



Partnership Research Program  
For a Sustainable North

# SECOND JOINT CALL FOR PROPOSALS

INSTITUT NORDIQUE DU QUÉBEC | SENTINEL NORTH  
2020-2023

## PROPOSAL GUIDE

Financial partners





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## PARTNERSHIP RESEARCH PROGRAM FOR A SUSTAINABLE NORTH - INSTITUT NORDIQUE DU QUÉBEC AND SENTINEL NORTH, UNIVERSITÉ LAVAL

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### PROGRAM HIGHLIGHTS

- Partnership: Institut nordique du Québec (INQ) and Sentinel North (SN), Université Laval
- Program launch: Fall 2019
- Multidisciplinary or intersectoral projects (at least two disciplines or two sectors) involving different institutions. Researchers from Université Laval and at least one other university (see text box below)
- This call for proposals is for INQ regular members only.
- Researchers must be affiliated with INQ, have signed the *Researcher Agreement* document, and be part of an institution that is a regular member of INQ.
- At least one of the research team investigators must be a professor at Université Laval.
- Proposals must be related to INQ's scientific program, including the interests and aspirations of Indigenous Peoples.
- Maximum duration of the proposed project is three years (2020–2021, 2021–2022, 2022–2023).
- Grants of up to \$300,000 for three-year projects (indirect research costs<sup>1</sup> of 15% are paid to the institution and are included in these amounts) – i.e., projects of approximately \$85,000 per year.

Université Laval, through its Sentinel North program, is offering a substantial financial contribution to this joint call for proposals.

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### KEY DATES

Launch of call for proposals: November 8, 2019  
Deadline for proposal submission: February 27, 2020  
End of evaluation process: late March 2020  
Project start: April 2020

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### PREAMBLE

Institut nordique du Québec (INQ) and the Sentinel North (SN) Research Strategy are pleased to team up to launch a joint call for research proposals to INQ members, with a view to helping expand Quebec's knowledge about the North and the Arctic (in keeping with INQ's scientific program) and with an eye to the sustainable development of Northern Québec and the improved well-being of the communities living in this vast territory.

The issues facing the North are complex, and require the participation of various sectors and disciplines. INQ and SN propose an innovative approach based on intersectoral and interdisciplinary research that includes social sciences, health sciences, natural sciences, and engineering. To foster synergy and collaboration, this joint call for proposals encourages the development of inter-institutional projects.

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<sup>1</sup> Indirect costs of 27% are applied only to the FRQ portion, which represents 63% of the total amount granted.

## **INSTITUT NORDIQUE DU QUÉBEC**

Since its inception in 2014, Institut nordique du Québec has worked to forge a network of actors with an interest in the development of Northern Québec. Its mission is to unite stakeholders in northern and Arctic research (natural sciences and engineering, health sciences, social sciences, and humanities) to promote innovation and to create synergy between researchers and the end-users of research so as to provide governments, northern communities, and the private sector with the knowledge and expert workforce required for the sustainable development of the North. Knowledge acquisition is key to the ethical and harmonious development of the North, in order to promote the full potential of this vast territory. INQ's goal is to build on a solid scientific foundation to showcase Quebec's expertise and leadership at regional, national, and international levels.

## **UNIVERSITÉ LAVAL SENTINEL NORTH STRATEGY**

In a context of accelerating climate change and socioeconomic development in the Arctic and sub-Arctic regions, the Sentinel North Strategy allows Université Laval and its partners to draw on over a half-century of northern and optics/photonics research expertise to develop innovative new technology, train the next generation of transdisciplinary researchers, and improve our understanding of the northern environment and its impact on human beings and their health. Sentinel North is funded in part by the Canada First Research Excellence Fund.

## **BACKGROUND**

The North is a world of contrast and diversity. Climate change, industrialization, and modernization are creating dramatic impacts on its environment, economy, culture, and the health of its populations. The Government of Québec is mindful of the economic, social, and environmental consequences of these changes, and is moving forward with plans to promote its territory and resources for the benefit of the communities who live there, launching an ambitious project with a vision for the sustainable development of Northern Québec.

Given this imminent development and the major socioeconomic and environmental consequences it represents, it is more urgent than ever to set up a partnership research program to ensure that the development of Northern Québec rests on a foundation of sound scientific knowledge.

