



**OFFICE OF THE VICE PRESIDENT,
RESEARCH AND GRADUATE STUDIES**

FRQNT Research Support for New Academics (Établissement de la relève professorale)

Information Session

Friday, May 12, 2023



Agenda

Overview of the program

Evaluation Criteria

CCV and Attachments

Presentation Standards

Quick checklists

Common Reviewers comments

Submission process

Q&A

Program Overview

Continuum of funding and career advancement

Number of years since the PI's first position as a university professor



LESS THAN 3 YEARS - RESEARCH SUPPORT FOR NEW ACADEMICS

FROM 3 TO 6 YEARS - NOVA-FRQNT-NSERC

MORE THAN 6 YEARS - TEAM RESEARCH PROJECT

EARLY CAREER

In office since sept. 2, 2019

2020

JUNIOR

In office between Sept. 2, 2016 and Sept. 1,

2019

2020

2017

ESTABLISHED

In office before Sept. 1, 2016

2017

To be updated by FRQ!

FRQNT Research Support for New Academics

Agency deadline: September X, 2023, 4pm
Internal deadline: September X-7, 2023, 9am

Program objectives

- Foster a new generation of researchers by assisting faculty who have just launched their academic career to establish themselves as independent researchers and become competitive nationally and internationally;
- Strengthen the Québec research system by encouraging new researchers to develop original avenues of research;
- Foster the transfer of technological and scientific knowledge to user communities and the general public;
- Encourage university students to do research in natural sciences, mathematics and engineering

Overview: Project Eligibility Conditions

Projects must relate to fields covered by the Fonds de recherche du Québec – Nature et technologies (FRQNT) under these major areas of research: <https://frq.gouv.qc.ca/en/nature-and-technologies/mission-and-research-fields/>

- **Abstract structures**
- **Energy**
- **Environment**
- **Information and communication technologies**
- **Living organisms**
- **Materials**
- **Manufacturing and construction**
- **Natural resources**
- **Nature and interaction of matter**
- **Techniques, measurement and systems**

Overview: Researcher Eligibility Conditions

- Candidates must occupy a position of Assistant Professor (or a similar level) for **less than 3 years at competition deadline** i.e. as of September 2nd, 2020 (?) or later (also taking into account international experiences in a similar position – in such a case, we need documentation detailing the conditions of this international experience/position). A candidate who will occupy such a position no later than September 2nd, 2024(?) is also eligible – however, they must have the legal status to work in Québec **at the time of application.**
- Candidates may only **apply twice** during their eligibility period. Grants are non-renewable.
- Candidates who have interrupted or delayed their career for parental leave, major family obligations, a disability or serious health reasons may be granted an eligibility period extension. Supporting documents must be submitted with the application.

Overview: Researcher Eligibility Conditions (cont'd)

- Candidates must benefit from a **teaching release of at least 25% for the duration of the grant**. Universities must commit to this condition which cannot be fulfilled retroactively. We will provide you with a letter of attestation to this end, which you will need to attach to your application.
- The PI has obtained his/her doctorate or PhD or successfully defended his/her doctoral dissertation at the competition deadline, i.e. no later than September 14, 2023 (?).
- Candidates who are applying for, or have been or are currently funded under, one of the following programs: Research Support for New Academics of the Fonds de recherche du Québec – Société et culture (FRQSC), Research Scholars, Junior 1 of the Fonds de recherche du Québec – Santé (FRQS), are not eligible to apply to the FRQNT Research Support for New Academics. Thus, researchers can only be funded under one of these three programs intended for new academics.

Overview: Financial Support

Type of support	Yearly	Total
Operating Grant (NOTE: please make sure to use the appropriate form: Form NCM/metropolitan community)	\$30K	\$60K
Equipment Grant This supplement covers costs for large-scale equipment (unit list price greater than \$7K).		Up to \$50K (incl. taxes)

- Grants are awarded annually for the period from April 1 to March 31.
- Grants are awarded for a maximum of 2 years and are not renewable.
- The unspent balance remaining at the end of the grant period may be carried forward for an additional period of one year. To do so, the grant holder and managing institution must justify their extension request to the program administrator.

