

Instruction Guide

Introduction

In its 2017–2018 budget *Éducation et enseignement supérieur – Un plan pour la réussite : dès la petite enfance et tout au long de la vie*, the Ministère de l'éducation et de l'enseignement supérieur (MÉES) allocated funding to create regional hubs in order to support consultation and cooperation between college and university institutions in the same area, to set up joint initiatives, and, consequently, to foster joint regional action.

In the spring of 2018, the MÉES provided a \$1 million grant to create the Pôle régional en enseignement supérieur de l'Estrie (PRESE), or Estrie region higher education hub (\$500,000 per year, for a two-year term). The purpose of this new hub is to contribute to regional development, to better align educational programs in Estrie, and, more broadly, to meet the needs of the regional and Quebec communities.

PRESE goals

Regional higher education hubs are intended as a concrete solution, creating distinct educational models adapted to the specific challenges of Quebec regions in today's socio-demographic context. By virtue of closer inter-institution links, the PRESE pursues five goals:

1. to align educational programs and foster greater fluidity;
2. to promote access to post-secondary studies;
3. to promote academic perseverance and student success in its institutions;
4. to optimize resources (be they human, material or financial); and
5. to contribute to regional development.

Eligible projects

This competition is aimed at supporting both new and existing projects. Under the current terms of the ministry's grant to the PRESE, the amounts awarded for the projects selected in the competition must be understood as one-time (and not recurring) funding.

To be eligible for the competition, the project must be submitted and led by one or more employees of the PRESE member institutions, namely Bishop's University, Cégep de Sherbrooke, Champlain Regional College, Collégial du Séminaire de Sherbrooke, or Université de Sherbrooke.

The project must be carried out collaboratively and mobilize at least two PRESE member institutions. The PRESE coordinator may, upon request, guide and support an applicant in finding potential collaborating individuals employed by the other institutions.

The project may also call upon other partners (public, private or non-profit organizations) in Estrie in order to contribute to regional development. However, responsibility for the project must be assumed by one or more individuals employed by PRESE member institutions.

Terms

Grant applications must be submitted as follows:

1. The application must be written in French or in English using the *PRESE-W2019-Competition-Form* document, and submitted by email in PDF format.
2. The form must be completed by the person(s) responsible for the project (faculty or staff at a PRESE member institution).
3. For the project to be evaluated by the PRESE Executive Committee, it must have the support of your institution member sitting on the PRESE Executive Committee, namely
 - Miles Turnbull, Vice-Principal Academic, Bishop's University
 - Éric Gagné, Directeur des études, Cégep de Sherbrooke
 - Nancy Beattie, Lennoxville Campus Director, Champlain Regional College
 - Caroline Champeau, Rectrice et Directrice générale, Séminaire de Sherbrooke
 - Christine Hudon, Vice-rectrice aux études, Université de Sherbrooke
4. The deadline to submit the grant application and to request the support of your institution's management for the Winter 2019 Competition is **February 1st, 2019**.
5. The duly completed grant application form must be submitted **by email** to the Executive Committee member at your institution. Each institution will decide which projects are selected to be evaluated by the PRESE Executive Committee, which will subsequently decide whether or not to award the funding.
6. The form must include a detailed budget that justifies the amount requested to carry out the project. If the project could be funded by other already secured or potential funding, this should also be specified.

Duration and amounts

The amounts that may be awarded for a project range from \$1,000 to a maximum of \$50,000. Projects may take place over a one- or two-year period.

In the case of events jointly organized by at least two institutions (colloquium, conference, etc.), the maximum amount that may be awarded is \$5,000. The PRESE will be launching another call for projects in 2019 or 2020 (date and terms forthcoming).

