



Call for Projects Winter 2022

Instruction Guide

About the hub

The mission of the Pôle en enseignement supérieur de l'Outaouais (PESO), comprised of Université du Québec en Outaouais, Cégep de l'Outaouais, and Cégep Heritage College, is to consolidate and increase opportunities for inter-institutional collaboration.

Objectives of the call for projects

To promote collaboration, the aim of this call for projects is to support inter-institutional projects that meet **one or more of the following objectives** :



Improve the flow of training paths and develop high-quality, harmonious transitions in higher education.

Implementation of projects to facilitate the transition from college to university.



Promote Cegeps and universities forming closer ties with high schools in order to attract young people, especially young women, to IT-related programs of study.

Implementation of projects to facilitate the recruitment of young people, especially women, to PESO partner institutions (see list of targeted programmes on the PESO website : <https://www.peso-outaouais.ca/english.html>).



Promote accessibility and educational success for post-secondary students, including equity-seeking groups (Indigenous peoples, multi-ethnic communities, first-generation, rural, and LGBTQ2+ students, etc.)

Implementation of projects that deploy practices and measures adapted to the needs of these people and that support them in their diversity.



Respond to regional needs for education-employment alignment and enrich the student experience:

Implementation of projects that promote:

- the consolidation of the entrepreneurial culture in the region;
- innovative practices (e.g., experiential learning).

Eligible projects

The purpose of this competition is to provide financial support for the implementation of new projects and the consolidation and development of existing projects.

The project must involve at least two PESO higher education member institutions.

Upon request, the PESO Coordinator may facilitate the search for individuals who would like to collaborate on a project at one of the other partner institutions.

Other partners may also participate in the proposed project, such as public organizations, school service centres, non-profit organizations and businesses, in order to contribute to the development of the Outaouais region. However, the project applicant must be a staff member or student at the master's or doctoral level of one of the PESO member institutions.

The amounts awarded to the projects selected pursuant to this competition must be seen as one-time, non-recurring payments.

Clarification regarding research

This competition shall under no circumstances substitute for research granting agencies. Only research projects that meet the three following criteria will be eligible for this call for projects:

- Directly meets one or more of the four objectives of this competition (see above);
- Meets a regional or strategic need for PESO member institutions;
- Is ineligible for any other research funding competitions;
- Reaches a large number of students.

Clarification regarding pedagogical development

This competition is not intended as bridge funding for program alignment (DEC-BACs, pathways, joint programs, etc.). However, some inter-institutional projects may be eligible, provided that they offer significant academic and strategic development for the institutions and are innovative.

Terms and conditions

The project must be submitted and led by one or more employees or students at the master's or doctoral level of the PESO member institutions: Université du Québec en Outaouais, Cégep de l'Outaouais, and Cégep Heritage College.

Grant applications must be submitted according to the following steps and procedures:

1. Letter of Intent

For the project to be evaluated by the jury, a **letter of intent must be submitted by email before 11:59 p.m., March 7, 2022**, to the PESO Coordinator, France Garnier (france.garnier@cegepoutaouais.qc.ca), using the document *Winter-2022-PESO-Competition Letter of Intent*. **Although this step is not a selection step, it is mandatory** in order to advise the respective institutions' administrations of the projects under preparation.

2. Project Submission

- The application must be written in French or English using the document *PESO-Formulaire-Concours Hiver-2022* or *Winter2022-PESO-Competition-Form* available at <https://www.peso-outaouais.ca/appel-de-projets.html> or <https://www.peso-outaouais.ca/english.html> and submitted by email in PDF format.
- The form must be completed by the person(s) responsible for the project (faculty or staff from a PESO member institution). **It must be signed by the applicant's immediate superior in the department or sector concerned.**
- The form must include a detailed budget justifying the amount requested for the project. If other secured or prospective sources of funding could support the project, this information should be specified.
- The deadline for the project submission form is **12 noon, April 11, 2022**. The duly completed form must be submitted **by email** to the PESO Coordinator at france.garnier@cegepoutaouais.qc.ca.

Project duration and amounts

The amount that may be awarded for a project ranges from \$2,000 to a maximum of \$20,000. Projects may be carried out over a period of up to two years, starting on July 1, 2022. No expenses incurred before this date will be eligible. For collaborative projects requiring less than \$2,000, applications are processed on an ongoing basis outside the competition. Please contact PESO for information on how to submit project proposals (by writing to france.garnier@cegepoutaouais.qc.ca).