Overview: Financial Support (cont'd)

Operating Grant:

- The grant must be used for funding the operating expenses directly related to carrying out the research project.
- The applicant must **RESPECT THE MAXIMUM ANNUAL AMOUNT OF THE GRANT**. Failure to do so will render the application **INELIGIBLE**.

Equipment Grant:

- The equipment grant must be requested at the same time as the operating grant.
- To avoid delays in the progress of the research project due to delivery delays or other unforeseen situations, the equipment grant must be spent during the first year of the grant;
- Equipment that requires an assembly of modules or accessories in order to be functional may be accepted. The relevance of the assembly must be clearly indicated in the equipment grant request (diagram, etc.);
- The grant can only be used to buy the equipment originally requested in the application.

Overview: Financial Support (cont'd)

Equipment Grant:

- **<25k (one piece or multiple pieces together):**

For equipment with a unit list price between \$7,001 and \$25,000, no quote is required. Tax must be included.

- **>25k (one piece):**

Two quotes (max 20 pages) must be provided for each piece of equipment with a unit list price equal to or more than \$25,001 (incl. taxes).

Exceptionally, a single quote may be accepted provided this is fully justified in the appropriate section of the electronic form.

- **>25k (Multiple pieces):**

When multiple pieces of equipment are valued over \$25k, a single quote is required for each piece. This single-quote requirement still applies to equipment grants that go >\$50K, providing that it's multiple pieces.

Overview: Financial Support (cont'd)

Equipment Grant:

- **>50k (One piece):**

Two quotes are needed. Also, you must specify the source(s) of complementary funding in the description of planned expenditures for the equipment grant. If, at the time of application, you do not have the complementary funding, the managing institution must undertake to pay the necessary amount before the first instalment of the grant starting year. A letter of undertaking from Concordia must be included with the application in the "Other documents" section. Please let your advisor know, so we can help with obtaining the letter. In order to receive the funding (once you are awarded it), you need to show proof of this complementary funding by June 1 of the grant starting year.

Overview: Financial Support (cont'd)

Equipment Grant:

IMPORTANT:

1) Quotes must be submitted by competition deadline (i.e. with the application). So if you will be requesting an equipment over \$25,001, and you haven't requested a quote, do so **ASAP**.

2) Concordia has a tax rebate, and the net of tax rebate is 6.94%. This is the tax rate that you should ask suppliers to use on the quotes.

Overview: Financial Support (cont'd)

Equipment Grant justification:

- The relevance of the requested equipment for the successful completion of the research project;
- Lack of overlap between this equipment request and all other sources of funding already obtained by the applicant since taking up his or her position (CFI or NSERC equipment grant, etc.);
- The availability (physical or usage) of similar equipment in the PI's institution or in the region;
- The structuring impact of the equipment for the sustainability of the laboratory and the training plan for users;
- The possibility of repairing or refurbishing existing equipment (if applicable);
- The possibility of using computing or genomics platforms (if applicable);
- Risk management plan if the equipment is not funded.

Overview: Financial Support (cont'd)

Eligible expenses

Remuneration, including scholarships and complementary scholarship for students and post-doctoral fellows

Travel and lodging for project-related activities

Research materials and supplies
Costs of analyses

Equipment and space rental or user fees

Production, publishing and printing
Translation fees

For a complete list of eligible expenses, see the Common General Rules::
https://frq.gouv.qc.ca/app/uploads/2022/07/rgc_2022_va_finale.pdf

Required Documents

- Application form (submitted on [FRQnet](#)).
- Proposal (7 pages)
- Bibliography (1 page)
- EDI considerations (500 words, text box)
- Budget justification, Operating funds (1 page)
- Budget justification, equipment if applicable(2 pages)
- 2 price quotes for equipment request if applicable
- CCV (FRQNT version, past 5 years) and Detailed Contributions attachment
- Letter from your institution that you hold a full-time tenure-track position (and hiring date, any parental or other leaves, etc.) and that you will be released from at least 25% of your teaching duties for the duration of the grant – we will provide this to you in PDF format. But we need to know ahead of time that you will be applying. So if you have not let your Advisor know already, please do so. Also, if you had prior tenure-track appointments, we will need to know the start and end dates.
- Selection of the evaluation committee (from a drop-down list in the application form)

To be updated by FRQ

Required Documents (cont'd)

Important notes:

