

RESEARCH TEAM SUPPORT PROGRAM

Program officer

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DETAILED PROGRAM FOR THE FALL 2014 COMPETITION

FOREWORD

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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 Research Team Support Program are indicated in this document and these prevail over the [CRR](#) (p.1).

Deadlines

Letter of intent: May 21, 2014, 16h

Funding application: October 24, 2014, 16h

Program changes for the fall 2013 competition:

- New minimum eligibility criteria for emerging ([2.1.2](#)) and operational ([2.2.2](#)) teams
- Addition of an attachment to the letter of intent ([5.1.2](#))
- Addition of an attachment to the funding application ([5.2.2](#))
- Precisions on the evaluation criteria, including a new criterion on the added value of the grant ([6.3](#))
- Revised base and optional grant amounts and funding based on the size of the team ([7.1.2](#) and [7.1.3](#)).

FOREWORD

The Fonds de recherche du Québec – Société et culture (Fonds Société et culture, Fonds or FRQSC) covers a wide range of research fields stemming from various research traditions. There are significant differences in research structure development from one field to the next. In certain sectors, there are fewer teams, which may be smaller and have formed quite recently, while, in other sectors, teams are long established. Certain teams chiefly contribute to structuring, advancing and disseminating scientific knowledge and others have developed long-standing collaborations that enable them to meet the needs of practice settings and transfer, and develop research results in collaboration with partners. The Fonds acknowledges this diversity and has created a program that grants funding to disciplinary and multidisciplinary teams in an effort to support their development, operations and productivity.

In recognizing different groups and research practices, the Fonds commits to a few principles:

- Adapt support structures to research practices and not vice-versa
- Account for differences in team configurations
- Foster the emergence of teams focused on new themes and new ways of exploring more common themes
- Acknowledge the particularities of partnership research
- Recognize the importance and specificity of the various means of disseminating research results

1. PROGRAM OBJECTIVES

1.1 General objectives

The general objectives of the program are to:

- Support concerted efforts to further develop research themes and increase research capabilities
- Provide researchers and their partners with access to joint infrastructures
- Maximize theoretical, methodological (teaching and research) and practical (applications and innovation) benefits
- Create participation and integration opportunities for postdoctoral research fellows and new researchers
- Optimize graduate and postgraduate student training and mentoring
- Help train undergraduate students by involving them in research activities whenever possible
- As outlined in the Fonds' transfer plan (*Plan de transfert*), urge researchers to carry out knowledge transfer activities whenever relevant

Teams must meet these objectives by deploying a series of structuring activities based on a **scientific program**.

SCIENTIFIC PROGRAM

A scientific program is different from a research project and must be based on a **research theme** developed through **specific thrusts** driven by research **projects funded through other sources**. The scientific program must be designed to evolve over time and foster the **significant and collective contributions** of members to the team's work.

2. THREE TEAM DEVELOPMENT STAGES

To encourage the emergence of new teams and support active groups, the Research Team Support Program has outlined three team development stages: emerging, operational and renewal.

2.1 Emerging

2.1.1 Emerging teams

Emerging team funding is aimed at researchers who have joined forces to establish a research team whose work will be focused on a specific theme. Teams must therefore set out a schedule for two-year term of the grant. At the end of the grant period, emerging teams must have set out a four-year scientific program. Teams seeking to develop a program in collaboration with a practice setting in order to eventually constitute a partnership team must cement their ties with the practice setting during the emergence period. The funding will therefore provide team members with the means to organize and implement activities to consolidate their scientific program and enhance the team's activities and collaborations in terms of publications, joint funding, event organization, student and young researcher integration, partnership consolidation, etc.

At the end of the grant period, emerging teams must be fully operational. A team may then submit a grant application to the operational team program and select a configuration based on its research practices (university or partnership team). Operational team funding is not conditional upon previous emerging team funding.

2.1.2 Minimum eligibility requirements for emerging teams

When submitting a letter of intent, emerging teams must list at least **five different collaborations** involving at least two regular members. These collaborations must have taken place in the past five years, namely since **January 1, 2009**. Each joint initiative must correspond to one of the collaboration types listed below. At least **two categories must be represented**.

