



Scholarship Holder's Guide 2018-2019

Fonds de recherche du Québec – Nature et technologies

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- ▶ Bourse du ministère des transports (A4)
- ▶ Energy research scholarships (A7)
- ▶ Master's research scholarships (B1)
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FOREWORD

Your Scholarship Holder's Guide details certain provisions that appear in the Program Rules and Regulations. It also contains essential information and the forms you will need to accept or decline the Scholarship, as well as instalment request forms needed to obtain payment of your scholarship. This Internet version of the guidelines is designed to provide quick and complete access to the information contained in your personal file. We hope this Guide will reduce the time needed to process your requests for payment and any correspondence relating to your personal file.

ANY QUESTIONS?

If the answer you are looking for is not in this Guide, e-mail us at the following address: bourses.nt@frq.gouv.qc.ca

When requesting information by e-mail, indicate your personal file number in the subject window.

The Fonds receives annual appropriations from the Québec Government or from its partners to fund its Scholarship programs. It then undertakes annual commitments, conditional on the availability of funds. The Fonds and his partners reserves the right to change, without prior notice, the value of its scholarships and its program regulations.

1. ACCEPTING OR DECLINING THE SCHOLARSHIP

1.1. MODIFYING THE DURATION OF THE SCHOLARSHIP

The duration of the scholarship is based on the start and end dates of the study program, as indicated on your scholarship application. Any modifications to the duration of the scholarship must be made before you send in your "Manage my Funding" form to the Fonds.

No modifications will be made after this deadline.

1.2. TERMS AND CONDITIONS

Within the 30 days following the date the scholarship is announced, you must log in to your Portfolio on FRQnet;

- Respond to the scholarship offer by completing the "Manage my Funding" form. Don't forget to click on the "Transmettre" button;

OR

- If changes are required, transmit the "Manage my Funding" form after completing the "Reporting - situation and required documents" section. The 30-day deadline applies to the date on which the "Manage my Funding" form is submitted.

1.2.1 ACCEPTING THE SCHOLARSHIP

You may accept the scholarship provided you meet the following conditions:

- You have accepted a Master's or doctoral scholarship from SSHRC, NSERC or CIHR for the current year but the Fonds offers a scholarship of higher value and/or of longer duration.
- You are not receiving any other scholarship which contravenes the regulations on [concurrent scholarships](#).
- You agree to comply with the regulations relating to paid work ([see 3.6](#)).
- Unless you hold a Doctoral research scholarship for foreign students (DE, DS) or a Bourse pour la francophonie canadienne (C6), you

must have a valid Québec health insurance card throughout the scholarship period.

- For master's and doctoral program scholarship holders: You are or will be registered as a full-time student this summer, or next fall or winter, in the program for which you received the scholarship.
- Postdoctoral research grant holders: You must be working on your postdoctoral research project on a full-time basis. If you have not finished your doctorate, you must submit your thesis by January 15th in order to receive the grant.
- International doctoral-level scholarship holders (DE, DS) must have a Certificat d'acceptation du Québec (CAQ) issued by the ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) and a student authorization issued by Canadian consular services throughout the scholarship period.

1.2.2. DECLINING THE SCHOLARSHIP

Under the following circumstances you must decline the scholarship:

- You have accepted a scholarship from SSHRC, NSERC or CIHR but the duration or value of the Fonds scholarship is equal or lesser;
- You have accepted another scholarship, which cannot be [held concurrently](#);
- You have accepted full-time employment;
- You are unable to begin your studies or research by next January 15th, the deadline date by which you must start your scholarship payments;
- You will be registering as a part-time student and will not be carrying out any particular parental and/or family responsibilities ([see Conditions of financial support](#));
- You have withdrawn from your program or research project;
- For international doctoral-level scholarship holders (DE, DS):
 - You cannot complete all of the steps before arriving in Québec. Your study program or internship should not begin before **January 15th**, the deadline for the scholarship to take effect;

1.3. CONFIRMATION OF SCHOLARSHIP

After confirming your acceptance of the scholarship, you may request an attestation of scholarship by sending an email to: bourses.nt@frq.gouv.qc.ca.

2. RESPONSABILITIES AS A SCHOLARSHIP HOLDER

2.1. RULES AND REGULATIONS

You must comply with all regulations pertaining to Scholarship Programs as stated in this Guide. You must also respect all of the scholarship program rules and research ethics and integrity principles outlined in [Chapter 5](#).

2.2. MAILING ADDRESS AND BANKING INFORMATION

You are responsible for notifying the Fonds of any change in your e-mail address or your mailing address. We must be able to reach you at these addresses at all times. Our rules prohibit using a post office box as the only mailing address.

You must also provide your up-to-date banking information in a financial institution located in Québec. This information is mandatory for the payments to be processed.

2.3. BANKING INFORMATION

You must provide your banking information in a financial institution located in Québec. This information is mandatory for the payments to be processed. You may enter this information when requesting your first scholarship payment by filling out the appropriate form in your Portfolio.

2.4. INCOME TAX

You are responsible for paying all income tax due. Please note that the Fonds do not withhold taxes at source on payments.

The date of deposit determines the year in which you must declare an instalment as personal income for tax purposes. Therefore, payments for the winter term are only made after January 1st.

Revenue Canada T4A forms and Revenu Québec tax statement I are sent to your mailing address in February of the year following the tax year in question.

The Fonds will not provide any Canadian or Québec income tax information. It is scholarship holder's responsibility to communicate directly with the Quebec Revenue Agency and the Canada Revenue Agency for information.

2.5. REQUEST FOR INSTALMENT / MASTER'S AND DOCTORATE

Scholarship holders carrying out their studies outside Québec must provide in May of each year a copy of their valid Québec health insurance card.

IMPORTANT:

Instalments are issued on the 15th or 30th of the month. However, in January, May and September, instalments are issued on the 15th, 24th or 30th of the month. There is one instalment per term.

