

# Établissement de nouveaux professeurs-chercheurs-créateurs

## START-UP PROGRAM FOR NEW RESEARCHER-CREATOR PROFESSORS

PROGRAM OBJECTIVES  
ELIGIBILITY REQUIREMENTS  
SUBMITTING AN APPLICATION  
EVALUATING APPLICATIONS  
DESCRIPTION AND NATURE OF THE FINANCIAL ASSISTANCE  
TERM OF THE GRANT  
RESPONSIBILITY OF THE FONDS  
GENERAL CONSIDERATIONS  
EFFECTIVE DATE

### **1. PROGRAM OBJECTIVES**

---

Through its *Start-Up Program for new Researcher-Creator Professors*, the Fonds Société et Culture aims to offer individual research grants to writers and artists in academia. The Fonds recognizes the specificities of the research-creation activities in arts and literature while respecting its main objectives to ensure the advancement of knowledge in arts and literature and train new researcher-creators.

The objectives of the *Start-Up Program for new Researcher-Creator Professors* are as follows:

- foster a new generation of researcher-creator professors in the university and contribute to the national and international influence of this new generation. Therefore new researcher-creator professors with proven and recognized research credentials are not targeted by this program;
- enable new researcher-creator professors from all artistic disciplines to achieve excellence in their field;
- foster greater integration of new university researcher-creator professors into the research and training missions;
- encourage new university researcher-creator professors including university researchers and professional artists from Québec and elsewhere to establish cooperative ties and develop original research avenues.

In light of these objectives, it is recommended that the university release the applicant from at least 25% of his/her teaching duties.

By research-creation, the Fonds Société et Culture refers to research activities or approaches fostering the creation or interpretation of literary or artistic works of any type. Within the context of this program, interpretation is analogous to creation and cannot be understood as an intellectual analytical approach of a creator's work or achievements.

A research-creation approach in arts and literature depends on the exercise of **sustained creative practice**; on intrinsic reflection on the development of previously unpublished works or productions; and on the dissemination of these works in various forms. A research-creation approach must contribute to disciplinary development by a renewal of knowledge or know-how, and innovations of an aesthetic, pedagogical, technical, instrumental or other nature. These activities must contribute, from the peer review standpoint:

- to the development of each form of expression, on condition that the works, approach, style, forms of expression, technology or material used, modes of presentation, repertory or style of interpretation demonstrate evolution, originality, innovation or renewal in relation to the present state of the specific field;
- to the training of students, particularly at the postgraduate levels;
- to an increased recognition of the stakeholders in the field of arts and literature;
- to the enrichment of the Québec, Canadian or international cultural heritage.

### **Partnership with the Conseil des arts et des lettres du Québec (CALQ)**

The Fonds Société et Culture works in partnership with the Conseil des arts et des lettres du Québec (CALQ) to determine the composition of the evaluation committee and ensure that the committee has adequate technical infrastructures to judge the applications and observes the Program's rules of ethics and evaluation criteria.

## **2. ELIGIBILITY REQUIREMENTS**

---

Applicants shall meet the general eligibility requirements set out in the *Common Rules and Regulations* (section 1.1) as well as the following additional requirements:

- have a regular position leading to tenure in a Québec university. They must hold this position in one or several Québec universities by June 1, 2010, at the latest;
- applicants may request an extension of their eligibility period if they have interrupted or considerably delayed their career for family reasons. Applicants on maternity leave may request an extension of their eligibility period up to the maximum amount of time permitted under the *Act respecting labour standards*;
- applicants must meet the *new researcher-creator professor (CRUN)* status conditions set out in Annex 1 (researcher statuses).

### **The following types of applicant are not eligible:**

- Researchers-creators who, on October 7, 2009, have held a regular position for more than seven years at a university in Québec, elsewhere in Canada or abroad;
- Applicants who have submitted three applications for financial assistance to the program during their eligibility period;
- Applicants funded under this program.

### **Eligible artistic fields**

Applications in one of the following research-creation fields are eligible:

- research-creation in architecture;
- research-creation in electronic arts and multidisciplinary arts;
- research-creation in visual arts;
- research-creation in cinema and video;
- research-creation in dance, computerized choreography and video-dance;
- research-creation in design;
- research-creation in literature;
- research-creation in music;
- research-creation in theatre.

