



CHARTER AND REGULATIONS

QUEBEC NETWORK FOR INTERSECTORAL RESEARCH ON SUSTAINABLE ORAL AND BONE HEALTH

Modified: *May 19, 2025*

Adopted and Approved by the Executive Committee: May 29, 2025

Approved by the Members of the Network: June 2, 2025

Adopted by the Members of the Network: September 09, 2025

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NOTE: To ensure transparency and fairness, the RiSBod Network has adopted this charter. As a part of the FRQ, none of the provisions of this charter may contravene the *FRQ's general rules* on research support.

An amendment to the by-laws of this charter requires endorsement by the RiSBod Network Executive Committee and by FRQ.

Abbreviations:

AS, Arts & Sciences; **BD**, Board of Directors; **EDI**, Equity, Diversity, Inclusion; **PC**, Partner Committee, **SC**, Scientific Committee; **STC**, Student Committee.

1. NETWORK DESCRIPTION

1.1 NAME

The Network is officially known as *The Quebec Network for Intersectoral Research in Sustainable Oral and Bone Health (RiSBOD)* and its website is <https://www.RiSBOD.org>. The Network's name in French is: *Le Réseau Québécois de recherche Intersectorielle en Santé Buccodentaire et Osseuse Durable (RiSBOD)*.

1.2 MISSION & OBJECTIVES OF THE NETWORK

The main *RiSBOD* mission is to generate innovate and mobilize knowledge on oral, craniofacial and bone health, to promote a better quality of life for the Quebec population, while reducing health inequalities.

The Network brings together academic teams (researchers and students) as well as social community, professionals, industry, institutional and scientific partners throughout the Quebec province. Together, they work to develop intersectoral research aimed at meeting societal needs and ensuring sustainable health in an inclusive, equitable and participatory way.

The *RiSBOD* relies on the principles of equity, diversity and inclusion (EDI) to guide its actions. Moreover, The Network defined clear **Strategic Objectives** to recognize and integrate diversity in all its forms. It's committed to include members from various area such as research (basic/clinical), healthcare, culture, community and social backgrounds, and to providing them with an inclusive, respectful and equitable environment.

Objective1- To produce and mobilize knowledge with high potential for transforming society, by developing innovative and collaborative approaches between researchers from different disciplines and social backgrounds (clinicians, managers, decision-makers, population).

Objective 2- To contribute to the evolution of dental and bone medicine towards a health model, integrating principles of social and environmental responsibility, focusing on accessibility, equity and inclusion.

Objective 3- To deepen the understanding of the biological, social, environmental and structural risk factors as well as determinants-related to oral and bone health, supporting translational research, and leading to the implementation of innovative therapeutic approaches, interventions and health policies.

Objective 4- To support innovative research for sustainable health throughout life, targeting oral and bone diseases that affect Quebecers' quality of life.

1.3 DESCRIPTION OF THE THEME

The *RiSBOD* network actively supports the creation of intersectoral partnerships in environmental health, whether they be institutional (academic and ministerial), community-based or with the industry. These partnerships enable the realization of multidisciplinary projects focused on citizen participation related to preventive health. At the same time, the Network contributes to promote Quebec as a leader in Canada by facilitating scientific exchanges and knowledge mobilization at the provincial, national and international levels.

The Network scientific activities are divided into three (3) **Research Clusters (Poles)** supported by technological platforms, which give concrete expression of the Network's strategic vision and commitments to intersectoral research, innovation and health equity.

- **Pole 1:** Aims to understand and act on the determinants associated with sustainable health;
- **Pole 2:** Contributes to transforming care for sustainable dental and bone medicine;
- **Pole 3:** Reinforces sustainable health through fundamental and translational research.

The three research clusters are focused on promoting oral and bone health and improving equitable access to care and services, considering the principles of EDI. They pay particular attention to marginalized and vulnerable populations, including those living in precarious conditions or with disability, the elderly, ethno-cultural groups, and communities living in remote areas.

Partners from communities, professional background, industry and institutional sectors strengthen *RiSBOD* synergy and promote intersectoral networking.

