



TEAM RESEARCH PROJECT PROGRAM 2012-2013

(Projet de recherche en équipe)

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OBJECTIVES

1. The purpose of the program is to:

- foster the emergence of new research niches in all scientific fields covered by the Fonds québécois de la recherche sur la nature et les technologies (FQRNT) and enhance the ability of Quebec researchers to compete in federal competitions by carrying out innovative projects that require complementary expertise;
- promote the pooling of researchers with the complementary expertise or training needed to carry out a research project;
- provide a conducive environment to high-calibre student training and supervision.

ELIGIBILITY CONDITIONS

Note that only applications for financial assistance in the research fields covered by the FQRNT are eligible. More specifically, funding applications for research into living organisms must address the research themes that pertain to the sub-domains and topics listed on our Web site at <http://www.fqrnt.gouv.qc.ca/fqrnt/sousDomaines/organismesVivants.htm> (in French only).

Projects such as those to develop medical devices for diagnostic and/or treatment purposes (including information technologies) are eligible. Human health treatment projects with clinical components or which are focussed on cellular or molecular biology, immunology, gene therapy, human reproduction or the neurosciences are not eligible. When in doubt, please contact the program administrator.

Composition of the team

2. A team is composed of at least two university (CHU, CHUN, and CHUT) or college (CHC and CHCT) researchers. The latter may be new or established researchers.
3. The team must be composed so as to reflect how the skills and qualifications of the researchers who will carry out the research project blend to form a cohesive whole.
4. Researchers from other research venues, such as affiliated researchers (CHA), researchers with no recognized institutional affiliation (CHS), researchers from outside Québec (CHH), government researchers (CHG) and industrial researchers (CHI), may be included in the team.

Researchers' status

University researcher (CHU) and (CHUN)

5. University researchers are regular faculty members in a Québec university, have a Ph.D. or equivalent or have a position equivalent to that of a professor, and are authorized by their institution to direct or co-direct graduate research theses or dissertations. The remuneration of CHU researchers is included in the regular budget of their university.

Researchers subsidized by a Canadian or Québec funding agency are also considered CHU researchers. University researchers who satisfy "New researchers start-up program" (Établissement de nouveaux chercheurs) eligibility criteria are considered new researchers (CHUN).

Retired university researcher (CHUT)

6. Retired university researchers must, for the duration of the grant, be guest, associate or emeritus professors in a Québec university and be authorized by their institution to direct research projects and supervise graduate students.

College researcher (CHC)

7. A college researcher is a full-time faculty member at a general or vocational college, a private government-approved college, or a government school that offers postsecondary education. A college researcher can also be a part-time or full-time researcher in a college centre for the transfer of technology.

College researcher (CHCT)

8. A retired college professor is from a general and vocational college, private college declared to be of public interest, government school that provides post-secondary education or college centre for technology transfer. He/she is no longer employed by the institution but is pursuing his/her research activities.

Affiliated researcher (CHA)

9. Affiliated researchers who are faculty members or researchers in a Québec university but who are not part of the regular staff and who have a Ph.D. or equivalent.

Government researcher (CHG)

10. Government researchers are researchers from a government department or agency.

Industrial researcher (CHI)

11. Industrial researchers are researchers from industry.

Researcher from outside Québec (CHH)

12. Researchers from outside Québec are researchers in a research environment located outside Québec.

Guest researcher (VIS)

13. Guest researchers are researchers from an institution other than the one with which the applicant is affiliated and who take part in the research activities of a group, team, or centre for a set period.

Researcher with no recognized institutional affiliation (CHS)

14. Researchers with no recognized institutional affiliation are researchers who live in Québec and who do not have a position with or are not remunerated by any public or private research or educational institution in Québec or elsewhere.

Citizenship of university, college or unaffiliated researchers

15. University, college or unaffiliated researchers must be Canadian citizens or permanent residents of Canada at the time the grant is issued.

Residence of university, college or unaffiliated researchers

16. University, college or unaffiliated researchers must be Québec residents within the meaning of the Act and Regulation respecting health insurance. Researchers from the Université du Québec en Outaouais who live in Ontario are exempted from this condition.

Identification of the project lead

17. A project lead is a university (CHU, CHUN, CHUT) researcher or a college (CHC) researcher.

Participation of university researchers in other teams

18. Researchers (CHU, CHUN, CHUT, CHC and CHCT) may participate in several projects but **may head only one project under this program**. However, since the purpose of this measure is basically to give research teams the best possible access to the expertise required for carrying out their project, the researchers concerned must clearly justify and explain their contribution to each team.

Research project

19. Activities must be part of an innovative, incubator or a high-benefit project and may involve a number of components.
20. Research projects cannot be subsidized by another funding agency while funded by the Fonds, but may be a sub-project or a module of a broader project.
21. Project funding spans three years and is not renewable.