To receive your scholarship instalment, you must, at the beginning of each term:

- Complete the "Manage my Funding" form (Reporting - incomes and academic status) in your Portfolio, in which you must declare any other scholarships or employment income. This form is available at all times. You have two months after the term starts to request the instalment. Once this deadline has expired, the instalment is cancelled. If two consecutive instalments are unclaimed or cancelled, the scholarship is cancelled;
 - Verify the information as it relates to the conditions of your scholarship;
 - Hold an bank account in a Québec branch of a Canadian financial institution (caisse populaire or bank);
 - Provide proof of full-time enrolment according to the following.

If you are attending a university located in Québec or the University of Ottawa:

You do not have to submit proof of full-time studies. The necessary proof will be submitted by your university after registration.

If you are attending a university outside Québec:

At the start of each session, the institution that you are attending must send to the Fonds a recent official attestation to confirm your full-time registration in your program of study. This attestation must contain the following information:

- Your surname and given name;
- Date of first registration in the program for which you received the scholarship;
- The name of the program and the degree in which you are registered;
- The period covered by the confirmation;
- Your status as a full-time student.

The Fonds accepts confirmations by email provided if your personal file number appears on the document.

2.6. REQUEST FOR INSTALMENT / POSTDOCTORAL RESEARCH FELLOWSHIP

Scholarship holders carrying out their studies outside Québec must provide in May of each year a copy of their valid Québec health insurance card.

- Before the first payment:
You must print, fill out and email an attestation signed by your supervisor confirming that you have been working in the research environment on a full-time basis. The form is available on request by contacting the program officer;
- Before the second payment:
You must provide written proof that you have met the requirements to obtain a doctoral degree (i.e. copy of your doctoral degree if you have not already done so or proof that you meet all of the requirements to obtain a doctoral degree and that you successfully defended your thesis).

IMPORTANT :

Instalments are issued on the 15th or 30th of the month. However, in January, May and September, instalments are issued on the 15th, 24th or 30th of the month. There is one instalment every four months.

To receive your scholarship instalment, you must, at the beginning of each term:

- Complete the "Manage my Funding" form (Reporting - incomes and academic status) in your Portfolio, in which you must declare any other scholarships and/or employment income. This form is available at all times. You have two months after the term starts to request the instalment. Once this deadline has expired, the instalment is cancelled. If two consecutive instalments are unclaimed or cancelled, the scholarship is cancelled;
- Verify the information as it relates to the conditions of your scholarship;
- Hold a bank account in a Québec branch of a Canadian financial institution (caisse populaire or bank).

2.7. UPDATING YOUR FILE INFORMATION

If your situation changes after you have sent in your acceptance form or your requests for instalment, you should update your personal file by completing the "Manage my Funding" form.

2.8. NAME OF YOUR RESEARCH SUPERVISOR AND SUPERVISION PROVIDED

You must provide the name, address and phone number of your research supervisor on the "Manage my Funding" form. This information is optional for your first two instalments but mandatory for the third.

2.9. PROGRESS REPORT

You must present a progress report for each full year of funding highlighting the progress of your studies. This progress report is obligatory for your fourth, seventh and tenth requests for payment. No progress report is needed for your final term of funding or for a scholarship that provides funding for one year or less.

The following information is required:

- Describe your achievements during the past year. Where applicable, indicate any changes in your initial study/work project.
- Determine the time frame of the principal phases in preparation for writing your thesis/dissertation. If you are studying in a professional type program, identify the time frame of the main phases leading to your degree.

The progress report is available in your portfolio in the section "Follow-up on my funding". You must print your progress report, sign it and have it signed by your director. Then insert the signed report into "Manage my Funding".

Continuation of your scholarship is contingent upon a satisfactory progress report.

2.9.1. IMPLEMENTATION OF THE NSERC/SSHRC COMPLEMENTARY SCHOLARSHIPS/MASTER'S AND DOCTORATE

If you have accepted another scholarship for the first year of your Master's degree or the first two years of your Doctorate ([see 3.5.1](#)), in order to receive the first instalment of the scholarship if you are eligible, you must submit a progress report. No progress report is necessary if the scholarship has only one installment.

2.10. FINAL REPORT

You must present a final report to the Fonds. You will receive an e-mail when the final report form will be available in your portfolio in the section "Follow-up on my funding". Any future financial support in another program will be conditional upon receipt of your final report

Special provisions for "ministère des Transports" scholarship holders

Within one month of obtaining your degree, you must submit a copy of your thesis to the:

Direction de la recherche et de l'environnement
Ministère des Transports du Québec
930, chemin Sainte-Foy, 6^e étage
Québec (Québec) G1S 4X9

Special provisions for the "ministère des Ressources naturelles et de la Faune" scholarship holders

Within one month of obtaining your degree, you must submit a copy of your thesis to the:

Direction des approvisionnements et des biocombustibles
Direction générale des hydrocarbures et des biocombustibles
Ministère de l'Énergie et des Ressources naturelles
5700, 4^e Avenue Ouest, bureau A-422
Québec (Québec) G1H 6R1

2.11. HEALTH INSURANCE

NOTICE :

Scholarship holders carrying out their studies outside Québec must provide in May of each year a copy of their valid Québec health insurance card or any other document which proves that you are a resident of Quebec within the meaning of the Quebec Health Insurance Act.

With the exception of the Ouranos Réal-Décoste Doctoral scholarship, the Bourse pour la francophonie canadienne (C6) and the Doctoral research scholarships for foreign students (DE, DS), you must meet citizenship and residency conditions within the meaning of the Health Insurance Act and the attendant regulation and of the Taxation Act and the attendant regulation throughout the scholarship period.

If you are studying outside Québec, we strongly advise you to have private medical insurance to cover medical expenses that are not reimbursed by Régie de l'assurance maladie du Québec.

If the applicant leaves Québec to carry out his postdoctoral internship, he/she must inform the Régie de l'assurance maladie du Québec before leaving.

