

**DIRECTIVE CONCERNING THE STUDENT FINANCIAL SUPPORT PROGRAM
FOR ACADEMIC AND SCIENTIFIC PROJECTS AIMED AT IMPROVING
QUALITY OF LIFE AT CENTRES
OF INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE**

ADOPTION			
AUTHORITY	DATE	DECISION	
Executive Committee	November 22, 1994	376E-94-1117	"Promotion of student scientific life" Competition
Executive Committee	September 23, 2008	512E-2008-2041	Replaces the competition

AMENDMENT(S)			
AUTHORITY	DATE	DECISION	COMMENTS
Steering Committee	March 23, 2015	39CD-2015-169	Standardization with INRS Normative Documents

REVISION	As required or, at a minimum, every three years
IN CHARGE	Scientific Branch
CODE	D-08-2015.1

The French version alone of this Normative Document has been officially adopted by INRS's authorities. In case of differences, the French version prevails.

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PREAMBLE

The Institut national de la recherche scientifique (“INRS”) promotes Student involvement through projects that enrich scientific life and improve Student quality of life in a dynamic environment.

1. PURPOSE

The purpose of the *Directive Concerning the Student Financial Aid Program for Academic and Scientific Projects Aimed at Improving Quality of Life at Centres of INRS* (the “**Directive**”) is to provide a framework for awarding financial support to eligible Student projects, through the INRS Graduate and Postdoctoral Studies Department, as part of the Student Services it provides, in order to:

- (a) Support projects that prolong training, research, and intervention activities within each Centre by enriching the Students’ university experiences, as well as projects fostering productive ties between Students from different Centres
- (b) Support initiatives to organize symposiums, seminars, and laboratory visits
- (c) Support projects that help improve quality of life at the Centres, specifically those that encourage healthy eating habits and a physically active lifestyle
- (d) Encourage Student initiative and creativity in designing and implementing projects that are important to them
- (e) Support any other project deemed suitable for promoting Student scientific life

2. DEFINITIONS

For the purposes of the Directive, the defined expressions shall have the meaning assigned to them below.

“**Centre**”: Centre Eau Terre Environnement, Centre Énergie Matériaux Télécommunications, Centre INRS-Institut Armand-Frappier, or Centre Urbanisation Culture Société

“**Director of Studies**”: Director of the Graduate and Postdoctoral Studies Department

“**Director**”: An administrative director or a director of a Department or director of a Research Center.

“**Executive**”: An employee occupying a managerial function in an advisory capacity or a Director or an Officer.

“**Normative Document**”: A INRS regulation, code, charter, policy, directive, procedure, or any other INRS document that sets forth rules to follow or ways of conducting affairs.

“**Graduate Studies Program**”: A structured set of training, research, or intervention activities and fellowships (if applicable) in one or more disciplines or fields of studies, defined and organized based on learning objectives

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“Officer”¹: The director general, scientific director, administrative and finance director, and the secretary general.

“Professor”: A regular, assistance, substitute, adjunct, visiting, or an honorary professor or professor emeritus

“Student Services”: All services offered to Students by the INRS Graduate and Postdoctoral Studies Department

“Student”: Anyone admitted to and registered in education, training, or research activities under this status at INRS in accordance with applicable Normative Documents.

“University Community”: Executives, Professors, Staff, Students, and interns, including INRS postdoctoral fellows.

3. SCOPE

The Directive applies to all members of the University Community.

4. ENFORCEMENT

The scientific director is responsible for enforcing the Directive and takes the steps required to make Executives aware of its purposes and provisions and ensure compliance.

5. PROGRAM ESTABLISHMENT

A program entitled the “Student Financial Aid Program for Academic and Scientific Projects Aimed at Improving Quality of Life at INRS Centres” (the “**Program**”) has been established at INRS.

6. STUDENT ELIGIBILITY

The Program is for any group of regular full-time or part-time Students who are registered in INRS Graduate Studies Programs.

¹ In accordance with Decision 400A-2013-3418, adopted by the INRS Board of Directors on December 12, 2013, the titles of INRS executives appearing in the Directive that are currently used externally are as follows:

- Director General for *Rector*
- Scientific Director for *Vice Rector of Research and Academic Affairs*
- Administration and Finance Director for *Vice Rector of Administration and Finance*
- Secretary General for *Vice Rector of Governance, Human Resources, and Registrar*

7. PROJECT ELIGIBILITY

Eligible projects include those that are exclusively intended for Students and:

- (a) Have a significant academic impact and fall outside the Student Graduate Studies Program, such as:
 - (i) Language courses
 - (ii) Writing courses
 - (iii) Any other project that has a significant academic impact and falls outside the Student Graduate Studies Program

