

# RULES OF PROGRAMS 2015-2016

**Master's research scholarships (B1)**  
**Doctoral research scholarships (B2)**  
**Re-entering the research community scholarships (A2)**

**Deadline for submitting applications: October 2<sup>nd</sup>, 2014 until 4 p.m.**

IMPORTANT MODIFICATIONS HAVE BEEN MADE IN THE « ELIGIBILITY CONDITIONS » AND « SUBMITTING APPLICATIONS» SECTIONS. PLEASE READ CAREFULLY THESE SECTIONS.  
NO REMINDER WILL BE MADE AND NO PIECES CAN BE ADDED AFTER THE APPLICATION DEADLINE.

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Updated 14 July 2014

## **OBJECTIVES**

1. The purpose of Fonds de recherche du Québec – Nature et technologies (FRQNT) scholarship programs is to foster student interest in research and to financially assist the best candidates in undertaking or continuing a Master's or Doctoral's program in natural science, mathematics or engineering research.

## **CLIENTELE**

2. Master's (B1) and Doctoral (B2) research scholarships are intended for candidates who wish to undertake or continue a graduate university program.

Scholarships for re-entering the research community are intended for candidates who have had an undergraduate or Master's degree for at least five years and who wish to re-enter the research community through Master's level or Doctoral studies.

## **ELIGIBILITY CONDITIONS**

3. Candidates must meet eligibility conditions as of the deadline for submitting applications, namely, October 2<sup>nd</sup>, 2014, until 4 p.m.

### **Citizenship and residence**

4. Candidates must meet each of the following three conditions:
  - Be a Canadian citizen or permanent resident of Canada under the Immigration and Refugee Protection Act (S.C. 2001, c. 27). Applicants who are not Canadian citizens or permanent residents of Canada must demonstrate, at the time of submission of their application, that they have obtained a Québec Selection Certificate and that a permanent resident application has been submitted to the appropriate authorities. However, to receive the scholarship, the applicant must be a Canadian citizen or permanent resident of Canada and be domiciled in Québec for at least one year. Applicants who are not Canadian citizens or permanent residents of Canada are required to confirm citizenship or resident status before financial support can begin. If the applicant is unable to obtain citizenship or resident status before March 1 of the year following the offer of financial support, the scholarship will be cancelled;
  - Be domiciled in Québec for at least six months. The FRQNT reserves the right to verify that this condition has been met;
  - Be resident of Québec within the meaning of Article 5 of the Health Insurance Act (CQLR, c. A-29) and the Regulation respecting eligibility and registration of persons in respect of the Régie de l'assurance maladie du Québec. (CQLR, c. A-29 and CQLR, c. A-29, r. 1).
5. Persons who maintain their Quebec resident status within the meaning of the Quebec Health Insurance Act, in particular, those living outside Quebec solely for the purpose of continuing their studies, are deemed to be living in Quebec.
6. Persons who do not maintain their Quebec resident status and who have been living outside Quebec for fewer than two years after having, for at least five years, been

domiciled in Quebec and having been residents within the meaning the Quebec Health Insurance Act, are exempt from residence requirements.

7. Accordance with paragraph 4, candidates who become FRQNT scholarship holders must meet citizenship and residence requirements for the duration of the scholarship.

#### **Minimum cumulative average**

8. Candidates for a Master's scholarship must have an average equal or superior to 3.55 or the equivalent for their undergraduate degree. Candidates whose average is less than the minimum cumulative average are not eligible. Candidates may consult the equivalency table for minimum cumulative average ([Tableau des équivalences pour la moyenne minimale requise](#)) where applicable.
9. In the case of candidates who are changing careers, grades from degrees unrelated to the program of study for which the scholarship is being sought are not considered. However, a degree used as the basis for admission to a Master's or Doctoral program is deemed to be relevant. Transcripts for these grades must be enclosed with the file.

#### **Restrictions**

10. **It should be noted that:**
  - Candidates cannot apply for the scholarship for preparatory studies.
  - Candidates with Ph.D.s are not eligible for a Master's scholarship.
  - Candidates who have already received financial assistance from a recognized funding agency, (e.g. SSHRC, NSERC, CIHR, les Fonds de recherche du Québec, etc.) over a period totaling five years (15 sessions) cannot apply for the current competition for starting or continuing a Master's or Doctoral program.
  - Students may hold an award or scholarship from only one Fonds.