The Québec government has entered into reciprocal social security agreements with some countries, which include a health component. Holders of doctoral research scholarships for foreign students (DE, DS) may consult the Web site <http://www.ramq.gouv.qc.ca/en/citizens/health-insurance/registration/Pages/agreements-other-countries.aspx> to verify their eligibility to benefit from the provisions of those agreements. Among other aspects, these agreements will save persons arriving from outside of Canada from having to wait for up to 3 months before becoming eligible to the Québec Health Insurance Plan. For questions regarding eligibility to the Québec Health Insurance Plan, scholarship holders must refer directly to the RAMQ. It is highly recommended that scholarship holders get private health insurance if they are not eligible to the Québec Health Insurance Plan.

3. SCHOLARSHIP REGULATIONS

3.1. ELIGIBILITY PERIOD

Master's and doctorate

The rules concerning the eligibility periods for the scholarship programs consider all of the master's and doctoral sessions (funded or not) that were completed before the implementation of the scholarship and determine the maximum duration of the support.

If the application contains attestations from the institution's registrar, when calculating the eligibility period, the Fonds will consider all of the sessions for which the student did not register and all of the part-time sessions.

Postdoctoral research grants

Young researchers must have earned their doctorate in the two years preceding the competition deadline or, at the very latest, in the month of January following the announcement of the results of the competition. Should a researcher hold more than one doctoral degree, only the date at which his first doctorate was obtained will be considered.

3.2. DURATION OF FINANCIAL SUPPORT

In keeping with the rules that pertain to the eligibility period, the term of the funding is based on the start and end dates of the study program, as stated in the scholarship application.

If the studies or research for which you received the scholarship have already begun, the period of financial support normally begins in May of this year. If not, both the program of study and financial support must begin between May 1st and the next January 15th following announcement of the scholarship. Unless otherwise specified, the scholarship is not transferable from one year to the next. If you cannot begin your research or study program by January 15th, your grant will be revoked. The scholarship is not retroactive and the terms completed prior to this summer are not eligible for financial support.

Master's degree:

Funding will end by the 6th session of the study program for which the scholarship was granted.

Admission to a doctoral program from a bachelor program:

In this case, the value of the master's scholarship will be increased to be of the same value as a doctoral scholarship. Master's scholarship program funding will end in the 6th graduate-level study session. Doctoral scholarship program funding will end in the 15th session.

Accelerated admission to a doctoral program:

If you are admitted to a doctoral program before receiving all of your master's scholarship payments, you may use the remaining payments as you begin your doctoral program. In this case, the value of the master's scholarship will be increased to be of the same value as a doctoral scholarship. However, to obtain further funding, you must successfully apply to the doctoral scholarship competition (Convertibility of the master's scholarship - accelerated admission from a master's program to a doctoral program).

Doctorate:

Funding will end by the 15th session of the study program for which the scholarship was granted.

Réal-Décoste (RD) Doctoral Scholarship from the Ouranos Consortium:

You may receive Réal-Décoste Doctoral Scholarship payments for three years or until the end of your doctoral program, whichever period is shorter.

Accelerated admission to a postdoctoral research program from a doctoral program:

If you begin your postdoctoral research before receiving all of your doctoral scholarship payments, you may use the remaining payments as a postdoctoral fellow. However, to obtain further funding, you must

successfully apply to the postdoctoral research grant competition ([Converting a doctoral scholarship](#)).

Postdoctoral research:

The duration of a postdoctoral research program must be at least six months and no more than 24 months.

3.3. CONDITIONS OF FINANCIAL SUPPORT

The scholarship is given for the duration of your eligibility period, conditional on presentation of satisfactory progress reports.

With the exception of the cases described in sub-sections [3.3.1](#), [3.3.2](#), [3.3.3](#) you must be registered as a full-time student in your study program or be working full-time on your postdoctoral research, as the case may be, for the entire duration of the funding. Postdoctoral grant holders must be present in the internship environment.

With the exception of those who hold a Réal-Décoste (RD) Doctoral Scholarship from the Ouranos Consortium, and international doctoral-level scholarship holders (DE, DS), throughout the duration of your scholarship, you agree to maintain your Canadian citizenship (or permanent resident status) and remain a resident of Québec according to the legislation governing Québec's health insurance..

If you are not a Canadian citizen, you may not use the scholarship for studies or for a training project outside Canada.

If you are on a sabbatical or study leave with pay representing more than 50% of your regular salary, you are not eligible for scholarship instalments. However, if you are on leave with deferred pay, this restriction does not apply.

If you are taking qualifying studies, you are not eligible for the scholarship.

If, during a term, you no longer meet financial support conditions, you must fully reimburse the amount received for that term. If you are entitled under [section 3.7](#) to carry over the instalment to the end of your eligibility period, you may apply to do so.

3.3.1.PART-TIME FOR NATURAL CAREGIVERS AND PARENTS

If you must delay your studies or research due to family obligations and are studying part-time at the Master's or doctoral level, or that you carry out your postdoctoral research on a part-time basis, you can receive payments of 50% of the value of your regular scholarship payments.

This measure is offered only to a scholarship recipient who is acting as a natural caregiver of a close family member or who is the main caregiver of a young child.

You can receive reduced payments during your part-time studies or research as long as the university or research group that you are attending recognizes part-time studies and that your director/supervisor is in agreement.

To benefit from this measure, you must apply by filling out the " Manage my funding " form (Reporting - situation and required documents) and provide a confirmation of your part-time studies from the university that you are attending.

You must also send the Fonds a copy of your child's birth or adoption certificate or a medical certificate and letter of support from your director/supervisor.

This measure can be cumulated with benefits from the Québec Parental Insurance Plan. Information on the Plan is available here:

www.rqap.gouv.qc.ca

3.3.2. PART-TIME FOR A PERSON WITH A DISABILITY

If you are a person with a disability as stipulated in the Act to secure the handicapped in the exercise of their rights in terms of their scholastic, professional, and social integration, (L.R.Q. chapter E-20.1) and are studying or doing research, part-time, you can receive your scholarship payments on condition that the university or research group that you are attending recognizes part-time studies.

