inclusive

Cross-sector participatory research program

Deadline for project proposals: March 18, 2024, 5pm Announcement of

results: May 2024

Document outline

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1. Context

1.1 Mission

The intersectoral research initiative "*Towards a more inclusive Quebec society",* also known as *Société Inclusive*, is a Quebec research group whose mission is to foster the creation of more inclusive physical and social environments for people with disabilities[1] , whatever their origins (intellectual disability, autism, neurodiversity, physical or sensory disability, aging people).

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[1] *The choice of the term "person with disabilities" refers to the Inclusive Society's desire not to place the responsibility for disability on the individual, and is based on the* Human Development Model - Disability Production Process (MDH- PPH). *"The model applies to all people with disabilities, regardless of the cause, nature and severity of their impairments and disabilities." For example, disabilities may be linked to a physical or sensory impairment, an intellectual disability, an autism spectrum disorder, a person in a neurodiversity situation, a mental health problem, a loss of autonomy linked to aging, etc. For the sake of simplicity, we will use the term "person with disabilities" throughout this document.*

- In 2024 Société Inclusive will fund up to 12 participatory and cross-sectoral research projects, divided into two competitions. There are 6 projects to be funded in each competition.

- For the March competition, the deadline for submitting a project is 5 p.m. on March 18, 2024. There will be another call for entries in autumn 2024.

- Funding is $35,000 per project, with a minimum of $10,000 to support partner involvement.

- A portion or all of the funding can be leveraged by a top-up from Mitacs' Accelerate program to pay for one or more interns. Thanks to an upcoming partnership between Société Inclusive and Mitacs, the application process will be carried out directly on the Société Inclusive application form. Details will be explained later in the document. We strongly encourage you to ask for help from our intersectoral coordinators to find the best way to put together the financing package to suit your needs, by matching the Mitacs funding available specifically for Société Inclusive projects. Projects will still be assessed by Mitacs, but will go through a faster process. Specifically, eligible projects will be approved in 4 weeks (instead of 8).

- The maximum duration of the proposed project must be 18 months. The project start date may be adjusted according to the needs of the teams.

1.2 Financing program objectives

The Société Inclusive intersectoral partnership research program (the Program) provides financial, material and human resources to support innovative research projects. These projects must produce concrete changes in various aspects of the lives of people with disabilities, by accompanying the transformation of associated ecosystems (caregivers, community organizations, public bodies). These projects must implement solutions that will make it possible to reduce the environmental and social obstacles encountered by these people in carrying out their lifestyle habits.

We encourage researchers to submit projects focusing on people with all types of disabilities: motor, sensory, intellectual, aging with disabilities and/or autism.
/ neurodiversity or projects that address concerns in rural and remote communities.

1.3 Support for intersectoral cooperation officers (ACI)

We strongly encourage teams wishing to submit a research project to contact an intersectoral consultation officer (ACI) at an early stage (or as soon as possible) to benefit from their support in developing the project and the partnership, as well as to support the realization of their project. IFAs are responsible for ensuring links between partners and researchers, monitoring and documenting the progress of projects, and disseminating tools, results and best practices to Société Inclusive members. They can also help establish requests for additional funding, new partnerships or collaborations (if relevant). They are experts in intersectoral research best practices and develop monitoring tools, document the participatory research process and help mobilize knowledge as well as write reports and summary documents. To contact an IFA, simply send an e-mail to info@societeinclusive.ca.

1.4 Financial partners

This contest is financed thanks to the support of the Mirella & Lino Saputo Foundation, the Azrieli Foundation and Mitacs. We would like to thank them for their support, which together will help improve the inclusion of people with disabilities and, more broadly, make our community more inclusive.

The Social Inclusion Research Fund (FRIS) aims to support the advancement of knowledge in ID and ASD while supporting research and knowledge transfer. In 2024, FRIS is partnering with Société Inclusive to fund an additional project in the March 2024 Call for Projects.