1. Publications, works and performances¹
2. Research funding (applications and grants)²

¹Eligible publications, works and performances: 1) Article published in a peer-reviewed journal; 2) Article published in a journal without peer review; 3) Chapter of a book or contribution to a collective work; 4) Book or monograph; 5) Publication in conference proceedings; 6) Research report or opinion for the government; 7) Text meant for the general public; 8) Work; 9) Performance.

² Research funding (applications and grants) from recognized funding agencies as part of competitions based on peer committee evaluations. Funding from university institutions are excluded.

3. Organization/joint organization of symposia or conferences
4. Transfer and development activities for non-academic groups
5. Co-supervision of graduate or post-graduate students or post-doctoral fellows

Emerging teams that have not carried out joint initiatives are not eligible.

2.2 Operational

2.2.1 Operational teams

Operational team funding is aimed at teams whose emerging team funding has come to an end and at established teams that have never received emerging team funding. The operational team must have a four-year scientific program that drives research activities and current and future projects. Operational teams must be ready to generate and maintain a consistent level of activity and collaborations through joint funding, research projects and publications, events organized in partnership, the integration of students and young researchers and the launch of new partnerships, if applicable.

2.2.2 Minimum eligibility requirements for operational teams

When submitting a letter of intent, operational teams must list at least **five different collaborations** involving at least two regular members. These collaborations must have taken place in the past five years, namely since **January 1, 2009**. Each joint initiative must correspond to one of the collaboration types listed below. At least **two categories must be represented**.

1. Publications, works and performances³
2. Research funding (applications and grants)⁴
3. Organization/joint organization of symposia or conferences
4. Transfer or development activities for non-academic groups
5. Co-supervision of graduate or post-graduate students or post-doctoral fellows

Operational teams that have not carried out joint initiatives are not eligible.

Teams that have received a previous operational team grant may only reapply as an operational team if fewer than 50% of the regular members who were part of the team on April 1 of the last year in the previous grant period are still part of the team by the competition deadline.

³ Eligible publications, works and performances: 1) Article published in a peer-reviewed journal; 2) Article published in a journal without peer review; 3) Chapter of a book or contribution to a collective work; 4) Book or monograph; 5) Publication in conference proceedings; 6) Research report or opinion for the government; 7) Text meant for the general public; 8) Work; 9) Performance.

³ Research funding (applications and grants) from recognized funding agencies as part of competitions based on peer committee evaluations. Funding from university institutions are excluded.

⁴ Research funding (applications and grants) from recognized funding agencies as part of competitions based on peer committee evaluations. Funding from university institutions are excluded.

2.3 Renewal

2.3.1 Renewal team

Renewal team funding is aimed at teams that meet operational team requirements and which have received at least one cycle of infrastructure funding as an operational or a renewal team. In its report, the renewal team must demonstrate its consistent level of activity and collaborations: joint funding, research projects and publications, events organized in partnership, the integration of students and young researchers and the launch of new partnerships, if applicable.

The minimum eligibility requirements as they pertain to collaborations between regular members do not apply to renewal teams.

3. TWO TEAM CONFIGURATIONS

Operational and renewal teams must select one of the two possible configurations: university team or partnership team. The configurations do not apply to emerging teams.

3.1 University teams

A university team must firstly aim to deploy a scientific program based on a broad scientific theme in an effort to make innovative contributions to knowledge structure and advancement. In order to do so, teams must give priority to collaborations between regular team members, bring together relevant complementary expertise and include students and young researchers.

3.2 Partnership teams

Partnership teams must meet university team requirements and foster collaborations between a practice setting and researchers in academic environments. Partnership teams must take the needs of the practice setting into account when developing their scientific program and work towards meeting these needs. The participation of the practice setting is not limited to and does not necessarily require a financial contribution.

The partnership team must demonstrate that it has developed close collaborations between the researchers and representatives from the practice setting at all phases of the scientific program. The process to deploy the partnership research program must create enduring ties between researchers and the practice setting. Practice settings may be public, community or private organizations or institutions involved in various sectors or in the development of goods or services.

Organizations dedicated exclusively to scientific research do not constitute eligible practice settings. When partners whose work involves research (including affiliated university centres and institutes) are chosen as practice settings, the partnership team must **clearly describe its specific contribution in view of the partner's research capacity and needs**.

Teams collaborating with practice settings on knowledge transfer activities that have not developed mechanisms to ensure the participation and integration of the practice setting at all program phases should consider applying as a university team.