Expenditures

Eligible expenditures

All expenditures must be directly connected to project realization and must be justified by the nature of the project. The following expenditures are eligible for inclusion in the budget:

- the costs of substitution, replacement of higher education staff, or release or relief from teaching duties (in accordance with collective agreements);
- costs associated with the remuneration of student, professional, support, auxiliary or technical staff of the higher education institution (where applicable);
- the cost of organizing an event or holding a symposium, or of an activity jointly organized by at least two PESO member institutions;
- translation fees;
- consultation fees;
- telecommunications, printing and reproduction, and publishing costs;
- the cost of renting premises, purchasing equipment and supplies, up to a maximum of 10% of the total amount requested;
- costs associated with research activities (literature review, data collection, data analysis, etc.), will be considered eligible only if the activity meets the eligibility criteria of this competition. Where appropriate, the expertise of faculty members or students could be used for research related to the development of a project. This competition shall under no circumstances substitute for research granting agencies;
- other costs deemed relevant to the completion of a project may be authorized by the Evaluation Committee.

Ineligible expenditures

The following expenditures are not eligible for PESO funding:

- costs associated with any research activity other than those specified in Eligible Expenditures;
- entertainment or hospitality expenses, including meals and alcohol;
- the costs related to participation in conferences or symposia;
- the purchase of fixed assets or computer equipment;
- the purchase of books or journals, as well as subscriptions to periodicals or other publications, including electronic publications;
- expenditures made outside Quebec;
- any other expenditure not related to the project.

Project evaluation

Funding decisions

Each project submitted to PESO will be evaluated by the members of the Evaluation Committee appointed by PESO. Evaluating members will complete an evaluation grid, and funding will be awarded based on the overall quality of the projects (relevance, benefits, and conditions for success) as well as the amounts available. The Evaluation Committee makes no commitment to provide funding for all the projects submitted to it, nor for the full amounts requested.

Communication of results

The PESO Coordinator will communicate the Evaluation Committee's decisions to the applicants and confirm the amounts awarded for the projects selected pursuant to this competition. The competition results will be posted on the PESO website at peso-outaouais.ca.

Key dates

These are:

Launch of the Call for Projects	December 3, 2021
Deadline to submit a letter of intent	March 7, 2022 at 11:59 p.m.
Deadline to submit your project to PESO	April 11, 2022 at 12 noon
Communication of competition results	Last week of April 2022

Evaluation criteria

Projects submitted for funding must meet the criteria below. It is the responsibility of the applicant(s) to show how their project meets these criteria.

Collaboration and relevance

The project must involve the collaboration of at least two, ideally all three, PESO member institutions. It must have scope and genuine relevance for each partnering institution. It must also be tied to the objectives of the Call for Projects.

Innovation

The jury will pay particular attention to the project's innovative dimension (i.e., the extent to which it introduces new elements in terms of methods, practices and collaborative modes); how it stands out (i.e., the extent to which it addresses topical issues); and how it creates value by offering sustainable transformations that will benefit the student community.

Sustainability

The jury will be particularly attentive to the viability of the projects at the end of the grant. For potentially long-term or recurring projects, you will need to demonstrate the means and sources of funding you will be able to use to sustain or continue the project.

Benefits

The project must have realistic, measurable benefits for each partnering institution, and to the extent possible, for the Outaouais region.

The benefits may vary in nature, for example:

- Increase in the number of students who participated in activities or received services to support their educational success or inter-level transfers;
- Improved recruitment or retention of students in a program or area of study, including women in IT-related programs of study;
- Increase in the number of students who have benefited from pathways to increase accessibility for equity-seeking groups in higher education;
- Increase in the number of stakeholders trained to improve practices to support diversity;
- Increase in higher education graduation rates;
- Promotion of higher education in the Outaouais region;
- Diversification of the pedagogical activities offered to students;
- Development of entrepreneurship;
- Increase in the quality of or in updating training in the socio-demographic context of labour scarcity in the Outaouais;
- Pooling services;
- Promotion of community outreach services;
- Building bridges between knowledge and local businesses and organizations or civil society.

Feasibility and deadlines

The project must be carried out in accordance with the schedule presented, within a maximum of two years, starting July 1, 2022. For details on the criteria that will be used to evaluate projects, please consult the document entitled *Winter2022-PESO-Competition Evaluation Grid* at <https://www.peso-outaouais.ca/english.html>.

Accountability reporting

Project follow-up

The PESO Coordinator will follow up with those responsible for the funded projects to ensure compliance with project implementation schedules.

Expenditure report

A report of the expenses incurred must be submitted by the person responsible for the project by the beginning of June, in accordance with the terms and conditions to be communicated to them.

Project completion report

The person responsible for the project will be required to provide PESO with a report attesting to project completion and to the attainment of project objectives. The deadline for submitting this report is three months after project completion (in accordance with the schedule provided in the grant application). A form will be provided for writing this report.

References

For any questions about the contents of this guide, contact France Garnier, PESO Coordinator, at france.garnier@cegepoutaouais.qc.ca.