

START-UP PROGRAM FOR NEW RESEARCH PROFESSORS

Program officer

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DETAILED PROGRAM FOR FALL 2014

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Note: In the event of a discrepancy between the English and French versions of this program, the French version prevails. This program refers to the Common Rules and Regulations ([CRR](#)), which are applicable to all programs of the FROSC. Only the special terms and conditions applicable to the Start-up Program for New Research Professors grant program are indicated in this document, and these prevail over the [CRR](#) (p. 1).

1. PROGRAM OBJECTIVES

The aim of the Start-up Program for New Research Professors grant program is to:

- Facilitate the development, progress or completion of an individual research proposal for a research project or program;
- Help support a new generation of researchers and university instructors by assisting new professors embarking upon their careers in establishing themselves as independent researchers and becoming competitive at the national and international levels. (New professors with proven and recognized research experience are therefore not eligible to apply to the program);
- Foster collaborations between new and established researchers;
- Consolidate the research system by supporting up-and-coming research professors and inciting new research professors who are beginning their careers to develop original research avenues.

The Fonds encourages researchers to lead and take part in knowledge transfer activities whenever relevant.

In light of these objectives, the Fonds recommends that the university release the applicant from at least 25% of his/her teaching duties.

2. ELIGIBILITY REQUIREMENTS

Applicants must have CHUN status ([CRR](#), Appendix 1) and must meet the general eligibility conditions set out in the [CRR](#). In addition, applicants must:

Have a full time regular position leading to tenure in a Québec university.

Applicants must hold this position in one or several Québec universities by June 1, 2015, at the latest;

Applicants who are not Canadian citizens or permanent residents under the *Immigration and Refugee Protection Act*, 2001, c. 27. must provide proof at the competition closing date that they meet one of the following conditions:

- have submitted a permanent resident application to Citizenship and Immigration Canada, or
- hold a permit authorizing them to work in Canada, or
- have submitted a Québec Selection Certificate (QSC) application to Immigration Québec;

Have successfully defended their doctoral dissertation before June 1, 2015 (applicants who have not defended their doctoral dissertation before the application deadline must obtain a letter from the appropriate authorities of their university stating that the dissertation defence will take place before June 1, 2015);

Applicants may request an extension of their eligibility period if they have interrupted or considerably delayed their career for family reasons. Applicants on maternity leave may request an extension of their eligibility period up to the maximum amount of time permitted under the *Act respecting labour standards*.

The following applicants are not eligible:

- Researchers who, on **October 1st, 2014**, have held a full time regular position for more than five years at a university in Québec, elsewhere in Canada or abroad;
- Hospital-affiliated or Ministère de la Santé et des Services sociaux agency researchers;
- Researchers who have submitted three applications to the program during their eligibility period;
- Researchers who have submitted an application to another research start-up program of one of Québec's three Fonds de recherche;
- Researchers who are (or has been) already funded through a research start-up program of one of Québec's three Fonds de recherche.

3. APPLICATION

As indicated in section 3.2 of the [CRR](#), grant applications must be filled out using the program's application e-form on the Web site of the Fonds. Attachments must be transmitted with the e-form in .pdf format only. The research office of the applicant's university must authorize the application by electronically submitting it to the Fonds. In the interest of fairness, any application that does not comply with these requirements will be deemed ineligible.

3.1 e-Forms

The following e-forms are required:

- the *Start-up Program for New Research Professors* e-form application and the *Project or program description* attachment;
- the Canadian Common CV and *Detailed Contributions* attachment.

Only official *Start-up Program for New Research Professors* and 2015-2016 Common Canadian CV e-forms, and other required documents, will be accepted.

The applicant must have obtained a personal identification number (NIP) on the Fonds website before applying.

Grant applications may be submitted in French or English. **However, the title and summary of the project (or program) must be in French.** The title and summary will be used for promotional and distribution purposes. E-form attachments must be single-spaced. Only the following fonts and sizes are authorized: Times (12 points), Palatino (12 points), Arial (11 points) and Helvetica (11 points). "Narrow" fonts are not permitted and no protected .pdf file will be accepted. Any part of the application, including the annexes, that exceeds the maximum number of authorized pages will be removed from the application.

The signing applicants attest that the information provided is accurate and complete and agree to respect the rules and principles set out in the *Politique en matière d'éthique et d'intégrité en recherche* policy of the Fonds Société et culture. The researchers therefore authorize the institution to transmit any personal information in accordance with this policy, if applicable ([CRR](#), section 1.6).

Applications that do not contain the information necessary to establish eligibility or which cannot be evaluated will be deemed invalid by the Fonds. Any documents that are not required and which are included with the application will not be submitted to the evaluation committee. Applicants will not be notified of any information or documents missing from the application. Any documents received after the deadline for application will not be considered and applications cannot be updated.