4. TEAM MEMBERSHIP AND MEMBER ELIGIBILITY

4.1 Composition

4.1.1 Lead researcher and regular members

Each team must include at least four (4) regular members with university (CHU, CHUN, CRU, CRUN, CHUT), college (CHC, CHCT) or institutional (CE) researcher status ([Appendix, CRR](#)), including the lead researcher. The lead researcher must have CHU, CHUN, CRU or CRUN status.

In addition to the minimum four researchers, teams may recruit regular members who are researchers and/or administrators in practice settings as government researchers (CHG), collaborating practitioners (COP), research practitioners (PC) or affiliated researchers (CHA).

Exception

The Fonds recognizes that there are fields in which expertise is rare. Teams of two or three regular member university and/or college researchers are therefore eligible with appropriate justification submitted with the letter of intent. These teams must contact the Fonds before submitting a letter of intent.

4.1.2 Collaborating members

In addition to its regular members, a team may include collaborating members with the aforementioned statuses recognized by the Fonds ([Appendix, CRR](#)) as well as members with the following statuses: industrial researcher (CHI), researcher from outside Québec (CHH), visiting researcher (VIS), researcher without recognized institutional affiliation (CHS) and postdoctoral research fellows (STP). Team member categories are listed in Appendix 1 of this document. Refer to the [CRR](#), Appendix 1-b for a definition of the various researcher statuses.

4.2 Member eligibility

The lead researcher must meet the general eligibility requirements set out in section 2 of the [CRR](#) and all program requirements.

4.2.1 Intersectorality and memberships to different types of teams

Researchers who lead or who are regular members of major infrastructures funded by the Fonds de recherche du Québec – Société et culture (FRQSC) (university institute, affiliated university centre or strategic cluster), the Fonds de recherche du Québec – Nature et technologies (FRQNT) (strategic cluster) or the Fonds de recherche du Québec – Santé (FRQS) (research centre or group) may join a research team funded under the *Research Team Support Program* as a regular member or lead researcher.

4.2.2 Membership to several teams funded by the Fonds Société et culture

Researchers and their external partners may only belong to one Fonds Société et culture-funded team as a lead researcher or regular member. They may, however, contribute to the work of other teams as collaborators. In such cases, their scientific output will not be considered when assessing these teams' applications. Please refer to Appendix 1 for more information on the member categories.

4.2.3 Concurrent grants and concurrent grant applications

Researchers who, at the grant competition deadline, are lead researchers or regular members of teams that are already funded by the Fonds beyond March 31, 2015, may not submit a grant application as a lead researcher or regular member. In addition, researchers may not submit more than one application as a lead researcher or regular member to the same annual grant competition.

5. TEAM APPLICATION

There are two steps to submitting a team application: the letter of intent and the grant application.

5.1 Letter of intent

5.1.1 Letter of intent: purpose and process

The aims of the letter of intent are to establish the eligibility of the lead researcher and regular team members and ensure that the application meets the minimum eligibility requirements (see section 2) and program objectives and criteria, especially in terms of the scientific program, which must be based on research thrusts, not a research project. The letter of intent must also provide the Fonds with the information required to assemble peer committees that will assess the grant applications. The letter of intent is part of the administrative process and will therefore not be used to assess the merit of a team or program.

It is the responsibility of the lead researcher to present the letter of intent to the appropriate Fonds, on the basis of the research topic and the research areas of the three Fonds. For the rules that apply in the event that an application is sent to an inappropriate Fonds, refer to the [CRR](#), section 3.1. Scientific advisors will help the Fonds establish the eligibility of the letters of intent. In mid-July, the lead researcher will be advised of the team's eligibility. Only teams asked to submit a grant application based on their letter of intent will have access to the application form. A notice of eligibility does not guarantee funding.

5.1.2 Content and transmission of the letter of intent

The letter of intent must be submitted by **4 p.m. on Wednesday May 21, 2014**. Documents received after this date and documents that are not required as part of the application process will be disregarded. The e-form and related documents must be submitted electronically, in compliance with electronic transmission guidelines.

