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CONCERTED ACTIONS PROGRAM – PRESENTATION

OBJECTIVES

The objective of the Concerted Actions Program is to foster research development and knowledge transfer in the social and human sciences and arts and literature so as to better understand issues and social phenomena and advance new courses of thought and innovative solutions.

Through this program, the Fonds aims specifically to:

- **Meet the need for increased knowledge** expressed by partners in different sectors across Québec;
- **Support the advancement of knowledge** in the human and social sciences and arts and literature as it pertains to the issues impacting Québec society;
- **Support researcher training and the development** of a research capacity in current and emerging themes through joint projects;
- **Increase the decision-making and innovation capabilities** of organizations and contribute to the development and assessment of public policy;
- **Foster knowledge sharing** between knowledge generators and users.

Attaining these objectives is firstly conditional upon the participation of partners in different phases in the process, from the definition of knowledge needs to the appropriation of the research results and also upon the participation of researchers from various disciplines with varied approaches and methodologies in the call for proposal and the entire Concerted Actions Program process.

This program hinges on partnerships: **the concerted actions partners** who determine the needs and fund the research and **the research partners** who collaborate daily with investigators to carry out the research program or project and deploy the knowledge transfer strategy.

TYPES OF CONCERTED ACTIONS

There are different types of concerted actions, which may vary in duration, based on the needs expressed by the partner(s).

Thematic Program

Characteristics

- Meets several research needs stemming from a single theme.
- Makes it possible to allocate several scholarships and grants;
- Provides various funding options;
- Is eligible for several competitions.

Targeted Project

Characteristics

- Meets a specific cyclical research need;
- May be an assessment of a measure, program or any other similar initiative.
- Funds a limited number of projects;
- Is generally part of only one competition.

OPTIONS

Different funding options are offered to the scientific community as part of each type of concerted action. These options are detailed in the call for proposals.

Components	Options
Scholarship	<ul style="list-style-type: none"> • Master's scholarship; • Doctoral scholarship; • Postdoctoral scholarship.
Application	<ul style="list-style-type: none"> • New researcher-professor; • Research projects; • Action-research projects; • Knowledge synthesis; • Exploratory studies.
Infrastructure	<ul style="list-style-type: none"> • Team support.

FOLLOW-UP AND TRANSFER

In an effort to inform Concerted Actions Program partners of the progress of the research, foster the broad dissemination of the findings to stakeholders and support results' appropriation, each funded project will hold follow-up meetings and a knowledge-transfer activity.

Follow-up committee

- Made up of Concerted Actions Program partners, researchers, scholarship recipients and Fonds representatives. If necessary, external resources may also be invited to take part.
- Meets when the research project begins and then again at a frequency jointly established by the research teams and Concerted Actions Program partners.

<i>Progress report</i>	<ul style="list-style-type: none"> • Detailed in the call for proposals when required.
Transfer activity	<ul style="list-style-type: none"> • Organized after the final report has been submitted to the Fonds.
Obligations of the researchers and scholarship recipients	<ul style="list-style-type: none"> • Researchers and scholarship recipients must take part in follow-up meetings and the transfer activity. Refusal to participate in any of these activities will lead to the suspension of the grant or scholarship payments.
Participation fees for researchers and partners	<ul style="list-style-type: none"> • Participants are responsible for any fees that are incurred; • Fees should be accounted for by researchers in the research project budget in the <i>Travel and Accommodation Fees section</i> (Frais de déplacement et de séjour).
Participation fees for scholarship holders	<ul style="list-style-type: none"> • Upon the presentation of supporting documents, the Fonds will reimburse the travel and accommodation fees incurred by Concerted Actions Program scholarship holders.

INTELLECTUAL PROPERTY

The Fonds adheres to the *Plan d'action sur la gestion de la propriété intellectuelle* implemented by the Government of Québec and complies with the practices in effect in the research sector. Concerted Actions Program partners must also comply.

