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## RESEARCH PROGRAM FOR COLLEGE PROFESSORS 2012-2013

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## PROGRAM

1. The Research Program for College Professors<sup>1</sup> is made up of two streams with common objectives:

**Stream A:** Program to integrate research professors into the research activities of college centres for technology transfer (CCTTs);

**Stream B:** Research project presented by a research professor.

## OBJECTIVES

2. The Research Program for College Professors aims to:
  - Promote and maintain a diverse, high-quality research base in the natural sciences, mathematics and engineering in colleges and CCTTs;
  - Foster the creation of networks with innovation stakeholders;
  - Foster the emergence and retention of research professors in the college network;
  - Foster technological know-how and scientific expertise at the college level;
  - Raise awareness among college students to natural sciences, mathematics and engineering research.

## ELIGIBILITY CONDITIONS

3. In order to be eligible for the program, the professor must:
  - Provide proof of Canadian citizenship or permanent residence in Canada or show that he/she has requested permanent resident status from the proper authorities;
  - Be a member of the teaching staff of a Québec college. In the case of non-tenured professors, the college may, without committing to grant tenure and based on the information at hand, affirm that it will employ the professor for the duration of the project;
  - Conserve a **teaching load of at least 0.2 full-time equivalent (F.T.E.)** at the college through which the application is submitted for the 3 years of the grant;
  - Possess an expertise that is part of the development plan of the college or CCTT with which he/she is affiliated, or propose a research project that is part of the training niches of the college with which he/she is affiliated.

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<sup>1</sup> A college is a CEGEP or private college licensed for subsidy purposes.

4. A research professor is not eligible if:
  - His/her work is in a field that is not part of the mission or research areas of the Fonds québécois de la recherche sur la nature et les technologies (FQRNT);
  - His/her work is part of a master's or Ph.D. project or could lead to a master's or doctoral degree.
5. The applicant may submit only one application for funding to each competition.

## SUBMITTING APPLICATION

6. Applicants must fill out the form provided at [www.fqrnt.gouv.qc.ca](http://www.fqrnt.gouv.qc.ca). The mandatory texts must be sent in with the form. When the form is complete, the application must be submitted **electronically** to the FQRNT according to the guidelines for electronic transactions.

Forms may be completed in French or English. However, the title of the project and the summary must be in French.

The attachments included with the e-forms must be single space. Only the following fonts and size are permitted: Times (12 points), Palatino (12 points), Arial (11 points) and Helvetica (11 points). "Narrow" fonts are not allowed. **Please note that all attachments must be in PDF format.**

7. Only official Research Program for College Professors (Programme de recherche pour les enseignants de collège) forms, the [Canadian Common CV](#) and the other required documents are accepted. Candidates are not sent notice of any information or documents missing from the file. Any documents received after the deadline for applications are not considered and files cannot be updated. Required documents must be postmarked or delivered by messenger no later than the closing date for applications.
8. Form signatories declare that the information provided is accurate and complete. They agree to abide by the rules and principles stated in the "[Politique d'éthique](#)" and integrity policy, available upon request and on the FQRNT Web site. Consequently, where required, researchers authorize the institution to transmit any personal information arising from application of this policy. Signatories agree to allow the information in this application to be disclosed for evaluation and examination purposes, provided those with access to the information agree to abide by standard rules of confidentiality. Furthermore, the signatories agree to respect the policies of intellectual property of their respective colleges.
9. The FQRNT assigns a personal identification number (PIN) to the researchers in its database. This code enables them to access the computer system and facilitates communication between the agency and its clientele, while complying with the Act respecting access to documents held by public bodies and the protection of personal information.
10. Files that do not include the information needed to determine candidates' eligibility or to assess them are deemed **inadmissible** by the FQRNT. Only candidates may ask for their file to be withdrawn.
11. The **deadline for transmitting** the application is **Wednesday, November 2, 2011, at 4 p.m.**

## REQUIRED DOCUMENTS

12. The following documents must be transmitted to the FQRNT by **4 p.m. on November 2, 2011:**

### E-filing

- The e-form to apply for the Research Program for College Professors.
- The [Canadian Common CV](#) e-form.