The letter of intent includes these THREE documents:

- 1) Letter of intent e-form, available on the Web site of the Fonds**
 - Electronic transmission (e-form)
- 2) The Canadian Common CV of the lead researcher**
 - Electronic transmission via the website of the Canadian Common CV

The Fonds uses the Canadian Common CV (www.ccv-cvc.ca) and also requires the attachment of a [PDF file detailing any contributions](#) (in *Votre dossier*). For instructions on submitting your CCV to the Fonds, please refer to the

documents entitled [Preparing a CV for the Fonds](#) and [Attached file](#) for detailed contributions.

3) The Letter of intent – attachment file available in the Documents utiles section of the Program [web page](#)⁵

- o Electronic transmission, via the Letter of intent form

5.2 Grant application

Once the letters of intent have been processed, the eligible teams will be asked to submit a grant application.

5.2.2 Content of the grant application

The grant application includes four documents:

A) Grant application form, including budget

- o Electronic transmission (e-form)

The program's application form must be filled out online via the Web site of the Fonds.

B) CVs of regular members

- o Electronic transmission via the Web site of the Canadian Common CV

Except regular members with COP status (collaborator in a practice setting), all regular members with university or college researcher status (CHU, CHUN, CRU, CRUN, CHUT, CE and CHC and CHCT) must submit their Canadian Common CV along with the grant application via the "finalize and submit" (*finaliser et soumettre*) online option.

Team members with COP status must submit an abridged resume (maximum two pages) that provides an overview of 1) their training; 2) their experience and 3) their publications and scientific output on the research themes. The abridged resumes must be created using word processing software, converted to PDF format and submitted via e-mail to documents.equipes.sc@frq.gouv.qc.ca by the competition deadline.

C) Satisfaction of evaluation criteria and bibliography

- o Transmission according to the terms set out in the e-form

Applicants must include a text to clearly address all applicable evaluation criteria and indicators based on the team's stage of development and configuration.

Compliance is important since it facilitates the peer committee evaluation process. The text must be submitted along with the online form. The number of pages is based on the team's stage of development and configuration:

⁵ http://www.frqsc.gouv.qc.ca/fr/subventions/programme.php?id_programme=5

Configuration	Stage of development	
N/A	Emerging	10 pages + bibliography
University	Operational	10 pages + bibliography
Partnership	Operational	12 pages + bibliography
University	Renewal	12 pages + bibliography
Partnership	Renewal	14 pages + bibliography

In addition to the number of pages indicated above, the team must include a bibliography listing the texts cited as references, especially those pertaining to the state of the knowledge in the field.

D) Tables: Overviews of the scientific program, collaborations and scientific activities available in the *Documents utiles* section of the [Program web page](#)⁶

- o Transmission via the application e-form

Meant to serve as a CV for the entire team, the tables aim to provide evaluators with an overview of the team members' collaborations and activities as they pertain to the proposed scientific program. Table templates will be available to the teams that are asked to submit a grant application.

5.2.3 Additional documents

Partnership teams and teams that include retired researchers, researchers who do not hold a PhD and researchers who are not Canadian citizens or permanent residents must submit additional documents via e-mail in PDF format to:

- o documents.equipes.sc@frq.gouv.qc.ca

Partnership teams: Applicants must submit at least one document that constitutes a proof of partnership. This document may take different forms, from a letter of support from a partner to a signed formal partnership agreement between the researchers and partner(s). A team may include several relevant proofs of partnership to demonstrate its collaborations. The documents must be concise, contain information that pertains to the partnership evaluation criterion and describe the terms of the partnership that will foster the attainment of the joint objectives. When there is a pre-existing partnership agreement between the researchers and partners, the team must only submit the sections of the agreement that meet the aforementioned requirements and the partnership evaluation criterion, including the section pertaining to signatures. Whenever applicable, the Fonds recommends that grant applicants

⁶ http://www.frqsc.gouv.qc.ca/fr/subventions/programme.php?id_programme=5

ensure that the terms of their partnerships are in keeping with the regulations set out by their institutions. All documents sent to equipesc@frq.gouv.qc.ca will be used exclusively to evaluate the quality of the partnership. **Teams must submit at least one document attesting to the partnership. Applications that do not include an attestation document will be deemed ineligible.**

Retired researchers: A letter from the university certifying that prior to his/her retirement, the retired researcher had CHU status in keeping with FRQSC status requirements and that, for the term of the grant, he/she will have access to the facilities and logistical support required to carry out research activities and train students and young researchers in the field.