## **OBJECTIVES**

This joint INQ/SN call for proposals, entitled *For a Sustainable North*, aims to address the societal challenge of sustainable development in Northern Québec by bringing together investigators from complementary areas of research to partner in projects by way of a call for proposals.

The proposed projects must be directly in keeping with INQ's scientific program, which features five main research priorities and 16 related themes. Each of the five priorities focuses on a different sector, and each of the 16 themes on a different discipline. Projects must be multidisciplinary or intersectoral, with a minimum of two disciplines or two sectors.

**The specific objectives of *For a Sustainable North* include the following:**

- Foster the emergence of new knowledge, technology, and practices in Québec that will help it achieve its objectives more quickly.
- Rally the university scientific community as well as government and business around partnership research projects that strive to develop solutions.

- Enhance intersectoral research potential by training the next generation of scientists, specialists, and experts that are needed in Quebec.
- Spur the participation of government ministries, organizations, and private companies that employ technologies and practices developed within the projects to make them more relevant, and encourage transfer with a view to changing practices.
- Boost the dissemination of new knowledge from a standpoint of the ethical development of Northern Québec.

## **SUMMARY OF INQ'S SCIENTIFIC PROGRAM**

As mentioned above, the proposed projects must be directly in keeping with INQ's [scientific program](#), which features five main research priorities and 16 related themes. The program was developed by over 150 experts from no fewer than 50 organizations across Québec. It reflects a broad range of research needs and priorities in social sciences, health, natural sciences, engineering, and the environment, including the interests and aspirations of Indigenous Peoples in the North. It was created with an eye to the socioeconomic development of the North and in a manner respectful of the communities.

### **PRIORITY 1: Societies and Cultures**

Improve our knowledge of social and cultural issues of Northern Québec by studying different development models as well as heritage, identities, territoriality, knowledge, living environments, and governance. This priority also emphasizes the planning of research programs, compliance with ethics protocols in Indigenous settings, and the decolonization of research.

Themes addressed:

- 1- Development and territoriality
- 2- Cultural heritage and representations
- 3- Languages, identities, knowledge transmission, and education
- 4- Physical and human living environments
- 5- Law and governance

### **PRIORITY 2: Health**

In keeping with the themes and priorities identified by people in the North, and using a partnership approach, this priority focuses not only on research into illness and disease, but also on resilience, adaptation, and the positive aspects of health. Intervention research, both clinical and population-based, aims to identify optimal solutions and best practices to improve the health of northern populations and reduce health-related inequities.

Themes addressed:

- 1) Health issues
- 2) Factors shaping health
- 3) Healing, and health and social services

### **PRIORITY 3: Ecosystem Processes and Environmental Protection**

The ecosystems of high northern latitudes are feeling the combined effect of accelerated socioeconomic development, strong demographic growth, and global warming. This priority examines the consequences of such stresses on marine, terrestrial, and freshwater ecosystems in order to preserve and protect the food security and well-being of people living in the North. This research priority explores global warming, thaw, freshwater, food security, and the greenhouse effect, with an emphasis on coastal environments.

Themes addressed:

- 1- Northern terrestrial and freshwater environments
- 2- Investigation, monitoring, and management of coastal zones and ice-bound seas

#### **PRIORITY 4: Infrastructure and Technology**

Developing Quebec's North will require new technologies and infrastructure adapted to its harsh environment characterized by a cold climate, remote communities, and melting permafrost. To address the needs of northern communities, this priority explores issues including the rapid implementation of telecommunications channels, development of environmental technologies to ensure the protection of the potable water supplies of northern communities, the development of infrastructure adapted to harsh environments, and the conversion and management of waste from a health and sustainable development standpoint.

Themes addressed:

- 1- Building sustainable infrastructure
- 2- Information technology
- 3- Environmental technology

#### **PRIORITY 5: Natural Resources**

The North's ecosystems are home to considerable forestry, mineral, hydroelectric, and wind resources. This priority looks at the economic value of natural resources while taking into account the extreme vulnerability of northern ecosystems to climate change and the impact of human activity. In keeping with the aspirations of northern communities, it will study and document overexploitation, seek to achieve social acceptability, and encourage the local spinoffs of economic activity. Through optimization and planning, this priority seeks to develop tools that will ensure that strategic resources in the North are developed in a sustainable manner.