- **Title and summary of project have to be in French, even if you are submitting the application in English. ALSO, you must also provide the title and summary in English too (if you are submitting in English). BOTTOM LINE: if submitting application in English, you must provide both English and French versions of the title and project summary.**
- **Please make sure you submit a request to Translation Services (via Carrefour, [translation](#)) in case you need help with the translation. Take into consideration delays (give it at least 7 business days) associated with “high season”.**
- **ALL attachments MUST adhere to FRQNT presentation standards (margins, font, file type, line spacing, and header/footer requirements). This document can be found in the FRQnet “Documents” section (menu at the top of the FRQnet system). Not adhering to presentation standards will result in your application being pulled from competition.**

Required Documents (cont'd)

Important notes:

- When you submit on FRQnet, your application will not go directly to FRQNT. It will still need to be reviewed by the university and submitted to the agency by the Office of Research. **INTERNAL DEADLINE**
- Before submitting, make sure that you have all the required attachments, that you have included all the quotes, that you do not exceed the page limits and budget limits, that you have respected the presentation standards.
- Ensure that there is a title and project summary in French even if the application is completed in English. **If a French title and summary are missing, the application will be deemed INELIGIBLE.**
- Make sure that none of your suggested experts are in a conflict of interest with you or your research team. The suggested experts must have no current or recent (five years or less) collaborative relationship with the applicant and, if applicable, other members of the research team (e.g. with your HQP). Conflict of interest would also exclude any experts from Concordia University.

Adjudication Process and Evaluation Criteria

Adjudication

- Applications are evaluated by multidisciplinary evaluation committees and external experts selected among peers from Canadian and international academia and the industrial and socio-economic sectors. **Keywords are essential to the recruitment of evaluators.**
- External referees report on the quality of the research project and the applicant's competency in science.
- The multidisciplinary committees rank applications on merit, evaluate budget estimates, determine the level of funding for operations and equipment, and finally report to the FRQNT board of directors. Results are anonymized at this stage.
- The application must receive an evaluation score of **80% or higher** to be recommended for funding.

Choice of evaluation committee

Vous devez choisir le comité d'évaluation le plus pertinent pour évaluer votre demande. Veuillez consulter la liste dans la boîte à outils avec les descriptions des différents domaines de recherche couverts par chacun des comités.

*Choix du comité



- NC01 - Biologie moléculaire et cellulaire
- NC02 - Biochimie, génie biochimique
- NC03 - Matériaux et génie civil
- NC04 - Fabrication et construction
- NC05 - Chimie et génie chimique
- NC06 - Technologies de l'information et des communications
- NC07 - Mathématiques fondamentales et appliquées
- NC08 - Informatique théorique
- NC09 - Physique et astrophysique
- NC10 - Environnement
- NC11 - Écologie / Biologie des populations
- NC12 - Sciences de la terre
- NC13 - Psychologie et neurosciences
- NC14 - Mathématiques de l'ingénieur et recherche opérationnelle

Evaluation Criteria

Summary

C1. Quality of the research project	65 %
C2. Applicant's competency in science	30 %
C3. Integration of the principles of equity, diversity and inclusion in research	5%
	100 %

Criterion 1

Evaluation Criteria	Sub-criteria and Indicators
Quality of the research project (65 pts)	<p>1.1 Excellence in research (15 pts)</p> <ul style="list-style-type: none">-Originality-Scientific scope-Collaboration and partnerships <p>1.2 Project presentation (30 pts)</p> <ul style="list-style-type: none">-Methodology (including Justification for the equipment grant, if applicable)-Realism of the time frame and budget-Quality of presentation (including presentation standards) <p>1.3 Project benefits (20 pts)</p> <ul style="list-style-type: none">-Strengthening research capacity-Knowledge transfer

Criterion 1

Evaluation Criteria	Sub-criteria and Indicators
Quality of the research project (65 pts)	<p>1.1 Excellence in research (15 pts)</p> <ul style="list-style-type: none">-Originality-Scientific scope-Collaboration and partnerships <p>1.2 Project presentation (30 pts)</p> <ul style="list-style-type: none">-Methodology (including Justification for the equipment grant, if applicable)-Realism of the time frame and budget-Quality of presentation (including presentation standards) <p>1.3 Project benefits (20 pts)</p> <ul style="list-style-type: none">-Strengthening research capacity-Knowledge transfer