2. NETWORK MANAGEMENT

Two (2) co-directors of *RiSBOD* Network provide leadership and ensure the scientific rigor as well as relevance of the strategic orientation and commitments to EDI.

2.1 ROLES AND RESPONSIBILITIES OF NETWORK MANAGEMENT

- To enforce the Network's charter;

- To manage the Network, set up the infrastructure and personnel necessary for the efficient management and coordination;
- To act as an intermediary between researchers and the FRQ;
- To establish, in conjunction with the Committees, a strategic development plan that meets the Network's objectives, as defined in this charter
- Chair the Network's committees and general assembly;
- Review the objectives and priorities of the Network;
- Develop the Network's action plan by ensuring compliance with its strategic orientations, EDI initiatives and adapt actions according to the achievement of the Network's objectives;
- Ensure transparency and respect for EDI principles in the appointment of the Board of Directors (BD) members and their effective participation;
- Ensure the transparency of processes and decisions regarding the Network's activities, funding and dissemination of information among members;
- Support in their roles the leaders of the research clusters, committees and Platforms.
- Ensure the active participation of the Network's members during its activities;
- Ensure the Network scientific influence at the local, provincial, national and international levels;
- Develop and maintain links between stakeholders from the various academic, clinical, research, community and government sectors, including financial partners;
- Manage the Network's budget by allocating it in an efficient, equitable and transparent manner;
- Prepare the reports required by the FRQ and the application for renewal of the Network, if applicable, with the heads of the Committees and the active participation of the members of the Network;
- Collaborate in the various evaluation activities of the FRQ's thematic networks program, as described in **the network guide**/https://frq.gouv.qc.ca/app/uploads/2024/04/principes_dir_gestion_res_2024.pdf;
- Participate, as appropriate, in any audit request to confirm the achievement of objectives and compliance with the allocated budget.

2.2 APPOINTMENT PROCESS, TERM AND REAPPOINTMENT

- The outgoing co-director of RiSBOD informs the FRQ's scientific direction in writing of his or her

intention not to seek a new mandate before the launch of the call for applications;

- The RiSBOD launches a call for nominations among regular and eligible members of the BD;
- An EDI-compliant selection committee is established to establish and organize the selection process and recommend a candidate. The selection committee must include at least two active members of the RiSBOD who are not members of the BD;
- The candidacy is ratified by the BD and by the Network's regular members, either at the general meeting of members or electronically, while respecting fairness and transparency in the nomination process;
- The recommendation for candidacy is sent to FRQ's scientific director, who submits the file to FRQ's BD for approval. The application must include the curriculum vitae of the recommended application as well as the official letter from the BD signed by the co-directors in place. The letter must describe the selection process, specifying that the members of the Network agree with the applicant's recommendation decision;
- The FRQ's scientific director then informs the outgoing co-director and the new co-director of the FRQ's BD' decision;
- A declaration of conflicts of interest is completed by each Network co-director when he or she takes up the position. They must also submit a new declaration whenever a change in circumstances renders their previous declaration inaccurate;
- Given the importance of the Co-director's leadership in the development of the Strategic Action Plan, the co-director's mandate should begin at least six months prior to the submission of an application for renewal of the Network's grant. The term of the mandate is renewable, but rotation between members of different teams and universities is desirable.

It is also desirable that the outgoing co-director and the newly elected co-director, remains an *ex-officio* member of the BD for one year, to facilitate the transfer of responsibilities;

- In the event of the resignation of the co-director before the end of his or her term, the BD may nominate a candidate to FRQ, a person who remains in office for the remaining part of the term, if it is less than two (2) years. In this case, the BD will appoint the second person as the Acting Director. If the remaining term of office is more than two (2) years, a formal appointment process will have to take place.

2.3 ADMINISTRATIVE & SCIENTIFIC COORDINATION

A research associate ensures administrative and scientific coordination within the Network, and supports the co-directors, the members of the BD and the other Committees set up in their scientific tasks. The Network's Scientific Coordinator may be supported by an administrative resource person.

