

# Concerted Actions program

## Summary

<b>Deadline (application) :</b>	Any time
<b>Amount :</b>	Variable
<b>Duration :</b>	Variable, depending on the component
<b>Announcement of results :</b>	Variable, depending on the component

Do you have questions?



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## INFORMATION AND RULES

**IMPORTANT NOTICE:** The link to the FRQ electronic Portfolio (forms) is available under the **Portals Access**. More details are available in the **About FRQnet** section.

This program refers to the **Common General Rules (CGR)**, which are applicable to all programs of the FRQSC. Only the special terms and conditions applicable to the **Concerted Actions** program are indicated in this document, and these prevail over the **CGR** (p.1).

**Any application that is incomplete on the competition closing date will be deemed ineligible by the Fonds.**

[Link to the ongoing Calls for Proposals](#)

[Link to the Concerted Actions Program's Results](#)

Assistance informatique

**Courriel :**  
**centre.assistance.sc**  
Québec : 418 646-3669  
Ext. de Québec : 1 866 621-7084

Lundi au vendredi  
8 h 30 à 12 h et 13 h à 16 h  
(vendredis d'été : 8 h 30 à 12 h)

Les demandes d'assistance technique acheminées par courriel sont traitées en priorité.

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# 1. CONCERTED ACTIONS PROGRAM – PRESENTATION

The objective of the Concerted Actions program is to foster research development and knowledge transfer in the social sciences, humanities, arts and literature so as to better understand social issues and phenomena and develop new approaches and innovative solutions.

Through this program, the Fonds aims specifically to:

- OBJECTIVES**
- Meet the need for increased knowledge** expressed by partners in various sectors across Québec;
  - Support the advancement of knowledge** in the social sciences, humanities, arts and literature as it pertains to the issues that impact Québec society;
  - Support researcher training and the development** of research capacity in current and emerging themes through partnership research;
  - Increase the decision-making and innovation capabilities** of organizations and contribute to the development and assessment of public policy;
  - Encourage knowledge sharing** between those who generate knowledge and those who use it.

The attainment of these objectives is 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 in various fields with diverse approaches and methodologies.

The program hinges on partnerships: **Concerted Action partners** who determine the needs and fund the research and **research partners** who collaborate with investigators on a daily basis to carry out the research program or project and implement the knowledge transfer strategy.

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**TYPES OF  
CONCERTED  
ACTIONS**

The concerted actions may be **thematic** or **targeted** based on the needs determined by the concerted action partner(s). The guidelines for each competition are outlined in the call for proposals available online on the Web site of the Fonds.

*Thematic  
program*

- Meets research needs stemming from a single theme;
  - Allows for the awarding of several scholarships and grants;
  - May provide various funding components;
  - May be eligible for several competitions.
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*Targeted project*

Meets a specific, short-term research need;  
May be an evaluative research initiative to enhance a program or an intervention, synthesize current knowledge, etc;  
Funds a limited number of projects;  
Is generally eligible for only one competition.

Different funding components are available to the scientific community for each type of concerted action.

### **SCHOLARSHIP COMPONENT**

#### **Master's scholarship**

The objective of the Master's scholarship is to contribute to the training of new researchers and generate interest in the theme specified in the call for proposals. Note that the rules governing the management and use of *Concerted Actions* Master's scholarship are the same as those for the **regular master's scholarship program of the FRQSC**.

#### **Doctoral research fellowship**

The objective of the Doctoral research fellowship is to contribute to the training of new researchers and generate interest in the theme specified in the call for proposals. Note that the rules governing the management and use of *Concerted Actions* doctoral research fellowships are the same as those for the **regular doctoral research fellowship program of the FRQSC**.

#### **Postdoctoral fellowship**

The objective of the Postdoctoral fellowship is to provide support to new researchers interested in helping advance knowledge related to the theme specified in the call for proposals. Note that the rules governing the management and use of *Concerted Actions* postdoctoral fellowships are the same as those for the **regular postdoctoral fellowship program**.

#### **Career Award**

The objective of the Career Award is to stimulate and facilitate the recruitment of qualified individuals seeking to begin or continue a career in research on the theme specified in the call for proposals. It is also aimed at developing and consolidating hubs of expertise on this theme by attracting new recruits with an interest in the theme and, ultimately, at promoting stronger networking on the theme. Through the addition of new faculty members, this component also aims to eventually enhance the capacity for the teaching and training of new researchers in the field.