#### **Eligibility period**

11. The rules governing scholarship eligibility periods take into account sessions (Master's and Doctoral level) completed before May 1<sup>st</sup>, 2015 whether funded or not.
12. The Fonds considers part-time or unregistered sessions in calculating the eligibility period, provided the registrar's attestations are enclosed with the candidate's file. Candidates must verify whether they are eligible for the competition by consulting the equivalency table for terms taken on a non-registered or part-time basis ([Tableau des équivalences pour les sessions sans inscription ou effectuées à temps partiel](#)).
13. To determine the funding period for the Master's or Doctoral level, the Fonds takes also into account the number of sessions during which the candidate received financial assistance from all recognized funding agencies so that total funding does not exceed 15 sessions.

#### **Master's scholarship eligibility period**

14. A candidate is eligible for the Master's research scholarships competition during the first six sessions of his/her Master's degree (or the equivalent). The sessions

completed in a Master's program (or the equivalent) prior to the effective date of the scholarship will be deducted from the duration of the funding. No funding will be granted after a student's sixth session in a Master's program.

15. Scholarship holders who go on to the Doctoral level without having used all the instalments of their Master's scholarship can use them to begin their Doctoral program. However, they have to successfully compete in the Doctoral scholarship competition in order to receive the subsequent nine scholarship instalments.

**Qualifying period for students who proceed directly from a Bachelor's to a Doctoral program and for students who fast-track from a Master's into a Doctoral program**

16. A candidate admitted into a Doctoral program from a bachelor's program and one who fast-tracks into a Doctoral program without writing a thesis must apply to the Master's scholarships competition (B1) during the first six sessions of his/her graduate studies program. In this case, the value of the master's scholarship will be increased to be of the same value as the doctoral scholarship. A candidate must apply to the PhD scholarships competition (B2) during the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> years of his/her graduate studies (sessions 7 to 15). The sessions completed in a program prior to the effective date of the scholarship will be deducted from the duration of the funding. No funding will be granted after a candidate's sixth (B1) or fifteenth session (B2).
17. A candidate who holds a Master's degree when beginning his/her Doctoral studies must apply to the Doctoral scholarships competition.

**Doctoral scholarship eligibility period**

18. A candidate is eligible for the Doctoral research scholarships competition during the first nine sessions of his/her Doctoral degree (or the equivalent). The sessions followed in a Doctoral program (or the equivalent) prior to the effective date of the scholarship will be deducted from the duration of the funding. No funding will be granted after a student's ninth session in a Doctoral program.
19. A scholarship recipient beginning his/her post Doctoral research and who has not used his/her entire scholarship may transfer the payments in order to start his/her post Doctoral research.

**Exceptions in calculating the eligibility period**

20. The only exception to the rules governing the eligibility period for scholarships concerns circumstances beyond the candidate's control, such as a serious illness that forces students to suspend their studies. Supporting documents must be enclosed with the application. Exceptions cannot be made to justify cumulative averages of less than the minimum cumulative average for Master's scholarship (B1 competition) applications..
21. Candidates who interrupt their studies for maternity or parental leave can request an extension of their eligibility period for a maximum of 12 months.
22. When the student is a person with a disability as stipulated in the Act to secure the handicapped persons in the exercise of their rights with a view to achieving social,

school and workplace integration (L.R.Q. chapt. E-20.1), the rules pertaining to the eligibility period do not apply. The duration of the scholarship is two years at the Master's level and three years at the Doctoral level. Documents must be then passed on with the demand.

23. The Fonds may refuse any request not adequately justified.

#### **Place where scholarship is used**

24. The Fonds puts no restrictions on the place of study. However, candidates who do not have Canadian citizenship are not eligible for a scholarship outside Canada.

#### **Choosing an evaluation committee**

25. Candidates must choose their evaluation committee, based on their research subject. Other factors are the candidate field of study, program and degree. Once granted, the scholarship cannot be used for research on a subject in a field not covered by the committee that evaluated the application.

A candidate who chooses the multidisciplinary committee (14) must fill out an additional section in which he/she must explain the multidisciplinary aspect of his/her studies program of study.

