

# **Office of Research Information Session FRQSC Research Team Support**

**Monday, August 27, 2018**

**2:00 – 4:00 pm**

**SGW-EV 1.162**

# Agenda

- **Program Overview**
  - Team membership criteria
  - Choosing the right configuration
  - Financial support available
- **Grantsmanship**
  - Addressing evaluation criteria
- **Technical Information & Submission Process**
  - Common CV and other technical considerations
  - Deadlines
- **Contact Information**

**Appendix: Daniel Salée on Grantsmanship**

# Program Overview

# Overview

Agency deadline: October 4, 2018  
OOR deadline: September 27, 2018

Program objectives ([hyperlink](#)):

- 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.

# Team membership

Two categories of members: regular or collaborating

**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:

- Only Québec-based researchers may apply as regular members.
- A team must be made up of **at least 4 university or college researchers**.
- Other researchers based in government and industry can also have an active role in the team but only **university** researchers or researchers-creators may lead a team.

## Team membership (cont'd)

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

This category is open to:

- university and college researchers
- affiliated researchers
- postdoctoral research fellows
- government researchers
- research practitioners
- industrial researchers
- professional artists
- researchers from outside Québec

# Team membership (cont'd)

## Multiple affiliations

Regular members can be affiliated to more than one team. **However**, no more than 20% of the co-researchers of a given team may belong to more than one team. In such a case, in order for a researcher to belong to more than one team, the team must have at least five regular members.

Co-researchers may belong to up to two teams funded by or in competition for the program. 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.

# Team membership (cont'd)

## Multiple affiliations (cont'd)

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.**

## Team configuration (cont'd)

**Operational** 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.

**Renewing** 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	\$30K	\$50K	
7 or 8		\$60K	
9 to 12		\$70K	
13 and over		\$80K	

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

Eligible expenses	Comments
Salaries	
Scholarships and scholarship supplements	These <u>must not</u> 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

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

# Grantsmanship

**Dr. Daniel Salée**

Professor

Department of Political Science  
School of Community & Public Affairs

FRQSC 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 - <b>ELIMINATORY</b>	n/a	n/a	20%	n/a	20%
Scientific program - <b>ELIMINATORY</b>	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 - <b>ELIMINATORY</b>	n/a	n/a	n/a	20%	20%
	100%	100%	100%	100%	100%

# Evaluation ranking

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

# **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.**
- 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:
  - **All attachments:** Times New Roman 12 pt
  - Condensed fonts are not accepted

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

# 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:**

#### **Content review and consultation**

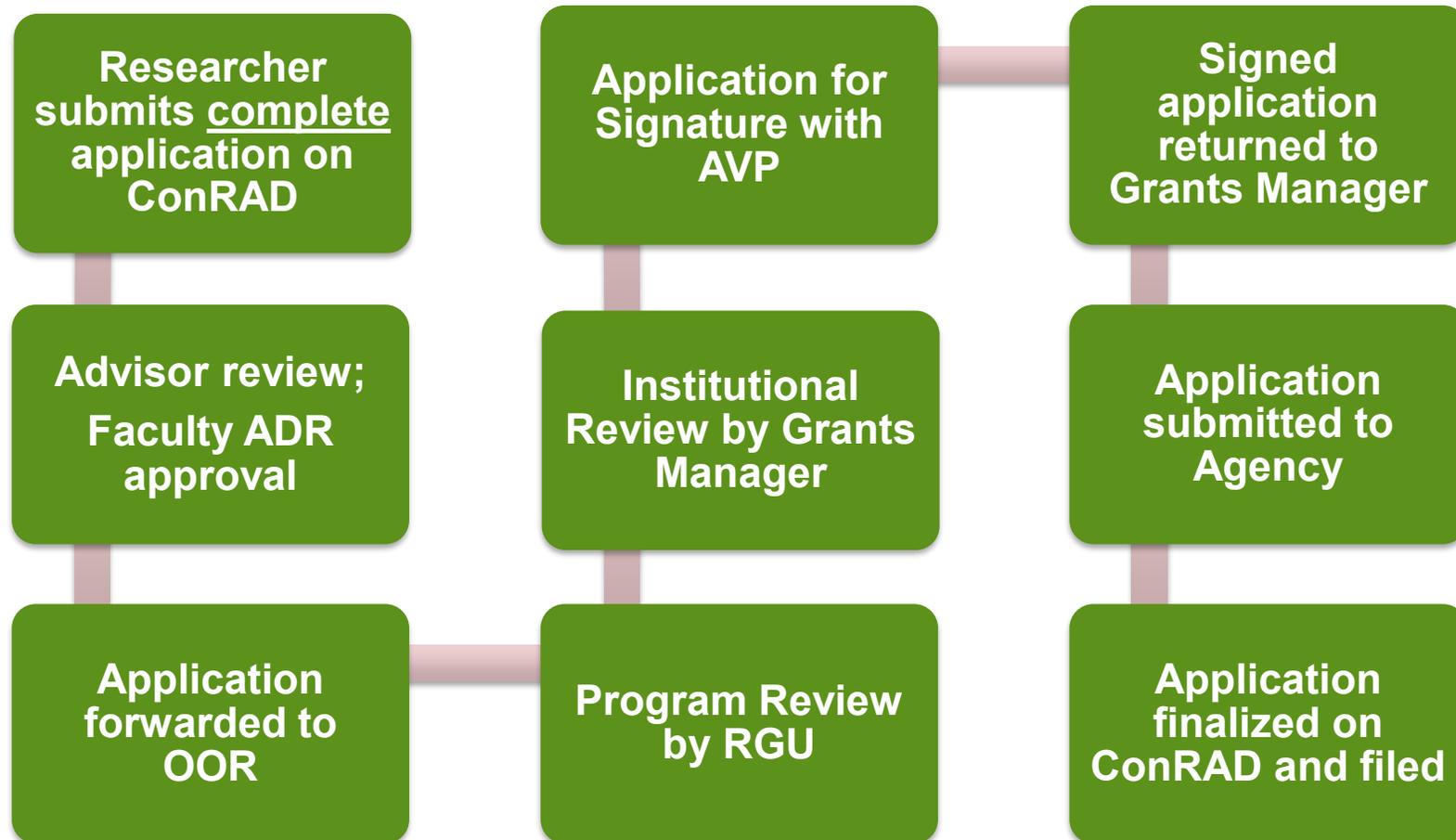
This step is optional, but highly recommended. Research development advisors can assist you with their extensive knowledge of agency guidelines and requirements, and will complete a full review of the application.

