

PERFORMA RESEARCH AND INNOVATION GRANT

GUIDE – 2021 COMPETITION

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1. PRESENTATION

The purpose of the Performa Research and Innovation Grant is to promote the development and advancement of knowledge in college pedagogy.

The grant was established by the *Collectif de développement de la recherche et de transfert des connaissances* de Performa (hereafter the "Collectif") to support the organization in fulfilling its mandate, which has three broad components:

- Furthering the development of research and contributing to the development of college pedagogy, especially in terms of teacher professional development, college instruction and learning, instructional materials, and institutional instructional development;
- Helping to disseminate valuable professional and scholarly knowledge across the network, and to enrich educational and training content thanks to research findings;
- Supporting the development of interdisciplinary collaboration efforts with researchers and partners concerned by the Performa mission.

2. NATURE OF TARGETED PROJECTS

The projects targeted by the Performa Research and Innovation Grant may be research or pedagogical innovation projects:

- A research project emerges from the identification of a problem, is based on a conceptual framework, and involves data collection and analysis;
- A pedagogical innovation refers to a documented change to a teaching practice with the goal of achieving lasting improvement in student learning.

In all cases, projects must align with the above-mentioned general orientations of the Collectif and with the research themes it prioritizes.

3. RESEARCH THEMES

To guide the actions to take in order to fulfill its mandate, the Collectif identifies the major themes overarching the research and development it supports.

The various research and pedagogical innovation projects encouraged by the Collectif must fall under one of the following three areas:

- **Theme 1: The individual and the teaching profession at the college level.** Teaching and support practices; professional identity, attitudes and competencies; stances and perceptions; professional integration; professional development.
- **Theme 2: Higher education at the college level.** Teaching approaches and methods; pedagogical and instructional resources; pedagogical use of digital technologies.
- **Theme 3: Pedagogical environments in higher education at the college level.** The diversity and needs of student populations; social contexts and factors related to college education; motivation, perseverance and academic success; practice contexts and educational support.

4. GRANT VALUE AND DURATION

- The maximum amount awarded per project is \$7,000 for one year or \$14,000 for two years.
- The number of funded projects will be determined during the application review process.
- Performa reserves the right to award an amount below the requested amount.

5. ELIGIBILITY REQUIREMENTS

5.1 Eligible candidates

Any teacher, guidance counsellor or academic director belonging to the college network.

Persons outside the college network who hold research expertise related to the development of college pedagogy are also eligible.

NB Only one college institution may be designated the “home institution” and be responsible for the grant.

5.2 Eligible expenses

The grant must essentially be used to cover the expenses incurred to meet the project's goals. These expenses may be salaries, professional fees, data collection costs, etc. Purchase of material, printing and distribution costs are not eligible.

6. APPLICATION SUBMISSIONS

All grant applications must be submitted to Performa before the application submission deadline. The application package must follow the instructions set forth in this guide and the application form.

The application must be submitted electronically by one of the persons responsible for the project.

Each grant application must include:

- The electronic form available on the Performa website;
- The supporting documents described on page 6 of the electronic form.

7. EVALUATION AND SELECTION

7.1 Admissible applications

At the end of the submission period for grant applications, the Collectif coordinator reviews the applications received to determine their admissibility.

To be admissible, a grant application must be complete and submitted before the deadline.

Grant applications determined to be admissible will be forwarded to the selection committee for evaluation.

Important notes:

- No attached documents that are not required as part of the application package will be forwarded to the selection committee.
- Elements missing from the application package will not be requested of candidates.
- Any documents received after the application deadline will not be considered.

7.2 Selection committee

The selection committee for grant applications is composed of members of the Collectif.

It is the responsibility of each committee member to declare, if applicable, any actual, potential or apparent conflict of interest during the application review process.

As needed and on an observer basis, the selection committee reserves the right to invite an outside individual with relevant expertise in order to shed light on the committee's review and evaluation work.