University researchers (regular team members) who do not hold a PhD and who do not have a status equivalent to that of full-time professor within a university: A letter from the institution attesting that the researcher holds the **equivalent of a PhD** and is authorized to **supervise graduate students** is required.

Regular team members who are not Canadian citizens or permanent residents of Canada:

must transmit electronic copies of official documents attesting that a permanent residence application has been submitted to the appropriate authorities, and that the member holds a permit attesting that he/she has legal status and the right to work in Canada. ([CRR](#), section 2.1.)

5.2.4 Grant application presentation standards

The grant application may be filled out in French or English. However, the title and summary must be in French, failing which the application will be deemed invalid. ([CRR](#), section 3.5.)

All documents submitted in a language other than French or English must include a certified translation. The documents submitted with the e-forms must be single-spaced. Only the following fonts and sized are authorized for the attached files: **Times (12 points), Palatino (12 points), Arial (11 points), Helvetica (11 points). Narrow fonts are not permitted.** In the interest of fairness, any attachments that do not comply with these requirements will be deemed ineligible. For instance, no protected pdf file will be accepted.

Only the official program e-form, curriculum vitae and other required documents will be accepted.

5.2.5 Online references

Applicants may include URLs referring to information contained in the application as bibliographic references. URLs may also be listed in the bibliography. However, grant applications must not be based in whole or in part on online content.

5.2.6 Deadline

All grant applications must be submitted electronically by **4 p.m. on October 24, 2014.**

The applicant bears full responsibility for the application package and must ensure that it is complete and meets all requirements of the desired program. No document transmitted after the deadline or document that is not required will be submitted to the evaluation committee. ([CRR](#), section 3.)

6. EVALUATION

6.1 Peer evaluation process

For the Research Team Support Program, the Fonds will assemble multidisciplinary evaluation committees of peers. For more information concerning the composition and role of the evaluation committees, conflicts of interest and the integrity of the evaluation process, please refer to the [CRR](#), section 4. Further to the description in the [CRR](#), note that the evaluation process is twofold. First, three evaluation committee members will assess each application. Then, the committee members will meet to share their comments on each application in order to reach a committee consensus. At a meeting led by a peer, the committee will 1) determine a final score for each application based on the evaluation of each criterion; 2) draft comments on the strengths and weaknesses of each application for each program criterion and 3) rank the applications according to merit.

Committees may call upon external experts whenever necessary.

An evaluation committee may deem an application ineligible based on its non-compliance with program rules and objectives, even if the application was considered eligible at the letter of intent stage.

6.2 Partnership team evaluation: Additional criterion

For partnership teams, a committee of experts in collaborative research with practice settings will assess the partnership (*Partenariat*) criterion and award a final criterion score. The partnership team applications will then be sent to the multidisciplinary

evaluation committees. The partnership score will be added to the criterion scores given by the multidisciplinary evaluation committee to establish an overall score for each partnership team.

During the evaluation period, the Fonds may, through its evaluation or partnership expert committees, contact a partner to assess the quality of a team's partnership.

6.3 Evaluation criteria and indicators

All applications will be assessed according to criteria that constitute the basis of the evaluation process:

- Scientific program
- Team members
- Research training and student integration (except for emerging teams)

In addition, criteria and indicators with specific weighting have been set out to ensure that the evaluation process is adapted to the teams' configurations and stages of development.

In order to receive a recommendation for funding, a team must be awarded an overall score of at least 70% and earn at least 70% on the eliminatory criteria.

PLEASE NOTE

Grant applications are evaluated solely on the basis of the information submitted as part of the application process. **Applicants must therefore ensure that the mandatory documents submitted with the application contain all the information that should be taken into account when assessing the grant application.**

The **budget estimates** must provide a clear indication of the team's intentions with regards to the structure of its activities. As such, the relevance of the budget to the application will be taken into account in the evaluation process.

The following criteria and indicators will apply based on the team's configuration and stage of development.