2. Selection criteria and eligibility

Submitted projects will be analyzed according to the 6 criteria set out below. Each criterion must be met and demonstrated on the application form, otherwise the application will not be considered.

2.1 Fit in with the theme

Projects funded under the program must fall within at least one of the four themes targeted by the initiative:

1. Physical environment and personal mobility
   - Universal accessibility
   - Site accessibility (transportation, architecture and layout)
   - Mobility aids
   - Access to information and literacy,
   - Communication

2. Social environment
   - Access to housing and independent living;
   - Access (and retention) to employment and work ;
   - Access to education ;
   - Access to leisure, sports, tourism and cultural activities.

- Social life and interpersonal relations
- Parasports and physical activities

3. Health and adaptation-rehabilitation
   - Access to health services, taking into account the type of disability ;
   - Access to family support services ;
   - Access to diversified habilitation and rehabilitation services and programs, including the use of assistive devices and technologies.

4. Attitudes, prejudice and discrimination
   - Raising society's awareness of the situation of people with disabilities
   - Promoting respect for the rights and dignity of people with disabilities.
   - Awareness-raising and training for staff in direct contact with the public.

2.2 Meeting the needs of people with disabilities

Proposed projects must meet a need expressed by one or more organizations directly related to the needs of people with disabilities, whatever their origin (intellectual disability, autism, neurodiversity, physical and/or sensory impairment, aging people).

The letter of support from the partner organization should illustrate how this need has been identified and explain how the project results will be implemented.
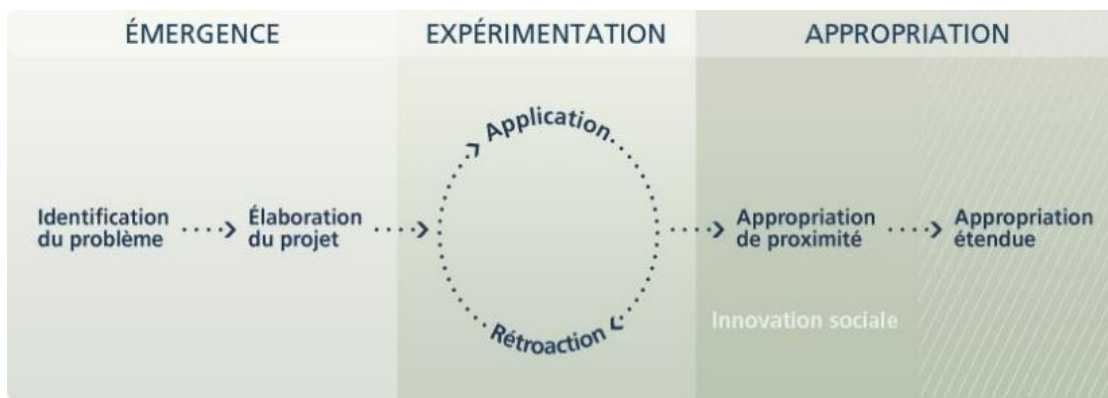
The main project partner must be a non-profit organization (NPO), with or without a charitable registration number. Project results should aim t o :

✓ Produce concrete changes in various aspects of the lives of people with disabilities;
✓ Supporting the transformation of associated ecosystems (c a r e g i v e r s , community organizations, public agencies);
✓ Put   in   implement   of   solutions   for   to   reduce   the environmental and social obstacles encountered by people with disabilities

in the realization of their lifestyle habits.

2.3 Be socially innovative and have an impact on inclusion

Projects submitted to the program must be part of a **social innovation process**. They may be part of one, or more than one, of the three phases of the process:

- ✓ Emergence (involving problem identification and project development) ;
- ✓ Experimentation (using an iterative scientific approach to knowledge application and feedback) ;
- ✓ Appropriation (local or extended appropriation of knowledge).

