



4th Funding Competition – Winter 2022

## Call for Projects: Instruction Guide

### The hub

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 five higher education establishments in Sherbrooke: Cégep de Sherbrooke, Champlain College Lennoxville, Collégial du Séminaire, Université de Sherbrooke, and Bishop's University.

### Competition goals

Qualifying projects must 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. Promote student retention and success in PRESE member establishments;
3. Improve the seamlessness of educational pathways and inter-order transitions;
4. Develop practices and projects adapted to the needs of the student community in order to support its diversity;
5. Respond to national and regional needs relating to career preparation in academic programming.

### Eligible projects

This competition is aimed at supporting 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 PRESE coordinator may, upon request, guide and support an applicant in finding potential collaborating individuals in another establishment. 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 be assumed by one or more individuals employed by PRESE member establishments.**

## Clarification regarding research

This competition shall not substitute research granting agencies. Only research projects that meet the three following criteria will be deemed eligible for the competition:

- directly addressing at least one of the competition goals (see above);
- meeting a regional or strategic need for PRESE member establishments;
- remaining ineligible for any other research funding competitions.

## 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.

## Clarification regarding academic development

This competition is not intended to fund bridging or similar agreements between programs (DEC-BACs, pathways, joint programs, etc.). However, some projects may be eligible, provided they offer significant academic and strategic development and have an innovative aspect.

## Terms

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

Grant applications must be submitted as follows:

1. For the project to be evaluated by the jury, **a letter of intent must be submitted by email before December 20, 2021, at 11:59 p.m.**, to the PRESE coordinator, Sophie Vincent ([Sophie.Vincent@USherbrooke.ca](mailto:Sophie.Vincent@USherbrooke.ca)). Although this step is not a selection step, it is mandatory in order to make the institutions' administrations aware of projects under preparation.
2. The application must be written in French or in English using the *PRESE-W2022-Competition-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 deadline to submit the grant application is **February 22<sup>nd</sup>, 2022, at 11:59 p.m.** The duly completed grant application form must be submitted **by email** to the PRESE coordinator, at [Sophie.Vincent@USherbrooke.ca](mailto:Sophie.Vincent@USherbrooke.ca).
5. 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 \$10,000 to a maximum of \$35,000. Projects may take place over a period of up to two years starting from May 1<sup>st</sup>, 2022. No expenses made before this date will be eligible.

In the case of collaborative projects requiring less than \$10,000, 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](mailto:Sophie.Vincent@USherbrooke.ca)).

## Expenses

### Eligible expenses

All expenses must be directly connected to the project's implementation and justified by the nature of the project. The following expenses are eligible when drawing up your budget:

- 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 or holding a colloquium / carrying out an event jointly organized by at least two PRESE member institutions;
- 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 only 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. This competition shall not substitute for research granting agencies;
- other expenses deemed relevant to a project's implementation may be approved by the Executive Committee.

## 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, volumes and journals, as well as subscriptions to periodicals or other publications, including electronic publications;
- expenses made outside Quebec;
- any other expense unrelated to the project.

## Project evaluation

### Funding decisions

Each project submitted to the PRESE will be evaluated by the members of the PRESE Executive Committee. 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 Executive Committee makes no commitment to fund all the projects submitted to it.

### Communication of results

The PRESE coordinator will communicate the Executive Committee'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](http://PRESE.ca).

### Important dates

The key dates are as follows:

Launch of the Call for Projects	October 2021
Deadline to submit a letter of intent	December 20, 2021
Deadline to submit the project to the PRESE	February 22, 2022
Communication of competition results	End of March 2022

## Evaluation criteria

Projects submitted to obtain funding must meet the criteria below. It is the applicant's responsibility to explain how the project meets these criteria.

### Collaboration and relevance

The project must involve the collaboration of at least two PRESE member institutions, and ideally more. It must have scope and genuine relevance for each partnering institution.

## Innovation

The jury will be especially attentive to the project's innovative dimension (i.e., introducing new elements pertaining to methods, practices or collaborative modes), distinction (i.e., addressing topical issues), or creation of value (i.e., offering sustainable transformations that will benefit the student community).

## Continuation

The jury will be particularly sensitive to the project's sustainability after receiving funding. For potentially lengthy or recurring projects, you must demonstrate the means and sources of funding you could utilize in order to continue or follow up on the project.

## Benefits

The project must have realistic, measurable benefits for each partnering establishment, and for the student community.

The benefits may vary in nature, for example:

- boosting student recruitment or retention in a given program or area of study;
- raising graduation rates in higher education;
- showcasing the value of higher education in Estrie;
- updating or enhancing education in the socio-demographic context of the scarcity of workers in Estrie;
- pooling services;
- showcasing community outreach activities;
- building bridges between knowledge and local organizations or civil society;
- etc.

## Feasibility and timeframes

The project must be carried out in accordance with the presented timeframes, within a maximum span of two years, beginning on May 1st, 2022.

For details on the criteria used to evaluate the submitted projects, please consult the *PRESE-W2022-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 the content of this guide, please contact Sophie Vincent, PRESE Coordinator, at [Sophie.Vincent@USherbrooke.ca](mailto:Sophie.Vincent@USherbrooke.ca).