

## Support program for the organization of a Strategic Workshop

Created in April 2012 by the Fonds de Recherche du Québec – secteur Santé (FRQ), the mission of the **CardioMetabolic health, Diabetes and Obesity Research Network** is to pursue the development of research into metabolic and cardiovascular health, diabetes and obesity, and to transfer and mobilize knowledge to promote sustainable health among Quebecers.

The network launches its program to support **the organization of a strategic workshop** for the year **2025 - 2026**. This program aims to structure research, collaboration and concertation activities by bringing together all the stakeholders in a given CMDO theme at the same table, and then providing one-off support for the launch of an intercenter research project that will implement one or more of the workshop's recommendations. Consequently, any researcher who is a regular member of the CMDO can apply for financial support through this program for the organization of a strategic workshop related to one of the CMDO Network's three themes (cardiométabolique health, diabetes and/or obesity). The overall objective of this combined workshop/intercenter project program is 1) to consolidate efforts to mobilize knowledge and fill a need on issues and challenges to catalyze, among other things, intervention research with different populations and sub-populations by leveraging the expertise of the CMDO axes (existing and emerging) and 2) creating partnerships with the public health network, municipalities, schools, etc. Only one workshop will be funded per year. Eligibility criteria and evaluation procedures are described below. The selected workshop will receive \$30,000 in funding. In addition, a maximum of \$40,000 has been set aside, without being guaranteed, to fund an intercenter project that will emerge directly from this workshop.

**The deadline for submission of proposals is September 1, 2025, for a workshop to be held before August 31, 2026.**

**The emerging intercenter project must be submitted to the CMDO within a few weeks of the date of the strategic workshop.**

Women, Aboriginal people, visible minorities, ethnic minorities, people with disabilities and people from the 2SLGBTQIA+ community 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 submitted late, incomplete or that do not meet the eligibility criteria will not be evaluated. The workshop that has been awarded a grant must be initiated within the time period specified in the application.

### **Eligibility:**

1. The person responsible for applying for financial support must be a researcher who is a regular member of the CMDO Network. This person will be responsible for the overall organization of the workshop:
  - The person in charge **may not apply** as principal investigator to the *Intercentre Structuring Initiatives* competition (December) in the same year that he or she submits an application to the *Strategic Workshops* competition (September);

2. The Workshop Organizing Committee must include all stakeholders in order to set up the workshop and ensure the realization of the intercenter project that will emerge from it. This includes, for example:
  - The researcher (regular member of the CMDO) in charge of the workshop;
  - Stakeholders taking part in discussions during the workshop and project implementation (people from the ministerial/governmental sector, patient-partners, citizens, researchers, research students, members of industry or the community sector, etc.);
  - A workshop management assistant ;
3. The event must be attended by at least 10 people (*not including organizers, presenters and research team staff*). The exact final number of participants should be communicated to the network after the workshop.
4. The activity must take place in province of Quebec.
5. The activity must meet a pressing need in Quebec society in the CMDO Network's areas of interest (cardiometabolic health, diabetes and/or obesity). Workshops aimed at improving the sustainable health of the Quebec population (disease prevention or management, improved access and care trajectories, new technologies, data collection and knowledge mobilization, etc.) will be given priority. Proposals with a low probability of achieving significant results and long-term impact are unlikely to receive funding.
6. The activity should include an outline of an intercenter project that can be proposed during the workshop, in order to support and direct the discussions, enhance their impact and enable a detailed project to be submitted to the CMDO within a month of the workshop. The project submitted later to the CMDO may be an improved version of the project discussed during the workshop.
7. At the workshop, participants must be informed that the CMDO Network is funding the activity and of the possibility of becoming a Network Partner in order to connect with Quebec research in CMDO fields and participate in the evaluation of research priorities.
8. Amount granted:
  - A grant of \$30,000 to organize the workshop;
  - An allocation of \$40,000 has been set aside to fund an intercenter research project that will emerge directly from the workshop;
    - This funding **IS NOT GUARANTEED** and must be submitted to the CMDO Evaluation Committee;
    - See project proposal evaluation below;