### **5 business days prior to external deadline:**

#### **Mandatory program and institutional reviews**

This allows 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 2018

<b>Content Review</b>	<b>OOR</b>	<b>Agency</b>
September 20	<b>September 27</b>	October 4
	<b>All supporting documentation must be submitted to the OOR at this date.</b>	

# Contact Information

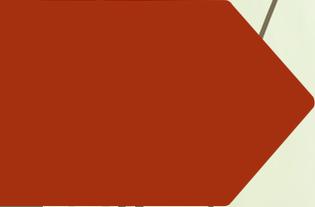
Sector	Advisor		
<b>Business &amp; Social Sciences</b>	Arlene Segal	x 2388	<a href="mailto:arlene.segal@concordia.ca">arlene.segal@concordia.ca</a>
<b>Engineering &amp; Computer Science</b>	Shoghig Mikaelian	x 3263	<a href="mailto:shoghig.mikaelian@concordia.ca">shoghig.mikaelian@concordia.ca</a>
<b>Fine Arts, Humanities &amp; Education</b>	Michele Kaplan	x 2071 X 5632	<a href="mailto:michele.kaplan@concordia.ca">michele.kaplan@concordia.ca</a>
<b>Sciences</b>	Maya Cerda	x 5001	<a href="mailto:maya.cerdasanmiguel@concordia.ca">maya.cerdasanmiguel@concordia.ca</a>

# Appendix

Daniel Salée

School of Community and Public Affairs

Department of Political Science



**FRQSC TEAM RESEARCH GRANT APPLICATIONS**  
**A view from inside**



# MY EXPERIENCE

- Served as member of SSHRC's adjudication committee no. 24 (Political Science), Standard Research Grants program, 2005-2009
- Served as member of SSHRC's adjudication committee for the Aboriginal Research Program, 2010
- Served as member of FQRSC's adjudication committees, *Équipes*, *Regroupements stratégiques* and PhD bursary programs
- Held several SSHRC Standard Research Grants as PI
- Currently involved in one FQRSC grant (*Regroupements stratégiques*) and one SSHRC Partnership Grant as co-investigator
- Over 25 years of funded research



# THE ADJUDICATION PROCESS:

## The composition of the committee

- ▶ **Size varies according to program (usually around 5-7 members)**
- ▶ **Mostly Quebec academics; a few foreign academics and from ROC**
- ▶ **Ability to read English**
- ▶ **Multidisciplinary**



# WRITING THE GRANT APPLICATION: Things to keep in mind

- ▶ **State your objectives clearly at the outset**
- ▶ **Situate your program within your broader intellectual agenda and previous research**
- ▶ **The importance of a clear and sound methodology**
- ▶ **Refrain from using too much theoretical jargon: external reviewers and assigned readers will not necessarily be specialists**
- ▶ **Write clearly, simply, directly**
- ▶ **Committee members are human beings with their idiosyncrasies and their own psychology**

- 
- **Don't pad your CV**
    - **Give full references (including pages)**
    - **Don't fudge on the refereed nature of your publications**
    - **If you think your publication record is not up to snuff, you can explain what has delayed your publishing pace in the appropriate section of the application**
  
  - **Student training is important – more than just bibliographic search**
  
  - **Dissemination: show ability or willingness to disseminate research outside the traditional academic channels. Also: validation of research with interviewees**
  
  - **Budget: must be transparent and linked with the proposed research program**

# MISCELLANEOUS

- ▶ Have your proposal read by trusted colleagues who are not familiar with your field of research: if they can't make sense of what you're trying to achieve, that's a good alarm bell
- ▶ If you have been unsuccessful last year, try again, with the same revised project
- ▶ Going for a totally new proposal, unless you're really sure about it, is not necessarily the best option
- ▶ To avoid unnecessary disappointment, if you're not entirely sure about the soundness of the research program you'd like to undertake, it may be best to wait until you're clearer about your objectives
- ▶ A grant application concocted at the last minute usually shows obvious signs of weakness
- ▶ Consider teaming up with other colleagues

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