Emerging team		
Criterion	Indicator	Weighting
Scientific program eliminatory	<ul style="list-style-type: none"> • Quality of the presentation of the state of knowledge • Scope of the theme 	20%
	<ul style="list-style-type: none"> • Innovation in the thematic approach • Complementarity of thrusts 	20%
	<ul style="list-style-type: none"> • Relevance of the schedule and quality of the collaborative activities and means implemented to develop the program to its full deployment within a two-year period 	10%
Composition	<ul style="list-style-type: none"> • Skills, leadership and experience of the lead researcher 	15%
	<ul style="list-style-type: none"> • Experience and accomplishments of team members • Complementarity of team members' expertise • Quality of team members' collaborations 	15%
Added value of the grant	<ul style="list-style-type: none"> • Added value of the funding to: <ol style="list-style-type: none"> a) Team needs b) Other resources (human, material, financial) to which the team has access 	20%
		100%

Operational university team		
Criterion	Indicator	Weighting
Scientific program eliminatory	<ul style="list-style-type: none"> • Quality of the presentation of the state of knowledge • Scope of the theme • Relevance of the theoretical and conceptual tools 	25%
	<ul style="list-style-type: none"> • Innovation in the thematic angles of approach • Complementarity of thrusts • Intensity of the scientific activity within the thrusts 	25%
Composition and coordination	<ul style="list-style-type: none"> • Skills, leadership and experience of the lead researcher • Relevance of the mechanisms to coordinate the team's work 	15%
	<ul style="list-style-type: none"> • Experience and accomplishments of team members • Complementarity of team members' expertise • Quality of team members' collaborations 	15%
Student integration	<ul style="list-style-type: none"> • Diversity and quality of the means to integrate students in an effort to enhance the research training programs for postdoctoral fellows and graduate and undergraduate students beyond standard study programs 	10%
Added value of the grant	<ul style="list-style-type: none"> • Added value of the funding to: <ol style="list-style-type: none"> a) Team needs b) Other resources (human, material, financial) to which the team has access 	10%
		100%

Renewal university team		
Criterion	Indicator	Weighting
Team progress report eliminatory	<ul style="list-style-type: none"> • Number, variety and quality of team activities and accomplishments attributable to the grant 	10%
	<ul style="list-style-type: none"> • Contribution of the team's activities and accomplishments to: <ol style="list-style-type: none"> a) structuring the theme b) ensuring the evolution of the scientific program during the funding period 	10%
Scientific program eliminatory	<ul style="list-style-type: none"> • Quality of the presentation of the state of knowledge • Scope of the theme • Relevance of the theoretical and conceptual tools 	20%
	<ul style="list-style-type: none"> • Innovation in the thematic angles of approach • Complementarity of thrusts • Intensity of the scientific activity within the thrusts 	20 %
Composition and coordination	<ul style="list-style-type: none"> • Skills, leadership and experience of the lead researcher • Relevance of the mechanisms to coordinate the team's work 	10%
	<ul style="list-style-type: none"> • Experience and accomplishments of team members • Complementarity of team members' expertise • Quality of team members' collaborations 	10%
Student integration	<ul style="list-style-type: none"> • Diversity and quality of the means to integrate students in an effort to enhance the research training programs for postdoctoral fellows and graduate and undergraduate students beyond standard study programs 	10%
Added value of the grant	<ul style="list-style-type: none"> • Added value of the funding to: <ol style="list-style-type: none"> a) Team needs b) Other resources (human, material, financial) to which the team has access 	10%
		100%

Operational partnership team		
Criterion	Indicator	Weighting
Scientific program eliminator	<ul style="list-style-type: none"> • Quality of the presentation of the state of knowledge • Scope of the theme • Relevance of the theoretical and conceptual means 	15%
	<ul style="list-style-type: none"> • Innovation in the thematic angles of approach • Complementarity of thrusts • Intensity of the scientific activity within the thrusts 	15%
Composition and coordination	<ul style="list-style-type: none"> • Skills, leadership and experience of the lead researcher • Relevance of the mechanisms to coordinate the team's work 	15%
	<ul style="list-style-type: none"> • Experience and accomplishments of team members • Complementarity of team members' expertise • Quality of team members' collaborations 	15%
Student integration	<ul style="list-style-type: none"> • Diversity and quality of the means to integrate students in an effort to enhance the research training programs for postdoctoral fellows and graduate and undergraduate students beyond standard study programs 	10%
Added value of the grant	<ul style="list-style-type: none"> • Added value of the funding to: <ol style="list-style-type: none"> a) Team needs b) Other resources (human, material, financial) to which the team has access 	10%
Partnership eliminator	<ul style="list-style-type: none"> • Relevance of the choice of partner setting(s) and collaboration terms; effective commitment of partner setting(s) 	10%
	<ul style="list-style-type: none"> • Relevance of the scientific program as it pertains to the partner's needs and objectives and quality and expected mutual benefits 	10%
		100%

