Call for Environmental Projects – Winter 2024
Instruction Guide

The PRESE

The Pôle régional en enseignement supérieur de l'Estrie (PRESE) is funded by the Ministère de l'Enseignement supérieur du Québec. Its mandate is to foster dialogue and collaboration between the six higher education establishments located in Estrie: Cégep de Sherbrooke, Champlain College Lennoxville, Cégep de Granby, Collégial du Séminaire de Sherbrooke, Université de Sherbrooke, and Bishop's University.

Competition goals

In the context of this specific call for projects, projects submitted must aim to generate changes in behavior to the benefit of the environment and/or to train eco-citizens.

General objectives of the PRESE

Qualifying projects must also address **at least one** of the following goals:

1. Promote access to college or university studies, particularly for under-represented groups (Indigenous peoples, first-generation students, people with disabilities, people from rural areas, etc.)
2. Improve the coherence of educational pathways and transitions between varying levels of post-secondary education
3. Develop practices and projects adapted to the needs of the student community in order to support its diverse members
4. Respond to national and regional needs relating to career preparation through academic offerings

These goals have been set by the Ministère de l'Enseignement supérieur, in accordance with the Plan d'action pour la réussite étudiante en enseignement supérieur (PARES) 2021-2026.

Eligible projects

This competition is intended to support both new and existing projects. The amounts awarded for the projects selected in the competition must be understood as one-time (and not recurring) funding.

The project must be carried out **collaboratively** and mobilize **at least two PRESE member establishments**, and ideally more than two. The contact person for environmental and sustainable development issues at your college or university can assist you in finding partners for your project in other higher education institutions (see the contact

list in the *Reference* section of this document). The project may also call upon other partners (public, private or non-profit organizations) in Estrie in order to contribute to regional development. However, **responsibility for the project must rest with one or more individuals employed by PRESE member establishments**.

Clarification regarding teaching releases

The PRESE grants do not guarantee any release from teaching duties. All teaching releases required for the project must be formally validated and approved by the relevant authorities of the establishments concerned.

Terms

The project must be submitted and led by one or more employees of the PRESE member institutions, namely Cégep de Sherbrooke, Champlain College Lennoxville, Cégep de Granby, Collégial du Séminaire de Sherbrooke, Université de Sherbrooke or Bishop's University.

Grant applications must be submitted as follows:

1. The deadline to submit the grant application is **March 19, 2024, at 5:00 p.m**. The duly completed grant application form must be submitted **by email** to the PRESE coordinator, at Sophie.Vincent@USherbrooke.ca.
2. The application must be written in French or in English using the *PRESE-2024-Environment-Submission Form* document and submitted by email.
3. The form must be completed by the person(s) responsible for the project (faculty or staff at a PRESE member institution).
4. The form must include a detailed budget that justifies the amount requested to carry out the project. If the project could be funded by other already-secured or potential funding, this should also be specified.

Duration and amounts

The amounts that may be awarded for a project range from $15,000 to a maximum of $30,000. Projects may take place over a period of up to two years starting from May 1st, 2024. No expenses accrued before this date will be eligible.

In the case of collaborative projects requiring less than $15,000, applications will be processed outside the competition, on an ongoing basis. Please contact the PRESE directly for project submission terms (by writing to Sophie.Vincent@USherbrooke.ca).

Expenses

Eligible expenses

All expenses must be directly connected to the project's execution and justified by the nature of the project. The following expenses are eligible:

- staff substitution and replacement costs in higher education, or the costs of release or absence from teaching duties (in compliance with collective agreements)
- expenses associated with compensating members of the higher education institution's student body, support staff or technical staff (if applicable)
- expenses associated with organizing an event jointly organized by at least two PRESE member establishments
- translation fees
- consulting fees
- telecommunications, reproduction and publishing fees
- office rental, material purchase and supply expenses, up to a maximum of 10% of the total amount requested
- expenses associated with research activities (literature reviews, data collection, data analysis, etc.) are deemed eligible <u>only</u> if the research meets the eligibility criteria of this competition. In this case, faculty members, teaching staff or students may be called upon for research efforts related to the project's development. <u>This competition shall not substitute for research granting agencies</u>.
- other expenses deemed relevant to a project's implementation may be approved by the jury

Non-eligible expenses

The following expenses **are not** eligible for PRESE funding:

- expenses associated with any research activities other than those specified in the *Eligible expenses*
- entertainment or hospitality expenses, including meals and alcohol
- expenses connected to participation in conferences or colloquia
- purchase of capital assets or computing equipment
- purchase of books and journals, as well as subscriptions to periodicals or other publications, including electronic publications
- expenses accrued outside Quebec
- any other expense unrelated to the project

Project evaluation

Funding decisions

Each project submitted will be evaluated by the members of the *PRESE Community of Practice in Environment and Sustainable Development*. The evaluating members will complete an evaluation grid, and the funding will be

awarded according to the project's overall quality (relevance, benefits, and conditions for success) as well as the amounts available. The PRESE will not necessarily fund all the projects submitted.

Communication of results

The PRESE coordinator will communicate the jury's decisions to the applicants, and confirm the amounts awarded for the chosen projects in this competition. The competition results will be released on the website PRESE.ca.

Important dates

The key dates are as follows:

Launch of the Call for Projects	November 2023
Deadline to submit the project to the PRESE	March 19, 2024
Communication of competition results	Mid-April 2024

Evaluation criteria

The project must be carried out in accordance with the presented timeframes, within a maximum span of two years, beginning on May 1st, 2024.

For details on the criteria used to evaluate the submitted projects, please consult the *PRESE-2024-Environment-Evaluation Grid* document.

Accountability

Project follow-up

The PRESE coordinator will follow up with the initiators of the funded projects to make sure that project planning and implementation timeframes are followed.

Expense report

A report of expenses incurred must be submitted by the person responsible for the project in April of each year, in accordance with terms that will be communicated to him or her.

Project report

The person responsible for the project must provide the PRESE with a report attesting to project completion and achievement of project goals. The deadline to submit this grant report is three months following the project's completion (according to the timeframes provided in the grant application).

A form will be provided for the purpose of writing this report.

Reference

If you have any questions about this call for projects or to help you identify potential partners at another PRESE member institution, please contact the person designated for your institution:

Champlain College Lennoxville: Brandon Moores, teacher-responsible for the environment

Bishop's University: Laurence Williams, Sustainable Development Advisor

Cégep de Sherbrooke: Michel Bélanger, conseiller en développement durable

Cégep de Granby: Julie Moore-Gagné, conseillère en environnement

Collégial du Séminaire de Sherbrooke: Kenza Sassi, enseignante répondante - environnement

Université de Sherbrooke: Jean-François Comeau, directeur du projet d'intégration du développement durable dans la formation