To benefit from this measure, you must apply by filling out the " Manage my funding " form (Reporting - situation and required documents) and provide a confirmation of your part-time studies from the university that you are attending or a letter from your postdoctoral supervisor.

You must also provide the Fonds with a medical certificate attesting to your condition.

3.3.3. PART-TIME DURING A MANDATORY INTERNSHIP

While carrying out a mandatory full-time internship as part of your program and for which you will not receive any research credits, you can register for part-time studies and receive your scholarship payments on the condition that the university that you are attending recognizes part-time studies.

To benefit from this measure, you must apply by filling out the " Manage my funding " form (Reporting - situation and required documents) and provide a confirmation of your part-time studies from the university that you are attending.

You must also provide the Fonds with a letter of support from your director/supervisor.

3.4. VALUE OF YOUR SCHOLARSHIP

Master's Scholarships (Programs A2, A4, A7, B1, C6)

The annual value of a Master's scholarship, or of the first two years of graduate studies, is \$17,500, or \$5,833 per eligible term. One term covers four months. The total value of your scholarship is determined by your eligibility period and the duration of the requested financial support.

Doctoral Scholarships (Programs A2, A4, A7, B2, C6, DE, DS)

The annual value of the Doctoral scholarship is \$21,000, i.e. \$7,000 per eligible term. One term covers four months. The total value of your scholarship is determined by your eligibility period and the duration of the requested financial support.

Réal-Décoste (RD) Scholarship from the Ouranos Consortium

The annual value of the doctoral scholarship is \$20,000 (\$6,666 per admissible study session; one session is equivalent to four months). The period for which funding is requested (up to 9 sessions) determines the value of the scholarship.

Postdoctoral research grants (B3)

The annually value of a postdoctoral research grant (B3) is \$45,000 (\$15,000 / payment for four months of research; three payments/year). The period for which funding is requested and your eligibility period determine the value of the grant.

Travel expenses at the start and end of your postdoctoral research are reimbursed when supported by receipts and providing that they were not reimbursed by another agency. Grant recipients who have not yet defended their thesis may be reimbursed for an additional travel ([Travel expenses postdoctoral research fellowship](#)).

The applicant whose research work is carried out abroad and who is certain to be granted a position in a Québec research centre or university upon his/her return may obtain a grant increase of up to 50% to account for cost-of-living. To receive these additional funds, the applicant must provide a letter of attestation from the director of the research centre or university department when submitting his/her application.

Outside Quebec supplement (for programs A2, B1, B2)

Outside Quebec supplements are meant only for master's and doctoral program applicants who are registered in an outside Quebec university institution. Co-supervision programs are not eligible. The maximum annual value of the supplement is \$1,500. The amount will be automatically added to the master's or doctoral scholarship.

3.5. CUMULATING SCHOLARSHIPS

The Fonds provides additional funding based on merit. The current rule pertaining to the cumulation of scholarships guarantees that the scholarship recipient will not receive less than what he would have received if he had only obtained a scholarship from the Fonds ([Summary table – Rules of concurrence](#)).

The salary that you receive from your supervisor/director to work exclusively on your research project is considered to be a scholarship whose cumulation is permitted.

3.5.1.COMPLEMENTARY SCHOLARSHIPS NSERC/CIHR/SSHRC (A2, A7, B1, B2, B3, C6, DE, DS)

When the Fonds offers a scholarship of equal or higher value or duration than a federal granting agency, the student may receive a complementary scholarship to make up for the difference in value and/or duration between the two scholarships. In this case, the scholarships must be coordinated.

If the duration/value of the scholarship from the Fonds is longer/higher, you MUST ACCEPT the NSERC, CIHR or SSHRC scholarship.

Note that you cannot delay the start of another scholarship for which concurrence is prohibited.

3.5.2.SCHOLARSHIPS A2, A7, B1, B2, B3, C6, DE, DS: CONCURRENCE PROHIBITED

If you are not eligible for a complementary scholarship, combining scholarships is therefore prohibited with federal funding agencies and with federal, provincial merit scholarships unless agreements have been signed by these organizations and the Fonds within the framework of targeted joint initiatives.

Note that you cannot defer a payment to receive another bursary for which concurrence is prohibited and that would result in an increase in the value or lengthen of that scholarship compared with that offered by the Fonds. Scholarships must be coordinated.

Note that you can not delay the start of another bursary for which concurrence is prohibited.

If you are offered a grant whose cumulation is not permitted in the same financial year as the scholarship from the Fonds, you must reimburse the Fonds for the sessions for which funding was already granted and which overlap with the period covered by the other grant.

3.5.3.SCHOLARSHIPS A4: LIMITED CONCURRENCE

In the case of a scholarship awarded through the program implemented by the Ministère des Transports (A4), 50% of the annual value of the scholarship from the federal funding agencies will be subtracted from the annual value of the scholarship from the Fonds. The balance will then be paid out to the scholarship recipient, if applicable. In all cases, the scholarships must be coordinated.

3.5.4.SCHOLARSHIPS A2, A4, A7, B1, B2, B3, C6, DE, DS: CONCURRENCE ALLOWED

Candidates who receive a scholarship from a private source, including universities, research chairs, consortiums, governments of other Canadian provinces and of foreign governments, may combine this support source with a Fonds scholarship if allowed under these instances' rules governing combined scholarships. When a combination limit is imposed by a private funder, the Fonds then reduces the value of its scholarship to enable the scholarship recipient to qualify for the full value of the external scholarship.

It is possible to cumulate loans and bursaries from the ministère de l'Éducation, de l'Enseignement supérieur (MEES) (except for the C6 program).

It is possible to cumulate all of the international mobility scholarships as part of a co-supervised doctoral program or to carry out an internship in a university or research institution located outside Québec.

The salary you receive from your research director/supervisor to work solely on your project is considered to be a scholarship, the cumulated value of which is allowed.