Renewal partnership team		
Criterion	Indicator	Weighting
Team progress report eliminary	<ul style="list-style-type: none"> • Number, variety and quality of team activities and accomplishments attributable to the grant 	10%
	<ul style="list-style-type: none"> • Contribution of the team's activities and accomplishments to: <ol style="list-style-type: none"> a) structuring the theme b) ensuring the evolution of the scientific program during the funding period 	10%
Scientific program eliminary	<ul style="list-style-type: none"> • Quality of the presentation of the state of knowledge • Scope of the theme • Relevance of the theoretical and conceptual means 	10%
	<ul style="list-style-type: none"> • Innovation in the thematic angle of approach • Complementarity of thrusts • Intensity of the scientific activity within the thrusts 	10 %
Composition and coordination	<ul style="list-style-type: none"> • Skills, leadership and experience of the lead researcher • Relevance of the mechanisms to coordinate the team's work 	10%
	<ul style="list-style-type: none"> • Experience and accomplishments of team members • Complementarity of team members' expertise • Quality of team members' collaborations 	10%
Student integration	<ul style="list-style-type: none"> • Diversity and quality of the means to integrate students in an effort to enhance the research training programs for postdoctoral fellows and graduate and undergraduate students beyond standard study programs 	10%
Added value of the grant	<ul style="list-style-type: none"> • Added value of the funding to: <ol style="list-style-type: none"> a) Team needs b) Other resources (human, material, financial) to which the team has access 	10%
Partnership eliminary	<ul style="list-style-type: none"> • Relevance of the choice of partner setting(s) and collaboration terms; effective commitment of partner setting(s) 	10%
	<ul style="list-style-type: none"> • Relevance of the scientific program as it pertains to the partner's needs and objectives and quality and expected mutual benefits 	10%
		100%

6.4 Announcement of the results

In addition to the provisions in section 4.4 of the [CRR](#), the names of the winners will be announced in April of the year following the submission of the grant application. The decision of the Board of Directors of the Fonds Société et culture will be sent to the selected institutions and their administrators in accordance with the procedure set forth in the [CRR](#) (section 5.1). For further information concerning the results, applicants should contact the research office of their institution or consult the Web site of the Fonds.

Every person involved in the evaluation process must sign a confidentiality agreement by which they cannot disclose any of the information accessed as part of the mandate. Committee members are also subject to privacy regulations with regards to any discussions and the composition of the committees.

All decisions by the Board of Directors of the Fonds Société et culture are and without appeal.

7. FUNDING

7.1 Nature of the funding, base grant, optional and supplementary funding

7.1.1 Nature of the funding

The grants are infrastructure-type allocations to cover infrastructure costs: all of the human and material resources and shared expenses that are not included in the infrastructure allocations from other funding sources (strategic cluster, institute or affiliated university centre, if applicable).

Operational and renewal teams must receive external funding in order to carry out the research projects undertaken as part of their scientific program.

The expenses incurred to complete the various phases of a research project outlined in the scientific program, including salaries for data collection/analysis, are not eligible. Teams that allocate funds to such expenses in their budget may be deemed ineligible.

However, to enhance the leverage effect of the grant and the dissemination of the knowledge generated by the scientific program, up to 20% of the base grant may be allocated to launching (e.g. carrying out a preliminary study, filling out grant

applications) or finalizing (e.g. drafting and editing findings for dissemination) projects carried out as part of the team's program and which **constitute collaborations between at least two regular members**.

7.1.2 Base grant

The base grant is attributed based on the team's configuration and on the number of regular members (operational and renewal teams only). The table below outlines the maximum grants available to teams.

Stage of development	Number of regular members	Maximum base grant	Grant period
Emerging	4 or more	\$30 000	2 years
Operational or renewal	4-6	\$50 000	4 years
	7-8	\$60 000	
	9-12	\$70 000	
	13 and over	\$80 000	

The base grant is attributed based on the program and budget presented by the team. An evaluation committee may exceptionally recommend that a grant be awarded to an operational team for a period of less than the standard grant period.