The Network's coordinator whom:

- Ensures the day-to-day administrative management of the Network;
- Manages essential data such as CVs, contact informations and member updates in collaboration with the co-directors;
- Assists the co-directors in the organization and coordinating training and funding programs;
- Assumes, with the co-directors, the budgetary follow-up of the general FRQ grant as well as the financial and progress reports of the grants awarded to and by the Network;
- Assists the Network's co-directors in preparing meetings, minutes and general assemblies;
- Collaborates with the BD in the preparation of scientific reports and documentation associated with the management of the Network;
- Participates in the organization of the Network's scientific activities;
- Ensures that the decisions of the co-directors are implemented;
- Provides adequate organizational and coordination support to the various Network committees or any other *ad hoc committees*;
- Participates actively in the development of collaborations and partnerships;
- Responds to requests for information from Network members and partners regarding the scientific activities and services offered by the Network;
- Maintains constant contact with the FRQ's thematic network program managers;

3. STRUCTURE AND GOVERNANCE

3.1 GENERAL MEETING OF MEMBERS

The General Assembly is composed of all regular members and partners of the RiSBOD Network. Other persons may be invited to attend, but only regular or partner members have voting rights.

The co-directors of the Network convene the members' meeting once a year on the occasion of the annual scientific day. A quorum is reached when 25% of the regular members/partners are present

and decisions are taken by majority votes. Exceptionally, if two-thirds of regular members/partners so require, an extraordinary meeting may be convened by the members themselves.

For simple decision-making processes, the members' meeting can take the form of a virtual general meeting where documentation is sent by email to the members, asking them to vote electronically or by sending their response to the Network's coordinator;

Certain responsibilities fall to the members meeting, including:

- Ratify the recommendation of candidates for the position of co-director of the Network in the event of a change of co-direction;
- Approve the nominations of BD members (by secret ballot);
- Approve the annual budget, guidelines, rules and priority strategies of the RiSBOD;
- Approve the annual progress report of the RiSBOD to be sent to the FRQ;
- Ratify the constitution and by-laws of the charter as well as any amendments made to that;
- Contribute to the vitality of the Network;
- Discuss where appropriate, the recommendations of other Committees set up by the Network.

3.2 GENERAL RULES OF COMMITTEES

In accordance with the EDI principles, the Committees must reflect the diversity of Quebec's research institutions. To this end, sustained efforts must be made to ensure that these principles are applied in the appointment of members.

- The term of office of the members of the BD and other Committees is four (4) years;
- Decisions are taken by consensus. Failing this, they are decided by a simple majority vote;
- Any member of a Committee who is in a position of apparent or actual conflict-of-interest is required to inform the co-directors. They must refrain from taking part in deliberations;
- Unjustified absence in two (2) consecutive convened meetings may result in a request for replacement of the person concerned by the CD, addressed to the members of the Network;
- The BD may, by unanimous vote, require the resignation of a member whose actions are deemed incompatible with the Network's mission or who is in a conflict-of-interest situation;
- Members of the BD may not be replaced at meetings, except in the case of a duly justified prolonged absence;

- The quorum required for meetings is 50% of members plus one (1) member.

3.3 EXECUTIVE COMMITTEE

3.3.1 COMPOSITION

The BD, adopting the principles of EDI, is composed of the co-directors of RiSBOD, the person or persons responsible for each of the three (3) scientific clusters, the Scientific (SC); Arts & Sciences (AS), Partners (PC), Students (STC) Committees, as well as the Hub (pivotal knowledge mobilization centre), EDI (in progress) and the Network's non-voting members (Associate research coordinator/administrative).

The members of the BD are appointed by the Network's co-directors, after approval by the regular members (by secret ballot, section 3.1). The term of office of the BD members is four (4) years (section 3.2), renewable once; except for the student representative whose term of office is one year renewable twice.

- The BD is committed to the principles of EDI, envisioning to include members from a wide range of professional, cultural and social backgrounds;
- The BD may appoint any additional non-voting members it deems necessary as advisory members (resource persons for specific, one time mandates;
- Any vacancy on the BD (e.g., resignation) must be filled on an interim basis, pending confirmation of the appointment of a new member in accordance with the appropriate nomination process (Section 2.3). The selection of this interim member is made according to the procedure for the appointment of members of the BD;
- In case of emergency, the Network's co-directors may call an extraordinary meeting of the BD at any time;
- Meetings must be announced at least three (3) weeks in advance;
- The BD may decide to hold meetings in person, virtually or by any other appropriate means of communication.