SUBMITTING APPLICATIONS

22. Applications for financial assistance must be completed on the appropriate form available at the FQRNT Web site. Text file attachments must be sent with the form. The completed form

is then transmitted electronically to the Fonds by the proper university authority. Since forms are transmitted electronically, the instructions regarding e-transactions must be followed.

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

Text file attachments must be single-spaced. Only the following fonts and sizes are authorized: Times (12 points), Palatino (12 points), Arial (11 points) and Helvetica (11 points). Narrow fonts are not permitted. **Text file attachments must be in a PDF format.**

23. Only official Team research project (Projet de recherche en équipe) 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.
24. 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 share the responsibilities defined by the Government of Québec in its action plan for the management of intellectual property in universities and health and social service network institutions where research is carried out.
25. 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.
26. 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.
27. The **deadline for transmitting** the application is **Wednesday, September 28th, 2011, at 4 p.m.**

REQUIRED DOCUMENTS

28. The following documents must be transmitted to the FQRNT by **4 p.m. on September 28th, 2011:**

Electronically :

- The Team research project (Projet de recherche en équipe) e-form;

- The [Canadian Common CV](#) e-form, for each team member with the status of university (CHU, CHUN, and CHUT) researcher or college (CHC and CHCT) researcher.

Any additional documents must be mailed by September 28th, 2011, at the latest :

- a landed **immigrant certificate (IMM 1000)** for all university or college researchers who have permanent resident status or the **form confirming permanent resident status (IMM 5292)** for permanent residents, or **a certified copy of the candidate's Canadian Permanent Resident Card (recto-verso)**, or any other formal and valid proof of application for permanent resident status;
- for retired candidates, a letter from the university attesting that before retirement, the candidate had CHU status within the meaning given by the FQRNT, and that, for the duration of the grant, the candidate will have access to the facilities and to the logistical support needed to carry out the proposed research activities, and will continue to train students and prepare them for a research career in the field in question. The university must also ensure that it will manage the appropriations in the same manner as it currently manages them for the funded teams and groups thereof;
- a letter from the university establishing equivalence in the case of researchers who do not have a doctorate or equivalent status;
- a letter from the university attesting that the team members who are not regular professors are capable of directing Master's and Ph.D. students;
- two bids from suppliers when the cost of one piece of equipment exceeds \$20 000.

ACKNOWLEDGEMENT OF RECEIPT

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

EVALUATION OF APPLICATIONS

Evaluation procedures

30. Eligible funding applications are sent to the Fonds' scientific advisory board (*Conseil scientifique*), which will assign them to a thematic category based on the disciplinary focus of the research projects. The scientific advisory board will then appoint as many thematic assessment committees (*Comité d'évaluation thématique* (CET)) as necessary, attributing a certain number of applications (generally between 4 and 8) to each one.

The CETs are made up of several experts who possess the skills and expertise required to assess all of the applications they are assigned. The CETs must evaluate the quality of the applications based on five program criteria. Members may call upon other experts to complete their assessments and determine the scientific merit of an application as accurately as possible. CET members and the external experts with whom the CETs may consult are chosen from the lists of experts submitted by the principal investigators with their funding applications.

CET members must determine the applications for which 1) funding should definitely be granted; 2) funding should be granted if financially possible; and 3) funding should not be

granted. The CET assessments are then sent to multidisciplinary assessment committees (*Comités d'évaluation multidisciplinaires* (CEM)), which must evaluate the budget estimates of the teams for which funding is recommended by the various CETs and determine a level of funding for operations and equipment. Each CEM oversees some ten specialized CETs.

Through the years, the CEMs have set team funding guidelines:

Undergraduate students:	\$5,000
Master's students:.....	\$12,000
Ph.D. students:	\$15,000
Postdoctoral researchers:	\$30,000
Professionals, technicians:	\$30,000
Seminar expenses:	\$3,000\team

The appended evaluation grid is the list of criteria and indicators used by committee members. For each criterion, candidates are graded from A to D (A is the highest rating) based on the statements that best describe their situation.

The Fonds Program Administrator is responsible for ensuring that the committees and the various players consulted comply with evaluation criteria and procedures and with the rules of ethics in effect. The Program Administrator works with the members of the thematic committees to select the external referees, and ensures that funding proposals comply with the financial guidelines established annually by the Board of Directors of the FQRNT.

Evaluation criterion

31. Applications are evaluated based on the following criteria and indicators:

Criterion 1 : Scientific quality of the research project

- a) innovative, incubator or high-benefit aspects of the project;
- b) need to used complementary expertise for carrying out the project;
- c) methodological approach and feasibility of the timetable.