Evaluation Criteria	Sub-criteria and Indicators
Quality of the research project (65 pts)	<p>Excellence in research (15 pts)</p> <p><i>Originality</i> Creativity, potential for disruption & advancement in the field (relevance of the theme and issues addressed, new approach, risk-taking, etc.).</p> <p><i>Scientific scope</i> Scope of the objectives for the community and users & contributions within the field of research (applied or fundamental).</p> <p><i>Collaborations & partnerships</i> Cooperation in Québec and/or internationally (relevance, added value for the project, the institution or Québec, etc.) (potential of the project to lead to collaborations and partnerships).</p>

Criterion 1

Evaluation Criteria	Sub-criteria and Indicators
Quality of the research project (65 pts)	<p>1.1 Excellence in research (15 pts)</p> <ul style="list-style-type: none">-Originality-Scientific scope-Collaboration and partnerships <p>1.2 Project presentation (30 pts)</p> <ul style="list-style-type: none">-Methodology (including Justification for the equipment grant, if applicable)-Realism of the time frame and budget-Quality of presentation (including presentation standards) <p>1.3 Project benefits (20 pts)</p> <ul style="list-style-type: none">-Strengthening research capacity-Knowledge transfer

Evaluation Criteria	Sub-criteria and Indicators
Quality of the research project (65 pts)	Project presentation (30 pts) <i>Methodology</i> Relevance in relation to objectives, scientific & technical feasibility. Availability of infrastructure & equipment. Relevance of the requested equipment for the successful completion of the research project. <i>Realism of the time frame & budget</i> Appropriateness of budget & time frame: budget justification (details, quantification, etc.), <i>Quality of presentation</i> Project structure and understanding: description of objectives & keywords, clarity, popularization, quality of writing and compliance with presentation standards.

Criterion 1

Evaluation Criteria	Sub-criteria and Indicators
Quality of the research project (65 pts)	<p>1.1 Excellence in research (15 pts)</p> <ul style="list-style-type: none">-Originality-Scientific scope-Collaboration and partnerships <p>1.2 Project presentation (30 pts)</p> <ul style="list-style-type: none">-Methodology-Realism of the time frame and budget-Quality of presentation <p>1.3 Project benefits (20 pts)</p> <ul style="list-style-type: none">-Strengthening research capacity-Knowledge transfer

Evaluation Criteria	Sub-criteria and Indicators
Quality of the research project (65 pts)	Project benefits (20 pts) <i>Strengthening research capacity</i> Detailed training and mentoring plan: feasibility of the project for the training of highly qualified personnel, recruitment, tasks, pedagogical scope. <i>Knowledge transfer</i> Promotion & dissemination of results. Consideration for access to data (open access, etc.).

Criterion 2

Evaluation Criteria	Sub-criteria and Indicators
Applicant's Competency in Science (30 pts)	2.1 Scientific Capacity (15 pts) <ul style="list-style-type: none">-Scientific Expertise-Experience and Potential 2.2 Knowledge Dissemination (15 pts) <ul style="list-style-type: none">-Scientific Community-General public and user communities

Criterion 2

Evaluation Criteria	Sub-criteria and Indicators
Applicant's Competency in Science (30 pts)	2.1 Scientific Capacity (15 pts) <ul style="list-style-type: none">-Scientific Expertise-Experience and Potential 2.2 Knowledge Dissemination (15 pts) <ul style="list-style-type: none">-Scientific Community-General public and user communities

Evaluation Criteria	Sub-criteria and Indicators
<p>Applicant's competency in science (30 pts)</p>	<p>Scientific capacity (15 pts)</p> <p><i>Scientific expertise</i> Relevance of CV to the project: the candidate must possess the expertise and knowledge necessary to successfully carry out the proposed project.</p> <p><i>Experience and potential</i> Candidate's experience in the research field : quantity and quality of scientific contributions & achievements, mentoring & efforts put into offering an equitable and inclusive training environment and into attracting diversified students and trainees (animation activities toward under-represented groups etc.).</p>

Criterion 2

Evaluation Criteria	Sub-criteria and Indicators
Applicant's Competency in Science (30 pts)	2.1 Scientific Capacity (15 pts) <ul style="list-style-type: none">-Scientific Expertise-Experience and Potential 2.2 Knowledge Dissemination (15 pts) <ul style="list-style-type: none">-Scientific Community-General public and user communities