The thrusts of the research program and projects to be carried out by the holder of a career award must contribute to the advancement of knowledge related to the theme of the competition. All activities carried out by the holder of a career award must include the sharing of knowledge on the research theme, in the form of dissemination, partnership, transfer and knowledge mobilization activities.

The Career Award is aimed at facilitating the integration of the award holder in his/her host organization. The level of funding offered, the proportion of time devoted to research and the commitment of the host organization are all necessary conditions for achieving the targeted objectives.

## **OPERATIONAL COMPONENT**

### **Exploratory Studies**

An exploratory study is defined as the collection of initial information or preliminary research to define new techniques, new approaches, more appropriate methodologies, test hypotheses, etc. in order to meet a research objective.

The objective of this component is therefore to support projects that propose new angles of study or analysis that are backed by reflection or demonstrate a bold approach or vision. To that end, the exploratory study may use new methodological approaches or processes, or new combinations of already tested methodological approaches or processes, in such a way as to broaden the understanding and perspective of the theme targeted by the call for proposals.

It aims to:

- Support research projects or processes likely to lead to breakthroughs in knowledge renewal or innovation in the exploration of a research theme;

- Support research projects that do not fall within the scope of regular funding programs or are unable to be funded elsewhere given their embryonic stage of development.

Generally, at the end of such a project, the researchers must be able to indicate the direction the research should take in order to lead to significant impacts on the renewal of practices, programs and policies.

### **Research project**

The objective of this component is to provide support for individual or team research projects that are likely to meet the needs and priorities set out in the call for proposals. All projects funded through this component must demonstrate potential for breakthroughs in knowledge, for instance by exploring new approaches, outlooks or hypotheses. All proposals must also strive for innovation and the transfer of knowledge to shed light on the issues for decision-makers and stakeholders.

### **Action-research project**

An action-research project is predicated on the need to understand, explain and transform practices in a given field. Action-research is aimed at helping the community concerned identify and problematize its challenges, establish a critical summary of its problems and develop, implement or improve tools for solving these problems.

Transformation is at the heart of action-research projects; the process leading to this transformation as well as the transformation itself must generate new knowledge. The projects submitted as part of this component must therefore contribute to the advancement of knowledge and the development, testing and transformation of practices.

Action-research projects require the participation of all the stakeholders involved, be they from a university or a practice setting. They require a commitment on the part of the participating researchers and

representatives from the practice setting to the planning and operationalization of the research, and the resulting steps or methods of intervention.

To reflect the characteristics of this type of research, the co-researchers must enlist at least one representative from the practice setting. This is an **eligibility requirement** for obtaining a grant under this component.

### **Research support for new academics**

This component aims to:

- Enable the completion of an individual research project;
- Help support a new generation of researchers and university instructors by assisting individuals embarking upon research careers in establishing themselves in an independent and competitive manner at the national and international levels;
- Foster collaborations between new academics and established research environments;
- Consolidate the research system by supporting new academics;
- Incite new academics to develop original avenues of research.

### **Critical summary**

The objective of the critical summary is to provide an inventory and critical analysis of existing scientific knowledge for the research needs identified in this call for proposals. Furthermore, when data from practice settings is available, the funded critical summary may also include a practice review accompanied by comparative analyses. The critical summary therefore serves to take stock of available knowledge, but also creates a critical analysis framework in order to identify avenues for further study and action that are pertinent for researchers, decision-makers and stakeholders alike.

## **INFRASTRUCTURE COMPONENT**

### **Research Chair**

This component aims to:

- Help Québec stakeholders and decision-makers to become better informed and to make decisions based on scientifically validated data, while ensuring a new generation of quality researchers in the theme targeted by the call for proposals.

### **Research Network**

This component aims to:

Provide significant added value to research on the theme of the call for proposals, in order to enhance its relevance, improve its quality and maximize its impact on practices by assembling leading researchers in this theme. Its objectives are (a) to bring together researchers who have developed different analysis perspectives and (b) to get them working in synergy on both research and the transfer of knowledge.

To do this, the Network must build on collaboration between the different actors. This collaboration must be supported by the creation of an interface between university, government and college researchers, decision-makers

and practitioners and, more broadly, users of research results. This will encourage the development of new initiatives, access to cutting-edge expertise and its benefits and the training of new researchers in the field.

### **Research Team Support**

This component aims to:

- Support the further development of research themes requiring a concerted effort;
- Maximize theoretical (teaching and research) and practical (applications and innovation) benefits;
- Provide researchers and their partners, where applicable, with access to joint infrastructures;
- Enhance research capacity by enabling multiple projects to be carried out simultaneously;
- Optimize graduate and postgraduate student training and mentoring;
- Create participation and integration opportunities for postdoctoral research fellows and new researchers;
- Help train undergraduate students by involving them in research activities whenever possible.