Source: Réseau québécois en innovation sociale, Acteurs et processus d'innovation sociale au Québec, 2007

Projects submitted must aim to reduce barriers to the social participation of people with disabilities, but must also be :

- ✓ **Transferable: i**.e., the ability to use the knowledge acquired in a way that promotes the social inclusion of individuals.
  with disabilities. The use of scientific results must be clearly demonstrated, as must the transferability of knowledge. Successful projects must have established a plan for disseminating the results within the networks of the partner(s) involved, as well as among their collaborators. The dissemination plan must enable quantifiable appropriation of the results.

✓ **Innovative:** i.e. they propose a new idea or approach, a new service service, a product or a type organization that meets more

and more sustainable than **existing** solutions to a **well-defined need**.

This concept of social innovation is marked by a break with the existing or a significant improvement in an approach, a service, a product or a type of organization. The team must demonstrate how its project constitutes a social innovation.

The team will also have to explain how its social innovation project will meet a well-defined need of the lead partner, and what impact it will have on the social inclusion of people with disabilities. This impact on social inclusion need not be immediate. If the impact on social inclusion is not immediate, but expected, the team should describe the steps it plans to take to achieve it.

2.4 Build an inclusive team and work collaboratively

- **Have the right researcher status.**

The research team submitting a project proposal includes two principal investigators, each representing a different scientific sector (see point 5 - cross-sector project).
At least one of the principal investigators holds the status of university researcher, clinical university researcher or institutional researcher as defined by the Fonds de Recherche du Québec. The criteria can be found in the following document: common general rules of the Fonds de recherche du Québec (p.5).

Postdoctoral fellows may not act as principal investigators, but may act as co-investigators on the research team.

It is also possible for a team to be associated with an international researcher or a researcher from outside Quebec. However, he or she will not be eligible for research funding.

- **Choose the main partner.**

A collaborative approach must be demonstrated. The lead partner must be located in Quebec. We encourage the participation of several partners, but only one should be designated as the lead partner.

Only an NPO, with or without a charitable registration number, is eligible as a lead partner. Associations of organizations and non-profit social economy enterprises are also eligible.

Private companies are not eligible as main partners, but can be secondary partners. Similarly, public or para-public/governmental bodies cannot act as main partners (cannot receive funding), but are encouraged to collaborate as secondary partners. For example: CIUSSS, municipalities, etc.

- **Create an inclusive committee and include experiential knowledge in the decision-making team.**

In addition to researchers and partners, the team must include at least one person with experiential knowledge of the decision-making process. We encourage you to compensate this person appropriately for his or her participation in the research project.

2.5 A cross-sectoral project[2]

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[2] An intersectoral project is a "research and collaborative approach that brings together researchers from disciplinary fields or research practices in at least two sectors to work on the same research object, problem, issue, method or question, in order to shed new light on common or shared issues". *Fonds de recherche du Québec* " Règles générales communes des Fonds de recherche du Québec) [online] :
https://frq.gouv.qc.ca/app/uploads/2022/06/rgc_2022_20220630_vf.pdf, p. 4, consulted on June 21, 2023.

The proposed project must cover at least two of the following three scientific areas:

- ✓ Nature and technology ;
- ✓ Health ;
- ✓ Society and culture.

The team must clearly describe how the project meets the intersectorality criterion, both at team and project level, emphasizing the relevance of mobilizing the targeted scientific sectors and the added value that the meeting of these sectors brings to the project. The evaluators will examine the profiles of the principal investigators (CVs) and the justification for intersectorality to determine whether there is indeed a meeting of two sectors, their differentiation and complementarity. A project that does not respect intersectorality will not be evaluated.

2.6 Adhering to research ethics

Grant research teams must adhere to best practices in research ethics and scientific integrity. Any research project involving human beings, or biological material, or administrative, scientific or descriptive data originating from human beings, requires the approval of the research ethics committee of the principal investigator's academic institution, or of an ethics committee recognized by this institution.

3. Financing and expenses

3.1 Financing and eligible expenses

The project may be funded up to a maximum of $35,000, divided between the research activities and the partner(s). A minimum of $10,000 must be paid to the partner(s) involved in carrying out the project. Funding will be provided by the *Société Inclusive* fund of Université Laval's philanthropic department. Researchers are responsible for paying the planned amounts to the partners.