Evaluation Criteria	Sub-criteria and Indicators
Applicant's competency in science (30 pts)	<p>Knowledge dissemination (15 pts)</p> <p><i>Scientific community</i> Knowledge transfer/diffusion activities (organization & participation in seminars, symposia, publications, patents, etc.).</p> <p><i>General public and user communities</i> Discussions and dissemination activities for a wide audience: general public, schools, municipal services, media, volunteering, production of non-technical content, etc.</p>

Criterion 3

Evaluation Criteria	Sub-criteria and Indicators
Integration of the principles of equity, diversity and inclusion in research (5 pts)	Efforts put in place to promote equity, diversity and inclusion. It is up to each applicant to choose how to address this criterion through concrete actions, taking into account his or her unique situation. Efforts may involve composition, organization and management, knowledge sharing and dissemination to user communities, etc.

Evaluation Criteria	Sub-criteria and Indicators
<p>Integration of the principles of equity, diversity and inclusion in research (5 pts)</p>	<p>Make sure to address all components of “EDI”.</p> <p>Equity refers to fair treatment, including the elimination of systemic barriers that disadvantage particular groups.</p> <p>Diversity refers to the presence within the research ecosystem of people from different groups, which promotes the expression of diverse perspectives.</p> <p>Inclusion refers to the establishment of practices that allow all members of the research community to be and to feel valued, supported and respected.</p> <p>Make sure you register and attend to this workshop: “ Building EDI into your grants ” June 9, 2023 (10am-12pm)</p>

Evaluation Criteria	Sub-criteria and Indicators
<p>Integration of the principles of equity, diversity and inclusion in research (5 pts)</p>	<p>The FRQNT does NOT wish to know the number of women or visible minorities, for example, who are part of a team or who are supervised by the applicant.</p> <p>Applicants will be evaluated on their efforts to create more diversified, inclusive and equitable research environments, whose climate and culture enable everyone to feel supported and respected.</p>

- Training: specific actions already taken and/or planned (recruitment, mentoring and career development practices, etc.);
- Research: where relevant, the consideration of diversity in the design and execution of research projects (research questions, methodology, etc.) and the dissemination;
- Involvement: specific actions already taken and/or (committees, inclusive scientific events, awareness activities, etc.).

*The applicant should not provide any information as to whether he or she, or members of the team, belong to marginalized or underrepresented groups.

Organizing your proposal and/or attachments

It is expected that the evaluation criteria (seen in previous slides) would be addressed in the proposal.

It is highly recommended that you organize your 7-page proposal based on the 2 main criteria and the sub-headings and address everything that is mentioned in each of the sub-criteria above.

- For quality of the research project, you should have the following subheadings: Context, problematic, theoretical approach, objectives of research, methodology, timeline, impact of project.
- For applicant's competency, you should have the following: Explain the relevance of your career to the project and how it will lead to the successful completion of the research project.

Project Description

DESCRIPTION DU PROJET DE RECHERCHE

Family name, surname

Using no more than 7 pages:

1- Quality of the Project:

1-Originality

- Creativity, potential for disruption and advancement in the field (relevance of the theme and issues addressed, theoretical approach, new approach, risk-taking, etc.);

Scientific scope

- Scope of the objectives for the community and users and contributions within the field of research (applied or fundamental);

Potential for Generating collaborations and partnerships

- Cooperation in Québec and/or internationally (relevance, added value for the project, the institution or Québec

2-Methodology

- Relevance in relation to the objectives; scientific and technical feasibility. Availability of infrastructure and equipment. Ethical and environmental considerations.
- Describe the time frame of the project, can include Gantt chart

3-Benefits of Project

- Research capacity building
- Detailed training and supervision plan: feasibility of the project for the training of highly qualified personnel (HQP), recruitment, tasks, educational scope.
- Knowledge dissemination, plan for disseminating results to the scientific community, user circles, the general public. Consideration of data accessibility (free access, etc.)

4-Competence

Scientific expertise

- Applicant's research experience: quantity and quality of scientific contributions and achievements, mentoring. Potential demonstrated by the applicant throughout his/her career and activities related to research and science: originality of academic background, risk-taking, engagement, collaborative network, leadership, etc.
- Knowledge dissemination activities for the scientific community, the user community and a wide audience.

