

# Établissement de nouveaux professeurs-chercheurs

## START-UP PROGRAM FOR NEW RESEARCH 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**

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The aim of the Start-up Program for New Research Professors is to:

- Facilitate the development, progress or completion of an individual research proposal for either a research project or program;
- Help support a new generation of researchers and university instructors by assisting new professors embarking upon their careers in establishing themselves as independent researchers and becoming competitive at the national and international levels. (New professors with proven and recognized research experience are therefore not admissible to the program);
- Foster collaborations between new and established researchers;
- Consolidate the research system by supporting up-and-coming research professors and inciting new research professors who are beginning their careers to 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.

### **2. ELIGIBILITY REQUIREMENTS**

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Applicant 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;

- have successfully defended their doctoral dissertation before June 1, 2010 (applicants who have not defended their doctoral dissertation before the closing date for applications must obtain a letter from the appropriate authorities of their university stating that the dissertation defence will take place before June 1, 2010);
- 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.

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

- Researchers who, on October 7, 2009, have held a regular position for more than five years at a university in Québec, elsewhere in Canada or abroad;
- Hospital-affiliated or ministère de la Santé et des Services sociaux agency researchers;
- As per an agreement between the Fonds de la recherche en santé du Québec (FRSQ) and the Fonds québécois de la recherche sur la nature et les technologies, researchers who apply for or receive funding from a career start-up program of either of these organizations, with the exception of the thematic provincial network support programs;
- Applicants funded under this program.

Applicants may apply for financial assistance for this program three times during their eligibility period.

### **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 together with the e-form, in a .pdf format only. The research services division at the applicant's university authorizes the application when it transmits this application to the Fonds in electronic form.

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 distributional 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 is deemed inadmissible.

Only the official *Établissement de nouveaux professeurs-chercheurs* 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 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 researchers therefore authorize 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.**

The application must be transmitted to the Fonds Société et Culture no later than October 7, 2009, at 4 p.m.

### **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 *Établissement de nouveaux professeurs-chercheurs* (professor-researcher start-up) 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*

Fonds Société et Culture

140 Grande Allée Est, Suite 470

Québec (Québec) G1R 5M8

- a letter from the university attesting that the applicant holds or will occupy a position leading to tenure by no later than June 1, 2009, and specifying the date of hiring of the applicant as well as the position held;
- a copy of the doctoral degree issued by the university that granted the degree or a letter from the proper authorities of the institution attesting that the degree is forthcoming;
- 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 are not considered in evaluating the file unless there is acknowledgement of receipt by the editor;
- copies of documents demonstrating that the applicant has taken the steps required to obtain permanent resident status;
- appropriate certification indicating that leave is sought for health or family reasons (if applicant is applying for an extension of the eligibility period);
- 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**

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### **4.1 Evaluation criteria**

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

- The researcher's ability to carry out the proposed research activities (training, relevant experience, scholarships, previous research work, etc.);
- The researcher's scientific achievements (publications, research projects, papers, funding, transfer activities);

#### **The quality of the research proposal - 50 points**

- The originality of the proposal and its contribution to advancing knowledge in one or several fields or its contribution to solving social, economic and/or cultural issues;
- The quality of the theoretical approach and exactness of the planned objectives;
- The relevance, rigour and rationalization of the methodological approach;
- The soundness of the schedule;
- The originality of the research program or project and its contribution in light of any doctoral or post-doctoral work, if applicable.

#### **Complementarity of the researcher and integration into the research environment - 5 points**

- How the host environment will foster the advancement of the research (development of a new sector, consolidation of an existing sector, eventual collaborations with colleagues, potential student training), the presence of researchers in complementary fields (their roles and added values) and the availability of research infrastructure;
- Collaborative potential (national and international networks) or potential for partnerships within the sector.

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

- Students' roles and involvement in the research proposal;
- Research training tasks and acquired skills.

### **4.2 Evaluation procedure**

Applications are assessed by multidisciplinary evaluation committees, which, if necessary, may call upon external experts. The members of the evaluation committees and experts may be from Québec, Canada or abroad.

A passing grade of 70% is required. A passing grade of 70% is also required for the *Quality of the research proposal* section.

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

The evaluation committees oversee the assessment process, taking into account the quality standards that are in effect and the research traditions of the various disciplines.

The evaluation committees assess the applications based on program criteria. The budget estimates are examined along with the application for funding, and evaluation committees may recommend budgetary cuts.

The evaluation committees must also rank the applications according to merit and determine which should be funded by the board of directors.

### ***Role of external experts***

External experts provide opinions on the scientific quality of the researchers and proposed research project or program.

### ***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.

### ***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**

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When the results are announced, the newly funded researchers 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.

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

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

- Salaries for research professionals, technicians, students and postdoctoral trainees (the Fonds gives special weight to student hiring whenever possible);
- Compensation fees for study participants;
- Travel fees and living expenses;
- Research material and supplies\*;
- Material and equipment transport expenses;
- Premises and equipment rental expenses;
- 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.

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 General Rules** (*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**

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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**

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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**

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### **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**

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

**UPDATED APRIL 9, 2009**