7.3 Evaluation criteria

Each grant application package is reviewed based on the following evaluation criteria:

- Project relevance and quality (clear problem, rich conceptual framework, realistic goals, and innovative nature of the project);
- The responsible person's potential for success;
- Project feasibility (realistic budget, project implementation methods, and operational calendar);
- Anticipated benefits and potential for knowledge transfer (the project's relevance to the network).

The complete evaluation grid is available in Appendix 1 of this guide.

Application reviews are confidential and only the members of the selection committee have access to the grant applications submitted to the Collectif.

7.4 Final selection

Once all received applications have been reviewed, the committee selects the projects in accordance with the available budget. The selection committee then issues a selection recommendation to the Collectif.

The Collectif, taking into account the available funds, confirms the funding of projects recommended by the selection committee.

7.5 Table summarizing the steps of the evaluation and selection process for the 2021 competition

STEP	DATE	FOLLOW-UP
Grant application submissions	December 15, 2020 to March 15, 2021	Acknowledgement of receipt sent to all candidates.
Grant application admissibility	March 16 to March 18, 2021	–
Evaluation of applications by the selection committee	March 19 to April 1 st , 2021	–
Decision of the Collectif	April 7, 2021	–
Results announced	April 9, 2021	Email sent to all candidates (whether selected or not)

8. AWARDING AND CONDITIONS

8.1 Announcement of results

The Collectif coordinator emails each candidate to inform them of their grant application's acceptance or denial.

If the application is accepted, the Collectif coordinator provides the person responsible for the project with relevant information regarding acceptance of the grant.

In the event of a refusal, the Collectif does not disclose the analysis made by the selection committee.

8.2 Conditions pertaining to accepting a grant

Accepting a grant means agreeing to execute the work described in the grant application, and, if applicable, making any modifications suggested by the members of the Collectif.

By accepting the grant, the home institution and the person responsible for the project agree to comply with certain terms regarding project execution, documents to produce, responsibility in case of any accidents, losses or damages, and methodological or ethical aspects (see the *Memorandum of Understanding on Grant Acceptance* form in Appendix 2).

8.3 Documents to produce

The person responsible for the project, as well as the home institution accepting the grant, agree to provide the following documents:

- A video recording presenting the project;
- A progress report;
- A final report or an article;
- A summary sheet.

More specific information on each of these documents can be found in Appendix 3.

8.4 Intellectual property

The person responsible for the project retains their rights on the pedagogical content developed in the context of the project.

However, the person responsible for the project must authorize the Collectif to reproduce, translate, publish, distribute or broadcast the project presentation video, the final report and the summary sheet.

The person responsible for the project may also enter into an agreement with a publishing house regarding the productions arising from their project, provided that they first obtain the Collectif's approval to enter into such an agreement before signing a contract.

8.5 Payment of the grant

Performa will pay out the grant directly to the home college, which then becomes the grant administrator.

The grant will be paid in two payments at the following times:

- Half the grant will be paid following submission of the progress report, midway through the project, by the person responsible for the project.
- The balance of the grant will be paid following submission of the final report in compliance with the requirements set forth in this guide.

The home institution may use the amounts awarded to carry out a project in keeping with the project's key orientations. If the home institution wishes to adopt different arrangements than those presented in the submitted application, it must contact the Collectif coordinator at the following address: performa-collectif@usherbrooke.ca.

8.6 Changes to the project

Any minor changes made to the project during the grant period must be mentioned in the progress report and the final report.

The Collectif defines a minor change as:

- Modifications in the progression of the project;
- Changes to data collection and analysis procedures;
- Schedule modifications (without exceeding the period covered by the grant).

Any major changes to the project during the grant period must be communicated to the Collectif (performa-collectif@usherbrooke.ca) and will result in a re-evaluation of the grant award.

The Collectif defines a major change as:

- Modifications in the research team's composition;
- Modifications in project goals and general orientations;
- A change of problem;
- Schedule modifications (exceeding the period covered by the grant).

In the interest of fairness, and depending on the extent of the changes, the Collectif reserves the right to withdraw a grant and ask researchers to submit their new project for the next competition.