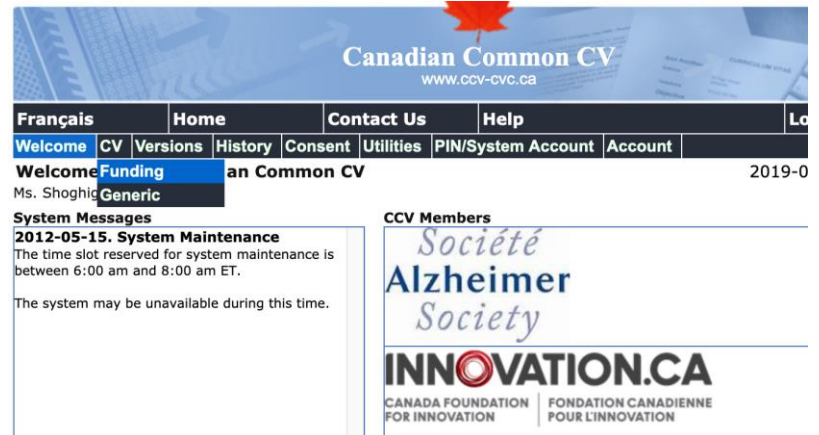
Title of Project

1

CCV and attachment

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.**
- CCV login page: <https://ccv-cvc.ca/> | If you already have a FRQ Common CV, you will need to review and update. If not, you will need to create one. Some information may be downloaded from an NSERC CV filed with a Discovery Grant Notice of Intent, but not all: FRQNT still uses a separate attachment with specific format and content guidelines.



The screenshot shows the Canadian Common CV website. At the top, it says "Canadian Common CV" with the URL "www.ccv-cvc.ca". Below this is a navigation bar with links for "Français", "Home", "Contact Us", and "Help". A secondary navigation bar includes "Welcome", "CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account", and "Account". The main content area displays a "Welcome" message for "Ms. Shoghig Generic" and a "System Messages" section with a notice about system maintenance on 2012-05-15. On the right, there is a "CCV Members" section featuring logos for "Société Alzheimer Society" and "INNOVATION.CA" (Canada Foundation for Innovation / Fondation Canadienne pour l'Innovation).

Common CV and other technical considerations

- The CCV and Detailed Contributions document must be attached in the "*Canadian Common CV*" section. The CCV should cover only the past 5 years prior to the competition deadline. If you already have a FRQ CCV make sure that it is the most up to date version.
- The list of most significant contributions should present the candidate's most relevant scientific achievements.
- **Proof of publication status (submitted, accepted, etc.) must also be included in the PDF document.**

CV Contributions attachment

- Most significant contributions – 5 contributions max (1 page max, no time restriction, i.e. it can go back beyond 5 years!)
- Activities and contributions (2 pages max)
- Interruptions and delays (0.5 page max) – NOT inclusive of COVID delays (which must be input into the application form)
- Patents and Intellectual Property Rights (1 page max)
- Publications and works (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. Do not include manuscripts.

[Attachment instructions](#)

To be updated by FRQ

CV Contributions attachment

- Most significant contributions: pick maximum 5 contributions that best illustrate your contribution to research or creation, their related environments or knowledge transfer, explaining the impact and relevance of each. A contribution is understood to be a publication, a conference, a patent or intellectual property rights, a contract or creative activity, a commission, etc. Your description may include the organization, position or activity type, description, start and end dates, and the basis on which this contribution is significant (i.e. relevance, target community and impact).

Presentation Standards

All attachments must adhere to the following presentation standards.

For the most up to date document on presentation standards, please consult the Documents section of the FRQnet portal.

Document Format:

PDF format (the only authorized format);

8½ in x 11 in (216 mm x 279 mm), i.e. “Letter” size;

All margins : minimum 2 cm;

Font : Times New Roman (12 points) ;

Single line spacing ;

Presence of a pagination at the bottom of the page (continuous numbering) identifying each page;

Inscribed in the header : Last name and first name of the candidate;

Inscribed in the footer : name or title of the attached document;

Name and identification of documents:

Identify the document as follows : NAME_XXXXX1234_DocumentType.pdf

NAME : Last name without accents

XXXXX1234 : FRQ identification number (5 letters and 4 digits, ex.

