



Office of Research Workshop FRQSC Support for New Academics

Tuesday, August 23, 2016

11:00 am – 12:15 pm

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Agenda

- **Program Overview: Research || Research-Creation Support**
 - Eligibility conditions
 - Financial support
- **Evaluation and Adjudication**
- **Grantsmanship**
 - General principles
 - Program-related specific tips
- **Technical Information and Submission Process**
 - Internal deadlines
 - Contact information

Program Overview

Research Support for New Academics

Agency deadline: September 29, 2016
OOR deadline: September 22, 2016

This program is specifically designed to facilitate the development, progress or completion of an **individual** research project.

Program requirements:

- Applicants must have held a tenure-track position for less than 5 years at a university in Québec, elsewhere in Canada or abroad;
- If prospective hires, applicants must hold a tenure-track position in a Québec university by June 1st, 2017 at the latest;
- Applicants can submit up to 3 times during their eligibility period.

Research-Creation Support for New Academics

Agency deadline: September 29, 2016
OOR deadline: September 22, 2016

This program is specifically designed to facilitate the development, progress or completion of an **individual** research-creation project.

Program requirements:

- Applicants must prove a sustained creative practice in the course of their academic appointment;
- Applicants must have held a tenure-track position for less than 7 years at a university in Québec, elsewhere in Canada or abroad;
- If prospective hires, applicants must hold a tenure-track position in a Québec university by June 1st, 2017 at the latest;
- Applicants can submit up to 3 times during their eligibility period.

Research-Creation Support for New Academics

A sustained creative practice in any or several of the following fields is the cornerstone of a research-creation project

- Architecture
- Dance, Computerized Choreography and Video-Dance
- Design
- Electronic and Multidisciplinary Arts
- Film and Video
- Literature
- Music
- Theatre
- Visual Arts

Research || Research-Creation Support for New Academics: Researcher eligibility conditions

All following conditions must be met

- Be a Canadian citizen or permanent resident of Canada.
Otherwise:
 - Candidates must demonstrate **by competition deadline** that:
 - They hold a permit attesting they have legal status and the right to work in Canada; **OR**
 - They have submitted an application for a Québec Selection Certificate to Immigration Québec; **AND**
 - Candidates must demonstrate **by the second year of the grant** that they have submitted an application to obtain permanent residence in Canada.

Research || Research-Creation Support for New Academics: Financial Support

Type of support	Yearly	Total
Base operational amount	\$15K	\$45K
Eligible expenses	Comments	
Salaries, with a special emphasis on student hiring	Scholarships are not permitted.	
Compensation for study participants		
Travel and accommodation		
Materials and supplies Computer supplies and database expenses Equipment	A maximum of \$800 per year is allowed for purchasing books and reference documents.	
Production, publishing and printing Translation fees Telecommunications		

Evaluation and Adjudication

Evaluation Criteria

Three major criteria are assessed for both programs:

- Quality of the project 60%
- Applicant expertise 30%
- Student training 10%

An overall passing grade of 70% is required in order to be recommended for funding.

Evaluation Criteria: Quality of the Project

Research Support	Research-Creation Support
Originality and contribution to advancement of knowledge (10 %)	Originality and impact on the development or renewal of the field (20%)
Clarity of the research problem, relevance of the theoretical approach and precision of the stated objectives (20%)	Clarity of the problematic and appropriateness of the methodology for the stated objectives (20%)
Relevance, rigor and rationale of methodological approach (20%)	Soundness of the time frame and feasibility(10%)
Soundness of the time frame and relevance of planned dissemination activities (10%)	Relevance of the planned dissemination activities(10%)

A passing grade of 70% on the project (42/60) is required and eliminatory.