3.3.2 MANDATE

The BD ensures the fair and transparent functioning of the RiSBOD Network and has the role of supporting the co-directors, in particular regarding:

- Setting up and reviewing the Network's activities to ensure that the objectives defined in the research program and strategic action plan are achieved;
- Approval of budget planning and optimal use of the budget, based on the recommendations of the

co-directors, and regular monitoring of spending on RiSBOD activities;

- The selection and evaluation of scientific Poles, committees, hubs and the appointment of their respective leaders after consultation with members;
- Review, update and apply the Network charter;
- Developing a short-, medium- and long-term research vision to adapt the programs supported by the Network to sustainable oral and bone health issues;
- Ensuring the leadership necessary for the dynamism and vitality of the Network, the active participation of members, and the coordination and scientific quality of activities, as stipulated in *the FRQ's by-laws*;
- The assurance of a representative membership and research fields associated with oral and bone health;
- Maintaining a balance between basic, clinical science, population-based and translational research, by stimulating scientific collaborations within the Network;
- Strengthening intra- and inter-sectoral networking and community-based, by creating partnerships that promote external financing of the Network and ensure their sustainability;
- Optimal use of the Network resources among members;
- The promotion of open science, knowledge mobilization, and inter-disciplinary and -sectoral research;
- Respecting EDI within the Network, in consultation with the EDI committee set up;
- Developing and proposing a calendar of scientific and academic activities (annual scientific meeting, student initiatives, public convocations, artistic residencies, scientific entrepreneurship, etc.) for Network members;
- Establish a list of scientific publications by regular members, ensuring that the Network's contributions are highlighted;
- Disseminate to members updates on activities, available resources, as well as an annual report on the Network's scientific and administrative activities, approved by the BD and forwarded to the FRQ;
- Inform regular members/partners of any changes to the status and by-laws approved at the annual general meeting;
- Convene the general meeting at least once a year during the Network's annual scientific meeting;
- Undertake to participate actively in the administration of the Network;
- Receive scientific and financial reports from all Network committees, and make recommendations

in accordance with ethical rules;

- Draw up a budget based on the RiSBOD's strategic plans and submit it to the FRQ;
- Participate in drafting and approve minutes, reports and grant renewal applications or any other document to be submitted to the FRQ;
- Determine operating policies and funding allocation criteria;
- Establish any *ad hoc* Committee deemed necessary to assist him or her in the duties.

3.4 SCIENTIFIC COMMITTEE

3.4.1 COMPOSITION

The SC supports the BD in its strategic planning and is composed of the co-directors of the RiSBOD and senior-expert members chosen for their areas of expertise. These individuals can be regular members, partners or students of the RiSBOD, or represent other national/international Networks or institutions. They are chosen by the BD and approved by the regular members/partners at the annual general meeting. The term of office of SC members is generally four years (4), renewable once.

3.4.2 MANDATE

The role of the SC is to support the BD in the development and coordination of scientific activities, while considering the principles of EDI, sustainable health objectives, open science and the social acceptability of data in research.

It must, among other things:

- Contribute to the development of RiSBOD's major scientific orientations and strategic planning;
- Participate in the scientific evaluation of RiSBOD's various programs and in the follow-up of structuring initiatives;
- Encourage the creation of scientific activities and programs for members;
- Announce the meetings at least three (3) weeks in advance;
- The SC may decide to hold meetings in person, virtually or by any other appropriate means.

3.5 PARTNERS COMMITTEE

The PC is mandated to support the BD in the development and coordination of its strategic activities. It is composed of representatives from various governmental or non-governmental organizations, industry representatives, patient-partner organizations or associations working for sustainable health and the environment. Oral and bone health professionals may also join the PC.

The Committee may decide to meet in person, virtually or by any other appropriate means.