XXXYY1234, appearing in the main menu bar of your FRQnet Portfolio);


Document Type: e.g. Project Description, Budget Justification, etc.

Not adhering to presentation standards will result in your application being pulled from competition.

Quick Checklist

- ALL attachments are formatted as required (i.e. margins, font size, etc.)
- ALL attachment are named as instructed
- Header and footer are correctly labelled
- Page limits are met
- CVs and Contributions for both PI and co-PIs are following the instructions

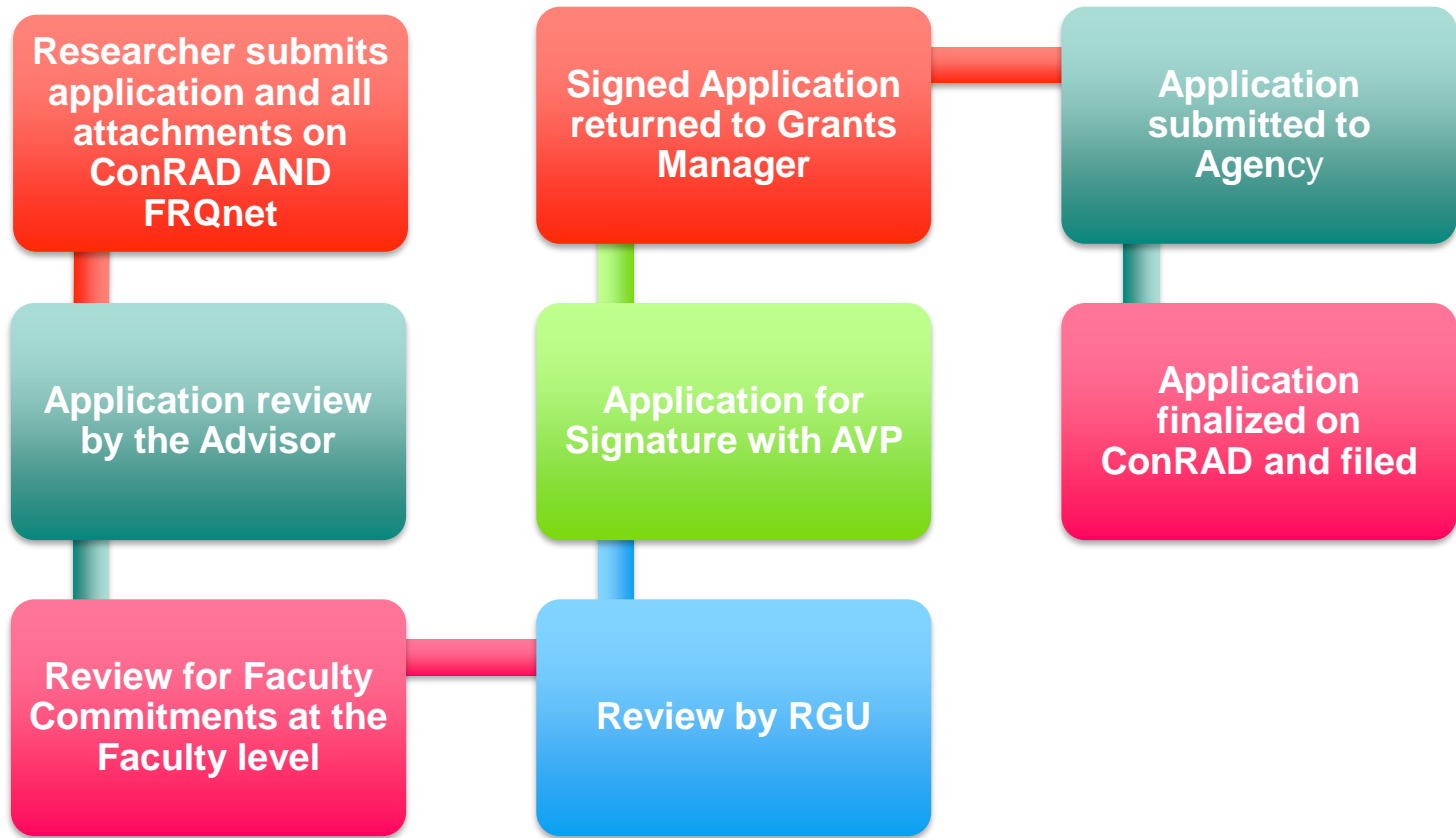
Common Reviewer's Comments

- **PRESENTATION:** “The committee wishes to mention that the presentation standards, the structure of the proposal and the quality of the language facilitate understanding. It would have benefited from being written with more attention.”
- **CONCEPT:** “The proposal is a continuation of the candidate's previous work, which reduces the risk of failure.” BUT, it is required to “explain how the submitted project differs from the applicant's recent publications with a detailed timeline of accomplishments.”
- **EDI:** “The EDI resumes basically to the fact that Concordia has existing policies on EDI and the candidate is looking to recruit from underrepresented groups. That's good, but from the day to day, the approach to EDI is not much detailed.”  They need more detailed concrete examples.
- **CV:** “Given that (1) the candidate is a new professor and (2) is not the primary author of the majority of his/her publications, it would have been preferable for the candidate to explain concretely his/her role in the publications (and maybe provides the percentage of his/her contribution to each paper).”

Submission Process

**Researcher submits
application and all
attachments on
ConRAD AND
FRQnet**

**Application
submitted to
Agency**



Content Development Support vs Program Review

All grant applications are reviewed before their submission to external agencies.

CONTENT DEVELOPMENT SUPPORT	PROGRAM AND ADMINISTRATIVE SUPPORT + REVIEW
<p>10 business days (or more) prior to external deadline (voluntary)</p> <p>Method: by email</p>	<p>5 business days prior to agency deadline (mandatory)</p> <p>Method: Final and complete application through ConRAD and simultaneous submission on FRQnet</p>