## **3. SUBMITTING AN APPLICATION**

---

Applications for financial assistance must be completed on the appropriate electronic application form (e-form) available on the Web site of the Fonds. Attachments must be transmitted with the e-form in pdf format only. By transmitting the e-application form to the Fonds, the university authorizes the application.

Applications for financial assistance may be submitted in French or English. **However, the title and summary of the project (or program) included on the form must be in French.** The title and summary will be used for promotional and distribution purposes.

E-form 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.** Any attached file that does not comply with these instructions will be deemed inadmissible.

Only the official *Établissement de nouveaux professeurs-chercheurs-créateurs* form, 2010-2011 curriculum vitae and other required documents will be accepted. Applicants will not be advised if any documents are missing. None of the documents received after the deadline will be considered, and applications cannot be updated. **The Canada Post postmark or the dated stamp of a messenger service will be considered proof of delivery before the deadline.**

When sending an e-form, all electronic transaction instructions must be followed. The Fonds Société et Culture and the Conseil des arts et des lettres du Québec (CALQ) are not responsible for any losses or damages of any nature to the material sent as part of the application. The Fonds is not responsible for the loss of any documents that are not clearly identified or any damages suffered in transport.

The items included with the application will only be returned to the applicant if they were sent along with a preaddressed stamped envelope or box. Otherwise, the documents will be kept by the Fonds Société et Culture for 90 days after the date on the letter announcing the results, after which the Fonds Société et Culture will dispose of the documents.

The individuals who sign an application attest that all of the information provided is exact and complete. They agree to respect the rules and principles set out in the *Politique en matière d'éthique et d'intégrité en recherche policy of the Fonds Société et Culture*. The new researcher-creator professor therefore authorizes the institution to transmit any personal information in accordance with this policy, if applicable. The individuals who sign an application accept that the information contained in that application will be communicated for evaluation or study purposes on the condition that the people who have access to the information respect all confidentiality rules. In addition, signing applicants must respect the division of responsibilities defined by the government of Québec in its *Action Plan: Managing intellectual property in universities and institutions of the health and social service network where research activities are conducted*.

The Fonds Société et Culture will attribute a personal identification number (PIN) to each researcher entered into the database. The PIN (*NIP*) is the access key to the computer system and facilitates communications between the organization and its clientele, in keeping with the *Act respecting access to documents held by public bodies and the protection of personal information*.

Applications that do not contain the information necessary to establish eligibility or which cannot be evaluated will be deemed non-receivable by the Fonds Société et Culture. Any part of the project description or bibliography, including the annexes, that exceeds the maximum number of authorized pages will be removed from the application. **Any documents received after the deadline and/or any documents that are not required and which are included with the application will not be given to the evaluation committee.**

### 3.1 Required documents

The following documents must be sent to the Fonds Société et Culture no later than the competition deadline of October 7, 2009, at 4 p.m.:

#### Via e-form

- The *Start-Up Program for new Researcher-Creator Professors* e-form, which is available on the Web site of the Fonds Société et Culture;
- The Common Canadian CV e-form.

### **By mail**

The following documents must be sent to the Fonds Société et Culture no later than the competition deadline of October 7, 2009, at 4 p.m.:

To:

Comité d'admissibilité *Établissement de nouveaux-professeurs chercheurs-créateurs*

Fonds Société et Culture

140 Grande Allée Est, Suite 470

Québec (Québec) G1R 5M8

### **Relevant support material (print, visual or sound documents)**

To ensure legibility and compatibility with different computer systems, applicants should send their support documents in the following digital file formats:

Sound: MP3 format (file extension .mp3);

Video: AVI (file extension .avi) or MPEG format (file extension .mpeg or mpg);

Image: JPEG format (file extension .jpg).