### Signatures

- Candidate: The electronic transmission of the application implies the electronic signature of the applicant.
- College: The direction must approve each application coming from its college by using the extranet of the FQRNT. The direction of a college not having access to the extranet of the FQRNT must contact the program administrator as soon as possible in order to name a manager of the extranet for its college.
- CCTT: If the research is done in a CCTT, the direction of the CCTT must send to the program administrator, by email or mail, a letter approving the project.

**Via e-mail in PDF format to [college@fqrnt.gouv.qc.ca](mailto:college@fqrnt.gouv.qc.ca) or via post.**

- Letters or e-mails from editors attesting to the acceptance of any publications listed as accepted or in press in the professor's [Canadian Common CV](#).
- Any letter of collaboration from researchers directly involved in the project.
- For permanent residents: a certified copy of the applicant's **Record of Landing (IMM 1000) Confirmation of Permanent Residence (IMM 5292)** or a certified copy of his/her **permanent residence card (recto verso)** or any other official and formal certificate indicating that a request for permanent residence status was filed with the proper authorities (if applicable).

**Please note: The Certificat de sélection du Québec (CSQ) does not constitute a record of admission into Canada or an application for immigration to Canada.**

## ACKNOWLEDGEMENT OF RECEIPT

13. Acknowledgements of receipt are e-mailed to the candidates.

## **ASSESSMENT**

### **Assessment criteria**

14. Applications are assessed based on the criteria and weighting listed below. It lies with the applicant to clearly meet these criteria in his/her proposal.

#### **Stream A**

1. Research professor's complementarity with the CCTT and integration (40 %):
  - How the CCTT constitutes a good host institution (research professor's integration into the development plan);
  - Added value and contribution of the research professor with respect to the work that is already underway and the development of CCTT expertise;
  - Availability of research infrastructure and equipment.
2. Excellence in research of the professor (40 %):
  - Originality and innovation;
  - Knowledge, expertise and experience required to successfully carry out the proposed research;
  - Quality of any past or potential contributions in the proposed research field;
  - Importance of the contributions for the college community, local area, other researchers (other than the direct collaborators) and end users.
3. Relevance of the proposal with regards to college education and its contribution to highly-qualified personnel training (20 %).

#### **Stream B**

1. Merit of the research project (35 %):
  - Originality and innovation;
  - Importance of the work and expected contributions to the research field;
  - Clarity and reach of the objectives;
  - Clarity and relevance of the methodology;
  - Suitability and practicality of the schedule;
  - Availability of the research infrastructure and equipment to carry out the project.

2. Excellence in research of the professor (35 %):
  - Knowledge, expertise and experience required to successfully carry out the proposed research;
  - Quality of any past or potential contributions in the proposed research field;
  - Importance of the contributions for the college community, local area, other researchers (other than the direct collaborators) and end users.
3. Relevance of the proposal with regards to college education and its contribution to highly-qualified personnel training (15 %).
4. Budget justification and links to other sources of funding (15 %).

## **ASSESSMENT PROCESS**

15. The applications are evaluated by one or several multidisciplinary assessment committees made up of members chosen among peers from the college, industrial, socio-economic and university sectors, if applicable. When submitting their applications, applicants must suggest at least three examiners who they believe could best assess their proposal. The FQRNT reserves the right to call upon their services and verify any situation that may appear to be a conflict of interest.

### **Role of the assessment committees**

16. The assessment committees oversee the evaluation process according to the quality standards in effect and existing research traditions and various disciplines involved.

The assessment committees evaluate the applications according to program criteria. The budget is also examined along with the request for funding.

The assessment committees must also rank the applications and advise the board of directors of the proposals that merit funding.

### **Role of the program director**

17. The program director must see that the committees respect the assessment criteria and the regulations and rules of ethic that are in effect.