If you receive another scholarship which can be held concurrently other scholarships we have offered you, you should verify whether the other granting agency allows you to accept, either in whole or in part, the scholarship offered by the Fonds.

3.5.5. SCHOLARSHIPS RÉAL-DÉCOSTE (RD) DOCTORAL SCHOLARSHIP FROM THE OURANOS CONSORTIUM

It is prohibited to cumulate the following merit scholarships: Those from Québec government funding agencies and the Conseil de recherches en pêche et agroalimentaire du Québec (CORPAQ) and merit scholarships for foreign students from the ministère de l'Éducation, de l'Enseignement supérieur (MEES).

The following merit scholarships may be cumulated: Those from Canadian government funding agencies, Canadian government ministries and organizations and Québec government ministries and organizations (other than those previously mentioned) providing that an agreement is reached between the Consortium and the organizations involved, private sector and university grants and loans and bursaries from the MEES.

3.5.6 STUDYING OUTSIDE QUÉBEC

Cumulation is permitted with scholarships from federal and provincial granting agencies if, when the Fonds scholarship comes into effect, the scholarship holder is attending a teaching establishment outside Québec and his/her annual tuition fees are equal to or greater than the annual value of the award offered by the Fonds. In evaluating annual tuition fees, the Fonds does not include enrolment fees, membership fees for student associations, etc. The tuition fees must not be reimbursed by any other organization.

3.6. PAID WORK

You must carry out your research program or internship on a full time basis.

The salary you receive from your research director/supervisor to work solely on your project is considered to be a scholarship, the cumulated value of which is allowed.

In keeping with the limitations stated below, you may accept a lectureship or paid internship or employment. This rule does not apply to a paid parental leave, during which it is forbidden to work.

3.6.1. LECTURER OR TEACHING ASSISTANT

A scholarship recipient may accept a position as a lecturer for one course per session or as a teaching assistant. Please note that the same course given to two groups is equivalent to two lecturer positions. In this situation, the scholarship holder is not eligible to receive a payment. If you accept a position as a lecturer for a course or as a teaching assistant, you may not carry out an internship or have another job.

3.6.2. INTERNSHIP

You may receive a scholarship payment during an internship, whether or not it is remunerated, provided your research director/supervisor does not object. It must be indicated in « [Manage my funding](#) » (Reporting - incomes and academic status) section of your payment request forms.

If you carry out an internship, you may not accept a position as a teaching assistant as stipulated above nor have another job. Please note that when carrying out a mandatory internship as part of your academic program and for which you do not receive research credits, you may register as a part-time student if the internship is full-time.

3.6.3. OTHER JOBS

You may accept a position that does not exceed the maximum hours per semester allowed by your institution as long as your research director/supervisor approves and providing that these activities do not hinder your studies. If you have a job, you cannot accept a position as a lecturer or teaching assistant and not take part in an internship.

If you exceed this limit while remaining in the program full-time, you relinquish the scholarship payment for that term, but you retain your right to the scholarship for the remaining allowable payments.

3.7. POSTPONEMENT OF ONE PAYMENT OR SUSPENSION OF THE SCHOLARSHIP

For each full year of funding by the Fonds, your scholarship may be suspended for one term to enable you to acquire relevant work experience (work with a research team; teaching experience in your field of study or research, language training, etc.). This instalment is carried over to the end of your eligibility period. You are not required to enrol full-time in your program for this term, provided the rules of the institution allow it.

To take advantage of this measure, simply complete the "Manage my Funding" form. Your director/supervisor must e-mail the Fonds a short letter confirming the relevance of the paid activities you intent to carry out. For a scholarship beginning in January, you cannot use this provision for your first instalment because funding must begin by January 15 following the scholarship offer.

Note that this provision cannot be used to accept another scholarship which forbids cumulation.

3.7.1. SICK LEAVE OR LEAVE FOR FAMILY OBLIGATIONS

In addition to the suspension of studies for health reasons, the Fonds allows temporary suspension of studies for up to two years (unpaid) for beneficiaries with serious family obligations (informal caregiver, education of children, etc.) if permitted by your university and if your director/supervisor is duly informed. However, once your university stops authorizing these leaves, the Fonds will stop deferring the payments due to illness. To receive the remaining payments, you must meet all of the scholarship conditions.

In all cases you must complete and transmit the "Manage my Funding" form indicating the length of the suspension of studies and the reason for your request, and to attach a medical certificate, where applicable. In addition, B3 grant holders must send a letter or e-mail to the Fonds confirming that the supervisor agrees with the leave. In the letter, the supervisor must agree to oversee the internship once the leave has ended. The Fonds reserves the right to refuse any requests that contain insufficient information.

3.7.2. PARENTAL LEAVE

If you interrupt your studies for the birth or adoption of a child and you are the child's primary caregiver, you may request parental leave. The maximum period for parental leave is 12 months (the equivalent of three terms). Parental leave can begin during the term when the birth or the adoption is expected to occur and end at the latest one year after the birth or adoption of the child.

With the exception of those who hold a Réal-Décoste (RD) Doctoral Scholarship from the Ouranos Consortium, paid parental leave is available for eight months. Note that to be eligible for this benefit, you must not be enrolled in a study program, nor have a paying job.

Furthermore, in the case of a complementary scholarship, paid parental leave from the Fonds cannot be granted to NSERC or SSHRC scholarship holders who received parental leave from either of these agencies. These scholarship holders must take the paid leave offered by the federal agency. You may extend parental leave by an additional four months without pay if permitted by your university.

Parental leave is authorized by the Fonds if permitted by your university and if your director/supervisor is duly informed.

Note that only one parental leave is granted per child. Parents are free to arrange unpaid parental leave at their discretion.

To request parental leave, complete the "Manage my Funding" form and provide a copy of the medical certificate giving evidence of the pregnancy and, when the time comes, the child's birth or adoption certificate as well as proof of suspension of enrolment by your university. Postdoctoral fellowship holders (B3) must send a letter or an e-mail to the Fonds confirming the supervisor's authorization to suspend the internship. In the letter or e-mail, the supervisor must agree to continue his/her supervision once the leave has ended. The Fonds reserves the right to deny any requests that are not adequately justified.