3.6 ARTS & SCIENCES COMMITTEE

- The AS committee assists the BD in realization its objectives and promoting its strategic initiatives, by fostering open science through the arts. It is made up of scientific researchers, students, partners and artists.
- The AS Committee's mandate is to establish and publicly promote the translational interface between art and science;
- The AS Committee supports the creation, dissemination, publication and innovative artistic events related to scientific research in oral and bone health;
- The Committee may decide to meet in person, virtually or by any other appropriate means.

3.7 STUDENT COMMITTEE

- The purpose of the STC is to promote the participation and outreach of RiSBOD's student members.
- The STC is composed by students from different Quebec universities, to ensure balanced geographical representation;
- At least one member of the STC must represent international students, in order to ensure a diversity of perspectives and to better respond to their realities and challenges;

The STC's mandate can be summarized as follows:

- Propose and organize scientific activities and training workshops;
- Facilitate networking between RiSBOD members;
- Advise BD on RiSBOD activities;
- Integrate the EDI committee (in progress);
- The STC is composed of six to fifteen RiSBOD student members;
- The president is appointed by the BD following a call for student candidates;
- The other members of the STC are appointed by the sitting president and the RiSBOD co-directors;
- The STC's term of office is one year renewable twice or two (2) years renewable once;
- The committee may decide to meet in person, virtually or by any other appropriate means.

3.8 EDI Committee

The promotion of EDI within the Network is imperative and is at the heart of the Network's objectives and strategic orientations. RiSBOD aims to recognize, value and integrate diversity in all its forms into RiSBOD activities, with a commitment to include members from diverse professional, cultural, and social background. RiSBOD strives to provide an inclusive environment where all

members benefit from equitable opportunities and feel respected and valued.

The EDI committee is composed of regular members, students representing different Quebec institutions, recognized for their leadership in promotion EDI, as well as partner members from the community.

The establishment of the EDI committee contributes to:

- Promote EDI in all Network activities, with a particular focus on sustainable health for vulnerable populations;
- Develop, implement and evaluate initiatives to reduce systemic inequalities and supporting under represented groups;
- Ensure transparency and equity in the Network's recruitment and funding processes, and in all decision-making activities;
- Participate in promoting equity of access in the recruitment processes for members of the various decision-making committees within the Network, ensuring that the criteria for evaluating candidates are transparent and free from discrimination;
- Ensure compliance with EDI criteria and principles of transparency in the Network's competitions, funding and activities;
- Contribute to the development of initiatives on systemic inequalities that could benefit underrepresented groups;
- Advise the Network's BD on EDI guidelines and activities.

3.9 OTHER COMMITTEES

Based on the strategic objectives of the RiSBOD, *ad hoc* Committees may be set up by the co-directors or by the BD

Members of these Committees are appointed in consultation with the BD.

3.10 CONFLICTS OF INTEREST AND CONFIDENTIALITY

The FRQ recommends that members of all Committees established by the Network sign a conflict-of-interest disclosure and confidentiality commitment form, if applicable.

4. MEMBERS

4.1 MEMBERSHIP AND RENEWAL

Anyone who meets the criteria of one of the categories below can apply for membership to the management of RiSBOD. Applications from members and partner organizations are evaluated by the BD.

4.2 MEMBERSHIP CATEGORIES

Regular Member

A researcher (basic/clinical) affiliated with an academic, college, research institute or other and working in the RiSBOD theme or in any other related field and meeting the criteria of one of the research statuses described in the *FRQ's Common General Rules* and the *guide-réseaux/https://frq.gouv.qc.ca/app/uploads/2024/04/principes_dir_gestion_res_2024.pdf*.

Regular members are actively involved in the scientific activity of RiSBOD.

Regular member status Gives:

- Privileged access to the Network's activities and resources;
- The possibility of being appointed head of one of the scientific poles or committees;
- Eligibility to obtain financial support in the context of competitions for programs supported by the RiSBOD Network;
- The right to vote at the members' meeting.

To become a regular member of the Network, applicants must submit their application electronically or by letter of intent indicating the reasons for their application for admission, their expertise and specifying their commitment to participate in the Network's activities, attaching: a descriptive CV-FRQ that aims to highlight the impact, meaning and relevance of scientific contributions and a list of all the members of their team, by indicating: name, status (intern, MSc, PhD, resident, postdoc, professional, etc.) as well as their respective email address.