Evaluation Criteria: Applicant Expertise

Research Support	Research-Creation Support
Quality of scientific achievements and research activities, peer recognition and renown (communications, grants, knowledge transfer activities, publications, scholarships, seminars, student supervision – depending on the potential for supervision offered by the institution, etc.) (15%)	Quality of achievements and research-creation activities, peer recognition and renown (communications, exhibitions, individual or group works meetings, grants, networking activities, organization of conferences or similar events, performances, publications, residencies or exchanges, scholarships, shows, student supervision – depending on the potential for supervision offered by the institution, symposia, etc.) (20%)
Relevance to the project of the applicant's scientific achievements, research activities, experience and training (15%)	Relevance to the project of the applicant's achievements, research-creation activities, experience and training (10%)

Evaluation Criteria: Student Training

Research Support	Research-Creation Support
Diversity of the activities proposed for the research training of students – beyond what is normally provided by the study program – and of the tasks and responsibilities planned for that purpose during the project	Diversity of the activities proposed for the research-creation training of students – beyond what is normally provided by the study program – and of the tasks and responsibilities planned for that purpose during the project (biennials, concerts, conferences, exchanges, exhibitions, festivals, meetings, performances, radio broadcasts, seminars, workshops, etc.)

Evaluation Ranking

	Grade	Rank
Exceptional Stands out from the norms of scientific rigor	90-100%	A+
Remarkable Has strengths or qualities that exceed the scientific standards	85-89.9%	A
Excellent Broadly meets the norms of scientific rigor	80-84.9%	A-
Very good Shows one or a few minor weaknesses	75-79.9%	B+
Good Shows weaknesses (either by the accumulation of minor weaknesses or because of a significant weakness)	70-74.9%	B
Major weaknesses	60-69.9%	C
Insufficient	59.9% or less	D
The proposal fails to meet a passing grade in one or several eliminatory criteria		Z

Adjudication

- Eligible applications are assessed by multidisciplinary evaluation committees. Committee members are recruited from Québec, Canada and abroad.
- Committees review all applications internally; however, they may sometimes consult external referees.
- Committees recommend funding for applications judged scientifically sound. Applications are ranked on merit; these rankings are then anonymized and reported to the FRQSC board of directors.

Grantsmanship

Overview

What is the purpose of a grant proposal?

...to get funded!



Like all writing, grant writing should embody the four C's:

- **Concise:** Limited characters/word limit - more impact.
- **Clear:** Use the language of the funding agency.
- **Coherent:** Ensure a logical flow and linkage between sections and paragraphs.
- **Compelling:** Make the impact and relevance of your work clear.

Get right to the point at the outset and then elaborate. Don't wait until later in the proposal to be more specific.

How to Write: Strategic Communication

The case for plain language – Flow, readability, time

Who is your audience? Peers/experts in your discipline, multi-disciplinary committees, also sometimes non-academic/policy makers or other end users.

Enhance readability:

Visual breaks (white space) make it easier for reviewers to find information and assess linkage between objectives-theory-methodology. Especially important for online/mobile reading!

Begin each paragraph with an impact statement:

The concluding sentence should reiterate your message and logically lead to the next point.

How to Write: Strategic Communication

Put into context and give the broader picture:

What is the value added and impact of your work?

- Focus on the big picture: demonstrate the relevance of your work.
- Answer “so what”? Even if it seems to be stating the obvious, articulate what your research is about to a multi-disciplinary audience without oversimplifying or diluting the message, while still displaying in-depth knowledge and expertise in your area.

What to Write

Most requests for proposals (RFP) ask for a combination of the same elements, such as summary, proposal, budget/justification, training plan, etc., with differences in format/outline, length, etc.

When you are ready to begin:

- Read through carefully the full RFP and review any online or printed instructions and forms.
- Templates for attachments are available from your Research Facilitator or the OOR Website.

Program-related specific tips

Summary

The purpose:

- Appears at the beginning of the application and sets the first impression. Must be a stand-alone document.
- May be the only section that non-readers on the committee read.
- Should be understood by both experts in your discipline as a significant academic contribution and by laypersons in a more general context.

Even if you draft this at the beginning of the process, review it after you are near the end to fine-tune it.

The **title** is equally as important: make it clear and specific.

Summary

The content:

- Clearly identify the **research problem/issue**.
- Explain why it is **important** and **relevant**.
- State clearly your **objectives** – short and long-term.
- Give an overview of the **theory** and your **hypotheses**/research questions.
- Outline briefly the **methodology**.
- Identify the expected academic **contribution** and reiterate the potential wider **social benefit** – a large general topic of wide interest (environment, new social technologies, the economy, etc).

The Proposal: Introduction

- Open with a brief statement – what you propose to do, and why (impact/relevance).
- Set the general context.
- Expand on the summary.

