

Office of Research Information Session FRQSC Research Support for New Academics

**Friday, May 12th, 2023
2 p.m.
Zoom**

Agenda

- **Program Overview**
 - Eligibility conditions
 - Financial support
 - Application components
 - Evaluation
 - Adjudication

- **Tips from a Successful Applicant**

- **Technical Information and Submission Process**
 - Internal deadlines
 - Contact information

- **Q&A**

Program Overview

Objectives:

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.

Consult the Program Guidelines (English version)

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 1st, 2024 latest;
- Can submit up to 3 times during eligibility period;
- Applicants cannot hold the funding more than once.

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.

N.B.: Aim high – not all applications which are recommended end up being funded.

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 reach (mobilization activities, seminars, communications, student supervision – depending on the potential for supervision offered by the institution, publications, scholarships, grants, etc.) **(15%)**

Relevance of scientific achievements, research activities, experience (academic or other) and training to the project **(15%)**

Research Training (10%)

Educational value of the activities offered to students –and diversity of the tasks and responsibilities planned for that purpose during the project.

Budget (10%)

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. As they come from a wide variety of backgrounds, you are encouraged to present your project in such a way as to be easily understandable in a multidisciplinary context.
- 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
Exceptional Application stands out from the norms of scientific rigor.	90-100%	A+
Excellent Application presents the level of originality, relevance, precision or quality that corresponds to the best standards in the field.	80-89.9%	A
Very good Application partially meets the standard of excellence, showing minor weaknesses requiring slight adjustments.	70-79.9%	B
Good to Moderate Application does not meet the standard of excellence, showing major weaknesses requiring substantial adjustments.	60-69.9%	C
Insufficient Application does not address program criteria in light of missing or incomplete information.	59.9% or less	D
Application fails to meet a passing grade in one or several eliminatory criteria		E

Adjudication and Grantsmanship

Inside Info from former FRQSC
Committee Members

The process:

Small committees, each review around 10 applications. All members read all the applications assigned to the committee.

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. 'A').
3. Teleconference meeting: 3 members + program officer.

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

The process (cont'd):

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.

Smaller committees reduce randomness and extreme scores can have more effect due to the smaller pool being ranked.

- “Excellent” does not guarantee that you will be above the funding cut-off! (Scenario: You are ranked 4th and only 3 are awarded).

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 (as can be done at SSHRC IDG).

Take-away message: Optimize the content and format of your proposal, and appeal to a broad audience. If you are resubmitting a project, revise and update it, saying what you have done in the interval (committee memory).

Grantsmanship - The content:

In view of the adjudication 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)**

Equity, Diversity and Inclusion (EDI):

Applicants are encouraged to consider EDI in the context of their project and training activities.

***Consult FRQ's EDI Statement* (English version)**

✓ **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, from experience, it will likely not be ranked at the same score as the first try, unless you revisit the proposal 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... try again...

Tips from A Successful Applicant

Dr. Mahdi Mirhoseini

Assistant Professor, Supply Chain and Business
Technology Management (JMSB)

Technical Information and Submission Process

Canadian Common CV and other technical considerations

- **CCV Login Page** | If you already have a Common CV, you will need to review and update. If not, you will need to create one. **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.

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.

Notice of Intent (NOI) Components

Section	Comments
Inscription	Online – to create/open form. Make sure to select the correct form “NP”.
Chercheur/euse	Online – personal info/coordinates.
Etablissement gestionnaire	Managing institution (Concordia)
Préadmissibilité	Eligibility questions.
Titre et domaines de recherche	Online – French (and English) title, classification/keywords Choose committee (list on next slide)
Résumé	Online – French (and English) Summary.
CCV	Not required at NOI stage.
CCV Contributions	Not required at NOI stage.

NB: When you submit the NOI it goes directly to the agency and you cannot edit it further.