Membership applications are reviewed by the BD and the SC determines their acceptability;

The applicant is informed by email of his or her acceptance or refusal.

Partner Member

A person without researcher status (basic/clinical), but with expertise or experiential knowledge directly related to the Network's activities that allow him or her to make an active and significant contribution.

- Partner members can be knowledge mobilizers or users, patient partners, policy makers, government officials or community representatives.
- They have the same obligations and privileges as regular members in the governance of RiSBOD with the exception of eligibility to obtain financial support directly from the RiSBOD;
- Partner members are actively involved in the RiSBOD activities;

- Partner member status confers voting rights at the members' meeting.

Student Member

Any person enrolled in a doctoral or residency training program in dentistry, 2nd or 3rd cycle or postdoctoral fellow in a Quebec university institution, as described in the **Common general rules of the FRQ and the network guide** https://frq.gouv.qc.ca/app/uploads/2024/04/principes_dir_gestion_res_2024.pdf

- The student member must be engaged in research activities and be directed or supervised by a regular member of RiSBOD;
- The student member has privileged access to the activities and resources of the RiSBOD Network;
- The student member is eligible to obtain financial support in the form of a scholarship from the Network;
- The student member has the privilege of being appointed and sitting on the STC or EDI Committee;

This category of members has no voting rights at the general meeting.

Honorary Member

A researcher (basic/clinical) or other person whom the Network wishes to recognize for exceptional merit or services rendered in the Network's research field.

Network membership is free of charge. Membership is renewed every two (2)-three (3) years, except for students (annually). The person in charge of coordinating the Network is responsible for updating members' contact details on an annual basis.

4.2 MEMBERS' PRIVILEGES AND RESPONSIBILITIES

Members of the Network, regardless of membership category, receive communications from the Network and have access to information posted online (www.risbod.org), email communications, the annual report issued by the Network, and they can contribute to its vitality.

All Network members commit to:

- Acknowledge the Network's contribution in their publications and communications;
- Contribute to and collaborate in RiSBOD's active scientific life, planning and evaluation;
- Respect the FRQ's Policy on the responsible conduct of research;
- Participate in the annual general meeting;
- Participate in the Network's scientific and promotional activities (e.g., recruitment of members, contribution to the renewal of the grant,

definition of the research program, scientific review, posting of advertisements, distribution of information);

Any member who no longer wishes to be part of the Network must submit his or her withdrawal to the Network's coordination by email.

5. SCIENTIFIC STRUCTURE

5.1 SCIENTIFIC HUBS

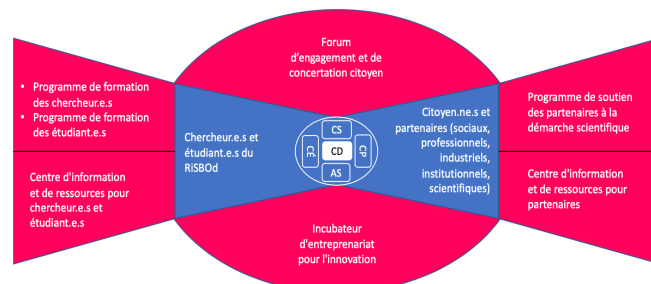
The three (3) scientific Poles of RiSBOD are described in point 1.3 of the charter (DESCRIPTION OF THE THEME).

5.2 SCIENTIFIC ACTIVITIES

The RiSBOD scientific activities are divided into a number of Poles as defined by the BD. They include:

- Training activities, scientific outreach and strategic intersectoral partnerships to identify issues, needs, and establish priorities, while ensuring networking between researchers, professionals, citizens and communities;
- Concertation and networking activities;
- Structuring initiatives and strategic projects with an emphasis on translational, inter-Network and intersectoral partnerships;
- Knowledge mobilization, transfer and dissemination activities aimed at different target audiences and the general public, so that knowledge can be integrated into practice and policy-making;
- The development, sharing, and optimization of research resources that can benefit all Quebec researchers.