The Fonds and its partners

Recognition of intellectual property rights	<ul style="list-style-type: none"> • Recognize the researcher's intellectual property rights as they pertain to original raw data, interim research and the results that the funded research yields; • Will not divulge the results before the researcher has submitted his/her report.
Recognition of rights pertaining to original raw data and interim research	<ul style="list-style-type: none"> • With the researcher's prior approval, reproduce, translate and/or communicate, through any medium, the original raw data collected by the researcher or research team members working under his/her supervision; • With the researcher's prior approval, use the interim research results communicated during follow-up activities or in progress reports.
Recognition of rights pertaining to the final research report and research results	<ul style="list-style-type: none"> • Reproduce, translate and/or communicate the final report through any medium; • Use the research results that have been made public by the researcher.
Proper citations	<ul style="list-style-type: none"> • Comply with regular university research citation standards at all times, especially with regards to subsequent work based on the research results.
Results disclosure	<ul style="list-style-type: none"> • Should a delay be required before the partners may divulge the results, the partners and research teams must agree on the time period; • The time period must not exceed one month, except in the case of a major foreseeable event (e.g. parliamentary committee hearings).

Principal investigator

Obligations of the principal investigator

- Fully disclose the research results as early as possible through follow-up activities, progress reports, the final report, the transfer activity, publications or any other means.

Final report copyright

- Grant a copyright licence that is non-exclusive and non-transferrable and without territorial or time limits for the final report on the funded research to the Fonds Société et Culture and each of its financial partners;
- Ensure that the Fonds Société et Culture and each of its Concerted Actions Program partners possess the rights that enable them to consent to release the copyright.

CONCERTED ACTIONS – OVERVIEW OF THE PROCESS

DEVELOPMENT

- Partners determine the needs;
- The call for proposals is developed;
- The Fonds and its partners sign a memorandum of understanding.

COMPETITION AND ASSESSMENT

- The call for proposals is made public;
- Researchers submit their letters of intent;
- A relevance assessment is carried out;
- The results are announced;
- Researchers submit their applications for funding;
- A scientific assessment is carried out;
- The committee recommends the proposals that should be funded to the BOD and partners;
- The results are announced.

PROJECTS

- The projects begin;
- Follow-up meetings with funded researchers and students and Concerted Actions Program partners are held.

DISSEMINATION AND TRANSFER

- Researchers submit their final reports;
 - Transfer meetings are held.
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Competitions and scholarship and grant management

ELIGIBILITY REQUIREMENTS – REQUIRED DOCUMENTS

CITIZENSHIP AND PLACE OF RESIDENCE OF SCHOLARSHIP AND GRANT APPLICANTS

- Applicants must be Canadian citizens or permanent residents of Canada.

Master's, doctoral and postdoctoral scholarship applicants

- Applicants must be residents of Québec as stipulated in the Health Insurance Act (R.S.Q. c. A-29) by the competition deadline.

Required documents

- A photocopy of the applicant's Québec health insurance card or any other document that proves that he/she resides in Québec, as stipulated in the Health Insurance Act.
- A copy of the applicant's record of landing in Canada (IMM1000 or IMM5292) certified by a commissioner for oaths or any other person authorized to authenticate this type of document.

Special condition for postdoctoral scholarship applicants

- An applicant who is a permanent resident of Canada must choose a location in Canada to carry out his/her postdoctoral training.

Special condition for applicants requesting funding

- Applicants who are not permanent residents of Canada when submitting their applications must prove that they have taken the necessary measures to obtain permanent resident status once the funding is granted.

OTHER CONDITIONS

- A certified copy of the applicant's doctoral diploma (or an attestation of the submission of his/her dissertation).

Postdoctoral scholarship applicants

- If the postdoctoral scholarship applicant has not yet submitted his/her thesis when applying, he/she must include a letter to the attention of the eligibility committee stating the date at which the thesis will be submitted and provide the document before the scholarship period begins, if applicable.