The parental leave offered by the Fonds can be combined with Québec's parental insurance plan. Information about this program is available at: www.rqap.gouv.qc.ca

3.8. CANCELLATION OF AN INSTALMENT OR SCHOLARSHIP

If the scholarship holder is unable to provide proof of citizenship or resident status before March 1 of the year following the awarding of the scholarship, the scholarship will be cancelled.

Master's and doctorate

Scholarship holders must claim their scholarship instalment in the two months following the beginning of the term (Fall, Winter and Summer) or, if necessary, request that it be carried over. The Fonds cancels instalments if they are not claimed or carried over in the two months following the beginning of the term. The Fonds may also terminate scholarships if an instalment has not been claimed (or if it has not been carried over) for two consecutive terms.

Postdoctoral research fellowship

Payment requests (or requests to defer payments) must be made in the two months following the start of each funded four-month period. The Fonds will revoke a payment that is not claimed or deferred in the two months following the start of the given period. The Fonds will revoke the scholarship if no payments are requested or deferred in two consecutive four-month periods.

3.9. WITHDRAWING FROM YOUR PROGRAM

Master's and doctorate

If you withdraw from your studies mid-term or if you decide to pursue your training on a part-time with the exception of the cases described in sections [3.3.1](#), [3.3.2](#), [3.3.3](#) basis, you are no longer eligible for a scholarship and you must reimburse the instalment in full. Notify the Fonds by transmitting the "Manage my Funding" form.

Postdoctoral research fellowship

If you stop your postdoctoral research before it is completed or if you decide to conduct your postdoctoral research on a part-time basis, you are no longer eligible to receive funding and you must reimburse the payment in whole or in part based on the number of months of research you carried out.

You must also advise the Fonds by filling out and transmitting the "Manage my Funding" form.

3.10. OBTAINING YOUR DEGREE

If you have submitted your thesis but have not yet defended it, you remain eligible to receive the scholarship until you have successfully defended your thesis. During that term, you must still be registered full-time in your program with the exception of the cases described in sections [3.3.1](#), [3.3.2](#), [3.3.3](#). However, financial support cannot be extended beyond your eligibility period. During that period, if your research director/supervisor agrees and confirms it by e-mail, you may accept employment. The Fonds does not impose any limits on hours of work.

3.11. TRAVEL EXPENSES POSTDOCTORAL RESEARCH FELLOWSHIP

The cost of travel for the scholarship holder and his/her spouse and children to the primary location of the postdoctoral research outside of Québec and their return to Quebec will be reimbursed by the Fonds, provided that these expenses are not reimbursed by any other organization or agency. In the case of scholarship holders who defend their thesis during their postdoctoral internship, additional travel expenses will be reimbursed for the scholarship holder only.

Eligible expenses:

- Travel tickets (airline, boat, train, bus) purchased before the fellowship was granted :

The Fonds will reimburse travel tickets upon presentation of supporting documents (travel agency invoice and photocopy of the ticket). The maximum allowance for a plane trip is the equivalent of the price of a one-way economy-class ticket.

- Travel tickets (airline, boat, train, bus) purchased by the Fonds:

If you did not purchase your travel tickets prior to the awarding of the scholarship, the **Fonds is responsible for purchasing all of your tickets**. You must send an E-mail to the program officer indicating your departure date, departure city, arrival city and, where applicable, the name(s) of your spouse or any children requiring tickets. You must also provide each person's date of birth. Tickets purchased directly by the scholarship holder after the awarding of the scholarship will not be reimbursed by the Fonds.

- Transportation by car :

The Fonds will reimburse \$0.43/km up to the value of a simple way economy-class airline ticket and upon the presentation of receipts from two gas stations – one in the departure city and the other at your destination. All claims for car travel expenses must be received by the Fonds within the two months following the trip.

Non-eligible expenses:

- Tickets purchased directly by the scholarship holder after the scholarship was awarded;
- The travel expenses incurred by the scholarship holder's spouse and/or dependants;
- Moving expenses for personal effects;
- Transport fees for research material;
- Additional baggage allowances sold by airline companies;
- Car rental expenses;
- Parking fees;
- Public transit/commuter train tickets;
- Taxi fees.

4. CHANGES IN THE CONDITIONS OF YOUR SCHOLARSHIP

To make any changes in the conditions of your scholarship, you must first submit a request to the Fonds by completing complete the "Manage my Funding" form (Reporting - situation and required documents).

In the interests of equity, the Fonds and its partners must ensure that such a change does not affect the evaluation you received or your eligibility to the program. The following situations are the most frequent:

4.1. DEFERRING THE STARTING DATE OF YOUR STUDIES AND RESEARCH PROGRAM

Your program can start the winter after announcement of the scholarship, at the latest January 15th, without having an impact on the total amount of your scholarship. Of course financial support cannot start unless you are registered full-time.

4.2. CHANGING STUDIES AND RESEARCH

Scholarships are not transferable from one committee to another. However, if your new program is in the same field and falls under the same committee as your initial program, the change is generally authorized.

Here are a few examples:

- Changing a program of study:

If you receive chemistry scholarship (committee 03A) and you now want to undertake a program in material engineering (committee 05C), your application will be refused because it involves a different committee.

If you receive a scholarship in animal biology and veterinary medicine (02C) for studying animal reproduction and you want to switch to veterinary medicine, the change will be authorized because the same committee (02C) evaluates applications in both these disciplines.

- Changing a department:

If you keep the same subject of research and study as described in your original application but for administrative reasons you enrol in a department that usually forwards its applications to another Fonds evaluation committee, your scholarship will be maintained if the subject of research remains the same. For example, if your subject of research and study is molecular and

cellular biology (02B) but your program is offered in the department of environmental science (04B), your scholarship will be maintained because your project is still in the original area of research, namely, molecular and cellular biology (02B).