6. ORGANISATION CHART OF THE NETWORK



"AS, Arts & Sciences; CD, Comité de Direction; CE, Comité Étudiant; CP, Comité Partenaire; CS, Comité Scientifique"

6.1 ROLES OF THE PERSONS IN CHARGE OF THE SCIENTIFIC HUBS

The persons responsible for the respective scientific hubs must:

- Ensure the implementation of the Network's policies, support the achievement of its objectives, and contribute to its dynamism;
- Participate actively in the BD as a sitting member;
- Contribute to decision-making in accordance with the collective interest of researchers and the projects supported by the Network;
- Ensure budget management in accordance with the Network's guidelines and the FRQ's requirements;
- Undertake to transmit all information required for the proper functioning of the BD.
- Conduct a scientific monitoring to identify new avenues for development, partnerships and alliances;
- Provide the SC with a clear and up-to-date picture of their group's activities, including emerging issues, challenges and needs;
- Monitor funding opportunities and act as catalysts for links between the research community and community partners.

6.2 OPEN SCIENCE, KNOWLEDGE MOBILIZATION AND VALORIZATION

The persons in charge of the respective scientific hubs must:

- Encourage the creation of collaborative research projects that are at once intersectoral, multicentric and multidisciplinary, fostering synergies between researchers and the community;
- Promote the dissemination of information shared infrastructures and services available to members;
- Encourage the integration of new students and the recruitment of members;
- Exercise a leadership role by supporting members' active involvement, the relevance of Network activities and their scientific rigor;
- Contribute actively to the Network's outreach and visibility, locally, nationally and internationally;
- Transmits information, publications and content of common interest to the BD, who ensures their dissemination to the entire Network.

7 FUNDING RULES

Each year, the FRQ awards a global grant to the Network for a period from April 1 to March 31 of the following year.

The Network's co-directors are responsible for compiling all the funding proposals and an overall budget breakdown project to present it to the BD. The latter approves the funding available for the various funding streams offered by the Network.

The managing institution signs the agreements necessary to carry out the Network's activities and ensures separate financial management for the Network's activities and transfers of funds between eligible Québec institutions.

When required, the institution acts for the RiSBOD in legal matters.

The managing institution and the Network's co-directors of the are responsible for:

- Setting up monitoring mechanisms;
- All inter-institutional fund transfers and annual financial reports;
- Respecting the *FRQ's* Policy on the Responsible Conduct in Research;
- The judicious use of the grant for the development and outreach of the Network;
- Support, manage and finance various activities according to their excellence such as: research projects, symposia, web platform, tool developments, training activities, while respecting the principles of EDI.
- Present the Network's significant achievements in the various activity categories.

Funding criteria, budget items and allocation process for RiSBOD activities must comply with the expenditure categories listed in the *FRQ common general rules* and in the *FRQ network guide*, <https://frq.gouv.qc.ca/en/program/thematic-network-2024-2032/>

7.1 NETWORK FUNDING

All funding granted must be in line with the Network's objectives, strategic orientations and FRQ criteria, while respecting EDI practices, including and valuing diversity in all its forms.

The categories of RiSBOD activities eligible for financial support are as follows:

- Key projects and intersectoral strategic initiatives;
- Collaborative activities, support for training and knowledge mobilization;
- Mentoring and scientific exchange Grant;
- Coordination and knowledge dissemination;
- Network development and outreach activities;
- Common research resources.

Network funding offered is awarded through competitions open to regular members. These competitions are subject to rigorous evaluation by a representative and diverse committee of peers.

Competition rules are revised for each edition, then validated by the BD. Specific terms and conditions, including eligibility criteria and measures to accommodate atypical or special research profiles, are **published on the network's website** (www.risbod.org) when each competition is announced.

7.1.1 Evaluation Process for Competitive Proposals

Proposals are evaluated by independent evaluation committees, made up of at least three external experts.

The selection and evaluation process follows the principles of EDI, taking care to reflect a plurality of experiences, disciplines and perspectives.