- (b) Have a significant impact on the promotion of student scientific life, including projects to:
 - (i) Organize a colloquium
 - (ii) Invite guest lecturers
 - (iii) Hold a career day
 - (iv) Organize a science festival
 - (v) Organize visits to laboratories or businesses of scientific interest
 - (vi) Organize other initiatives that have a significant impact on the promotion of student scientific life

- (c) Have a significant impact on the improvement of quality of life at Centres, particularly on implementation of measures that encourage healthy eating and a physically active lifestyle, including projects to:
 - (i) Design tools and documents that raise awareness and provide information on food hygiene and safety (e.g., web pages and other tools)
 - (ii) Organize physical recreational activities adapted to the needs of the entire Student body
 - (iii) Encourage student associations to participate in organizing joint activities related to healthy eating and an active physical lifestyle
 - (iv) Organize other initiatives that have a significant impact on the improvement of quality of life at Centres, specifically on implementation of measures that encourage healthy eating and a physically active lifestyle

8. PREPARATION MEETINGS FOR INTER-CENTRE PROJECTS

Students can apply for financial support to hold a preparation meeting for submitting an inter-centre project. They must address their written request to the Director of Studies and briefly describe the nature of the project, the meeting objectives, and the financial resources required.

9. EXCLUSIONS

The Program excludes any project that:

- (a) Is financed entirely by other sources, such as a Professor, a specific scholarship program, a Centre, or a student association

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- (b) Is specifically required to complete a Graduate Studies Program, such as a fellowship or seminar
- (c) Supports only one Student in a personal project and has no repercussions for the student community or the Centre. Individual projects will not be accepted.

10. SUBMITTING A REQUEST

Requests for financial support can be submitted to the Director of Studies throughout the year. Ideally they should be presented three months before the activity in question is held.

11. CONTENTS OF A FINANCIAL SUPPORT REQUEST

Students wishing to submit a financial support request for a project must submit a three- to five-page document that includes the following information:

- (a) The name of the project and a short summary (maximum 10 lines)
- (b) A nature of the project: academic, scientific, improving quality of life at Centres
- (c) The name and contact information of the person in charge of the project and other members of the organizing committee
- (d) The main project objectives
- (e) A description of the activities and the schedule
- (f) The nature and scope of the project's expected impacts for Students
- (g) The human and material resources required
- (h) A detailed budget listing institutional and other sources of funding, including financial contributions from Students
- (i) A letter of support from the Centre Director or, for inter-centre projects, the Directors of the Centres involved

12. PROJECT ASSESSMENT

Each project will be assessed by the Director of Studies based on the following criteria:

- (a) Its eligibility and value in comparison with the Program objectives
- (b) The impacts of the project, and the number of Students affected
- (c) The originality of the project objectives, activities, or impacts
- (d) Its impact on the promotion of student body activities or the Graduate Studies Program concerned
- (e) How well the project is organized: consistency of and links between project activities; institutional or financial support that may have been received
- (f) Realism of the budget
- (g) Availability of funds

13. DECISION

The Director of Studies can accept projects in part or in full, or reject them. The Director usually makes a decision as soon as possible after the financial support request is received or after the revised request or clarifications as to how the project will be carried out are received. Furthermore, the Director may ask that some of the conditions for the project's completion be clarified.

14. PROGRAM FUND SOURCES AND LIMITS

Program funds come from the dues Students pay each term for Student Services.

All eligible projects that meet the objectives, satisfy the assessment criteria, and are approved by the Director of Studies will be financed based on the funds available, subject to the following paragraph.

The amounts granted are determined based on the number and quality of the eligible projects, the financial resources required by the projects selected, and the funds available for the Program. The Program is managed on a "first come, first served" basis while funds available each year for the entire Program last.

15. ELIGIBLE EXPENSES

The amounts allocated only cover actual incurred costs (e.g., professional fees, transportation fees, meals) authorized by the Graduate and Postdoctoral Studies Department.

16. OBLIGATIONS FOLLOWING PROJECT COMPLETION

Once the project is finished, the person in charge must submit the following to the Director of Studies:

- (a) A brief report on the activity (one to three pages)
- (b) A detailed expense report including supporting documents

17. PAYMENT

Payment will be made once the activity is completed and supporting documents have been provided (invoices and expense accounts). However, an advance may be obtained at the project manager's request and once an explanation or reasonable proof has been given, subject to the Director of Studies' approval.

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18. ANNUAL PROGRAM REPORT

A report listing the projects financed is produced each year and submitted to the scientific director.

19. REVISION

The Directive is updated when required or, at a minimum, every three years.

20. FINAL PROVISIONS

The Directive come into force upon its adoption by the Steering Committee on the Academic and Research Committee's recommendation.