### **Terms and conditions for network activity support:**

The request for financial support must be submitted by a researcher who is a regular member of the CMDO Network and who is responsible for organizing the workshop, by filling in the electronic form on the network's website (online, see below):

- 1) Identification of the person responsible for the request;
- 2) Workshop name, location and dates;
- 3) Identify the workshop stakeholders (name and function of each participant) who will be part of the organizing committee;
- 4) Identify workshop guest speakers (name and function of each);
- 5) Identify an assistant who will manage the organization of the workshop (name and function of this person);
- 6) Workshop description (Proposal): Provide a detailed description of the workshop including scientific rationale, objectives and hypotheses, methodology and potential spin-offs;
- 7) Approximate number of workshop participants from various sectors (government/citizen community/patient-partner/research team members, etc.);
- 8) Intercenter project description (General idea): Provide a general description of the intercenter project including scientific rationale, objectives and hypotheses, methodology and potential spin-offs. Please also include a paragraph outlining the originality of your project (potential to create new knowledge, originality of hypotheses and research questions, novelty of approach, new methodologies or new application of existing methodologies);
- 9) Detailed description of the budget to organize the workshop (*Use of the \$30,000*);
- 10) A justification of why the CMDO Network should support the event in light of its mission and objectives.

### **Full applications require:**

- 1) CMDO's submission form completed online (see below);
- 2) COMPLETE CV (FRQ format whenever possible, but we accept all CV formats) for all researchers included in the application;
- 3) *Optional*: a page containing one or more figure(s) and their respective captions.

The application form must be completed online. All documents must be transmitted in PDF format to [concours@rrcmdo.ca](mailto:concours@rrcmdo.ca).

### **Proposal evaluation:**

All applications are evaluated by a Scientific Committee. Any member with a conflict of interest is excluded from the final decision. If necessary, an external committee may be formed to carry out the evaluation. Competition results will be announced in the weeks following the application deadline. Following the workshop, the intercenter project will also be evaluated by a Scientific Committee, but according to the criteria of the *Intercenter Structuring Initiatives* competition. - [Click HERE](#).

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

The amounts granted may be used for any legitimate expenses according to FRQS standards for the organization of the activity, in particular :

- room rental;
- audiovisual service;
- caterer;
- participants' travel expenses;
- salary and benefits of event coordinator;
- Please note that alcoholic beverages are not eligible under FRQS standards.

Requests for further information should be addressed to the Cardiometabolic, Diabetes and Obesity Health Research Network (CMDO), Université Laval, School of Nutrition, e-mail: [info@rrcmdo.ca](mailto:info@rrcmdo.ca).

***Instructions for the application form - see next page***

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## *Instructions for the application form*

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

**WARNING :**

- To save your application for later completion, click on the *Finish later* icon (you will be asked for a username and password), then exit by closing the program.

If you have saved your application and click on *Exit and delete* your answers, all saved data will be deleted.

**1. GENERAL INFORMATIONS:**

**Name of person responsible for request** (regular member of the CMDO Network): *max. 100 characters including spaces*

**Email address:** *max. 100 characters including spaces*

**Affiliation:** *max. 120 characters including spaces*

**Name of event:** *max. 250 characters including spaces*

**Event location:** *max. 200 characters including spaces*

**Planned date(s) of event** (e.g. December 15-17, 2013): *max. 50 characters including spaces*

**Workshop description (Proposal):** Provide a detailed description of the workshop including scientific rationale, objectives and hypotheses, methodology and potential spin-offs: *max. 5000 characters spaces included*

**Intercentre project description (General idea):** Provide a general description of the inter-center project including scientific rationale, objectives and hypotheses, methodology and potential spin-offs. Please also include a paragraph presenting the originality of your project (potential to create new knowledge, originality of hypotheses and research questions, novelty of approach, new methodologies or new application of existing methodologies): *max. 4000 characters including spaces*

**Names of members of the organizing committee, their affiliations and justification for their participation:** *max. 1500 characters, including spaces*