Criterion 2 : Expected benefits of the project:

- a) emergence of new research niches;
- b) leverage for Québec;
- c) impact on the advancement of knowledge and on the resolution of social, economic and cultural problems or issues;
- d) responds to the need for creating highly qualified personnel;
- e) possible partnerships with use;
- f) dissemination of research results to the public at large.

Criterion 3 : Scientific quality of team members:

- a) demonstration of creativity or creative potential;
- b) achievements in research;
- c) recognition by the research community.

Criterion 4 : Compatibility of team members' skills and expertise:

- a) fit between the expertise of team members and the proposed research project;
- b) means of integrating the scientific skills of the team members;
- c) quality of collaborative links between team members and other players or partners.

Criterion 5 : Quality of the training environment:

- a) members' experience in supervising students;
- b) integration of students from all cycles and postdoctoral trainees within the research project;
- c) project's contribution to training;
- d) ability of highly qualified manpower to enter the job market.

ANNOUNCEMENT OF RESULTS

32. Grant results are announced at the end of April 2012. The decisions of the Board of Directors of the Fonds québécois de la recherche sur la nature et les technologies are sent to the institutions and candidates concerned. For any information on competition results, the candidate must contact the research office of his institution or visit the Fonds Web site.

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

34. The decisions of the Board of Directors of the Fonds québécois de la recherche sur la nature et les technologies are final and cannot be appealed.

DESCRIPTION AND NATURE OF FINANCIAL ASSISTANCE

35. When results are announced at the end of April 2012, the funded researchers should refer to the document entitled "Guide d'utilisation des subventions du Fonds québécois de la recherche sur la nature et les technologies 2012-2013", available then at the Fonds Web site. This handbook presents the rules for grant use and management.

Operating grant

36. Financial assistance of up to \$100 000 annually for three years may be awarded.

37. A grant for purchasing equipment may be included in the application for operating appropriations if the equipment is crucial to the project.
38. The grant must be used for funding the operating expenses directly related to carrying out the research project. Only the following items are eligible:

Remuneration

- Undergraduate students
- Master's students
- Ph.D. students
- Postdoctoral research trainees
- Research professionals
- Research technicians
- Researchers without recognized institutional affiliation

Scholarships and Complementary Scholarships

- Undergraduate students
- Master's students
- Ph.D. students
- Postdoctoral research trainees

Other expenses

- Travel and lodging expenses
- Research material and supplies
- Shipping costs for research material and equipment
- Equipment and space rental
- Telecommunications costs
- Computer equipment and database purchases
- Production, publishing and printing costs
- Translation
- Purchase of small equipments

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

Statutory supplements for college researchers and inter-institutional teams

39. In addition to the operating grant, statutory supplements may be granted to teams in the following cases:
- \$7 000 per year for each college researcher whose contribution to the team is evaluated as positive by the evaluation committees. The purpose of the supplement is to defray part of the cost of research work. It is issued to the college conditional upon the researcher, whether granted leave from teaching duties or not, playing an effective role in the team's research work;

- \$3 000 per year per inter-institutional team that takes in researchers from colleges or universities in Québec's outlying regions. The purpose of the supplement is to defray the research-related travel costs of researchers and students.

The following are considered establishments in outlying regions: Université du Québec à Chicoutimi, Université du Québec à Rimouski, Université du Québec en Abitibi-Témiscamingue, Université du Québec en Outaouais, and colleges in these or other outlying regions.

Grant for equipment purchases

40. A grant may be added to the operating grant for the purchase of scientific equipment. This grant is awarded on the basis of the researcher's needs.
41. Applications for equipment must be made the first year for any period for which an operating grant is requested. The appropriations are issued in full the first year but may be spent any time in the three years covered by the grant.
42. For equipment whose cost ranges from \$7 001 to \$125 000, the financial assistance granted by the agency may fully cover costs of up to \$50 000.
43. For equipment whose cost exceeds \$125 000, the financial assistance granted by the agency is a partial contribution of up to 40% of the total cost. The FQRNT may contribute up to \$100 000.
44. For equipment whose total cost exceeds \$50 000, the Fonds partial contribution comes into effect as soon as candidates submit supporting documents indicating they have obtained other sources of complementary funding for purchase of the requested equipment.
45. The following criteria are used to evaluate requests for equipment:
 - relevance of the requested equipment for achievement of the research project;
 - availability of similar equipment at the candidate's university or the region's universities;
 - overall benefits (accessible to several users, contribution to researcher training, etc.);
 - amount of time the equipment will be used.

DURATION OF SUBSIDIES

46. Subsidies are awarded annually for the period from **April 1 to March 31** for up to three years and are not renewable.

