

## Office of Research Information Session FRQSC Research Support for New Academics

Thursday, August 20<sup>th</sup>, 2020  
1 p.m. – 3 p.m.  
Zoom Meeting

### Agenda

- **Program Overview**
  - Eligibility conditions
  - Financial support
  - Application components
  - Evaluation
  - Adjudication
- **Adjudication and Grantsmanship**  
Tips from an FRQSC Committee Member
- **Technical Information and Submission Process**
  - Internal deadlines
  - Contact information

## Program Overview



**Agency deadline: September 24, 2020 – full proposal**  
*Mandatory NOI deadline was July 30<sup>th</sup>*  
**OOR deadline: September 17, 2020 – full proposal**

This program is specifically designed to facilitate the development, progress or completion of an **individual** research project, and to foster collaborations between new and established researchers.

Program requirements:

- Applicants must hold a Ph.D.
- 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 1<sup>st</sup>, 2021 at the latest;
- Applicants can submit up to 3 times during their eligibility period.



## 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

Four major criteria are assessed:

- Quality of the project **50%**
- Applicant expertise **30%**
- Student training **10%**
- Budget **10%**

**Overall passing grade of 70% required in order to be recommended for funding**



## Evaluation Criteria

### Quality of the project

Originality and contribution to advancement of knowledge (10 %)

Clarity of the research problem, relevance of the theoretical approach and precision of the stated objectives (15%)

Relevance, rigor and rationale of methodological approach (15%)

Feasibility of the time frame and relevance of planned dissemination activities (10%)

**A passing grade of 70% on the project (35/50) is required and eliminatory.**



## Evaluation Criteria (cont'd)

### Applicant Expertise

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%)

Relevance to the project of the applicant's scientific achievements, research activities, experience and training (15%)

### Student Training

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

### Budget

Appropriateness and consistency of the budget with regard to the research project and planned student training.



## 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. The rankings are anonymized and reported to the FRQSC board of directors.



## Adjudication

	Grade	Rank
<b>Exceptional</b> Application stands out from the norms of scientific rigor.	90-100%	<b>A+</b>
<b>Excellent</b> Application presents the level of originality, relevance, precision or quality that corresponds to the best standards in the field.	80-89.9%	<b>A</b>
<b>Very good</b> Application partially meets the standard of excellence, showing minor weaknesses requiring slight adjustments.	70-79.9%	<b>B</b>
<b>Good to Moderate</b> Application does not meet the standard of excellence, showing major weaknesses requiring substantial adjustments.	60-69.9%	<b>C</b>
<b>Insufficient</b> Application does not address program criteria in light of missing or incomplete information.	59.9% or less	<b>D</b>
Application fails to meet a passing grade in one or several eliminatory criteria		<b>E</b>



# Adjudication and Grantsmanship

Tips from a former FRQSC  
Committee Member



## The process:

Small committee of only 3 members.  
All members read all the applications assigned to the committee. Meetings are held over the phone.

Members declare conflict of interest for applications from their university/department – excluded from reading.

1. Calibration/test run (phone meeting).
2. Individual scoring: Three members all submit their score for each application (e.g. 'B').
3. Teleconference meeting: 3 members + program officer.

- Recently, committees seem to be reviewing an even smaller pool of applications, e.g. less than 10.



**The process (cont'd):**

Committee discusses each application in turn. Rankings are set based on aggregate score of three members as presented by the program officer.

There is some flexibility to change rankings during the general discussion.

However, committee members are not allowed to change their actual score if they realize after comparing applications in context and hearing the final rankings, that their initial assessment might have been too severe.

**The process (cont'd):**

Binary choice – recommended for funding or not recommended.

Committee members do not see the overall rank until the end. They do not know the size of the \$ envelope and how many will be funded from their committee.

They cannot reduce budgets to fund a few more well-deserving applicants for example, as can be done at SSHRC IDG.



### **The content:**

In view of the above process, it is critical to pay attention to content and presentation.

Issues that can 'sink' the proposal:

#### ✓ **Proposal**

- Unclear objectives, unclear contributions/impact.
- Missing full theoretical, methodological and social perspective.
- Too complex a project, unclear how can achieve it all.
- Too much literature/theory review – condense it, make more space for methodology – i.e. the 'how'.



#### ✓ **Proposal (cont'd)**

Content :

- Originality of the project and its contribution to the advancement of knowledge;
- The research problem, theoretical approach (literature review), and Objectives;
- Methodology
- Timeline and dissemination activities

Note:

- The application section on Ethics, GBA+ and Environmental Risk will not be shown to reviewers. Ensure that you discuss these, as appropriate, within the proposal itself.