Themes addressed:

- 1- Forest planning and management
- 2- Responsible mineral development
- 3- Energy

### **2020–2023 CALL FOR PROPOSALS**

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#### **GENERAL**

- The total amount of funding available for this joint call for proposals is \$1.5 million over three years.
- Financial aid granted for *For a Sustainable North* scientific projects under the partnership research program allows INQ-affiliated researchers with INQ regular-member institutions (Appendix 4) to apply for funding in the form of a grant of up to \$100,000 a year for a maximum of three years. Projects must be carried out between May 1, 2020, and August 30, 2023. This amount includes a 15% indirect research cost, which shall be transferred to the institutions upon granting of the funds.
- In addition, an amount equal to at least 10% of the total amount of the annual grant, i.e., \$10,000, in cash or in kind, must be listed as a contribution from partners from outside the university community. The latter will automatically become INQ [user members](#) or [partners](#) (see Appendix 3 for definitions). Contributions from organizations in northern communities are considered an asset for the project.



- The funding provided can be used to cover expenditures related to salaries, scholarships, travel and subsistence costs, material and equipment rental, fieldwork, laboratory research, and costs associated with the dissemination of results.

## ELIGIBILITY

- Researchers may be associated with no more than two applications, and no more than one as the principal applicant.
- The proposed projects must be **multidisciplinary** or **intersectoral** in nature, in keeping with INQ's scientific program, which features five research priorities and 16 underlying themes. Projects must address at least two themes or two research priorities.
- Proposals must be submitted by an **INQ-affiliated researcher** (see list on INQ website).
- The team's **researchers** must be **affiliated** with INQ and have signed the *Researcher Agreement* document **before the proposal is submitted**. For inquiries about affiliation, contact the vice rector of research at your institution.
- The project team **must** include an INQ-affiliated Université Laval researcher who has signed the *Researcher Agreement* document.
- Proposed projects must be **interinstitutional** and include at least **two institutions that are regular members of INQ, one which must be Université Laval** (see Appendix 4 for list).
- All collaborators mentioned in the application must be associated with organizations that are INQ **user members** or **partners**, and **have signed the membership agreement to this effect before the proposal is submitted**. The application form is available online on the INQ website. Contributions from organizations in northern communities are considered an asset for the project.
- Proposals must include a paragraph explaining how the project's objectives are relevant for the North and for its communities.

## PROPOSAL EVALUATION

INQ and Sentinel North are committed to ensuring that proposals are evaluated in an objective and impartial manner, based on their scientific merit. Evaluations will be conducted [according to a set of evaluation criteria](#) (see Appendix 2). An independent evaluation committee will examine the proposals and submit its recommendations to the INQ Executive Committee. The members of the evaluation committee shall declare any and all conflicts of interest.

## APPLICATION PROCESS

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Only researchers who are affiliated with institutions that are INQ regular members may submit an application. Researchers from member institutions may request affiliation by contacting their vice rector of research. They must sign the *INQ Researcher Agreement* document.

### To submit a proposal, the principal applicant must

- 1) Complete the project proposal form (parts A to G)
- 2) Obtain the signature from their institution (Section H.3 of the form)
- 3) Include the appended documents in PDF form (Part H)

The complete proposal in PDF form must be emailed to [admin@inq.ulaval.ca](mailto:admin@inq.ulaval.ca) no later than February 27, 2020, at 11:59 p.m. EST.

To facilitate document sending and transfer to the members of the evaluation committee, the principal applicant should send only one email no larger than 10 MB containing all of the required documents.

Grant applications may be written in English or French. However, the project title and summary must be in French.

Applications that are incomplete or submitted late shall not be considered. No mailed-in applications shall be accepted.