#### **Paid leave**

26. Candidates who are on a sabbatical or study leave with remuneration that exceeds 50% of their regular salary are not eligible. However, those receiving deferred remuneration are not subject to this restriction.

#### **Additional eligibility conditions for candidates re-entering the research community (A2)**

27. At the deadline for submitting applications, candidates for a scholarship for re-entering the research community (A2) must have had an undergraduate or graduate degree for at least five years and not have been subsequently enrolled in a university program. However, candidates may register for their first study session on the date they apply.
28. Rules governing the duration of Master's and Doctoral funding for scholarships for re-entering the research community are the same as those for regular Fonds programs (B1-B2).

### **SUBMITTING APPLICATIONS**

29. Candidates who wish to apply for a scholarship must follow the [Instructions for completing an application for Master's or Doctoral research scholarships](#). It is also strongly suggested to read the guide for the preparation of a demand "[Building on Excellence](#)".
30. Applicants may not submit simultaneous applications for a Masters research scholarship (B1) and a Re-entering the research community scholarship (A2);

Applicants may not submit simultaneous applications for a Doctoral research scholarship (B2) and a Re-entering the research community scholarship (A2).

31. Candidates who apply for programs B1, B2 or A2 may also apply for thematic programs A4, A7, A8.

### **Contents of a file**

#### ***E-forms***

32. A candidate must have a personal identification number (PIN) in order to fill out the form.
33. The application form you are required to complete and send electronically by October 2<sup>nd</sup>, 2013, at 4 p.m. at the latest is available only on the FRQNT Web site. Keep a printed copy of the form for your files.
34. Forms may be completed in English or French. Candidates who submit the form in English must provide a French title for their project.

#### ***Required documents***

35. The required documents must be submitted in the appropriate file on the request form. Documents that are illegible or unclear will be rejected.
36. Candidates must ensure that their application includes all the required documents so that the application file is considered acceptable.
37. Candidates must supply the following documents:
  - A copy of official transcripts of marks (any non official electronic version will not be accepted) for all university studies, completed or not (certificate, degree, Bachelor's, Master's or Ph. D., etc). When equivalences are granted for courses taken at other institutions or in previous programs, transcripts for these grades must be enclosed with the file, including collegial transcripts. For transcripts from outside Canada or United States, candidates must enclose a letter explaining the grading system used by the institution in question. The Fonds de recherche reserves the right to verify with institutions the authenticity of any information given by applicants;
  - For Canadian citizens born outside, a proof of Canadian citizenship;
  - For permanent residents, a copy of Canadian immigration papers or permanent Resident Card);
  - Applicants who are not Canadian citizens or permanent residents of Canada must provide:
    - 1) a copy of their Québec Selection Certificate;
    - 2) a copy of the permanent resident status application submitted to the appropriate authorities;
  - A photocopy of a valid Québec medical insurance card or any other document which proves that you are a resident of Quebec within the meaning of the Quebec Health Insurance Act;

- Acknowledgements of receipt from the editor for all articles submitted and notices received from editors for articles accepted for publication (Acknowledgements of receipt for articles already published are not sent to the evaluation committee);
38. Additional document for candidates who studied part-time for at least one session since the date they first enrolled for graduate studies:
- An attestation from the registrar's office identifying part-time or unregistered sessions, where applicable;
39. Additional documents for candidates wishing to be considered for exemptions regarding the eligibility period:
- Official attestation of interrupted enrolment and, where applicable, a medical certificate indicating the duration of and the reason for the interruption.
40. Only the e-form for the 2015-2016 financial year and the other documents required are accepted. No attached material or documents other than those required are forwarded to the evaluation committee. Files cannot be updated after the closing date for applications. You may, however, update any contact information (address, phone number and e-mail address) at the following address: [bourses.nt@frq.gouv.qc.ca](mailto:bourses.nt@frq.gouv.qc.ca)
41. Documents submitted in a language other than French or English must be accompanied by a certified translation.

#### **Procedure for submitting required documents**

42. Before the closing date for applications, candidates must submit all required documents in the appropriate file on the application form. No reminder will be made and no files can be added after the deadline for submitting applications.
43. **IMPORTANT:** incomplete files will not be accepted.

#### **Acknowledgement of receipt**

44. Candidates will be e-mailed an acknowledgement of receipt in December at the latest. Candidates who have not received this notification must contact the program administrator before December 15th.