NOI – Committee List 2023-2024

- 06A - Anthropologie / Archéologie
- 06B - Communications
- 06C - Sociologie / Démographie
- 06D - Science politique
- 06E - Aménagement / Environnement / Architecture / Géographie
- 07A - Sciences des religions et études religieuses
- 07B - Philosophie / Éthique
- 07C - Histoire
- 08A - Psychologie / Kinanthropologie, ergonomie
- 08B - Service social, travail social, criminologie
- 09A - Administration / Gestion
- 09C - Droit
- 09E - Sciences économiques
- 10A - Éducation / Systèmes d'éducation / Pédagogie / Formation
- 10D - Éducation spécialisée / Psychoéducation, psychopédagogie
- 11A - Littérature
- 11B - Langues et linguistique / Traduction
- 12A - Arts visuels
- 12B - Histoire de l'art
- 13C - Cinéma, vidéo
- 13D - Musique
- 13E - Arts de la scène

Application Components

Section	Comments
Inscription	You will be able to open and complete the application form only if you submitted the NOI.
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), 500 words
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, COVID-19 disruption of research program.
Signature et transmission	Validate all parts, save files to your hard drive, and then submit online (it comes to Advisor/OOR). (Please note: FRQNet will only validate the file after you have completed 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	* <u>Using template provided and following outline</u> , format and file name conventions, upload PDF. You can only do so once the CCV form has been linked to FRQNet.

Application Components (cont'd)

* PDF Attachments – Presentation Standards

[Normes de présentation des fichiers joints \(PDF\) aux formulaires FRQnet](#) (French)

[Microsoft Word - FRQ Presentation standards for files attached to forms.docx \(gouv.qc.ca\)](#) (English)

- Times New Roman, 12pt, single spacing
- Margins min. 2cm
- Pagination at bottom
- Header/footer – see instructions
- File name convention – see instructions
- Etc.

* Tools and resources in FRQNet - Click on “Documents” in portfolio menu

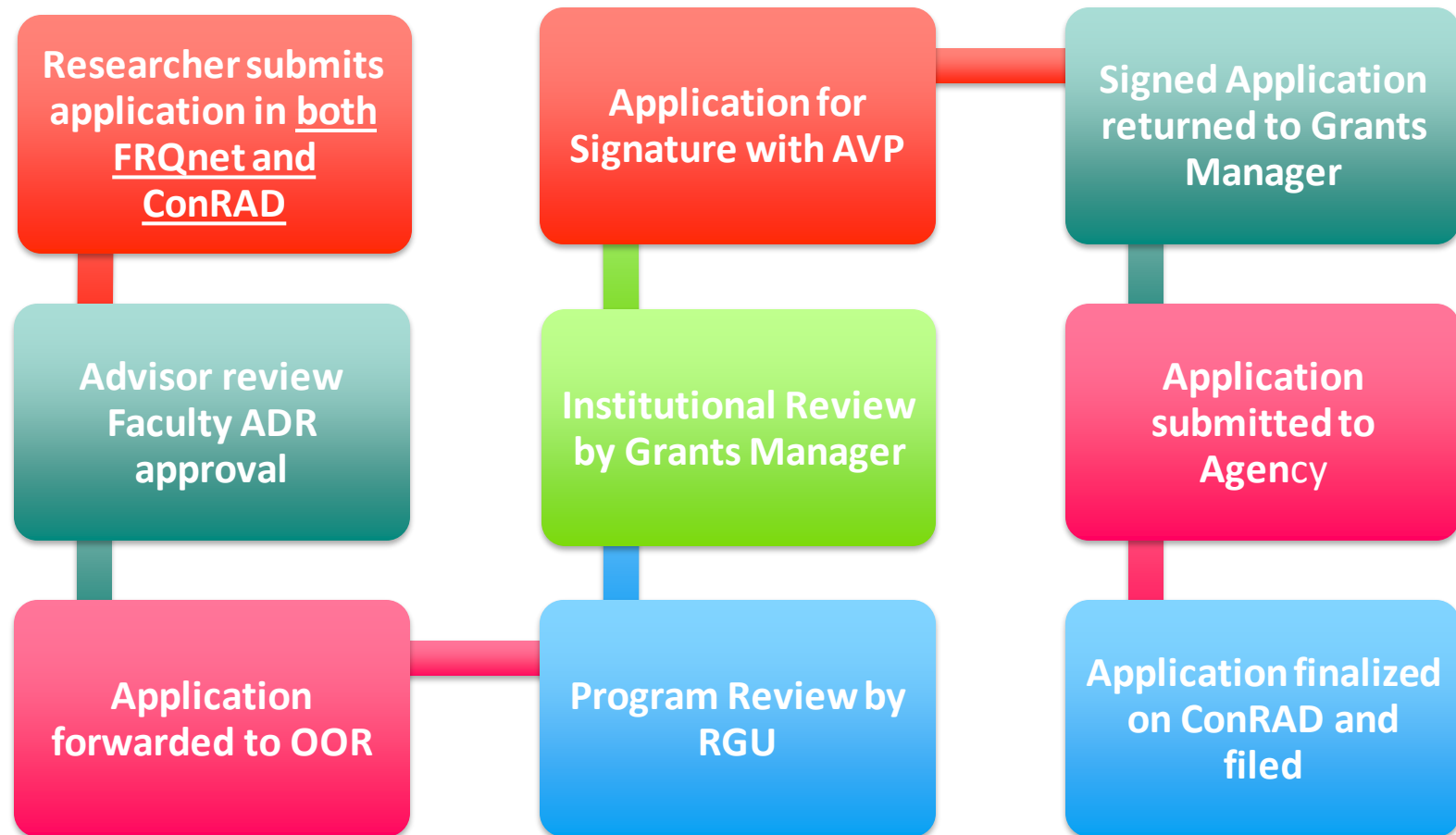
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Internal Deadlines for Submitting Applications

