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Office of Research
FRQSC Team Support Workshop

Wednesday, April 27, 2016
9:30 am – 12:30 pm
MB 6.260

Agenda

- **Overview**
  - Team membership criteria
  - Choosing the right configuration
  - Financial support available

- **Grantsmanship**
  - Addressing evaluation criteria
  - Common CV and other technical considerations
  - Deadlines

- **Contact information**

Overview

Next competition: October 21, 2016 │ **Mandatory NOI: June 30, 2016**

Program objectives:

- Support concerted efforts to further develop research themes and increase research opportunities;

- Provide access to **joint infrastructure** thereby maximizing the theoretical, methodological and practical benefits of research;

- Build a research legacy by facilitating the integration of PDFs and new faculty and optimizing research training opportunities for undergraduate and graduate students;

- Facilitate knowledge mobilization of research.

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Team membership

Regular members are solely or jointly responsible for the scientific direction of one or several research projects outlined in the scientific program of the team and therefore regularly contribute to the team's research activities. **They are expected to devote at least 40% of their research time to the team.**

Only Québec-based university and college (CEGEP) researchers and researchers-creators, as well as institutional researchers, may apply as regular members. Only university researchers or researchers-creators may lead a team.

A team must be made up of **at least 4 regular members**.

Team membership (cont'd)

As opposed to regular members, **<u>collaborating</u>** members will only occasionally participate in the team's research projects and activities.

This category is open to university and college researchers, affiliated researchers, government researchers, collaborating practitioners, research practitioners, institutional researchers, industrial researchers, researchers from outside Québec, visiting researchers, researchers without recognized institutional affiliation and postdoctoral research fellows.

Team membership (cont'd)

<u>Regular members can be affiliated to more than one but no more than two teams</u>: they can however collaborate in as many teams as they wish to. In such cases though, their scientific output will not be assessed in competition.

Taking into account that there is a minimum number of regular members to be met in order for a team to be eligible in competition, it is therefore important that you screen carefully potential regular members and identify and resolve multiple affiliation conflicts.

Team configuration

Two types of teams: **university or partnership**

University teams strive to implement a scientific program through the expertise of their academic membership.

Partnership teams will further build on this goal by fostering collaborations between academic members and members in practice settings. Practice settings may be public, community or private organizations. Partnership teams are expected to integrate the needs of practice settings in their scientific program and will also be required to submit letters of agreement or any other type of document attesting to the collaboration with the practice setting.

Team configuration (cont'd)

Three stages of development: **emerging, operational or renewing**

Emerging teams bring together researchers seeking to pool their expertise and focus on a specific and documented theme. Emerging team funding is designed to provide means to organize and implement structuring activities to consolidate the scientific program and joint thematic research efforts of team members.

Note that this type of configuration is not designed for teams whose members have no previous collaborations between them prior to competition: FRQSC requires that **all** teams attest to past and current collaborations by filling out a form designed to that effect.

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Team configuration (cont'd)

<u>Operational</u> teams can be established after a cycle of emerging team funding. However, operational team funding is not conditional upon previous emerging team funding: teams applying for the first time at FRQSC are eligible to this type of configuration.

Operational teams are expected to have already set out a scientific program and team members must have ongoing collaborative projects driven by this program.

<u>Renewing</u> teams have received at least one cycle of operational team funding and are also required to set out a scientific program. Ongoing collaborative projects between team members will be highlighted in a report filed with the team application.

Base financial support available per year

Number of regular members	Emerging	Operational	Renewing
4 to 6			$50K
7 or 8	$30K		$60K
9 to 12			$70K
13 and over			$80K

These are maximum base amounts awarded for each type of configuration. **Note that emerging teams get the same base amount regardless of the number of regular members.** Funding cycles run from 2 years (emerging) to 4 (operational and renewing).

