

## Support Program for Out-of Province Guest Speakers

Created in April 2012 by the Fonds de Recherche du Québec - Santé (FRQS), the **Research Network on Cardiometabolic Health, Diabetes and Obesity** aims to develop research excellence in these areas, to transfer knowledge and to foster the use of new knowledge so as to promote quality of life for all Quebecers.

The network is launching its **Support Program for Out-of Province Guest Speakers** for the year 2022 - 2023. The program invites researchers who are regular members of the network to seek financial support so as to invite a guest speaker from outside of the province of Quebec in a context of a Quebec-based scientific event which they are organising and that is related to cardiometabolic health, diabetes and obesity. Ten grants will be allocated among all applications received for each of the two annual competitions. The eligibility criteria and evaluation procedures are described below. Events demonstrating excellent scientific quality, major outreach opportunities and a structuring effect on research within the network will be funded up to \$ 1,000 per guest speaker / grant (maximum of two grants per event).

Scientific events for which award(s) will be granted will have to take place within the period specified for each competition.

### Deadlines for applications are the following:

- 1) **February 10 of each year**, for scientific events taking place in the following months from **April to October**.
- 2) **September 10 of each year**, for scientific events taking place in the following months from **November to March**.

Women, Aboriginal people, visible minorities, ethnic minorities and people with disabilities are encouraged to apply for funding. For evaluation purposes, we strive to recruit a diverse committee that reflects the profiles of the applicants and ensure an evaluation process that takes into account the particular situations of the applicants, including atypical trajectories.

Applications that are late, incomplete or that do not meet the eligibility criteria will not be evaluated.

### Eligibility criteria:

1. The application must be headed by a researcher who is a regular member of the network.
2. The guest speaker (for which the grant is requested) must have research activities that are related to the research theme of the CMDO network.
3. The guest speaker support grants must be used in the context of a standard Scientific Event/Congress/Symposium (e.g. with guest speakers, presentations by researchers/students, poster session, etc.).

4. Departmental conferences are not eligible (e.g. a one-hour lecture by a researcher invited by a department, followed by a tour of the research center).

### **How to apply to request guest speaker support for a scientific event:**

The researcher in charge of the scientific event (who is a regular member of the network) can apply by completing an online application form available on the network's website (see below):

1. The name of the scientific event, location and when it will take place;
2. A brief description of the nature of the event and its target audience;
3. The approximate number of participants expected;
4. The number of grants requested (maximum of 2 per scientific event);
5. The name(s) of the guest speaker(s), their affiliations, and a brief description of their expertise and scientific notoriety/outreach;
6. A detailed budget description (how the amount, \$1,000 or less, will be used);
7. Are there one or more students and patient-partners on your organizing committee?
8. A justification of the relevance of the scientific event to the network's missions (i.e. why should the network support the scientific event).

### **Evaluation of applications:**

The evaluation of applications (e.g. Quebec scientific events) will be done by the steering committee of the network after an initial evaluation and recommendation of the executive committee according to the criteria mentioned above. The results will be communicated to selected candidates before the determined period for each competition.

### **Terms of delivery, visibility and administration:**

The amount granted will be sent to the institution or organization sponsoring the event. The support of the CMDO Network must be mentioned in the event program. The network will also post the list of sponsored events on its website.

*You can now publicize your scientific event on our website by [clicking HERE](#).*

Any request for additional information may be sent to the Research Network on CardioMetabolic health, Diabetes and Obesity (CMDO), Université Laval, École de Nutrition, email: [info@rrcmdo.ca](mailto:info@rrcmdo.ca).

***Description of the online application form (see following page)***

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**[THE APPLICATION FORM MUST BE COMPLETED ONLINE, CLICK HERE](#)**

**WARNING :**

- To save your application to complete it later, you must click the *Resume later* icon (a username will be requested and a password), and then quit by closing the program.
- If you have saved your application and click on *Exit and Clear Survey*, all saved data will be erased.

**Name of the person in charge of the application (CMDO regular member):** *max. 100 characters*

**Email address of the person in charge:** *max. 100 characters*

**Affiliation of the person in charge:** *max. 120 characters*

**Name of the scientific event:** *max. 250 characters*

**Location of the event:** *max. 250 characters*

**Date(s) of the event (e.g. December 15-17, 2013):** *max. 50 characters*

**Brief description of the nature of the event:** *max. 1250 characters*

**Target audience:** *max. 256 characters*

**An approximate number of participants expected:** *max. 100 characters*

**Description of the type of presentations (oral, posters) and number of presentations (guest speakers, researchers, students, by category and total):** *max. 300 characters*

**The academic levels of participants:** *Choose one or more responses from the following: MSc, PhD, resident (s), postdoctoral fellow or other*

**Are there one or more students on your organizing committee? If yes, how many and please name at least one?** *max. 300 characters*

**Are there one or more patient-partners on your organizing committee? If yes, how many and please name at least one?** *max. 300 characters*

**A justification of the relevance of the scientific event to the network's mission (i.e. why should the network support the scientific event):** *max. 1250 characters*

**The number of grants requested (maximum of 2 per event):** *Choose 1 or 2.*

**Name(s) of the guest speaker(s):** *max. 70 characters*

**Affiliations:** *max. 120 characters*

**A brief description of the guest speaker(s) expertise and scientific notoriety/outreach:** *max. 1250 characters*

**Title of the lecture:** *max. 300 characters*

**A detailed description of the budget (how the 1 000\$ will be used):** *max. 250 characters*

**FINANCIAL INFORMATION:**

**In the event that your project is funded, please provide us with the contact information of the person in finance responsible for the transfer of funds (e.g., administrative technician):**

- Name; *max. 120 characters including spaces*
- Email; *max. 120 characters including spaces*
- Phone number; *max. 120 characters including spaces*