✓ **Proposal (cont'd)**

Two more factors to consider this year:

**Equity, Diversity and Inclusion (EDI):**

EDI will not be considered this year in the evaluation. However, funding applicants are encouraged to consider EDI in the context of their project and training activities.

<http://www.frqsc.gouv.qc.ca/en/equite-diversite-et-inclusion>

**COVID-19:**

**NEW – COVID:** This year, in the "Other documents" section of the form, sub-section "Description des impacts de la pandémie COVID-19 sur les activités de recherche", applicants can include a short text informing the evaluation committee of any situations experienced in connection with the COVID 19 pandemic that could, if applicable, be taken into consideration when the application is analyzed.



✓ **Proposal (cont'd)**

- Methods – not just which method, type of data, but explain in detail how it will be analyzed. Build a narrative, and tie it clearly into the calendar/timeline.
- The “how” also affects how committee views the budget to form an overall impression.
- Weak dissemination plan. Specify targeted publications and mention them in the timeline. Go beyond “one or two papers” to consider other additional strategies to share the results/impact (*Even though KM is not an official section of the application as it is for SSHRC*). Include open-access dissemination.



### ✓ Training

*A small section which can make a big difference...*

- Do your best to demonstrate capability to train students. Be realistic and explain the context. If your department/university doesn't have a large graduate program available, or few students, and opportunities for supervision are limited, say so.
- Demonstrate added value of training – go beyond “the student will do literature review, data collection...” and explain how these tasks will be useful for the student. Make it interesting – create a narrative.
- Don't be over ambitious in terms of the number of students hired – aim for a quality training experience over quantity.



### On a final note

- Work well in advance of the deadline. Seek peer and non-peer review to ensure that your proposal is
  - Rigorous/technically solid/feasible from a disciplinary perspective;
  - Clear and impactful from a more general perspective to peers outside of your field.
- If you are resubmitting an application, it is not guaranteed that it will be ranked at the same score as the first try. Revisit and work again on all of the parts and the whole.
- Keep in mind the potential randomness of the process and don't take it personally if funding is not awarded...



## Technical Information and Submission Process



### Which CV for which competition?

Agency	Competition	Which CV? (hyperlinks below)	System
FRQSC	All programs Fall 2020	CCV + Fichier joint	FRQSC portal
SSHRC	IG October 2020 Connection and Partnership Grants	SSHRC CV + 4-page attachment for Contributions	Old SSHRC portal
SSHRC	IDG February 2021	Canadian CCV	New SSHRC portal

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

**FRQ portal:**

<https://frqnet.frq.gouv.qc.ca/researchPortal/faces/jsp/login/login.xhtml?lang=FR&site=null>

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

**SSHRC CV/Old SSHRC portal :**

[https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en\\_CA](https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA)



### Canadian Common CV and other technical considerations

- 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 and **allow extra time** to get familiar with the CCV to avoid last-minute headaches!
- The FRQ CCV covers only the past 5 years prior to the competition deadline. If you already have a FRQ CCV make sure to update it.
- FRQSC uses a separate attachment ("Fichier joint") with specific format and content guidelines. This will be attached as a PDF in your FRQSC applicant portfolio. This document should be named as follows:  
NAME\_XXXXXYYYY.pdf where NAME is your last name, and XXXXX are the five letters and YYYY are the four digits that are found at the top of your FRQnet portfolio. Make sure to include this on the bottom of every page of this attachment.
- Authorized FRQSC fonts:
  - **All attachments:** Times New Roman 12 pt
  - Condensed fonts are not accepted



### Common CV and other technical considerations

The following are the 6 sections that must be present in the Detailed Contributions document:

- Most significant contributions – 5 contributions max (1 page max) - The list of most significant contributions should present the candidate's most relevant scientific achievements since the beginning of his/her career (with no time restriction, unlike the CCV).
- Activities and Contributions (2 pages max)
- Interruptions and Leaves (0.5 page max)
- Patents and Intellectual Property (1 page max)
- Publications and Other Contributions (no page limit)
- Proof of publication status (submitted, accepted, etc.) - include letters of acknowledgement and/or any letters of acceptance, etc. from editor/publisher for any/all publications that are submitted, accepted, under review.