Expenses

Eligible expenses

All expenses must be directly connected to the project's implementation and justified by the nature of the project. The following expenses are eligible when drawing up your budget:

- staff substitution and replacement costs in higher education, or the costs of release or absence from teaching duties (in compliance with collective agreements);
- expenses associated with compensating members of the higher education institution's student body, support staff or technical staff (if applicable);
- expenses associated with organizing an event or holding a colloquium / carrying out an event jointly organized by at least two PRESE member institutions;
- translation fees;
- consulting fees;
- telecommunications, reproduction and publishing fees;
- office rental, material purchase and supply expenses, up to a maximum of 10% of the total amount requested;
- expenses associated with research activities (literature reviews, data collection, data analysis, etc.) are deemed eligible only if the research meets a regional need directly connected to one of the five PRESE goals (listed on page 1 of this document). In this case, faculty members, teaching staff or students may be called upon for research efforts related to the project's development. This competition shall not substitute for other research granting agencies;
- other expenses deemed relevant to a project's implementation may be approved by the Executive Committee.

Non-eligible expenses

The following expenses are not eligible for PRESE funding:

- expenses associated with any research activities other than those specified in the *Eligible expenses*;
- entertainment or hospitality expenses, including meals and alcohol;
- expenses connected to participation in conferences or colloquia;
- purchase of capital assets or computing equipment;
- purchase of books, volumes and journals, as well as subscriptions to periodicals or other publications, including electronic publications;
- expenses made outside Quebec;
- any other expense unrelated to the project.

Project evaluation

Selection and evaluation process

1. **Submission of the project to your institution's management:** Your duly completed grant application form must be submitted to the member of your institution sitting on the PRESE Executive Committee (see above *Terms* section).
2. **Selection of projects to be presented for the PRESE competition:** The institution's Administration will, in accordance with its own procedures, verify the project's admissibility and determine if the project aligns with the PRESE goals and its institution's strategic objectives. If this is the case, the Administration will confirm its support and recommend the grant application to the PRESE Executive Committee.
3. **PRESE Executive Committee funding decision:** Each project submitted to the PRESE will be evaluated by the members of the PRESE Executive Committee. The Executive Committee makes no commitment to fund all the projects submitted to it. The evaluating members will complete an evaluation grid, and the funding will be awarded according to the project's overall quality (relevance, benefits, and conditions for success) as well as the amounts available.
4. **Communication of competition results:** The PRESE coordinator will communicate the Executive Committee's decisions to the applicants, and confirm the amounts awarded for the chosen projects in this competition.

Important dates

Following are the key dates for the *Winter 2019 Competition*:

Launch of the Call for Projects	December, 2018
Deadline to request your institution's support	February 1, 2019
Internal selection of projects to submit to the PRESE competition	February 2–12, 2019
Transmission of selected projects to the PRESE Executive Committee	February 13, 2019
Communication of competition results	March 15, 2019

Evaluation criteria

Projects submitted to obtain funding must meet the criteria below. It is the applicant's responsibility to explain how the project meets these criteria.

Collaboration

The project must connect collaborators from at least two PRESE member institutions.

Relevance

The project must have scope and relevance for each partnering institution.

Benefits

The project must have realistic, measurable benefits for each partnering institution and for the Estrie region.

The benefits may vary in nature, for example:

- boosting student recruitment or retention in Estrie;
- improving the alignment of educational programs among college and university institutions;
- raising graduation rates in higher education;
- showcasing the value of higher education in Estrie;
- updating or enhancing education in the socio-demographic context of the shortage of workers in Estrie;
- optimization of institutional services;
- showcasing community outreach activities;
- building bridges between knowledge and local organizations or civil society;
- etc.

Feasibility and timeframes

The project must be carried out in accordance with the presented timeframes, within a maximum span of two years.

For details on the criteria used to evaluate the submitted projects, please consult the *PRESE-W2019-Evaluation-Grid* document.

Accountability

Project follow-up

The PRESE coordinator will follow up with the initiators of the funded projects to make sure that project planning and implementation timeframes are followed.

Project report

The person responsible for the project must provide the PRESE with a report attesting to project completion and achievement of project goals, including the expenses made from the awarded grant. For larger-scale projects, a midterm report may be requested.

The deadline to submit this grant report is three months following the project's completion (according to the timeframes provided in the grant application).

The *PRESE-Project-Report* form will be provided for accountability purposes.

Reference

If you have any questions about the content of this guide, please contact Sophie Vincent, PRESE Coordinator, at Sophie.Vincent@USherbrooke.ca.