## EVALUATION OF APPLICATIONS

### Evaluation criteria

45. Applications are evaluated based on the following criteria and weighting:

	<b>Masters</b>	<b>Doctorate</b>
Excellence of university record	12 points	6 points
Aptitude for research and relevant research experience, where applicable	6 points	8 points
Scientific quality and interest of the research project	No project requested	4 points
Social implication, leadership and communication skills	2 points	2 points
<b>TOTAL</b>	<b>20 points</b>	<b>20 points</b>

#### ***Excellence of university record***

46. The following indicators are used:

- Cumulative average obtained;
- Progression of studies;
- Duration of studies;
- Prizes and distinctions.

#### ***Aptitude and relevant research experience, where applicable***

47. The following indicators are used:

- Reason for the application and research interests;
- Candidate's experience and achievements.

#### ***Scientific quality and interest of the research project (Doctoral scholarships only)***

48. The following indicators are used:

- Clarity of the scientific objectives;
- Relevance of the methodology for the objectives sought;
- Originality of the project;
- Contribution to the advancement of knowledge in the field concerned;
- Compatibility of the proposed project with the supervisor's field of research.

#### ***Social implication, leadership and communication skills***

49. The following indicators will be used:

- Leadership skills;



- Organisation of conferences and meetings;
- Nominations;
- Volunteering;
- Mentoring;
- Experience as a supervisor;
- Project management;
- Committee chairmanship;
- Ability or potential to clearly and logically communicate scientific concepts;
- General presentation of the application.

## **Evaluation procedure**

### ***Role of evaluation committees***

50. Eligible applications are submitted to evaluation committees composed of three or four members, mostly university professionals and, occasionally, government and private enterprise representatives.
51. The evaluation committees compare the candidacies submitted according to the evaluation criteria in effect.
52. The evaluation committees are responsible for ranking all of the applications on merit.
53. At no time may applicants make contact with the evaluation committee members.

### **Role of Board of Directors**

54. The Board of Directors is advised by the evaluation committees and, being the only body with an overall view of the work of peer committees, makes funding decisions, thereby exercising its role as an administrator of public funds to the best of its knowledge. The Board is accountable for its decisions to the Government of Quebec.

### **Role of program administrators**

55. FRQNT program administrators are responsible for ensuring that the committees comply with the evaluation criteria, the rules in effect, and standard rules of ethics.

## **INTEGRITY OF ASSESSMENT PROCESS**

56. The Fonds board members are not involved in the scientific evaluation of funding applications, and at no time may researchers, students or institutional authorities make contact with the assessment committee chairperson or members. The Fonds have the right to withdraw an application from competition if there is any attempt to lobby the committee or sway the evaluation process.
57. Every person recruited to sit on an assessment committee must comply with standard rules of confidentiality regarding the application packages, committee makeup, deliberations and recommendations. The assessment committee chairperson,

members and outside experts are required to disclose any conflicts of interest and must sign a written statement in this regard.

## **AWARDING OF SCHOLARSHIPS AND ANNOUNCEMENT OF RESULTS**

### **Awarding of scholarship**

58. Candidates are evaluated and ranked on merit by the evaluation committees. For each committee or group, scholarships are offered according to the available budget. When allocating its budget, the FRQNT reserves the right to change its scholarships in keeping with the objectives chosen by the Board of Directors.

### **Announcement of results**

57. By the end of April, the FRQNT transmits its decision to candidates through their e-file. Candidates are responsible for ensuring that their address is updated. Candidates are informed of the classification of their file and may then print the letter of decision.
58. Contacting members of the committees, who are subject to rules of confidentiality, is strictly prohibited.
59. The decisions of the Board of Directors are final and cannot be appealed. There is no appeal process.
60. The candidate must accept or decline the scholarship within ten (10) business days of receiving the scholarship notification. After this deadline, candidates are deemed to have declined the scholarship.