7.1.3 Optional funding

Optional funding may be granted in addition to the base amount, based on a team's needs, configuration and stage of development. All applications for optional funding must include a justification in the budget section of the grant application. The relevance of the optional funding will be assessed specifically as it pertains to added value.

EQUIPMENT

Funds to purchase or rent the equipment required to carry out the research program. The use of the equipment is intended for more than one research project.

The optional amounts requested to rent or purchase equipment will be granted based on these indicators:

- Explanation of the need for the equipment in order to carry out research activities
- Availability of similar equipment in the host institution, other university institutions or partner facilities

INTERREGIONAL TEAMS

Funds to cover the costs incurred due to the geographic distance between regular team members (travel, videoconferencing, etc.). To qualify, the team must include researchers based at institutions other than that of the lead researcher and in different administrative regions, as defined by the government of Québec.

TRANSFER AND DEVELOPMENT

Funds to support activities to exchange, share and enhance the research results of the activities and projects carried out as part of the scientific program. The optional amounts requested for transfer and development must be part of a transfer plan that is coherent with the activities carried out as part of the scientific program.

PARTNERSHIP

Funds for partnership teams to manage and coordinate joint activities. The optional amounts requested for partnership activities must facilitate full and enhanced collaborations between researchers and representatives in the partner practice setting.

Maximum optional annual grants based on team configuration

Stage of development	Configuration	Equipment	Interregional	Transfer and development	Partnership
Emerging	N/A	\$4 000	Up to \$3 000 per university to a total of \$10 000	N/A	N/A
Operational or renewal	University	\$9 000		\$20 000	N/A
	Partnership	\$9 000		\$20 000	\$40 000

7.1.4 Additional funding for college researchers

Grants are conditional upon the availability of the funds required to pay out these sums under the Politique nationale de recherche et d'innovation (PNRI).

Statutory amount for a college researcher	The funding is to be used exclusively by the college researcher to cover the costs of his/her research activities (this funding may be combined with the sums granted for a release from teaching duties). Fixed amount: \$7 000/year
Release from teaching duties for a college researcher	Release of up to 50% of a full course load, up to \$40 000/year.

7.2 Eligible budget items⁷

	Base grant	Optional funding				
		Equipment	Partnership ⁸	Transfer and development ⁹	Interregional team	CHC 7 000\$
Remuneration						
Release from teaching duties (lead researcher)						
Release from teaching duties (partner)						
Undergraduate students						
Master's students						
PhD students						
Postdoctoral research fellows						
Research professionals						
Research technicians						
Administrative staff						
Scholarships and scholarship supplements¹⁰						
Undergraduate students						
Master's students						
PhD students						
Postdoctoral research fellows						
Professional fees						
Visiting researcher						

⁷ Research project expenses, including hiring and travel for data collection and analysis, are not ineligible. The grant officer will not reimburse teams that incur such expenses.

⁸ Partnership teams only

⁹ Operational and renewal teams only

¹⁰ The amounts must not constitute remuneration for work.

Speaker						
Consultant						
Other						
Compensation for study participants						
Travel and accommodation fees						
Research material and supplies						
Material and equipment transport fees						
Premises and equipment rental fees						
Telecommunication fees						
Computer supplies and database expenses						
Production, publishing and reproduction fees						
Translation fees						
Equipment expenses						

For more information concerning admissible and non-admissible expenses, please refer to the [CRR](#), section 8.

8. EFFECTIVE DATE

These rules apply to the 2015-2016 fiscal year.

UPDATED JULY 10, 2014

APPENDIX 1

Team member categories

— Regular member

A university (CHU, CHUN, CRU, CRUN, CHUT), college (CHC, CHCT) or institutional researcher (CE) or a representative, professional, researcher or manager from a practice setting with the status of government researcher (CHG), collaborator in a practice setting (COP), researcher-practitioner (PC) or affiliated researcher (CHA) may join any team as a regular member. **Regular members must be solely or jointly responsible for one or several of the team's research projects. The participation of a regular member must be equivalent to at least 50% of his/her research activities.**

— Collaborating member

A collaborating member must have an eligible status outlined in Appendix 2 and contribute to the research activities or projects of the scientific program on an ad hoc or occasional basis. His/her scientific output will not be assessed.