**Names of speakers, their affiliations and justification for their participation:** *max. 1500 characters, including spaces*

**Approximate number of government/citizen/patient/partner/research team workshop participants:** *max. 100 characters including spaces*

**Name of the assistant who will manage the organization of the workshop (name and position of this person):** *max. 250 characters, spaces included*

**Detailed description of the budget for organizing the workshop (use of the \$30,000):** *max. 2,000 characters including spaces*

**Justification of the relevance for the network to support the event in relation to its mission and objectives:** *max. 1250 characters including spaces*

## **2. FINANCIAL INFORMATION:**

**In the event that your workshop is funded, please provide us with the mailing address and contact details of the person in charge of finance responsible for transferring the funds (for example, the administrative technician). :**

- Name: *max. 120 characters including spaces*
- E-mail: *max. 120 characters including spaces*
- Phone number: *max. 120 characters including spaces*
- Mailing address: *max. 200 characters including spaces*

**3. EQUITY/DIVERSITY/INCLUSION VISION : What are you doing or planning to do to ensure fair and inclusive treatment of those involved in the workshop?** Demonstrate the efforts made or planned to be more inclusive and equitable at the level of the work environment and/or participants.

*max. 2800 characters including spaces*

## **8. SELF-IDENTIFICATION (To be completed by the Principal Applicant only)**

As with tri-council agency, the purpose of the self-identification form is to collect information so our network can monitor the equity performance of our programs and design new measures to achieve greater equity, diversity and inclusion in our research endeavours

**Membership Type** (one choice only):

- Regular Member.
- Student, postdoctoral fellow or resident member
- Other

**If Regular member: Position as a researcher:** What is the start date of the first career position as a researcher in a research center (e.g. Researcher since December 2018 at INAF)?

**Research areas** (multiple choices possible):

- Basic Science/Preclinical
- Clinical
- Health care organization/health system
- Population-based

**Gender** (one choice only):

- Female
- Male
- Trans woman
- Trans man
- Two-spirited person
- Gender fluid
- Non-binary
- Other
- I don't identify with any of these options
- I prefer not to answer.

**Aboriginal People:** Aboriginal people in Canada is a generic term used to refer to Inuit, Métis or First Nations people who live within the boundaries of the territory now known as Canada. We encourage all persons belonging to these nations and communities to indicate their affiliation below.

**I belong to one of the following Aboriginal peoples of Canada** (one choice only):

- First Nations or First Peoples
- Métis
- Inuit
- No
- I prefer not to answer

### Minority affiliation

**I belong to the following ethnocultural or racialized community** (You may choose the option that best describes your ethnic or regional origin or choose more than one if you consider yourself to be of mixed origin):

- Canadian Aboriginal Community (First Nations, Métis or Inuit)
- White community or community of European descent
- Central Asian or North Asian community
- Afro-descendant (or Black) community
- Latin American community
- Middle Eastern or North African community
- South Asian community
- Southeast Asian community
- East Asian community
- Aboriginal community outside of Canada
- None of the above
- I prefer not to answer

If you selected "None of the above" for the previous question:

**Specifically, I prefer to identify myself using the following terms**

*max. 500 characters including spaces*

### Native Language

**The native language I learned and still understand is** (please select all that apply)

- French
- English
- Other(s)
- I prefer not to answer

If you selected "Other(s)" for the previous question:

**You may indicate your native language here:**

*max. 200 characters including spaces*

### Commonly used language

**The language I most commonly use at home is** (please select all that apply)

- French
- English
- Other(s)
- I prefer not to answer

If you selected "Other(s)" for the previous question:

**You may indicate your commonly used language here:**

*max. 200 characters including spaces*

**Comments or questions about the self-identification questionnaire**

*max. 1000 characters including spaces*

### **DOCUMENTS TO BE SENT IN PDF FORMAT:**

- 1) COMPLETE CV (FRQ format whenever possible, but we accept all CV formats) for all researchers included in the application;
- 2) *Optional*: one page of figures;
- 3) Submit documents at [concours@rrcmdo.ca](mailto:concours@rrcmdo.ca).