Eligible expenses	Comments
Salaries	
Scholarships and scholarship supplements	These **must not** constitute remuneration for work.
Course release (lead researcher)	
Compensation for study participants Professional fees for speakers and consultants	
Travel and accommodation	
Research material 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	

Operational and renewing teams are expected to have research grants at their disposal to carry out their research projects. All expenses linked to activities carried out as part of research projects (i.e. remuneration and travel for data collection and analysis) are thus ineligible. However, some costs may be incurred to launch or finalize research projects outlined in a team's program, to a maximum of 20% of a team's budget.

Additional financial support available per year

Type of expense	Emerging Team	University Team	Partnership Team
Supplement for college researchers	$7K per college researcher		
Course release for college researchers	$40K per college researcher (up to 50% of a full course load)		
Equipment	$4K	$9K	$9K
Inter-regional linkage	$3K per university, maximum of $10K Travel and accommodation costs only		
Knowledge transfer	$10K	$20K	$20K
Partnership linkage	N/A	N/A	$40K

Program statistics

Competition year	Applications submitted	Applications recommended	Applications funded	Success rate: recommended	Success rate: funded
2011	107	86	30	80%	35%
2012	109	99	34	91%	34%
2013	92	84	34	91%	40%
2014	94	86	20	91%	23%
2015	**99**	**90**	**30**	**91%**	**33%**

FRQSC calculates its funded success rate by dividing the number of funded applications by the number of recommended ones.

Grantsmanship

Dr. Daniel Salée

Professor

Faculty of Arts and Science

Department of Political Science

FRQSC Team Support Committee Chair

Evaluation criteria

Specific weighting

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

– **Scientific program: all teams**

– Partnership: partnership teams **only**

– Performance: **all** renewing teams

Specific weighting of evaluation criteria ensures that the evaluation process is adapted to team configuration and stage of development. The following tables give a breakdown of these.

Evaluation criteria

	Emerging team	University team		Partnership team	
		Operational	Renewing	Operational	Renewing
Team progress report - **ELIMINATORY**	n/a	n/a	20%	n/a	20%
Scientific program - **ELIMINATORY**	50%	50%	40%	30%	20%
Composition (and coordination)	30%	30%	20%	30%	20%
Student integration	n/a	10%	10%	10%	10%
Added value of the grant	20%	10%	10%	10%	10%
Partnership - **ELIMINATORY**	n/a	n/a	n/a	20%	20%
	100%	100%	100%	100%	100%

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

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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**.

- If you already have a FRQ Common CV, you will need to review and update. If not, you will need to create one. **Start early, start now!**

- Authorized fonts:
    - For the project description:
      Times New Roman 12 pt / Palatino 12 pt / Arial 11 pt / Helvetica 11 pt
    - For the CV attachment:
      Times New Roman 12 pt

  The OOR will provide templates to facilitate the preparation of these documents.

Which CV for which competition?

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

CCV: https://ccv-cvc.ca/indexresearcher-eng.frm/

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/s/login.aspx

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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

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Internal deadlines for submitting applications

TWO MILESTONES:

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

2 weeks prior to external deadline: Full proposal review and consultation
This step is optional, but highly recommended, as research facilitators will be able to assist faculty with their extensive knowledge of agency guidelines and requirements and complete a full review of their proposal.

1 week prior to external deadline: Administrative review
At this point <u>a complete and final application</u> must be routed through <u>ConRAD</u> (hyperlink). Research facilitators will broadly review the proposal, focusing on potential issues of project and researcher eligibility requirements, then forward the application to the Faculty signing authority.

Once the application is signed at the Faculty level the OOR staff will also conduct a review of the application ensuring that all agency requirements have been met and that the application is complete. Financial or in-kind commitments attached to the proposal will also be checked.

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Deadlines 2016

FRQSC competition	Full Review	Faculty	OOR	Agency
Team Support – **Notice of Intent**	June 16	Check with your research facilitator for any prior Faculty deadline.	June 23	June 30
Team Support – **Full Proposal**	October 7		October 14	October 21
			All supporting documentation must be submitted to the OOR at this date.	

Contact information

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Thank you!