Applicants may submit whatever supporting documents they deem appropriate. For all attachments to the file, the title, the date and the place where the work was presented must be indicated. The attachments the applicants may submit are

- **Electronic arts, multidisciplinary arts, visual arts, film and video:** Three digital copies of excerpts of the works on CD-ROM or DVD (maximum of 10 minutes each). The order in which works are presented must be clearly indicated;
- **Architecture and design:** Three digital copies of excerpts of the works on CD-ROM or DVD (maximum of 10 minutes each). The order in which works are presented must be clearly indicated;
- **Dance:** Three copies of excerpts from choreographed works on CD-ROM or DVD (maximum of 10 minutes each);
- **Literature:** Three copies of the same book or three copies of a manuscript or collection of selected writing;
- **Comic strips:** Three copies of the same album published by a professional publisher or cultural periodical that has published the artist's work;
- **Music:** Three copies of excerpts from musical works on CD or DVD (maximum of 10 minutes each), up to three copies of sheet music, song lyrics, or synopses of an opera or a musical;
- **Theatre:** Three copies of excerpts of works either in print form or digital form (CD-ROM or DVD). The order in which works are presented must be clearly indicated;

- **All fields:** Three copies of any other document or work that the applicant considers relevant to the assessment of his/her application.
- A preaddressed stamped envelope or box for applicants who wish the supporting material to be returned to them.

**Additional documents, if applicable:**

- a letter from the university attesting that the applicant holds or will occupy a position leading to tenure by no later than June 1, 2010, and specifying the date of hiring of the applicant as well as the position held;
- an acknowledgement of receipt for each publication submitted to a publisher and a letter confirming that each publication noted in the CV as "accepted" or "at press" has been accepted by the publisher. All articles declared to be submitted, accepted or at press will not be considered in the evaluation process unless there is an acknowledgement of receipt by the editor;
- a press kit of no more than 10 pages composed of photocopies of newspaper articles published in the past five years. The applicant must ensure that all photocopies are clear and legible. Any excess pages will be removed from the application;
- proof of registration or invitation to participate in a workshop, lecture, colloquium, meeting, biennial arts festival, festival, symposium or any other event of this type;
- appropriate certification indicating that leave is sought for health or family reasons (if applying for an extension of the eligibility period);
- copies of documents demonstrating that the applicant has taken the steps necessary to obtain permanent resident status;
- two bids from suppliers when the cost of the requested equipment exceeds \$15,000;

A copy of the certificate of ethics for the use of human subjects, human biological materials or animals in the project will be requested on issuance of any grant. Disbursement of the grant will be conditional on submitting the certificate and related documents.

Applicants will receive an acknowledgement via e-mail.

## **4. EVALUATING APPLICATIONS**

---

### **4.1 Evaluation criteria**

#### **Quality of the researcher-creator - 40 points**

- The researcher-creator's ability to carry out the proposed research-creation activities (training, relevant experience, scholarships, grants, research results, publications, etc.);
- The quality of the researcher-creator's artistic works;
- The researcher-creator's recognition among his/her peers;
- The outreach of the researcher-creator's work (participation in meetings, collaborative activities, discussions, etc.).

#### **The quality of the research-creation program - 50 points**

- The originality, coherence and interest of the research-creation program;
- The clarity of the approach and the exactness of the objectives;
- The practicality and rigor of the work schedule and budget forecasts;
- The impact of the research-creation program on the development or renewal of the artistic field.

#### **Integration of the research-creation program in the university - 5 points**

- Evidence of favourable support within the university (eventual collaborations with colleagues, potential student training), the participation of other research-creators in complementary fields (roles and added value of each contributor) and the availability of research-creation infrastructure;
- Possible collaborations (potential national and international networks).

#### **Research training - 5 points**

- The role of students and their involvement in the research proposal;
- Research-creation tasks and acquired skills.

### **4.2 Evaluation procedure**

The application for financial assistance is evaluated by a multidisciplinary evaluation committee whose members are recognized for their competence in the artistic disciplines and practices concerned. The majority of the committee is composed of researchers-creators working in the university environment. University researchers, professional artists or resource persons recognized for their expertise, competency and special knowledge of the

field of arts and literature may be added. For each file, the committee may request the opinion of outside experts whose field of competency is directly related to the application. Evaluation committee members and the experts may come from Québec, Canada or abroad. The members of the committee and any external experts are chosen in partnership with the Conseil des arts et des lettres du Québec (CALQ).

A passing grade of 70% is required for the *Quality of the research-creation program* section.

#### ***Role of the evaluation committees***

The evaluation committees assess the applications based on program criteria. The evaluation committees must also rank all of the applications based on merit, determining those that will be recommended for funding by the Board of Directors. The budget estimates are examined along with the application for funding, and evaluation committees may recommend budgetary cuts.