<ol style="list-style-type: none"> 1. Access to sample successful applications 2. Editing of various sections for cohesiveness, formatting, content of EDI, etc. 3. Assistance with budget development (conformance with agency and institutional approved rates, travel, indirect costs, and budget justification) 4. Detailed review of drafts following the evaluation criteria and peer evaluation manual 5. Liaison with sponsor agency 	<p>Review of application for:</p> <ol style="list-style-type: none"> 1. completeness, 2. conformance to agency guidelines 3. required signatures 4. Support/attestation letters 5. and electronic submission
<p>Reviewer: Advisor, Research Development</p>	<p>Reviewers: Advisor, Research Development, Research Grants Unit</p>

ConRAD

- conrad.concordia.ca/ (NOTE: you need Concordia's VPN, if you are off-campus)
- Research Portal: Add your Concordia Username & Password
- Follow the images below:

Powered by **Process Pathways** | Product Info

Welcome: Marjan Shayegan | Home | My Profile | Contact Us | Logout

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Role: Principal Investigator

Applications: Drafts	(6)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

ConRAD

Office of Research (OOR)

Application Name	Description	Status
Grant Details	Grant Submission Form for Concordia led Projects (first 5 tabs to be completed)	Open
Inter-Institutional Grant Details	Grant Submission Form for Projects led by Another Institution (first 5 tabs to be completed)	Open
MITACS Grant Details	MITACS Grant Submission Form for Concordia led Projects (first 5 tabs to be completed)	Open

Fill out all the tabs with as much information as possible and include the application package in the attachment tab:

Application Ref No: 53298

Application Form: Grant Details

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* Project Info | Project Team Info | Project Sponsor Info | * Grant Details | Attachments | Approvals | Logs | Errors

Title *:

Start Date:

End Date:

Keywords:

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* Project Info Project Team Info Project Sponsor Info * Grant Details Attachments Approvals Logs Errors

Title *:

Start Date:

End Date:

Keywords:

Add

Clear all

Make sure you “Submit”. The application will be reviewed and might be returned to you for any required modifications.

Program	Inform ARD of intention to apply	Content review deadline	Internal application through ConRAD <u>and</u> FRQnet	Agency
FRQNT Research Support for New Academics	August 30 at latest	September X-14 at latest	September X-7, 9am	September X, 4pm
			<p>All COMPLETE forms and attachments must be submitted on ConRAD by this date. Application must also be submitted on FRQnet</p>	

Advisor, Research Development Contact Info

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