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
<p>10 business days (or more) prior to external deadline (<u>optional, but highly recommended</u>)</p> <p>Method: by email, teleconference or meeting</p>	<p>5 business days prior to external deadline (<u>mandatory</u>)</p> <p>Method: Final and complete application routed through FRQnet and ConRAD</p>
<ol style="list-style-type: none"> 1. Access to sample successful applications 2. Editing of non-technical sections for cohesiveness, formatting. 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, if required 	<p>Review of application for:</p> <ol style="list-style-type: none"> 1. completeness, 2. conformance to sponsor guidelines, 3. support documentation 4. required signatures, 5. and electronic submission.
<p>Reviewer: Advisor, Research Development</p>	<p>Reviewers: Advisor, Research Development Research Grants Unit</p>

Submission Process



ConRAD

- NOTE: you need Concordia's VPN, if you are off-campus
- Research Portal: Add your Concordia Username & Password
- Click 'APPLY NEW'

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)

- Create a 'Grant Details' form

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 'Attachments' tab:

Application Ref No: 53298 Application Form: Grant Details

Save Close Print Export to Word Export to PDF Submit Withdraw

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

Title *:

Start Date:

End Date:

Keywords:

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

Application Ref No: 53298 **Application Form:** Grant Details

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

Title *:

Start Date:

End Date:

Keywords:

Deadlines 2023

NOI	Content Review	Administrative Review	Agency
<p>August ? 4 p.m.</p>	<p>September ?</p>	<p>September ?</p>	<p>September ?</p>
<p>Mandatory pre-application step. Submitted directly to the agency through FRQnet E-portfolio. Institutional approval not required at this stage.</p>		<p><u>Step 1:</u> Submit final and complete application through FRQnet <u>Step 2:</u> Submit Grant Details form to ConRAD (attach complete application package)</p>	<p>OOR obtains institutional approval and submits to FRQSC</p>

Contact Information

Sector	Advisor	
JMSB FAS Social Sciences	Rebekah Thompson	rebekah.thompson@concordia.ca
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FAS Health & Natural Sciences	Jessica Safarian	jessica.safarian@concordia.ca

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