### MANDATORY DOCUMENTS (PDF)

- Duly completed and signed proposal application form
- Detailed budget
- An **abridged résumé** no longer than two pages for each of the researchers (principal and co-applicants alike) in PDF form, that summarizes the following, in order:
  - University or professional training
  - Scientific or professional career
  - Competencies and accomplishments relevant to the project
- **Letters of contribution or support** from associate or user members or partners must include the following:
  - Organization's name and contact information
  - A description of the organization's support for the research activities and its role in the project
  - The amount of the financial support in the case of cash contributions
  - A description and monetary value (in dollars) of the support in the case of in-kind contributions
  - The anticipated benefits for the partner organization
  - The signature and date of signing of the organization's official representative

### If you have any questions about this joint call for proposals, please contact

Debra Christiansen-Stowe, INQ Operations Coordinator Phone: 418-656-5193 <a href="mailto:debra.christiansen-stowe@inq.ulaval.ca">debra.christiansen-stowe@inq.ulaval.ca</a>	Brigitte Bigué, INQ Project Director Phone: 418-656-2131 ext. 403904 <a href="mailto:Brigitte.bigue@vrr.ulaval.ca">Brigitte.bigue@vrr.ulaval.ca</a>
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## APPENDIX 1 GUIDELINES FOR PROPOSAL SUBMISSION

### INFORMATION

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The proposal must provide information about the proposed project in relation to the eligibility criteria and to the general objectives of the joint call for proposals. Proposals shall be evaluated according to the Evaluation Criteria for Research Projects (see Appendix 2).

#### **Presentation**

Use letter-size paper with a 2 cm margin on all sides. Include the names of the two principal investigators in the top margin on each page, and number pages consecutively in the bottom margin. Proposals must be in Arial font (at least 11-point size). Use single spacing. Compressed characters are not accepted.

Illustrations and graphs may be included; however, they will be counted in the maximum number of pages indicated below. Text, graphs, and illustrations may be set out in one or two columns. Any excess pages or documents other than those required will be deleted.

#### **Deadline for submission**

An electronic copy including all sections of the project proposal (a single PDF document less than 10 MB in size) as well as the related Excel budget spreadsheet must be sent by email to [admin@inq.ulaval.ca](mailto:admin@inq.ulaval.ca) no later than February 27, 2020, at 11:59 p.m. EST.

Applicants will receive **confirmation of receipt of their application within 48 hours.**

### APPLICATION FORM

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All sections must be completed. Please limit text to the maximum indicated length for each section, as any additional text will be deleted.

#### PART A – IDENTIFICATION

##### **A.1 Title**

The title must clearly and concisely indicate the purpose of the project. The project title will be used for publication purposes.

##### **A.2 Project Summary (max. 1 page)**

Provide a summary of the project describing the main elements of the proposed research, the nature of the collaboration and activities to be funded, and the anticipated impacts. This summary will be used in the selection process, and will be posted on the INQ website.

### A.3 Research Priorities of INQ's Scientific Program

Select the research priorities in INQ's scientific program to which your project pertains.

- Priority 1 Societies and Culture
- Priority 2 Health
- Priority 3 Ecosystem Processes and Environmental Protection
- Priority 4 Infrastructure and Technology
- Priority 5 Natural Resources

### A.4 Name and affiliation of principal investigator

- The principal investigator is an INQ-affiliated researcher who has signed the *Researcher Agreement* document.
- Enter the name, contact information, and affiliation of the principal investigator.

### A.5 Name and affiliation of co-applicants (max. 8)

- Co-applicants are INQ-affiliated researchers who have signed the *Researcher Agreement* document. They contribute significantly to the focus and progress of the project.
- They may, for example, co-supervise students and receive part of the project grant.
- Enter the names of the co-investigators, as well as their contact information and affiliation.
- For each co-investigator, briefly discuss their scientific contribution to the project.

### A.6 Name and affiliation of collaborators from organizations that are INQ user members or partners.

- Identified collaborators must be part of organizations that are INQ **user members** or **partners**.
- Organizations must have signed the membership agreement **before** the proposal is submitted.
- To become a user member or partner, organizations must complete the application form on the INQ website.
- Collaborators do not receive direct project funding.
- Enter the names of the collaborators followed by the names of their organizations (INQ user member or partner).
- For each collaborator, briefly discuss their scientific contribution to the project.
- Please indicate the organizations that may be involved in funding your project through financial assistance (cash and/or in-kind). Letters of support from these organizations are required in Section H.2 of the form.

### PART B – OBJECTIVES AND RELEVANCE (max. 1 page)

- Please describe the objectives of the research proposal and how they relate to INQ's scientific program. What are the main issues addressed by the research project?
- Proposals must include a paragraph explaining how the project's objectives are relevant for the North and for the communities who live there.