Applications must be transmitted to the Fonds Société et culture no later than **October 1st, 2014, at 4 p.m.**

3.2 Required documents

Required documents must be scanned after the Detailed Contributions Attachment section of the Canadian Common CV in the order requested below. No reminder will be made and no supporting documents may be added after the competition closing date and time on October 1, 2014 at 4 p.m.

- A letter from the university attesting that the applicant holds or will occupy a full time regular position leading to tenure by June 1, 2015, and specifying

the date on which the applicant will be hired as well as the position he/she will hold;

- Applicants who are not Canadian citizens or permanent residents must include:

an official document attesting to the submission of a permanent residence application to Citizenship and Immigration Canada. If this step has not yet been taken, the applicant may submit his/her application, but must provide the document within 24 months following the start of the grant (notwithstanding the [CRR](#), section 2.1) and must provide one of the following documents at the competition closing date:

an official document attesting to the submission of a Québec Selection Certificate (QSC) application to Immigration Québec or

a copy of his/her work permit.

Applicants who have not obtained their doctorate by the competition deadline must attach a letter from the appropriate authorities of their university stating that their dissertation defense will take place before June 1, 2015.

If applicable, the necessary authorizations providing access to data or letters from partners attesting to partnership agreements, etc.

If applicable, appropriate supporting documents attesting to the circumstances of any leave, in the case where an extension of the eligibility period is requested for family or health reasons.

Any missing documents will render the application ineligible.

A copy of the certificate of ethics for the use of human subjects, human biological materials or animals as part of the project is required on the issuance of any grant, if applicable. Payment of the grant is contingent on the submission of the certificate and related documents.

Applicants will receive an acknowledgement of receipt via email.

4. EVALUATION

4.1 Evaluation criteria

Researcher's expertise - 30 points

- Researcher's ability to carry out the planned research activities (training, relevant experience, scholarships, supervision, etc.) (15 points)
- Scientific output (publications, communications, earlier research, grants, transfer activities, etc.) (15 points)

Research proposal - 60 points

- Originality of the research project relative to the researcher's previous work (10 points)

- Relevance of the research proposal to the advancement of knowledge, quality of the theoretical approach and specificity of the objectives (25 points)
- Relevance, rigour and rationale of the methodological approach (15 points)
- Soundness of the schedule, relevance of the bibliography, overall consistency and quality of the presentation (10 points)

Integration and networking - 5 points

- Quality of the academic environment, potential to develop networks, national and international collaborations and partnerships, if applicable (5 points)

Research training - 5 points

- Diversity of the planned scientific activities to enhance student research training beyond standard training programs and educational value of the tasks and responsibilities assigned to students (5 points)

Applicants are invited to consult the [Scores and ratings grid for evaluation committees](#) used by the evaluation committees.

An overall passing grade of 70% is required. A passing grade of 70% is also required for the 'Research Proposal' criterion.

As indicated in section 4 of the [CRR](#), the Fonds receives applications for financial assistance, checks their eligibility and submits them for evaluation by specially formed multidisciplinary committees. These committees may need to consult outside experts. The research proposal must therefore be written in such a way as to be easily understandable. The evaluation committee members and experts may be from Québec, Canada or elsewhere. The evaluation committees recommend funding for applications they judge to be scientifically sound.

5. ANNOUNCEMENT OF THE RESULTS

The Fonds informs every applicant of the results of the evaluation of his/her application and the funding decision made by the Fonds ([CRR](#), section 5). This may be done via mail, email or a notice in the applicant's electronic file. The decisions of the Board of Directors of the Fonds are sent to the concerned applicants and institutions.

6. DESCRIPTION AND NATURE OF THE FINANCIAL ASSISTANCE

The financial support is an operating grant of up to \$15,000/year and covers the equipment necessary to carry out the proposed research. The grant must be used for current expenses to complete the research program. Only the budget items listed below are admissible.

- Salaries for research professionals, technicians, students* and postdoctoral trainees (the Fonds gives special weight to student hiring whenever possible);
- Compensation for study participants;
- Travel and accommodation fees;

- Research material and supplies**;
- Material and equipment transport fees;
- Premises and equipment rental fees;
- Telecommunications fees;
- Computer supplies and database expenses;
- Production, publishing and reproduction fees;
- Translation fees;
- Equipment expenses.

* Scholarships are not permitted. Students must be paid in accordance with the pay scale in effect at the host institution

** Including the cost of purchasing books and reference documents to a maximum of \$800 per year.

No other expenses are eligible.

Applicants who submit concurrent research proposal to the Fonds and to another granting agency are invited to refer to section 6.12 of the [CRR](#).

7. TERM OF THE GRANT

Grants are awarded annually for the period from April 1 to March 31 for up to three years. The grants are not renewable.

8. EFFECTIVE DATE

These rules apply to the 2015-2016 fiscal year.

Technical assistance

Monday to Friday, 8 a.m. to noon and 1 p.m. to 4 p.m.

Phone: 418 646-3669

Toll free: 1 866 621-7084

centre.assistance.sc@frq.gouv.qc.ca

Priority will be given to e-mail enquiries.

UPDATED July 10, 2014