8.7 Grant duration

The Performa Research and Innovation Grant is for a period of one or two years, depending on the project.

If, at the end of the grant period, the recipient is unable to complete their project, they must contact the Collectif to explain the delay and make arrangements with the Collectif if necessary.

The research team may be given an extension of up to six months to complete the project.

If, at the end of this period, the project is still not completed, the Collectif will cancel the grant award and the payment agreement signed in the *Memorandum of Understanding on Grant Acceptance* will pay out the grant directly to the home college, which then becomes the grant administrator

9. INFORMATION AND APPLICATION FOLLOW-UP

The Collectif coordinator remains available throughout the competition period to answer any questions from candidates regarding their grant application packages.

As of the announcement of the results, and throughout the funded period, the Collectif coordinator is the reference person for grant recipients.

The person responsible for the project must notify the Collectif coordinator, in writing and as soon as possible, of any significant changes made to the assignment of individuals responsible for the project; project goals; the project calendar; and any situation that could impede the project or require major changes thereto.

The Collectif coordinator can be reached at the following email address: performa-collectif@usherbrooke.ca.

Appendix 1 – Evaluation Grid¹

Criteria		Indicators	Points
1. Project relevance and quality	1.1	Project relevance in terms of advancing knowledge (innovative dimension - college, college community, academic community)	/10
	1.2	Links with the themes of the Collectif	/10
	1.3	Clarity and relevance of the background and problem	/5
	1.4	Relevance and quality of the literature review, analytical framework, and concepts	/10
	1.5	Relevance and quality of research questions or objectives	/5
2. Responsible person's potential for success <i>(Fitness to carry out the project: training, experience)</i>	2.1	Relevant training and complete expertise of the members on the research team	/5
	2.2	Significant contributions to the research and to the college community (scholarly publications, general-interest articles, conferences, etc.)	/5
3. Project feasibility	3.1	Coherence and preciseness of timeframes	/10
	3.2	Realistic feasibility of the requested budget including, if applicable, the project's alignment with the selection criteria of the granting organization	/10
4. Transfer of results	4.1	Relevance and value of benefits arising from the research (college, college community, academic community)	/20
	4.2	Relevance and preciseness of distribution methods and their implementation	/10
TOTAL			/100
Comments			

¹ Adapted from the grid established by the Cégep Gérald-Godin, *Document 6.1 Procédure d'analyse des projets de recherche*.

Appendix 2 – Memorandum of Understanding on Grant Acceptance

Project title:

College institution administrating the grant:

Persons responsible for the project:

Project completion dates:

Grant awarded to the institution

\$

By accepting a grant, the beneficiary educational institution and person responsible for the project agree to the following terms:

1. The persons responsible for the project agree to carry out all work pertaining to the project, whose content and terms have been described in the project submitted by the educational institution and selected to receive a grant, with, if applicable, any modifications suggested by the members of the Collectif.
2. At the end of the project, the educational institution will provide the Collectif with the material and documents arising from the project, including a final report in accordance with the terms described in this guide.
3. The educational institution and the persons responsible for the project assume responsibility for the content and documents described under article 2.
4. The educational institution and persons responsible for the project hereby authorize the Collectif, without territorial limits and without royalties, to reproduce, translate, publish, distribute and disseminate the research report produced following the project.
5. If a publishing house wishes to enter into an agreement regarding the publication of material or documents arising from the project, the educational institution and persons responsible for the project must have the Collectif's prior approval for said agreement before signing a contract.
6. The Collectif is not liable for any accidents, losses or damages arising in the course of any project under this grant, given that said liability is covered by the liability insurance of the college institution.
7. The educational institution must notify the Collectif of any significant changes made to the assignment of the persons responsible for the project.