#### ***Role of the Board of Directors***

The Board of Directors receives the recommendations of the evaluation committees and makes funding decisions, since it is the only body with an overall view of the work of the evaluation committees. Thus, while being accountable to the government for its decisions, it can, with the best information available, carry out its role as a manager of public funds.

#### ***Role of the program manager***

The Fonds Société et Culture program manager will ensure that evaluation committee members respect the evaluation criteria and applicable program and ethical rules.

### **4.2 Announcement of the results**

The results will be announced in mid-April 2010. The decisions of the Board of Directors of the Fonds québécois de la recherche sur la société et la culture will be sent to the universities and applicants. For information on the results, the applicant must refer to the research office of his/her institution or the Web site of the Fonds.

It is strictly prohibited to contact any of the members of the evaluation committees or the external experts whose names were suggested. Committee members and external experts must abide by confidentiality rules.

The decisions of the Board of Directors of the Fonds Société et Culture are final and not subject to review.

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

---

When the results are announced, the newly funded researcher-creators should read the *Guide d'utilisation des subventions du Fonds Société et Culture 2010-2011*, which will be available on the Fonds' Web site in May 2010. This guide details the rules that pertain to grant use and management.

### **5.1 Operating grant**

The financial support is an operating grant of up to \$15,000/year and includes the equipment necessary to carry out of the research-creation program.

The grant must be used for current expenses to complete the research-creation program. Only the budgetary items listed below are admissible.

- Remuneration:
  - research professionals;
  - research technicians;
  - postdoctoral students and research trainees.
- Professional fees:
  - professional artists;
  - consultants.
- Travel and living expenses (for organization of workshops, symposiums, meetings, competitions, colloquiums, etc.);
- Research material and supplies\*;
- Material and equipment transportation costs;
- Premises and equipment rental costs;
- Telecommunications expenses;
- Computer supplies and databank purchasing expenses;
- Production, editing or reproduction expenses;
- Translation fees;
- Equipment purchase expenses.

\*including expenses for reference books and documents, up to a maximum of \$800/year.

Any other expenses are not eligible. The Fonds does not finance publishing on the author's account.

If an applicant submits concurrent research proposals to the Fonds Société et Culture and another granting agency, it is recommended that he/she consult articles 2.9 and 6.13 of the *Common Rules and Regulations (Règles générales communes)*. If a grant application of equal or higher value was submitted to another granting agency for the same research proposal, the applicant must refuse the grant from the FQRSC. If applications were submitted for two distinct but complementary research proposals, the applicant must

demonstrate that the research proposal submitted to the FQRSC can be carried out without the support of the other granting agency.

## **6. TERM OF THE GRANT**

---

Grants are awarded annually for the period from April 1 to March 31 for up to three years. The grants are not renewable.

## **7. RESPONSIBILITY OF THE FONDS**

---

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

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

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

The applicant should contact the [person in charge of access](#) at the Fonds Société et Culture for information on the access procedure, the protection of personal information and the rights of recourse stipulated in the Act.

## **8. GENERAL CONSIDERATIONS**

---

### **All of the programs must be approved by the government, and the grants are subject to government credits.**

The Fonds Société et Culture reserves the right to modify the value of the grant and the program rules detailed in this document without prior notice.

The applicant must respect the eligibility criteria of the program and the *Common Rules and Regulations*, which are available on the Web site of Fonds Société et Culture.

## **9. EFFECTIVE DATE**

---

These present rules apply to the 2010-2011 fiscal year.

## **ANNEX 1 STATUS OF RESEARCHERS**

---

### *University Researcher-Creator (CRU)*

A university researcher-creator is a regular faculty member in a Québec university whose tasks involve creation or performance and whose creative practice is continued. Within the institution, the researcher is authorized to supervise projects and graduate students. The salary of a CRU must be paid out of the university's regular budget.

### *New University Researcher-Creator (CRUN)*

A new university researcher-creator must meet CRU criteria and the eligibility criteria set out in the *Établissement de nouveaux professeurs-chercheurs-créateurs* program.

Note: In the event of a discrepancy between the English and French versions of this program, the French version prevails.

**UPDATED APRIL 9, 2009**