New researcher-professor grant applicants

- Provide a letter from the university confirming that the applicant holds or will hold a position that will lead to tenure by the time the project begins and specifying the applicant's date of employment and the position he/she will hold.
- Provide a copy of the applicant's doctoral diploma certified by the university that awarded it or a letter from university authorities attesting to the fact that graduation is a formality.
- When requesting an eligibility period extension, provide proper attestations of any leave(s) of absence due to health or family issues.

PLEASE NOTE: The particular conditions that apply when calculating the eligibility period are accounted for in the same way as when calculating eligibility for regular grant and scholarship programs.

Reference documents

[Master's Research Degree Scholarship Program \(B1\)](#)
[Doctoral Research Degree Scholarship Program \(B2\)](#)
[Postdoctoral Scholarship Program \(B3\)](#)
[New Researcher-Professors Program \(NP\)](#)
[Research Team Support Program \(SE\)](#)

ELIGIBLE STATUSES FOR EACH MEMBER CATEGORY

STATUS DEFINITIONS

[See Annex 1](#)

PRINCIPAL INVESTIGATOR

CHU, CHUN, CRU, CRUN, CHC and CE, only for calls for proposals that allow it.

Special cases

A CE may be the principal investigator on an application when the call for proposals allows it.

All applicants must:

- Hold a doctoral degree (or an equivalent status);
- Hold a regular position as a professor or researcher in a Québec college or university or in a Québec health and social services network institution.
- Receive a salary accounted for in the budget of a college, university or health and social services network.

REGULAR MEMBER

(section A of the form)

CHU, CHUN, CRU, CRUN, CHUT, CHC, CHCT, CE

COLLABORATING MEMBER

(section B of the form)

CHU, CHUN, CRU, CRUN, CHUT, CHC, CHCT, CE, CHG, PC, CHI, CHH, VIS, CHS, STP

The collaborating member's scientific output will not be evaluated.

GENERAL GUIDELINES FOR THE SUBMISSION OF A LETTER OF INTENT OR APPLICATION FOR FUNDING TO THE FQRSC

LANGUAGE

- French or English.
- Title and abstract in French.

DOCUMENTS THAT MUST BE INCLUDED WITH THE E-FORM:

- Single space;
- In Times 12, Palatino 12, Arial 11 or Helvetica 11 only;
- "Narrow" fonts are not allowed.

E-FORMS

- Only the e-forms downloaded from the Web site and submitted through the FQRSC's computer system will be accepted.

Need an overall view?

- Print a static PDF version before filling out the e-form online.

PLEASE NOTE: E-forms are developed for each call for proposals based on the options available (e.g. project, knowledge synthesis or scholarship, etc.).

CANADIAN COMMON CV

- Mandatory for regular members and postdoctoral scholarship applicants.

- Must be submitted electronically with the letter of intent form.

PLEASE NOTE: When submitting the letter of intent, only the applicant's Canadian common CV is required.

LETTER OF INTENT

WHY?

- To assess relevance in light of the needs expressed in the call for proposals.

WHEN?

- By the deadline specified in each of the calls for proposals.

WHAT?

- Letter of intent (e-form);
- Principal investigator's Canadian common CV;
- Authorization or support letters from research partners;
- Documents proving that any publications listed as submitted or in print have been accepted by the editor.

APPLICATION FOR FUNDING

WHY?

- Assess the scientific quality of the proposals.

WHEN?

- By the deadline specified in the call for proposals.

WHAT?

- E-form;
- Canadian common CVs of the team's regular members (submitted electronically with the application);
- Required documents to determine the applicant's eligibility.

Other documents

By the competition deadline. The postmark or date of transmission of the fax will serve as proof of the date at which the documents were submitted.

- If necessary, the applicant may submit (by fax or mail):
 - Authorization or support letters from research partners;
 - Letters attesting to the fact that any publications listed as in print in the Canadian common CV have been accepted by the editor;
 - Two estimates from suppliers when equipment costs exceed \$20,000.