8. The persons responsible for the project as well as the educational institution concerned must, in writing and as soon as possible, notify the Collectif of any significant changes made to the project goals or calendar, or of any situation that may significantly impede the project.
9. In view of articles 7 and 8, the *Collectif de développement de recherche et de transfert des connaissances* reserves the right to cancel this agreement in the event of major changes to the project's goals and general orientations, targeted problem, research-team composition, or schedule.
10. The persons responsible for the project and the educational institution concerned agree to comply with the duration of the grant.
11. In view of article 10, the *Collectif de développement de recherche et de transfert des connaissances* reserves the right to cancel the grant and this agreement if a project is not completed within the period covered by the grant and the period covered by a duly granted six-month extension, if applicable.
12. The persons responsible for the project and the educational institution concerned agree to comply with the methodological and ethical principles in force.
13. The persons responsible for the project and the educational institution certify that the present project is not funded by another agency, or, if applicable, declare such a situation in the form provided for this purpose.

If the educational institution or the persons responsible for the project disagree with this memorandum, said disagreement must be communicated in writing to the Collectif as soon as possible.

 Institution director

 Date

 Person responsible for the project

 Date

This signed memorandum must be provided to the Collectif.

Appendix 3 – Documents to Produce

1. VIDEO RECORDING PRESENTING THE PROJECT

Content

The recipients of a Performa research and innovation grant agree to produce a roughly two-minute video presenting their project. The video must include a summary of the relevant elements presented in the grant application package.

Format

An MP4 file format should be used. However, access to a private video on YouTube is also permitted.

Distribution

The video recording will essentially serve to present the grant recipients' projects to the network of local Performa representatives during Performa general meetings. The video recording will not be broadcast on the Performa website.

For any other form of video distribution, Performa agrees to request the authorization of the person responsible for a given project.

2. PROGRESS REPORT

The progress report is a roughly two-page written report briefly summing up the project's progress. The report is comprised of answers to the questions set forth in Appendix 4.

It must be transmitted to the Collectif coordinator midway through the funded period by the person responsible for a project.

This report is not planned to be distributed, but the information contained therein may be used by Performa to inform its network.

3. FINAL REPORT OR ARTICLE

Content

The person responsible for the project describes their efforts and the achievement of their goals in the context of a final research report or a scientific article.

This production must, at minimum, include the following:

- Description of the project and goals;
- Summary of the methodology used and ethical aspects;
- The results and their analysis;
- Limitations and potential avenues to pursue;
- Possibilities for transfer and use by other colleges, etc.

Format

The expected final production (report or article) should be approximately 3500-4000 words.

Report or article must be written in accordance with the APA style.

The final report or article must be sent to Performa in electronic (Word) format only.

Distribution

The Collectif wishes for funded projects to be widely disseminated and recognized across the college community.

Accordingly, Performa encourages all local representatives to take ownership of projects, and therefore informs college administrations of the publication of each project in addition to uploading an electronic copy of each report together with its information sheet to the Performa website. In addition, the person responsible for the project may be invited by Performa to present their project during a general meeting of local representatives or at another Performa event.

Moreover, the persons responsible for the project are invited to showcase their project and their findings to various authorities and organizations, for example the ARC (Association pour la recherche au collégial), AQPC (Association québécoise de pédagogie collégiale) or CDC (Centre de documentation collégiale). They may also accept invitations from college institutions to lead professional development sessions.

4. SUMMARY SHEET

Each report or article must be submitted along with a summary sheet that includes the following:

- Names of the authors;
- Project summary (250-300 words);
- Five keywords identifying the major themes of the project.

Appendix 4 – Progress Report Form

RESEARCH OR PEDAGOGICAL INNOVATION PROJECT

Project title:

Names of the persons responsible for the project:

Home institution:

Project start date:

Project end date:

Project goals and method

Have you made changes to the goals or method planned for the project? Explain.

Ethical considerations

If applicable, how have ethical considerations been complied with?

Activities and calendar

What activities have been held to date?

Human and financial resources

Have you made changes to the initial estimate? Explain.

Distribution terms

Have terms been established for disseminating the project results? Explain.

Brief appraisal (by the local representative, the academic director, etc.)

Signatures of the persons responsible for the project

Person responsible for the project

Date

Director of the home institution

Date