The research program refers to a series of projects, at varying stages of completion, built according to a thematic or conceptual framework that explores and develops a research theme or research questions on the basis of different dimensions, different angles of analysis or different methodological approaches; it must be designed to evolve over time and must change from one funding period to the next through the addition of new projects and the withdrawal of completed projects.

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**FOLLOW-UP  
AND TRANSFER  
PROCESS**

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

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***Follow-up  
committee***

Made up of Concerted Action partners, researchers, scholarship and grant 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 scholarship and grant recipients and the Concerted Action partners. Funding recipients are required to participate. Travel expenses inherent to this activity must be provided for in the scholarship or grant budget.

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***Progress  
report***

Required for certain Concerted Actions. When required, details are provided in the call for proposals.

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*Final report*

In all cases, funding recipients must produce a final report no later than three months after the end of the scholarship or grant period (Master's and doctoral students must provide access to their thesis or dissertation). 25% of the last portion of the grant is retained until the final report is submitted (required condition for receiving the final grant instalment). **A template is available** (English version not available). The final report may be written in English or French. If written in English, it must be accompanied by a title and abstract in French. The conditions governing the submission of the report are set out in the call for proposals. The report must be submitted no more than 12 months after the end date of the grant, except under exceptional circumstances. If a final research report is not submitted within the prescribed time, no co-researchers involved in the grant may receive new funding from the Fonds until the situation has been remedied.

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*Transfer activity*

Organized by the Fonds in collaboration with Concerted Action researchers and partners once the final report has been submitted to the Fonds. Funding recipients are required to participate. Travel expenses inherent to this activity must be provided for in the scholarship or grant budget.

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*Obligations of scholarship and grant recipients*

Scholarship and grant recipients must take part in follow-up meetings and the transfer activity. Refusal to participate in these activities may lead to the suspension of the scholarship or grant.

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*Participation costs*

Expenses related to participation in the follow-up committee and the transfer activity:

Are the responsibility of the participants.

Must be provided for in the scholarship or grant budget under "Travel and subsistence costs".



**INTELLECTUAL  
PROPERTY**

**Details:** section  
1.5 of the  
**Common  
General Rules**

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 Action partners must also comply.

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**The Fonds and its partners:**

***Recognition***

Recognize the researchers' intellectual property rights as they pertain to original raw data, interim research and the results of the funded project.

Will not divulge the results before the researcher has submitted his/her report.

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***Interim data***

May reproduce, translate and/or communicate, through any medium, the original raw data collected by the scholarship or grant recipients— or by others working under their supervision— with the recipients' prior approval.

May use the interim research results communicated during follow-up activities or in progress reports, with the scholarship or grant recipients' prior approval.

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***Final report  
and research  
findings***

May reproduce, translate and/or communicate the final report through any medium.

May use the research results that have been made public by the scholarship or grant recipients.

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***Appropriate  
citations***

Will comply with regular university research citation standards at all times, especially with regards to subsequent work based on the research results.

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***Delay of  
disclosure***

If the partners ask for a delay of the results disclosure, an agreement must be made with the researchers as to the date at which the results will be divulged.

The delay must not exceed one month, except in the case of a major foreseeable event (e.g. parliamentary committee hearings).

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*Obligations of  
funding  
recipients*

Further to the provisions of Section 7 of the **CGR**, funding recipients must fully disclose all research results as early as possible through follow-up activities, progress reports, the final report, the transfer activity, publications and any other means.

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*Final report  
copyright*

**Funding recipients:**

Must grant, to the Fonds as well as to each of the Concerted Action partners, a non-exclusive, non-transferable copyright licence on the final report, without territorial limits (worldwide) and for an unlimited period of time, for which the grant constitutes consideration.

Assure the Fonds and each of the Concerted Action partners that they hold all the rights that entitle them to consent to the assignment of copyright in accordance with this agreement.

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## 2. CONCERTED ACTIONS –PROCESS OVERVIEW

**DEVELOPMENT**

Determine needs with partners;  
Approval from the Fonds Board of Directors to begin the collaboration;  
Development of the call for proposals;  
Signature of Fonds-partners memorandum of understanding.