RESPONSIBILITIES OF THE FONDS

47. The FQRNT is not liable for any direct or indirect injury arising from processing of grants, bursaries or other applications, and, without limiting the generality of the above, is not liable for any direct or indirect injury arising from unauthorized disclosure by the FQRNT of the information contained in candidates' files. Despite all the precautions taken by the FQRNT to

protect information that must be kept confidential, certain countries to which information is transmitted may not have security procedures such as asymmetric cryptography or encryption.

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

48. The FQRNT is subject to the Act respecting access to documents held by public bodies and the protection of personal information (R.S.Q., c. A-2.1). The required data are collected, used, and kept in compliance with the provisions of this Act. Candidates can obtain further information on access procedures, the protection of personal information and the recourse provided for in the Act by contacting the person responsible for the Act at the FQRNT.

GENERAL CONSIDERATIONS

49. 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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APPENDIX I

Statements for each evaluation criterion Program: Team research project

I - Scientific quality of the research project

- A** The research project is of exceptional quality and satisfies all the indicators: it is innovative and high-benefit, complementary expertise is essential, the issue at stake and the methodology are very pertinent and very well presented, the timetable is realistic, and the proposed budget corresponds to cost estimates.
- B** The research project is of excellent quality and satisfies most of the indicators: it is innovative and high-benefit, it requires complementary expertise, the issue at stake and the methodology are pertinent and well presented, and the timetable and budget are realistic.
- C** The research project is sound and satisfies a number of the indicators: it is sufficiently innovative or high-benefit, it is located at the interface of the researchers' expertise, the issue at stake and the methodology are well presented, the projected timetable is acceptable, and the budget is sufficiently realistic.
- D** The research project is sound but fails to satisfy a number of the indicators: it is not very innovative or high-benefit, a team with complementary expertise is not critical for carrying out the project, the issue at stake is only vaguely described, the methodology has certain weaknesses, and the timetable and budget are not very realistic.

II - Expected benefits of the project

- A** The research project will contribute to developing new research niches. It should result in groundbreaking progress in terms of the advancement of knowledge internationally recognized by all specialists in the field. There will likely be major short-, medium- or long-term social, economic and cultural benefits. It should be a springboard to national and international programs or enable important partnerships to be formed with other users. There is a shortage of highly qualified personnel in this field.
- B** The research project could lead to the emergence of new research niches. It should result in major progress in terms of the advancement of knowledge recognized by international specialists in the field, or have short-, medium- or long-term social, economic or cultural benefits. It could be a springboard to national and international programs or enable partnerships to be formed with other users. The demand for highly qualified personnel in this field is high.
- C** The research project is innovative in its approach. It should also lead to significant progress in terms of the advancement of knowledge recognized by all Canadian specialists in the field, or have short-, medium- or long-term, social, economic or cultural benefits. There is a demand for highly qualified personnel in this field.

- D** The research project should yield specific results in terms of the advancement of knowledge recognized by specialists in the field, or yield certain short-, medium-, or long-term social, economic or cultural benefits. The project does not fit in to any truly innovative research niches. There is no particular demand for highly qualified personnel in this field.

III - Scientific quality of team members

- A** The main members are internationally known as being exceptional and have been credited with major achievements or are new researchers who have already gained recognition for their initiative and their aptitude for innovation. They have shown great capacity to work as a team with researchers who have different training and expertise.
- B** The main members of the team are very innovative and are internationally known for their expertise or are very promising new researchers. They have shown their capacity to work as a team with researchers who have different training and expertise.
- C** The main members of the team are known nationally in their field or are promising new researchers. They have some teamwork experience.
- D** The main members of the team are somewhat known by their colleagues or are new researchers.

IV - Compatibility of team members' skills and expertise

- A** Collaboration between team members is essential and is likely to lead to important breakthroughs. Partnership with other university, government or industrial institutions is an integral part of the research project. The project could not be carried out without the personnel to be acquired.
- B** Together, the team members have the capacity to carry out a research project that could not be undertaken without their mutual expertise. The personnel to be acquired are essential.
- C** The team is made up of researchers who complement each other's expertise. The team members have a well-integrated common project and will be in regular contact with the personnel acquired and make regular use of the research infrastructure established.
- D** The team is made up of researchers in related fields who have common interests. The team will be in regular contact with the personnel to be acquired and make regular use of the research infrastructure to be established.

V - Quality of the training environment

- A** The team members and the nature of the project create a unique training environment. Graduates from every level are in great demand.

- B** The team members, the nature of the project, and the scientific animation activities create an excellent training environment that has great potential for producing excellent graduates at all levels. The graduates find work easily.
- C** The team members interact regularly with undergraduate students and supervise an acceptable number of graduate students and postdoctoral trainees. Graduates usually find work in a field closely related to their training.
- D** The team members interact regularly with undergraduate students and occasionally train graduate students. The students receive relevant training that will allow them to find work in a related field. The students involved in the project will be trained primarily in a specific discipline.