Mailing address

FQRSC - AC
140 Grande Allée East
Suite 470
Québec (Québec)
G1R 5M8
418 644-5248

- Only the required documents will be transmitted. Any part of the application that exceeds the maximum authorized number of pages will be taken out of the document submitted to the assessment committee.

APPLICATION FOR FUNDING – ADDITIONAL REQUIRED SCHOLARSHIP DOCUMENTS

FOR DOCTORAL STUDENTS

- An official or certified copy of the student’s university transcript (whether the studies have been completed or not);
- Two letters of recommendation.

PLEASE NOTE: Use the Concerted Actions Program PDF or electronic forms.

FOR POSTDOCTORAL RESEARCHERS

- An official or certified copy of the postdoctoral researcher’s doctoral transcript. If the institution does not provide a transcript, please include an explanatory letter addressed to the eligibility committee;
- An official or certified copy of the postdoctoral researcher’s master’s transcript (only in cases in which the applicant has not yet accumulated a sufficient amount of doctoral marks when submitting the application);
- Two letters of recommendation;
- A letter of acceptance from the student’s supervisor.

PLEASE NOTE: Use the Concerted Actions Program PDF or electronic forms.

ASSESSMENT PROCESS – RELEVANCE OF THE LETTER OF INTENT

WHO?

- All applicants must submit a letter of intent.

BY WHOM?

- The relevance committee is made up of Fonds representatives and Concerted Actions Program partners.

WHY?

- Enables partners to assess the suitability and relevance of the letter of intent in light of the objectives and needs detailed in the call for proposals.
- Enables applicants to benefit from the suggestions and ideas proposed by the relevance committee to enhance the suitability of the project in light of the project’s objectives.

HOW?

- By following the assessment criteria and weighting detailed in the call for proposals.

PLEASE NOTE: The comments page included in the relevance assessment will be sent to the scientific evaluation committee. Researchers must therefore integrate these comments or explain why they have decided not to do so in their application for funding.

ASSESSMENT PROCESS – SCIENTIFIC ASSESSMENT OF THE APPLICATION FOR FUNDING

WHO?

- Only applicants whose letters of intent were determined to be relevant will be invited to apply for funding.

BY WHOM?

- The scientific committee is made up of Canadian and foreign experts in the fields in which the applications were made.
- Fonds and partner representatives will take part in the scientific evaluations as observers.

HOW?

- By following the assessment criteria and weighting detailed in the call for proposals.
- The committee will rank the applications that are assessed and determine which will be recommended for funding.

WHAT?

- The assessment is based on the quality of the science described in the application and the potential benefits it may yield, especially in light of the needs expressed in the call for proposals.

PLEASE NOTE: The mark given as part of the relevance assessment does not count towards the final mark given during the scientific evaluation. However, the scientific committee will examine the degree to which researchers considered the comments of the relevance committee.

Reference document

- [Compendium of the FQRSC peer assessment process.](#)

SCHOLARSHIP AND FUNDING SUMS AND ELIGIBLE EXPENDITURES

AMOUNT ALLOCATED TO SCHOLARSHIPS AND FUNDING

- Stated in the call for proposals.

ELIGIBLE EXPENDITURES

- The list of eligible budgetary items for each option is included in the annexes of each of the calls for proposals.

REDUCED TEACHING DUTIES FOR COLLEGE AND UNIVERSITY PROFESSORS

- Eligible only when stated in the call for proposals.

SCHOLARSHIP AND FUNDING MANAGEMENT

ETHICS CERTIFICATE

- The funds will only be paid out once the Fonds has received the group's ethics certificate (if applicable).

Reference documents

- [Grants Guide](#);
 - [Guide for Scholarship Recipients \(master's and doctorate\)](#);
 - [Guide for Postdoctoral Scholarship Recipients](#);
 - [Common General Rules](#).
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GENERAL CONSIDERATIONS FOR ALL PROGRAMS

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.).

