

PERFORMA RESEARCH AND INNOVATION GRANT

FORM – 2021 COMPETITION

- Please fill in each field of this form, staying within the space allowed for each section;
- Attach the supporting documents described on page 6;
- Send your complete grant application package to Performa no later than **March 15, 2021** to the following address: performa-collectif@usherbrooke.ca.

1 TITLE OF THE RESEARCH OR PEDAGOGICAL INNOVATION PROJECT (15 words maximum)

2 PROJECT SUMMARY (120 words maximum)

3 HOME COLLEGE

4 PERSONS RESPONSIBLE FOR THE PROJECT

NAME	TITLE	ROLE AND TASKS IN THE PROJECT

* If the project team has more than four members, you may add an appendix to extend this section.

5 PROJECT PRESENTATION

A. Nature of the project. Explain if it is a research or pedagogical innovation project.

B. Goals. Describe the overall goal and specific goals that the project addresses.

C. Project description. Present the project clearly, taking into account the following: context of the project, relevance (problem addressed, targeted audience, situation analysis, etc.), links with the themes of the Collectif, main anticipated results (benefits and impacts anticipated for the home institution and the college network), avenues for knowledge transfer (for the home institution, Performa, the college network, etc.), and what is innovative about the project. Please conclude this section with a selected bibliography of the main references used to support your arguments.

Project description (continued)

6 IMPLEMENTATION

Present your selected methodological approach and describe the measures that will be taken throughout the project to ensure its scientific rigour. If applicable, describe the research method, data collection and analysis tools, etc.

7 ETHICAL CONSIDERATIONS

Specify how the project will be carried out in compliance with recognized ethical principles. If applicable, describe the precautions taken to ensure data confidentiality, subject anonymity, free and informed consent, etc.

Does your institution have a research ethics committee?

YES

NO

8 FINANCIAL REQUESTS

State the total amount requested for the project. Specify the nature, amounts and grounds for the expenses planned during the project. If applicable, indicate funding contributions to the project from other sources, including amounts and sources.

9 CONDITIONS FOR SUCCESS

State the means established to ensure that the project goes smoothly and continues to move forward. Describe the mechanisms relating to information, collaboration or involvement with respect to the various project members or other project partners.

DESCRIPTION OF SUPPORTING DOCUMENTS TO ATTACH TO THIS FORM WHEN SUBMITTING A GRANT APPLICATION PACKAGE**1) Action plan and operational schedule**

Attach a one-page (maximum) table outlining the project's major steps, the implementation of planned activities, and timeframes. Present this action plan precisely enough to enable an assessment of the project's scope and feasibility. Among other things, the table should clearly indicate the contribution of each person involved in the project as well as the various tasks to be completed during the funded period. A template of the table is available on the Performa website.

2) Letter of support and commitment

Attach a two-page (maximum) letter of support and commitment signed by the academic director of the home college, expressing the director's agreement with the content of the research or pedagogical innovation project, the methods adopted, the project calendar, and financial requests. The director must also agree to the conditions for accepting the grant as set out in the guide.

3) Résumé

Attach a 3-page (maximum) résumé for each member of the project team. The résumé must include the researcher's complete contact information and succinctly present their main professional experience related to the project and attesting to the researcher's expertise in the field.

If you have any questions regarding a grant application,
please contact performa-collectif@usherbrooke.ca.