1. The research project must be carried out over a period of 12 to 18 months, from the date of payment of the funding. An additional 6 months may be granted to facilitate the mobilization of results by the partner(s).

2. Expenses must comply with the [FRQ's common general rules.](#) In addition, only expenses directly related to the realization of the project are eligible:
   - Main partner costs associated with the project ;
   - Compensation and benefits of personnel involved ;
   - Scholarships or supplements for 1st, 2nd or 3rd cycle students and postdoctoral fellows. Students enrolled in a 1er cycle program or in a professional master's program may be eligible, provided that participation in the research project does not constitute a mandatory training activity or internship;
   - Fees for consultants and professionals associated with research ;
   - Costs of training and further training for staff who have to use specialized equipment or installations ;
   - Remuneration for team participants providing experiential knowledge (excluding researchers) ;
   - Amounts or compensation paid to research participants; approved by the ethics committee;
   - Materials, equipment and resources directly related to research activities, up to a maximum of $1,000 per project;
   - Travel and subsistence expenses related to the project ;
   - Knowledge dissemination and mobilization costs ;
   - Other expenses deemed acceptable by the evaluation committee.

Requests for additional funding will be considered. These requests can be made in collaboration with the intersectoral consultation officers (ACI). Please note that the form includes a half-page for teams to describe the additional objectives that will be achieved through additional funding (optional).

3.2 Mitacs Acceleration (subsidy enhancement)

We encourage teams to apply for additional funding via the forthcoming agreement between Société Inclusive and [Mitacs Accélération.](#) This agreement will increase the funding available (between $7500 and S30,000, depending on needs). Mitacs funding is mainly dedicated to the remuneration of students and trainees involved in the research project. These are student grants, in the form of "internship units" lasting 4 to 6 months. Each team determines its own needs in terms of internship units. In this way, funding for a research project can be greatly enhanced. The research team must meet with an IFA to complete the budget section, in order to anticipate and maximize the sums available according to the project's needs.

For INTER members, it is possible to submit a complementary component to the project submitted for INTER mandate funding. Deadlines for INTER mandate calls are usually in November, February and June.

3.3 Ineligible expenses

Indirect research costs

Program funding does not include any indirect research costs.

4. Financing conditions

1. When the project is accepted, the signed funding application form acts as a memorandum of understanding between the principal partner (and possibly other partner organizations), the principal investigators and Société inclusive, specifying the parameters of the project and the obligations of the parties. The award letter formalizes funding by Société inclusive via the Fund administered by Université Laval. Once the project has been accepted, the team must complete and sign the Acceptance of Funds form.

2. We also encourage you to sign a memorandum of understanding with the partner(s) to carry out the project. Société Inclusive can provide you with a template if required.

3. Funding is non-renewable and non-transferable.

4. Research teams awarded funding under the program will be required to submit a mid-term and final progress report. This report should include the following elements: abbreviated presentation of the project (300 words), budget status, results obtained, deliverables, outcomes and spin-offs of the project, next steps (if applicable). Any request for an extension must be accompanied by a progress report and reasonable justification.

5. The funded team must acknowledge the financial support of *Société Inclusive*, Fondation Mirella et Lino Saputo, Fondation Azrieli and Mitacs in any report, article, work or communication resulting from the grant.

6. The funded team will be asked to carry out ad hoc follow-ups with an intersectoral coordinator. These follow-ups will be posted on the Société Inclusive website (www.societeinclusive.ca) or otherwise.

7. With a view to sharing and transferring knowledge, the funded team undertakes to present the progress and results of their research project during Société Inclusée activities (e.g. networking, knowledge transfer or annual exchange forum).

8. The funded team, and more specifically the partner(s), undertakes to disseminate the results of the research project within their networks.