The Proposal: Objectives

- Focus on outcomes, not activities.
- Clearly articulate expected contribution to knowledge.
- Begin with a clear, brief statement followed by bullet points to organize sub-items.
- Objectives should fit funding opportunity purpose and structure and not duplicate one another - e.g., your FRQSC and SSHRC IDG proposals may well complement one another but each must have its specific objectives.

The Proposal: Context

- Expand on the previously stated general context. Explain WHY the objectives are important – demonstrate knowledge of the conceptual framework, literature review, real world need, and outline your past research.
- Identify the knowledge gap that you plan to fill.
- What makes your approach significant and unique?
- General overview of the field and more detail about literature directly relevant to your specific objectives.

The Proposal: Literature Review/Theoretical Framework

- General overview of the field and more detail about literature directly relevant to your specific objectives.
- Identify the knowledge gap that you plan to fill.
- What makes your approach significant and unique?
- Be sure to address any competing theories, and identify why your approach is suited to your topic.
- Bibliography should include recent/up-to-date citations, classic ones, and yours. If the topic hasn't been studied in the past few years – address WHY?

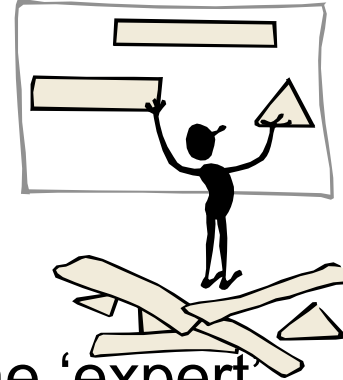
The Proposal: Methodology

- One of the most common areas needing attention.
- Provide specific DETAILS to answer the following -
 - Is your plan feasible? Why have you chosen this specific methodology.
 - Are you likely to achieve your objectives doing it this way?
 - Is it rigorous?
 - Are there any specific challenges/limitations? How will you address these?
- Clearly link methodology to objectives, theory, student training and budget.
- Provide enough detail for a peer in your field to evaluate your knowledge of your discipline and suitability of the approach.

The Proposal: Final thoughts...

“Package” the content:

- Section headings, paragraphs, bullet points, white space, tables or diagrams if appropriate, font and pagination.
- Follow guideline for length (e.g. 6 pages - and not too far under the limit).



R&R (review and revise):

- Ask at least two people to read draft – one ‘expert’ perspective (e.g. a peer in your discipline or a related one) and one ‘general’ perspective (Research Facilitator) far enough ahead of deadline to allow you to incorporate feedback!

Technical Information and Submission Process

Common CV and other technical considerations

- Rationale for a common CV (CCV): structured data and one point of entry for all agencies. **FRQ is a founding partner.**
- CCV login page: <https://ccv-cvc.ca/> | If you already have a Common CV, you will need to review and update. If not, you will need to create one.
- Authorized fonts:
 - Project description: Times New Roman 12 pt / Palatino 12 / Arial 11 pt / Helvetica 11 pt
 - CCV attachment: Times New Roman 12 pt
 - Condensed fonts are not accepted

FRQSC Common CV

- FRQSC still uses a separate attachment (“Fichier joint”) with specific format and content guidelines. This will be attached as a PDF in your FRQSC applicant portfolio.
- You will need to validate your FRQSC “NIP” (PIN) on the CCV website before submitting your FRQSC funding CV, which will then link directly to your FRQSC account from the CCV website.
- **Allow extra time** to get familiar with the CCV to avoid last-minute headaches!

If applying to SSHRC or other agencies, please note that CCV content and submission process is **DIFFERENT!** Your Research Facilitator can assist you with more information.

Which CV for which competition?