## PART C – PROJECT DESCRIPTION (max. 5 pages)

Describe the project, as per the following structure:

### C.1 Introduction

Present the project, explaining how it is in keeping with INQ's scientific program. Highlight the originality and innovative nature of the proposed research in terms of the hypotheses/research questions, innovative technology/methodology, and/or novel applications of existing technology/methodology.

Explain, in one paragraph, how the project takes into consideration the recommendations of the [Research Guidelines](#) published by INQ in January 2018.

### C.2 Research Issue

Based on recent literature, describe how your project is relevant, original, and innovative, and specify how it will contribute to advancing knowledge about the North and the Arctic. Describe the scientific challenges and research problems related to your project.

### C.3 Methodology

Explain the methodology you intend to use for your project in relation to the challenges described in Section C.2. Describe the experiments you plan to conduct to understand the problems related to your projects and to identify solutions.

### C.4 Research Schedule

Provide a clear and realistic timeline. Describe the role students will play in your project.

### C.5 Partnership

Clearly describe how the project approaches partnership, in terms of the consolidation of existing partnerships or the forging of new ones. Explain how this partnership will bring added value to the project.

### C.6 References

Indicate what bibliographic references you used to draft your application. Do not use hyperlinks in this section.

## PART D – TEAM EXPERTISE | MULTIDISCIPLINARY AND INTERSECTORAL (max. 1 page)

- Explain to what extent the competencies and experience of each of the investigators is required to achieve the project objectives.
- Where relevant, justify the participation of investigators not affiliated with INQ (maximum of 2), and describe the complementary expertise they bring to the team.
- Clearly describe your team's multidisciplinary or intersectoral approach.

Fonds de recherche du Québec (FRQ)<sup>2</sup> defines *intersectorality* as "a research and collaboration approach which, in order to shed new light on common or shared research issues, brings together researchers from disciplinary fields from at least two of the three major sectors covered by FRQ to examine a research topic, problem, method or question. The sectors in question are natural sciences and engineering; humanities, social sciences, arts, and letters; and health."

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<sup>2</sup> Adapted from the definition provided on the website of Fonds de recherche du Québec.

- Multidisciplinarity can be defined as the notion of rallying different disciplines around a single theme by approaching a research topic from the point of view of various specialists and seeking the coexistence of different fields, with a view to achieving complementarity in solving a problem, whereby each specialist maintains the specificity of their concepts and methods. (English translation adapted from USherbrooke)<sup>3</sup>.
- Indicate the composition, excellence, and level of integration and coherence of the team, the complementarity of their expertise, as well as the added and innovative value of the proposed collaboration.

#### PART E – TRAINING OF HIGHLY QUALIFIED PERSONNEL (max. 1 page)

- Briefly describe the ability of the team and the proposed project to train graduate students and/or postdoctoral fellows in an interdisciplinary environment.
- Describe how the experience acquired by the students will help advance knowledge about the North and the Arctic.

#### PART F – OUTCOMES AND IMPACTS (max. 1 page)

##### F.1 Potential Outcomes

- Clearly indicate the anticipated results and potential outcomes of your project for Québec and for the communities living in the North. Outcomes may be of a scientific, social, or economic nature. Explain how the proposed project will contribute to sustainable development in relation to Québec's Plan Nord (in terms of new knowledge, solutions, training, etc.)

##### F.2 Impacts

- Describe the knowledge and/or technology transfer efforts planned to reach different target audiences (scientific community, northern populations, stakeholders, general public). Indicate how your research findings will have an impact on northern regions and/or their inhabitants.

#### PART G – COMPLEMENTARITY

- Please provide details about any overlap of the research topics in your application with other funding you may have obtained or expect to obtain from other sources. Clearly explain the complementarity or overlap of the project and the funding you are applying for with any other applications you have submitted.
- Explain how you are using the funding you have received from other sources and how it differs from the budget proposed herein.
- Where applicable, include a summary of any other funding or grant applications, to help the evaluators fully understand the relationship between your projects.
- Where applicable, clearly indicate the primary objective, provide a brief overview of the methodology, and give detailed information on the budget. Describe the support to be provided by the highly qualified personnel and how it relates to this application.
- Describe the distinctive aspects of your project, and explain how the expenditures differ from activities funded by other sources.