- To avoid any conflict of interest, any regular member of the Network who submits an application for this competition is excluded from the evaluation committee;
- A member of the BD is appointed to oversee the evaluation process;
- The evaluation committee makes a final decision without appeal, and a report on the process is then submitted to the BD;
- Evaluations are based on predetermined selection criteria, in line with the Network's mission and the FRQ's scientific standards;
- Any potential or actual conflict of interest must be declared and managed to ensure the impartiality of the process.

This procedure is designed to ensure fair, transparent and rigorous distribution of the Network's financial resources, in keeping with its founding values.

7.1.2 Competition Selection Criteria

Application evaluation criteria may vary according to the rules specific to each competition. However, to guide funding decisions with a view to scientific excellence, strategic impact and consistency with the Network's values, the following elements are taken into account:

- Intersectorality;
- Scientific quality, originality and feasibility of the project;
- Relevance in relation to the objectives of the scientific program, the Network's strategic priorities, the context and the current state of knowledge on the issue in question;

- Financial matching: complementary financial contributions from external sources, projects carried out in partnership with foundations or private players, potential for structuring or leveraging other funding, demonstrated efforts to obtain financial support from other organizations;
- Feasibility of the proposed budget and timetable;
- Multicentric and multidisciplinary nature of the initiative;
- Expected scientific benefits in the medium and long term;
- Level of community, social and intersectoral collaboration;
- National/international dimension of partnerships;
- Existence of a long-term financing plan to ensure project sustainability;
- Integration of EDI principles in the proposed approach.

Funds not spent within the fiscal year may exceptionally be carried over to the following year. A single request for an extension (maximum 12 months) of the use of funds may be made in writing directly to the Network's co-directors, justifying the reasons. Any amount not spent beyond the validity date of the grant must be returned to the Network.

7.1.3 Funding terms and conditions

- Amounts granted are paid in accordance with *FRQ regulations*;
- The financial support offered by the Network depends on available resources and the regulatory adjustments in effect at the FRQ;
- All grants awarded by the Network are recognized as the result of a peer-review process;
- Recipients must use the funds granted in accordance with the project submitted and approved;
- Grants are awarded for a period of one year;
- In the event of cost overruns, responsibility lies exclusively with the recipient researcher;
- Unused funds or funds returned after a project has been abandoned may be reallocated according to the priorities established by the BD;
- If a member of a subsidized team leaves the project, the allocated funds may be retained, provided that the other regular members demonstrate their ability to continue the work;
- Payments are made to affiliated research establishments or health centers, which undertake to manage the funds in accordance with the rules established by the FRQ.

7.2 ELIGIBLE EXPENSES

Expenses related to the project must meet the eligibility criteria of the FRQ Thematic Research Network grant program, as described on the website:

<https://frq.gouv.qc.ca/en/program/thematic-network-2024-2032/>

submitted to the Network members, the BD and the FRQ for approval.

7.3 FOLLOW-UP AND FINANCIAL REPORTING

all grants commit recipients to produce regular scientific and financial reports. These documents make it possible to report on the progress of the projects supported. This process ensures transparency, accountability and proper use of funds with a view to continuous improvement.

- Reports must be sent to the Network's co-directors;
- The scientific sections of the reports enable the performance of the teams and the overall impact of the Network to be assessed;
- Financial reports detail the use of allocated resources;
- These reports are required annually for a period of up to three years following the initial grant.

8 CONFLICT RESOLUTION

The Network is committed to inclusion and diversity. In the event of conflict between members or partners, the following procedure applies:

- Disagreeing parties must demonstrate that they have made every effort to resolve the conflict between them;
- If the conflict persists, a written complaint may be lodged with the Network's co-directors and the EDI Committee (if available) to be forwarded to the BD;
- The appointment of a mediator to negotiate an agreement between the parties or an extraordinary Committee whose mandate would be to examine the situation and submit a report and corrective suggestions to the BD;
- All steps must be taken in writing and will be kept on file by the Network. In the event of a conflict directly involving the Network's management, the aggrieved member or person may contact the FRQ's programs department, which will refer the matter to another body if necessary.

9 AMENDMENT OF THE CHARTER

In the event of proposed modifications to the Network charter, the amended charter must be