4.3. CHANGING THE LOCATION OF TENURE

With the exception of Canadian Francophonie Scholarship (C6) holders, international doctoral-level scholarship holders (DE, DS), and Réal-Décoste (RD) Doctoral Scholarship from the Ouranos Consortium holders, since there are no restrictions in location of tenure for Canadian citizens, such a change is generally accepted for Master's and doctoral scholarships. However, the scholarship holder must maintain his or her Canadian citizenship and residency in Québec according to the legislation governing Québec's health insurance and Québec's income tax legislation.

As for Canadian permanent residents, the request for changes will be approved provided that the studies or training project takes place in Canada.

International doctoral-level scholarship holders (DE, DS) must attend the Québec university at which they were preselected and carry out their research or studies in Québec.

Generally speaking, a change in the location of tenure involves a change in research director/supervisor (section 4.4) or a change of project (section 4.5).

4.4. CHANGING YOUR RESEARCH SUPERVISOR

Master's and doctorate

If you are still studying in the same program and your research project remains the same, the change will automatically be authorized.

Postdoctoral research fellowship

You must make sure that the requested change does not affect the evaluation you received. You must therefore show that the quality of your new supervisor or location of tenure is equivalent to that indicated in your initial proposal and forward a new letter of acceptance from your supervisor. Furthermore, the new location must respect program regulations relating to

the location of tenure. Again, these modifications must be reevaluated by the scientific committee within a reasonable time frame.

Foreign student doctoral-level scholarships (DE, DS)

International doctoral-level scholarship holders who continue to attend the Québec university at which they were preselected may choose to change supervisors. In such cases, the scholarship holder must submit a letter of acceptance from his/her new supervisor.

4.5. CHANGING YOUR RESEARCH PROJECT

You must submit your new proposal/project and show that it is equivalent to your initial proposal. Before making a decision, the Fonds must ascertain that the change will not affect the evaluation you received. It is important to specify whether you will remain in the same field, in the same department, with the same research director/supervisor and at the same university or research group.

4.6. CONVERTIBILITY OF THE MASTER'S SCHOLARSHIP-ACCELERATED ADMISSION FROM A MASTER'S PROGRAM TO A DOCTORAL PROGRAM

Scholarship holders who go on to the reach doctoral program without having used all the instalments of their Master's scholarship can use them to begin their doctoral program. In this case, the value of the master's scholarship will be increased to be of the same value as the doctoral scholarship. However, in order to obtain subsequent payments, you must successfully apply for the doctoral competition. You are then required to transmit the "Manage my Funding" form (Reporting - situation and required documents). You are also required to transmit a copy of the offer of admission to the doctoral program.

4.7. CONVERTIBILITY OF THE DOCTORAL SCHOLARSHIP

With the exception of Canadian Francophonie Scholarship (C6) holders, international doctoral-level scholarship holders (DE, DS), and Réal-Décoste (RD) Doctoral Scholarship from the Ouranos Consortium holders, unused doctoral scholarship payments may be used in order to undertake a postdoctorate. The conditions are the same as those that apply to the

postdoctoral fellowship. The scholarship holder must therefore choose a location that respects the rules of the postdoctoral fellowship program and must maintain an effective presence on site. Also, the scholarship holder must agree to submit an application for the next postdoctoral competition. You are required to transmit the "Manage my Funding" form. You are also required to transmit a copy of the letter of invitation from the host laboratory. Your internship director then transmits confirmation of your presence to the Fonds.

You must notify the Fonds when your doctoral program is completed. You are also required to transmit a copy of the letter of hiring indicating the date when you start work. Information on remuneration is not required. Make sure to update your file (e-mail, mailing address).

4.8. CONVERTIBILITY OF THE POSTDOCTORAL FELLOWSHIP

If you obtain a regular employment as a professor in a Quebec university, you may, after having completed one full year of postdoctoral research, request permission to use part of the fellowship as a start-up subsidy. An amount of \$17 500 may be converted into a subsidy. The rules governing the use of this subsidy will be the same as those governing the program "Etablissement de nouveaux chercheurs". These rules are available on our web site. You must advise the Fonds as to when you will terminate your postdoctoral training. You must also submit a copy of a letter of appointment from the university. You don't have to submit any information regarding your salary at the university. Do not forget to update your file (e-mail, address, phone and fax numbers).

5. EXTRAITS DE LOIS ET DE POLITIQUES PERTINENTES

5.1. PRINCIPE GÉNÉRAL

Tout en affirmant que la recherche constitue un élément essentiel pour assurer le développement de la société, le Fonds reconnaît que l'avancement des connaissances ne doit jamais prévaloir sur le bien-être et l'intégrité de l'individu et de la collectivité.

Les documents intitulés « Règles générales communes » ainsi que « Politique d'éthique » sont à la base des informations contenues dans les sections 5.2 et 5.3. Les sections 5.5 et 5.7 sont des extraits de la Loi sur le ministère du Développement économique, de l'Innovation et de l'Exportation (L.R.Q., c. M-30.01) et de la Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels (L.R.Q., c. A-2.1). Vous pouvez consulter ces documents sur le site Web du Fonds.

5.2. PRINCIPES DEVANT GUIDER CEUX QUI FONT LA RECHERCHE

Tout projet impliquant des sujets humains, des produits du corps ou des animaux requiert l'approbation d'un Comité d'éthique de la recherche (CÉR), à moins de justification contraire précisée par les chercheurs dans la description du projet. Le versement de la subvention est conditionnel au dépôt au Fonds du certificat d'éthique et des documents qui s'y rattachent. Pour la recherche impliquant des animaux, les règles du Conseil canadien de protection des animaux (CCPA) doivent être rigoureusement respectées.