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COMPETITION AND EVALUATION	<p>Launch of the call for proposals;          Submission of the letters of intent;          Relevance assessments;          Announcement of the results;          Submission of the applications for funding;          Scientific evaluations;          Funding recommendations to the Board of Director and partners;          Announcement of the results.</p>
PROJECT	<p>Start of the project;          Follow-up meetings.</p>
KNOWLEDGE MOBILIZATION	<p>Submission of the final report;          Transfer meeting.</p>

### 3. ELIGIBILITY CRITERIA

Reference documents	<p>Funding recipients must meet the general eligibility conditions stipulated in the <b>CGR</b> and all requirements described herein. Applicants for the Scholarships, Research Support for New Academics and Research Team Support components should refer to the conditions presented in the following documents:</p>
<i>Scholarship component</i>	<p><b>Master's Research Scholarship (B1)</b>  <b>Doctoral Research Scholarship (B2)</b>  <b>Postdoctoral Research Fellowship (B3)</b></p>
<i>New Academics component</i>	<p><b>Research support for new academics (NP)</b></p>
<i>Research Teams component</i>	<p><b>Research Team Support (SE)</b></p>

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## 4. ELIGIBILITY STATUSES FOR EACH MEMBER CATEGORY

### DEFINITIONS

NOTE: For definitions of lead researcher, co-researchers and collaborators, and for researcher status definitions, refer to **CGR** , Section2.

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### Principal Investigator

University Researcher, Clinical Researcher or College Researcher status

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### Co-researchers

University Researcher, Clinical Researcher or College Researcher status

### *Special cases*

*Practitioners may be co-researchers of action research projects.*

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### Collaborators

In addition to its co-researchers, a team may include collaborators with any of the statuses described in the **CGR** , Section 2. The CV of the collaborators is not required and the scientific output of the collaborators will not be evaluated.

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## 5. GENERAL GUIDELINES FOR SUBMITTING LETTERS OF INTENT AND FUNDING APPLICATIONS

Before submitting a funding application, the Principal Investigator must create a user account in FRQnet, if this has not already been done. Individuals who already have a personal identification number (PIN) have direct access to a FRQnet account and must update their E-portfolio.

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<b>LANGUAGES</b>	French or English (Sec. 3.6, <b>CGR</b> ). Title and abstract must be in French.
<b>E-FORMS</b>	Forms are developed for each call for proposals, based on program components.
<b>CANADIAN COMMON CV</b>	The Common Canadian CV and "Detailed Contributions" attachment are available under "Accueil" in the E-portfolio. Mandatory for all co-researchers and postdoctoral scholarship applicants. <b>PLEASE NOTE:</b> when submitting a letter of intent, only the Principal Investigator Canadian Common CV is required.

Applications must be presented in a format that is clear and legible. Text exceeding the number of pages allowed will be discarded before evaluation. No protected PDF files will be accepted. Any document that is not required by the rules will be removed from the application.

Any application that is incomplete or does not contain sufficient information to establish its eligibility or to evaluate its scientific quality will be declared ineligible by the Fonds. No document that is not required will be submitted to the evaluation committee. Elements missing from the application will not be requested. No documents received after the application deadline date will be considered and applications cannot be updated.

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## 6. LETTER OF INTENT

<b>WHY?</b>	To assess the relevance of the proposals based on the needs expressed in the call for proposals.
<b>WHO?</b>	A relevance committee made up of Concerted Action partner representatives and members of other organizations selected by the partner (and approved by the FRQSC) for their knowledge of the research topic.

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**WHEN?**

By the deadline specified in the call for proposals.

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**REQUIRED DOCUMENTS**

Letter of intent e-form.  
Optional: Letters of authorization and support from research partners

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## 7. FUNDING APPLICATION

**WHY?**

To assess the scientific quality of the proposals.

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**WHO?**

Peer committee made up of research experts in fields relevant to the scholarship and grant applications.

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**WHEN?**

By the deadline specified in the call for proposals.

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E-form

Canadian Common CVs of co-researchers, submitted electronically with the application.\*

The **Detailed Contributions attachment** , which is available in the "toolbox" area of the program page, on the Fonds website. You must save the attachment in PDF format in your "My Portfolio" file in FRQnet.

**REQUIRED DOCUMENTS**

\*Co-researchers who are practitioners (only possible under the "Action Research" component) must submit an abridged CV (maximum 2 pages) summarizing the following in relation to the team's research project, in the order listed: 1) Training, 2) Experience and 3) Publications or other scientific achievements, if applicable. Abridged CVs must be written using word processing software, converted to PDF format and included in the proposal by the competition deadline.

All documents necessary to establish the eligibility of the Principal Investigator or the co-researchers.