## Application Components

Section	Comments
Inscription	Online – to create/open form
Candidat	Online – personal info/coordinates. Page will only validate after link CCV and upload CCV contributions attachment.
Titre et classification	Online – French (and English) title, classification/keywords
Résumé	Online – French (and English Title <u>and</u> Summary)
Éthique	Online (ethics, GBA+ (gender/sex considerations), Environmental risk
Description (proposal)	PDF attachment, 5 pages maximum
Bibliographie	PDF attachment, 2 pages maximum
Formation	Online, 300 word maximum (student training)
Autres sources de financement	If applicable, enter amounts and justification (text box)
Budget	Enter amounts online and upload PDF attachment (Budget justification) of 2 pages maximum

## Application Components (cont'd)

Section	Comments
Suggestion d'experts	Online – 5 names/contact information (no conflict of interest)
Autres documents	Attestation letter of hire; parental leave, access to data, attestation of thesis defense, partners' letter of support, <b>COVID-19 disruption of research program.</b>
Signature et transmission	Validate all parts, save files to your hard drive, and then submit online (it comes to Advisor/OOR). <b>(Please note:</b> FRQNet will only validate the file once you complete the two following steps for CCV/Contributions).
Canadian Common CV	Register on CCV website; complete the FRQSC Funding version CCV; validate your FRQ PIN, submit the application to link it to your FRQNet portfolio.
Canadian CV Contributions – fichier joint	Using template provided and following outline, format and file name conventions, upload PDF. You can only do so once the CCV form has been linked.

Tools and resources:

Online lists of research discipline classification

Eligible expenses (on budget page)

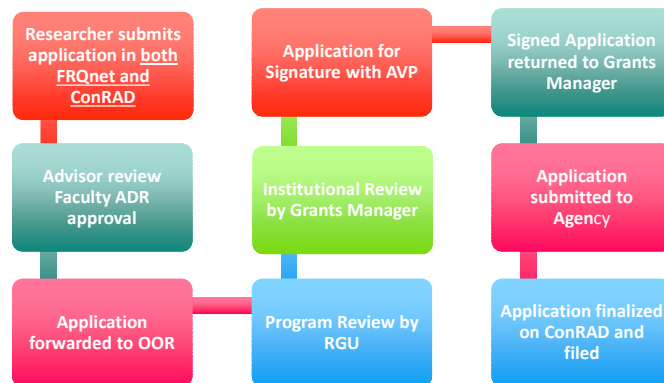
## Internal Deadlines for Submitting Applications

All grant applications are reviewed before their submission to external agencies. The scope of this review varies as follows:

CONTENT REVIEW AND CONSULTATION	PROGRAM AND INSTITUTIONAL REVIEWS
<b>10 business days (or more) prior to external deadline (optional, but highly recommended)</b>	<b>5 business days prior to external deadline (mandatory)</b>
<b>Method:</b> by email, teleconference or meeting	<b>Method:</b> Final and complete application routed through FRQnet and <u>ConRAD</u>
<ol style="list-style-type: none"> <li>1. Access to sample successful applications</li> <li>2. Editing of non-technical sections for cohesiveness, formatting.</li> <li>3. Assistance with budget development (conformance with agency and institutional approved rates, travel, indirect costs, and budget justification)</li> <li>4. Detailed review of drafts following the evaluation criteria and peer evaluation manual</li> <li>5. Liaison with sponsor agency, if required</li> </ol>	Review of application for: <ol style="list-style-type: none"> <li>1. completeness,</li> <li>2. conformance to sponsor guidelines,</li> <li>3. support documentation</li> <li>4. required signatures,</li> <li>5. and electronic submission.</li> </ol>
<b>Reviewer:</b> Advisor, Research Development	<b>Reviewers:</b> Advisor, Research Development Research Grants Unit



## Submission Process



## Deadlines 2020

Content Review	OOR	Agency
September 10	<b>September 17</b>	September 24
	All supporting documentation must be submitted to the OOR at this date	



## 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> CES, CISE, CSSE, ECE	Shoghig Mikaelian	x 3263	<a href="mailto:shoghig.mikaelian@concordia.ca">shoghig.mikaelian@concordia.ca</a>
<b>Engineering &amp; Computer Science</b> BCEE, CME, MIAE	Lauren Segall	x 4450	<a href="mailto:lauren.segall@concordia.ca">lauren.segall@concordia.ca</a>
<b>Fine Arts, Humanities &amp; Education</b>	Michele Kaplan	x 5632	<a href="mailto:michele.kaplan@concordia.ca">michele.kaplan@concordia.ca</a>
<b>Sciences</b>	Jessica Safarian	x 5001	<a href="mailto:jessica.safarian@concordia.ca">jessica.safarian@concordia.ca</a>