5. **Submit a project proposal[3]**

Research teams interested in submitting a project proposal must provide the following documents:

☐ The completed application form, which includes the following sections:
- o Presentation of the participatory and intersectoral research project ;
- o Timetable ;

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[3] As part of the project development process, the research team may request the assistance of an intersectoral consultation officer (ACI) to help with project design. To do so, the team should send an e-mail to info@societeinclusive.ca; an ICA will then be assigned to the project.

- o Budget.
  - o Download and complete the following form: **Deposit form**
- ☐ Letter from lead partner explaining need, intended use of results and number of people who will be affected by this research project;
- ☐ Letter(s) of collaboration from other partners (if applicable) ;
- ☐ Common Canadian CV (FRQ format for the last 5 years) of the two principal investigators;
- ☐ Tables and figures ;
- ☐ Bibliographical references.

If you have any questions, please contact :

- ✓ Nathalie Gordon
  Nathalie@societeinclusive.ca
  Please note that the email option is the fastest. 418-649-3735 EXT. 2458
- ✓ All project proposals should be sent by e-mail to: info@societeinclusive.ca

The deadline for project proposals is March 18, 2024, 5 p.m.

Please note that all documents must be submitted in either English or French (if the application is written in English, a French summary must be provided).

6. Evaluation of project proposals

6.1 The assessment process

The evaluation process is based o n a three-part evaluation grid:
1. Eligibility ;
2. Relevance of the project and involvement of partners ;
3. Scientific evaluation

Evaluation criteria

1. Relevance to the priorities of the Inclusive Society initiative.
2. Demonstrated innovation in terms of approach, execution and expected results.
3. Genuine involvement of partners throughout the project.
4. The research team's expertise and the complementary nature of its researchers and partners.
5. The quality of the scientific approach.
6. The feasibility of the project according to the schedule presented.
7. Expected benefits in terms of improved social inclusion, knowledge mobilization and ownership by the partner(s).

Confirmation of eligibility

Project eligibility is assessed by the Société Inclusive team. Eligible projects are submitted to the scientific committee. See the eligibility grid.

6.2 Evaluation by the scientific committee

Setting up the committee.

The scientific evaluation committee is made up of around 10 to 12 people, selected according to the competition and the number of applications received. The committee is made up of representatives of the funding partners, the partners involved, and researchers from associated research networks such as REPAR INTER, RTSA, RQRV, RISUQ, etc.

The files to be evaluated are distributed and allocated by the Société Inclusive's intersectoral coordinators and co-directors, who ensure that the necessary expertise is in place. Each project is evaluated by four people, including two researchers responsible for assessing scientific relevance, a representative of the Foundation responsible for evaluating the project's relevance, and a representative of the partners who also assesses its relevance.

Evaluation process

Projects considered eligible are then submitted to the scientific committee, which evaluates the applications as follows:

The evaluation is based on specific criteria. The grid is divided into two sections: project relevance and scientific character.

The evaluator must choose the most appropriate statement for each criterion.

Statements to choose from :

✔ Weak: Does not meet the requirements of this criterion (0-10);✔ Fair: Meets the requirements for accuracy (11-20);

✔ Good: Meets requirements correctly (21-30) ;

✔ Very good: Fully meets requirements (31-40);✔

Excellent: Exceeds requirements (41-50).

At the end of the overall evaluation, the evaluator must assign a score according to a suggested range of figures (above in brackets).

It should be noted that the evaluation process is confidential between each researcher initially.

Meeting of the project evaluation committee.

A summary presentation of each project is given by the moderator. The two researchers who evaluated the projects give and explain the marks awarded. The representatives of the partners and Foundations also give and explain the marks awarded for each project. A few minutes' discussion takes place between the evaluators. After the discussion, the evaluators can revise the scores awarded. After the session, in a confidential manner, all the assessors are asked to mark all the projects, giving a score of plus or minus 10 of the average.

The 6 projects with the highest scores will be selected to receive the available funding from each competition.

Société Inclusive informs teams whose projects have not been selected.

Approval

Approval by Université Laval's Inclusive Society Fund Committee

Successful projects are presented to the Université Laval Inclusive Society Fund Committee (Faculty of Medicine) for approval.