All documents necessary to establish the eligibility of the Principal Investigator or the co-researchers.

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**OTHER DOCUMENTS**

The following documents, where required, must be scanned and included after the Detailed Contributions attachment of the Principal Investigator Canadian Common CV, by the competition deadline:

Editor's letters attesting to all publications listed as "accepted" or "in print";

Letters of acknowledgement for all publications listed as "submitted";

The following documents must be attached to the proposal :

Letters of authorization and support from research partners;

Two estimates from suppliers for equipment costing over \$20,000.

**Only the required documents will be transmitted to the evaluation committee. Any additional pages will not be considered or given to the evaluation committee. All pages that exceed the maximum page limit will be removed from the application submitted for evaluation.**

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## 8. FUNDING APPLICATIONS – ADDITIONAL DOCUMENTS

### MASTER'S SCHOLARSHIPS

Consult the Master's Research Scholarship  
program rules

PLEASE NOTE: Use the master's scholarship forms  
provided for the Concerted Actions program

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### DOCTORAL SCHOLARSHIPS

Consult the Doctoral Research Scholarship  
program rules

PLEASE NOTE: Use the doctoral scholarship forms  
provided for the Concerted Actions program

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### POSTDOCTORAL FELLOWSHIPS

Consult the Postdoctoral Fellowship program  
rules

PLEASE NOTE: Use the Postdoctoral Fellowship  
forms provided for the Concerted  
Actions program

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## 9. EVALUATION PROCESS – RELEVANCE OF THE LETTER OF INTENT

### WHO?

All applicants must submit a letter of intent,  
unless stated otherwise in the call for proposals.

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### BY WHOM?

The relevance committee is made up of Fonds  
representatives and Concerted Action partners.

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**WHY?** To enable partners to assess the suitability and relevance of the letter of intent in light of the objectives and needs outlined in the call for proposals.

To enable applicants to benefit from the suggestions and ideas proposed by the relevance committee to enhance the suitability of the project in light of the objectives outlined in the call for proposals.

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**HOW?** The letter of intent is evaluated according to the evaluation criteria and weighting detailed in the call for proposals, based on the **Scores and ratings grid** .

**PLEASE NOTE:** The recommendations of the relevance committee will be transmitted to the scientific evaluation committee. Applicants must take into account these comments and suggestions or explain, in their application, their decision not to do so.

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## 10. EVALUATION PROCESS (SECTION 4 OF THE CGR)– SCIENTIFIC EVALUATION OF THE FUNDING APPLICATION

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

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**BY WHOM?** The scientific committee is made up of Canadian and international experts in fields relevant to the applications submitted.

Fonds and partner representatives will take part in the scientific evaluations as observers.

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**WHAT?**

The evaluation criteria and weighting are set out in the call for proposals.

The committee assesses the scientific quality of the application and it's the potential benefits of the proposed project, particularly as they pertain to the needs outlined in the call for proposals. The evaluation is based on the **Scores and ratings grid** .

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**HOW?**

The committee will rank the applications and determine those recommended for funding.

**PLEASE NOTE:** The score given by the relevance assessment does not count towards the final score of the scientific evaluation. However, the scientific committee will evaluate whether the researchers considered the comments of the relevance committee. A certain number of points (see the call for proposals) will be awarded for this criterion.

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*Reference documents*

**CGR**  
**Responsible Conduct of Research Policy**

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## 11. SCHOLARSHIP AND GRANT AMOUNTS AND ELIGIBLE EXPENSES

**AMOUNT**

Specified in the call for proposals.

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**ELIGIBLE EXPENSES**

The list of eligible budgetary items for each program component is detailed in the appendix of the call for proposals.

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**RELEASE FROM TEACHING DUTIES FOR UNIVERSITY RESEARCHERS**

Eligible only when stated in the call for proposals.

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## 12. SCHOLARSHIP AND GRANT MANAGEMENT

### ETHICS CERTIFICATE

Funds will only be paid out once the Fonds has received an ethics certificate, where required.

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### *Reference documents*

#### **Common General Rules**

**Scholarship Holder's Guide (Master's and Doctoral scholarships)**

**Postdoctoral Fellowship Holder's Guide**

**Responsible Conduct of Research Policy**

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## 13. PROGRAM CONTACTS

### CONCERTED ACTIONS DEVELOPMENT

Nathalie Roy  
418 643-7582 Ext. 3138  
**nathalie.roy@frq.gouv.qc.ca**

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### PROGRAM MANAGEMENT

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### TRANSFER ACTIVITIES

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