## **ANNOUNCEMENT OF RESULTS**

18. **The results will be announced by March 31, 2012.** The decisions of the board of directors of the FQRNT will be sent to the colleges and applicants. For information on the results, the applicant must refer to his/her institution's research office or the FQRNT's website.

19. Contacting members of the evaluation committees and the external referees, who are subject to rules of confidentiality, is strictly prohibited.

**20.** The decisions of the Board of Directors of the FQRNT are final and cannot be appealed.

## **DESCRIPTION AND NATURE OF THE FINANCIAL ASSISTANCE**

When the results are announced, for information on fund use and management rules, newly funded researchers must consult the document entitled Guide d'utilisation des subventions du FQRNT at [www.fqrnt.gouv.qc.ca](http://www.fqrnt.gouv.qc.ca).

**21.** The funding consists in:

**Stream A: Program to integrate research professors into the research activities of CCTTs**

- A three-year **salary award** releasing the researcher from his/her teaching duties that must not exceed 0.3 F.T.E./year.

**Stream B: Research project presented by a research professor**

- A three-year **salary award and operating grant**.

The candidate has the choice between:

- A release from his (her) teaching duties not exceeding 0.3 F.T.E. / year and an operating grant up to \$12 000 / year.

**or**

- A release from his (her) teaching duties not exceeding 0.4 F.T.E. / year and an operating grant up to \$4 000 / year.

A project may also receive funding from other sources or monetary or in-kind contributions from colleges, CCTTs, universities, government departments or other granting agencies, in keeping with the regulations of these programs.

**22.** The operating grant can only be used to fund current expenses that are directly related to the completion of the research project. The admissible expenses are:

Remuneration:

- Undergraduate students
- Master's students
- Ph.D. students
- Postdoctoral research trainees
- Research professionals
- Research technicians
- Students – college level
- Trainees – college level

Others expenses:

- Travel and lodging expenses related to project realisation
- Research and supplies material
- Equipment and space rental
- Cost of publishing and presenting research results, articles and reports directly related to the project up to \$ 1,000

Expenses related to the dissemination of research results to the public and those generated through ethics activities are eligible.

**23.** Any other expenses will not be covered.

**24.** The funds will be paid out directly to the colleges, which will administrate them and make them available to the research professors. Only the expenses that are directly related to the project and incurred after the approval date will be accepted.

### **DURATION OF SUBSIDIES**

**25.** The funds will be granted annually for the period from April 1 to March 31. Funding is granted for a three-year period.

### **Condition**

**26.** The funds are conditional on the applicant being employed by the college with which he/she is affiliated. Payments are also conditional on the submission of annual financial reports from the college with which he/she is affiliated.

### **RESPONSIBILITIES OF THE FQRNT**

**27.** The FQRNT is not responsible for any direct or indirect damages resulting from the processing of any application for any fellowships, funding or any other types of request. Without limiting the generality of the foregoing, the FQRNT is not responsible for any direct or indirect damages resulting from the unauthorized disclosure of any information contained in an application. Despite all of the precautions that the FQRNT takes to preserve the confidentiality of all information that must remain as such, it is possible that certain countries to which the information is communicated do not follow the same protection processes (e.g.: asymmetric cryptography, enciphering, etc.).

### **Act respecting access to documents held by public bodies and the protection of personal information**

**28.** The FQRNT is subject to the [Act respecting access to documents held by public bodies and the protection of personal information](#) (R.S.Q., chapter A-2.1). The mandatory data is gathered, used and kept in accordance with the provisions of the Act.

The applicant should contact the person who oversees the Act for information on access procedures, the protection of personal information and the rights of recourse stipulated in the Act.

## **GENERAL CONSIDERATIONS**

29. Candidates must meet the specific requirements of the program as well as those of the general rules [Common rules and regulation](#).

## **COMING INTO EFFECT**

These rules apply to the 2012-2013 financial year.

## **FOR INFORMATION**

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