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<sup>3</sup> Translated excerpt from [usherbrooke.ca/litt\\_et\\_maths/fondements/inter\\_trans\\_multi\\_ou\\_intradisciplinante/](http://usherbrooke.ca/litt_et_maths/fondements/inter_trans_multi_ou_intradisciplinante/)

You are responsible for providing sufficient information to allow the evaluation committee to assess any relationship you may have with other sources of funding. The committee will take into account any ambiguity concerning overlap.

## **PART H - BUDGET**

### **H.1 Detailed Budget**

- Please complete the Excel table included with the form.
- Eligible expenditures are set out in Appendix 5.
- Indicate all in-kind and in-cash contributions from your project partners. A letter confirming the contribution of each partner must be included with your application.
- Indirect research costs for eligible items will be transferred directly to the institutions once the grant is awarded.

### **H.2 Justification of Expenditures (max. 1 page)**

- Explain and justify each budget item in detail.
- The information provided must be sufficient to allow the evaluation committee to properly determine the relevance of the resources required to carry out the project.

## **PART I – OTHER REQUIRED DOCUMENTS**

### **I.1 Résumés (max. 2 pages)**

The principal applicant must provide, along with the project proposal, an abridged résumé for each participant (applicant and co-applicant). The abridged résumés in PDF form (no longer than 2 pages each) shall summarize the following points, in order:

- 1) University or professional training
- 2) Scientific or professional career
- 3) Competencies and accomplishments relevant to the project

### **I.2 Letters of Support**

The principal applicant must provide, along with the project proposal form, letters of support from each partner involved in the project. Each letter must clearly indicate the following:

- Organization's name and contact information
- A description of the organization's support for the research activities and its role in the project
- The amount of the financial support in the case of cash contributions
- A description and monetary value (in dollars) of the support in the case of in-kind contributions
- The anticipated benefits for the partner organization
- The signature and date of signing of the organization's official representative

### **I.3 Signatures of the principal investigator and of an authorized representative of their institution (INQ regular member)**

- Have the completed application form signed by the official representative of the principal investigator requesting the funding. The official representative's name and title, as well as the date, must be clearly indicated.
- By signing the form, the representative attests that all the information provided is complete and accurate.

- The project investigators undertake to adhere to the rules and principles set out in FRQ's policies.
- Common General Rules:
  - Responsible Conduct of Research
  - Research Ethics Policy
  - Management of Intellectual Property
- INQ rules:
  - Guidelines for ethical research in the North
- Applicants agree to allow the information in this application to be disclosed for evaluation and examination purposes, provided those with access to the information undertake to abide by standard rules of confidentiality.
- Note that, in compliance with the membership agreement signed between regular members and INQ's administering institution, applicants shall adhere to the principle whereby they agree to share the findings generated by their research projects, insofar as possible, by forwarding them to INQ so they can be incorporated into the data, results, and tools disseminated and shared by INQ for the benefit its members.
- The researchers undertake to submit an annual progress report on the project and, two months after the end date of the project, a report on the work done during the project. A report template will be forwarded to the principal investigator.

#### **I.4 Suggested reviewers**

- Please propose a maximum of five individuals with the competency to evaluate the technical aspects of your proposal. These experts must come from the university or government communities. There must be no actual or perceived conflict of interest with regard to the proposed individuals.
- For each proposed reviewer, please indicate the following: name, affiliation, complete mailing address, phone number, email address, and area of expertise.



## APPENDIX 2

### EVALUATION CRITERIA

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- **Team composition (20%):**
  - The experience and achievements of the team are convincing.
  - The complementarity of the team has been clearly shown.
  - The level of partner involvement at the various stages of the project has been clearly shown and is significant.
- **Project (35%):**
  - Innovative aspects of the project, excellence, and originality
  - Clarity and relevance of the research methodology
  - Feasibility in relation to stated objectives
  - Multidisciplinary or intersectoral project directly related to INQ's scientific program. The project addresses relevant questions, demonstrating the need for multidisciplinary or intersectoral expertise.
- **Training of highly qualified personnel (HQP) (20%):**
  - Project relevance in relation to training of highly qualified personnel
  - Training environment offered
  - Training enhanced by the interdisciplinary environment
  - Results of the training and competencies acquired by HQP
- **Outcomes and impacts of the project within the framework of the sustainable development of the North (20%):**
  - Relevance and impact of research, and benefits for northern communities from a standpoint of sustainable development
  - Outcomes in terms of social, economic, and environmental impacts for Quebec society.
- **Budget (5%):**
  - Relevance and justification of the budget, as well as a realistic timeline

