

For applications submitted by students, the signed agreement must be submitted with the application.

For applications submitted as part of a call for proposals, the signed agreement must be submitted when the applicant request his/her first scholarship payment.

The scholarship holder, research director and host organization supervisor must define the terms of the training:

- The length of the training and the scholarship holder's role in the practice environment (i.e. work schedule, start and end dates, continuous or segmented training, etc.);
- The results (i.e. deliverables, deadlines, research plan, etc.);
- The training structure (i.e. regular meetings between the scholarship holder, research director and supervisor, follow ups, etc.);
- Training assessment (i.e. criteria, weighting, etc.);
- Copyright and intellectual property rights;
- Any other relevant issues.

Once the terms have been set, they must be included in the collaborative agreement, which must then be signed by the scholarship holder, the research director, the host organization supervisor and the university. The supervisor must send a copy of the agreement to the FRQSC. Should the scholarship holder not comply with the terms of the collaborative agreement, the supervisor must inform the FRQSC as soon as possible in order to jointly determine the measures that should be taken. Such measures may include a meeting with the scholarship holder and his/her research director, a warning, the suspension of scholarship payments and/or the revocation of the scholarship.

The collaborative agreement between the scholarship holder, the university and the host organization is required when the first scholarship payment is processed. A model collaborative agreement is available on the Web site of the FRQSC.

Value of the scholarships

- BMP-Innovation (master's)
Annual value of the scholarship : \$14,000. + at least \$7,000. from the private partner.
(FRQSC : \$14,000. + Partner : \$7,000. = \$21 000)
Training and supervision supplement (up to \$2,500.) paid out by the FRQSC.

- BMP-Innovation (doctorate)
Annual value of the scholarship : \$18,000. + at least \$9,000. from the private partner.
(FRQSC : \$18,000. + Partner : \$9,000. = \$27,000.)
Training and supervision supplement (up to \$2,500.) paid out by the FRQSC.

Concurrent scholarships

The cumulation rules (possible and prohibited cumulation and partial cumulation) defined in the master's (B1) and doctoral (B2) scholarship programs apply in this program.

9. RESPONSIBILITY OF THE FONDS

The Fonds Société et culture is not responsible for any direct or indirect damages resulting from the processing of any application with regards to any fellowship, funding or any other type of request. Without limiting the generality of the foregoing, the Fonds Société et culture 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 Fonds Société et culture 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

The Fonds Société et culture 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). The mandatory data is gathered, used and kept in accordance with the provisions of the Act.

The applicant should contact the person in charge of access at the Fonds Société et culture for information on the access procedure, the protection of personal information and the rights of recourse stipulated in the Act.

10. GENERAL CONSIDERATIONS

All of the programs must be approved by the government, and the grants are subject to government credits.

The Fonds Société et culture reserves the right to modify the value of the grant and the program rules detailed in this document without prior notice.

11. SPECIAL CONSIDERATIONS

Intellectual property rights and copyrights

The partners must agree on terms regarding the distribution of intellectual property rights for the data and information that is collected, collated, generated and/or used by the scholarship holder as

well as terms regarding the distribution of copyrights for any document that is drafted, created and/or produced by the scholarship holder as part of the research project and training for which the funds were granted. These terms must be set out in the collaborative agreement.

The distribution terms must not prevent the scholarship holder from publishing and disseminating his/her master's thesis or meeting any other study program requirements. In addition, the terms must not grant copyrights on the scholarship holder's master's or doctoral thesis or any other scientific publications based on the research project to the host organization.

Confidentiality agreement

The host organization may ask the scholarship holder to sign a confidentiality agreement. However, this agreement must not prevent the scholarship holder from publishing and disseminating his/her master's or doctoral thesis or meeting any other study program requirements.

Dissemination restrictions

In certain cases, universities may delay the release of a master's or doctoral thesis for a maximum period of twelve (12) months or restrict the release to the university campus. In such cases, the partners must agree on the terms under which the scholarship holder's work will be disseminated and fill out the necessary forms. The university will make the final decision.

UPDATED October 2014