Agency	Competition	Which CV? (hyperlinks below)	System
FRQSC	All programs Fall 2016	CCV + Fichier joint	FRQSC portal
SSHRC	IG October 2016 Connection and Partnership Grants	SSHRC CV + 4-page attachment for Contributions	Old SSHRC portal
SSHRC	IDG February 2017	New CCV	New SSHRC portal

CCV: <https://ccv-cvc.ca/>

FRQSC portal: <https://www.fqr.gouv.qc.ca/pls/cv/COFR.base?pOrg=SC&pType=CH>

New SSHRC portal: <https://portal-portail.sshrc-crsh.gc.ca/>

SSHRC CV: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

Old SSHRC portal: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

Internal deadlines for submitting applications

TWO MILESTONES:

All grant applications are reviewed before their submission to external agencies. The scope of this review will vary according to the following timeline:

Up until 2 weeks prior to external deadline:

Full proposal review and consultation

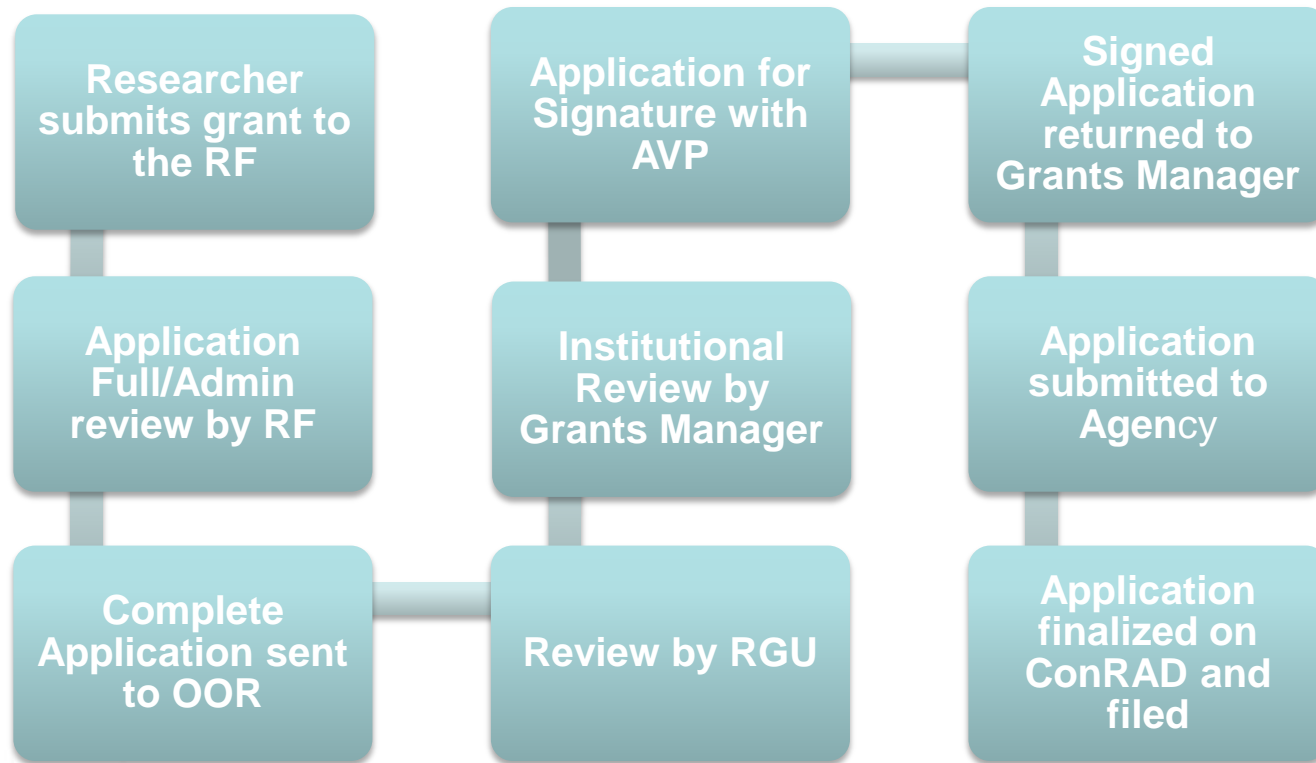
This step is optional, but highly recommended. Research facilitators can assist you with their extensive knowledge of agency guidelines and requirements and will complete a full proposal review.

5 business days prior to external deadline:

Mandatory administrative review

This allows research facilitators and OOR staff to verify any financial or in-kind commitments attached to a proposal, that all agency requirements have been met and that the application is complete. At this point **final and complete** grant applications including CVs and any other attachments must be routed through [ConRAD](#).

Submission Process



Deadlines 2016

Full Review	OOR	Agency
September 15	September 22	September 29
	All supporting documentation must be submitted to the OOR at this date.	

Contact Information

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