**The grade awarded for each criterion is based on the following scale:**

Note	Details
1	<b>Poor.</b> Does not meet the criterion, or contains significant intrinsic weaknesses.
2	<b>Satisfactory.</b> Generally meets the criterion, however still contains major weaknesses.
3	<b>Good.</b> Meets criterion, however there are still a number of problem areas.
4	<b>Very good.</b> Successfully meets criterion, however some minor problem areas need to be addressed.
5	<b>Excellent.</b> Successfully meets criterion as is.

## APPENDIX 3

### DEFINITIONS OF INQ-AFFILIATED MEMBERS, PARTNERS, ENTITIES, AND RESEARCHERS

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INQ's regular, associate, and user **members** must conduct research related to northern or Arctic issues. INQ's partners are legal entities with an interest in northern or Arctic issues. Institutions and legal entities that wish to become INQ members must complete and sign a membership application.

#### **Regular Members**

INQ regular members consist of **Québec** institutes of higher learning or legal entities that conduct research related to northern or Arctic issues.

#### **Associate Members**

INQ associate members consist of institutes of higher learning or legal entities **outside Québec** that conduct research related to northern or Arctic issues.

#### **User Members**

INQ user members include public, broader public, or private organizations; companies; or individuals who are interested in INQ's activities and are potential end-users of its research findings and who wish to remain up-to-date on INQ's activities and be solicited for contributions. User members bear the cost of any services provided by INQ.

#### **Partners**

Other legal entities that make use of northern research may join INQ as a partner.

The Government of Québec and its public corporations, as well as the Government of Canada, are strategic INQ partners.

#### **Affiliated Research Centres or Entities**

Research centres or entities with a focus on northern or Arctic research who are recognized by a member or partner institute or entity may be affiliated with INQ. These centres or entities are submitted to the executive committee by a member or partner, and are active contributors to INQ's scientific program and to the development of its research priorities. The centre or entity's affiliation is subject to approval by the executive committee.

#### **Affiliated Researchers**

Affiliated researchers are researchers from an institute of higher learning working in humanities, health, social sciences, or pure and applied sciences whose primary research and innovation efforts already clearly address northern issues and challenges - Northern Quebec (north of the 49th parallel) or the Canadian and circumpolar Arctic.

## APPENDIX 4

### LIST OF REGULAR MEMBERS OF INSTITUT NORDIQUE DU QUÉBEC

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1. École de technologie supérieure (ÉTS)
2. Institut national de recherche scientifique (INRS)
3. École Polytechnique Montréal (ÉPM)
4. Concordia University
5. Université de Montréal
6. Université de Sherbrooke
7. Université du Québec
8. Université du Québec à Chicoutimi
9. Université du Québec à Montréal
10. Université du Québec à Rimouski
11. Université du Québec à Trois-Rivières
12. Université du Québec en Abitibi-Témiscamingue
13. Université Laval
14. McGill University
15. Université TÉLUQ

## APPENDIX 5

### ELIGIBLE EXPENDITURES

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#### **Expenditures eligible for grant**

The expenditures listed below are eligible for inclusion in the grant calculation: Eligible expenditures consist of costs directly related to the research, development, transfer, and innovation of the recipient's project.

#### **Direct project costs**

Direct project costs refer to expenditures that are directly attributable to the projects funded or carried out by the organization. They include remuneration of research personnel, scholarships, and other costs directly attributable to the projects.

#### **Expenditure items directly related to the funded projects:**

- Salaries, wages, and benefits
- Student Bursaries
- Material, consumables, and supplies
- Equipment rental
- Project management costs
- Intellectual property costs
- Professional fees
- Travel and living expenses
- Financial compensation for participation
- Knowledge dissemination costs
- Animal facility and platform-related costs

**At least 35% of expenditures must be attributable to undergraduate, master's, and graduate students.**

**The value of equipment must be no more than \$15,000, before taxes, for the entire project.**