5.3. RECHERCHE UTILISANT DES SUJETS HUMAINS, PRÉSENTANT DES RISQUES ENVIRONNEMENTAUX OU EXIGEANT L'UTILISATION D'ANIMAUX

Le Fonds demande aux étudiants qui bénéficient d'une bourse de consulter les documents mentionnés ci-dessous et de se conformer aux directives suivantes :

Pour les recherches impliquant des sujets humains ou présentant des risques biologiques

- Instituts de recherche en santé du Canada, Conseil de recherches en sciences naturelles et génie du Canada et Conseil de recherches en sciences humaines du Canada. Énoncé de politique des trois conseils : Éthique de la recherche sur les êtres humains, 1998.

Pour les recherches requérant des substances radioactives

- Les chercheurs et les étudiants qui prévoient utiliser des substances radioactives doivent connaître et appliquer tous les règlements, procédures et précautions de sécurité de la Commission de contrôle de l'énergie atomique du Canada.

Pour les recherches requérant des substances dangereuses

- Les chercheurs doivent veiller à ce que leurs étudiants, leurs assistants de recherche et le personnel de leurs laboratoires soient informés des risques que comportent les substances utilisées dans le cadre de la recherche: tout utilisateur doit recevoir une formation adéquate pour les manipuler.

Pour les recherches exigeant l'emploi d'animaux

- Les chercheurs, leurs étudiants, leurs assistants de recherche et le personnel de leur laboratoire qui se servent d'animaux pour réaliser leur recherche doivent se conformer aux règles décrites dans Le manuel sur le soin et l'utilisation des animaux d'expérimentation et ses addenda publiés par le Conseil canadien de protection des animaux (CCPA), vol. 1 (1993) et vol. 2 (1984).

L'établissement doit se conformer aux directives du Conseil canadien de protection des animaux touchant la fourniture d'installations adéquates pour l'hébergement et le soin des animaux et établir des comités locaux de protection des animaux pour évaluer et contrôler les recherches exigeant l'utilisation d'animaux.

Dans le cas où il est informé du non-respect de ces diverses directives, le Fonds se réserve le droit de suspendre les versements aux chercheurs et aux étudiants concernés jusqu'à ce que les correctifs nécessaires soient apportés.

5.4. TRAITEMENT DES ALLÉGATIONS TOUCHANT LE NON-RESPECT DES RÈGLES D'ÉTHIQUE EN RECHERCHE

En cas d'inconduite scientifique ou de manquement à l'éthique relativement à l'utilisation des fonds publics, le Fonds de recherche veillera à ce que des enquêtes soient conduites à sa satisfaction et imposera des sanctions si la situation l'exige.

5.5. SANCTIONS POUR INFORMATION FAUSSE OU TROMPEUSE

En vertu de la Loi sur le ministère du Développement économique, de l'Innovation et de l'Exportation (L.R.Q., c. M-30.01), un demandeur qui donne une information fautive ou trompeuse en vue d'obtenir ou de faire obtenir une aide financière commet une infraction et est passible d'une amende. S'il est reconnu coupable, il ne peut obtenir une aide financière pour une période de deux ans.

Dans le cas où une personne morale commettrait une infraction, un administrateur ou un représentant de cette personne morale qui avait connaissance de l'infraction est réputé être partie à l'infraction et est également passible d'une amende, à moins qu'il n'établisse à la satisfaction du tribunal qu'il n'a pas acquiescé à la commission de cette infraction.

Le Fonds se réserve le droit d'imposer toute sanction ou de prendre toute mesure supplémentaire qu'ils jugeraient utile ainsi que d'entamer des recours pour obtenir le remboursement de sommes frauduleusement obtenues et la réparation des dommages subis.

5.6. RESPONSABILITÉ DU FONDS

Le Fonds n'est responsable d'aucun dommage direct ou indirect, résultant du traitement qu'il effectue, de toute demande de bourse, de subvention ou autre et, sans limiter la généralité de ce qui précède, n'est responsable d'aucun dommage direct ou indirect, découlant de la divulgation non autorisée par le Fonds, de renseignements faisant partie du dossier d'un candidat. En effet, malgré toutes les précautions prises par le Fonds afin de préserver le caractère confidentiel d'informations qui doivent le demeurer, il peut arriver qu'en certains pays où l'information est communiquée, elle ne puisse bénéficier des procédés de protection tels que les procédés de cryptographie asymétrique, déchiffrement ou autres. Le Fonds n'encourt aucune autre obligation ou responsabilité que celle du versement des bourses et que celle de faire respecter ses règlements.

5.7. LOI SUR L'ACCÈS AUX DOCUMENTS DES ORGANISMES PUBLICS ET SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Le Fonds de recherche du Québec – Nature et technologies est assujéti à la Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels (L.R.Q., c. A - 2.1) (Lois sur l'accès).

Dans le contexte des activités du Fonds, il est important de noter que :

- Les renseignements personnels et scientifiques exigés sont utilisés pour l'évaluation des demandes d'aide financière, pour la gestion des programmes du Fonds et des crédits alloués ainsi que pour l'évaluation interne et externe de ses programmes. Ces renseignements sont obligatoires pour permettre l'analyse et l'évaluation des demandes d'aide financière à défaut de fournir toutes les informations prévues au formulaire, le Fonds ne pourra procéder à l'étude de la demande;
- Les personnes qui ont accès aux renseignements recueillis par le Fonds sont les membres des comités d'évaluation et, le cas échéant, les partenaires des programmes conjoints du Fonds, ainsi que le personnel autorisé au sein du Fonds. Il en va de même pour les membres des comités d'études, les chercheurs et les consultants effectuant par exemple des évaluations de programme ou d'autres travaux liés à la planification des programmes du Fonds;
- Le contenu des demandes de subventions, tant au chapitre des renseignements personnels qu'à celui des informations relatives aux travaux de recherche est confidentiel et n'est communiqué qu'avec le consentement de la personne concernée ou du signataire de la demande ou conformément aux dispositions prévues à la Loi sur l'accès;
- Les évaluations produites par un comité d'évaluation sont considérées et traitées de façon confidentielle par le Fonds et sont communiquées, le cas échéant, conformément aux dispositions de la Loi sur l'accès ou sur un ordre de la Cour;