ACCESS TO 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.

APPROVALS

- All programs must be approved by the government. Grants are subject to the credits received from the government and partners involved in the different calls for proposals.

CONFIDENTIALITY AND ETHICS

- The individuals who sign a proposal 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 researcher-creators and researchers therefore authorize the institution to transmit any personal information in accordance with this policy, if applicable. The individuals who sign a proposal accept that the information contained in the proposal 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*.
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PROGRAM CONTACTS

CONCERTED ACTION DEVELOPMENT

Marie-Thérèse Duquette
418 643-3162
marie-therese.duquette@fqrsc.gouv.qc.ca

PROGRAM AND ASSESSMENT PROCESS MANAGEMENT

Nathalie Roy
418 643-7582 poste 3138
nathalie.roy@fqrsc.gouv.qc.ca

ANNEX 1 – STATUS DEFINITIONS

University Researcher (CHU)

A regular faculty member in a Québec university who holds a doctorate (or the equivalent) or is a researcher who holds a position equivalent to a professorship and who is authorized by the institution to supervise or co-supervise master's and PhD students. The salary of a University Researcher must be paid out of the university's regular budget. A research fellow from a Québec university who obtained a grant from a Canadian funding agency is also considered a CHU.

New University Researcher (CHUN)

A university researcher who meet the eligibility criteria set out in the *Établissement de nouveaux professeurs-chercheurs* program.

University Researcher-Creator (CRU)

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.

Retired University Researcher (CHUT)

A retired university researcher must, for the term of the grant, be a visiting, associate or emeritus professor in a Québec university and be authorized by the institution to supervise research projects and mentor students.

College Researcher (CHC)

A full-time faculty member of a general and vocational college, a private college of public interest or a government school that provides post-secondary education. A college researcher may also hold a full- or part-time position in a college centre for the transfer of technology. A college researcher-creator also meets these requirements and his/her tasks involve(s) creation or performance activities.

Industrial Collaborators (COP)

Industrial collaborators (collaborator-practitioners) may work in a public, governmental or non-governmental organization or private business. An industrial collaborator may also work in a teaching institution but must not be a paid researcher.

Affiliated Researcher (CHA)

A faculty member or researcher who holds a doctorate or the equivalent and works in a Québec university without being a regular staff member.

Government Researcher (CHG)	A researcher from the government sector.
Researcher-Practitioner (PC)	<p>A professional who holds a position as a stakeholder in an organization and has been released of his/her professional duties so that he/she may have time to pursue research activities that are recognized by the organization.</p> <ul style="list-style-type: none"> • Takes part in developing and carrying out research projects; • Takes part in drafting pedagogical documents for practitioners; • Takes part in scientific communication or dissemination activities within the institution or network.
Institutional Researcher (CE)	An institutional researcher holds a doctorate (or the equivalent) and researcher status within the institution and is authorized to supervise or co-supervise master's and PhD students. The institutional researcher plays a key role as a link between researchers, stakeholders and administrators. The institutional researcher may, in certain cases, hold a master's degree and possess recognized research expertise.
Industrial Researcher (CHI)	A researcher from the industrial sector.
Researcher Outside Québec (CHH)	A researcher outside Québec comes from a research environment that is not located in Québec.
Visiting Researcher (VIS)	A visiting researcher is from an institution other than the one with which the person responsible for the application is affiliated and participates on a term basis in the research work conducted by a team, group or centre.
Researcher Without a Recognized Institutional Affiliation (CHS)	A researcher without a recognized institutional affiliation resides in Québec, does not hold a teaching position and is not gainfully occupied by a private or public research or teaching institution in or outside Québec.
Postdoctoral Trainee (STP)	A postdoctoral trainee must be carrying out his/her postdoctoral training on a term basis under the supervision of a researcher, group or network and making an active contribution to the research project.