## **RULES FOR USING SCHOLARSHIPS**

61. The scholarship holders have to conform to all the rules described in detail in the Guide for scholarship holders.
62. To receive the scholarship, the applicant must be a Canadian citizen or permanent resident of Canada and be domiciled in Québec for at least one year. Applicants who are not Canadian citizens or permanent residents of Canada are required to confirm citizenship or resident status before financial support can begin. If the applicant is unable to obtain citizenship or resident status before March 1 of the year following the offer of financial support, the scholarship will be cancelled.
63. All research projects involving human subjects; biological materials; administrative, scientific or descriptive data from human subjects; animals or animal parts, products or tissues require the approval of the research ethics board of the principal applicant's institution (Common Rules and Regulations, section 5.3). Furthermore, if applicable, scholarship holders must indicate on their application form any environmental impacts of their research project and employ reasonable efforts to minimize them. To that purpose, they must obtain any necessary permits and authorizations before starting the project.

64. The scholarship period must begin between May 1<sup>st</sup>, 2015 and January 15<sup>th</sup>, 2016. Unless exceptional circumstances exist, the scholarship cannot be carried over from one year to the next. For candidates who have begun the program of study, the period of use begins in May 2015.
65. The scholarship is not retroactive and sessions prior to Summer 2015 cannot be financed.
66. Excluding the exceptional cases relating to part-time studies as outlined in the scholarship holder's guide (disabled persons, family caregivers and parents), at the time the scholarship is received, scholarship holder must be registered full time in the Master's or Doctoral program for which a scholarship granted.
67. Scholarships are awarded for the duration of the eligibility period, subject to presentation of progress reports deemed satisfactory by the program administrator.
68. Note that for all changes to the program, project or place of study, future scholarship recipients must place a request as prescribed in the Scholarship Holder's Guide.

### **Value of scholarships**

69. The FRQNT Board of Directors reserves the right to modify the value of scholarships at any time, without notice, notably in accordance with the credits annually allocated by the Assemblée nationale du Québec, its strategic priorities and budgetary process.

### **Master's scholarship**

70. The maximum value of Master's scholarships is \$15,000 for a period of 12 months. The scholarship holder may receive a maximum of six instalments totalling \$30,000 within the eligibility period (six sessions or 24 months). Each instalment of a maximum of \$5,000 covers a period of four months, or one session.

### **Doctoral scholarship**

71. The maximum value of Doctoral scholarships is \$20,000 for a period of 12 months. The scholarship holder may receive a maximum of nine instalments totalling \$60,000 within the eligibility period (nine sessions or 36 months). Each instalment of a maximum of \$6,667 covers a period of four months, or one session.

### **Holding several scholarships concurrently (cumulation)**

72. According to rules presented in a way more detailed in the scholarship holders guide:
  - 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.
  - 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 and the one from the Fonds .

- Candidates who receive a scholarship from a private source, including universities, research chairs, consortiums, private international and foreign foundations, 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.

### **Remuneration**

73. Regardless of the exceptions relative to the paid work described in the scholarship holders guide, scholarship holders may accept a job that does not represent more than 150 hours per session, provided their supervisor is in agreement and that these activities do not hinder their research program. For the purpose of this rule, a course load of 45 hours is equivalent to 150 hours of work.
74. The salary that students receive from their supervisor for working solely on their research project is considered a scholarship for which cumulation is permitted

### **SUPPLEMENT FOR STUDYING OUTSIDE QUEBEC**

75. The supplement for studies outside Québec aims to help top students to undertake or pursue graduate studies outside Québec.
76. These supplements are exclusively aimed at Masters research scholarship (B1) and Doctoral research scholarship (B2) applicants.
77. These supplements are reserved for scholarship holders who choose to study outside Québec, as indicated in their scholarship application. The supplements are awarded to the ten top-ranking applicants overall. All applications indicating a place of study outside Québec are automatically considered.
78. At the time the Supplement is received, candidates must be enrolled full time in a university institution located outside Quebec.
79. The annual value of the Supplements is \$1,500, added to Master's or Doctoral scholarship amounts.

### **FALSE OR MISLEADING INFORMATION**

80. Under the Act respecting the ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (CQLR, c. M-15,1,0,1), any applicant who gives false or misleading information to obtain or procure financial support is guilty of an offence and liable to a fine. If found guilty, the individual is barred from receiving financial support for a period of up to five years.

Where a legal person commits an offence, every director or representative of that legal person who was aware of the offence is deemed to be a party to the offence and is liable

to a fine, unless he proves to the satisfaction of the court that he did not acquiesce to the commission of the offence.

The Fonds de recherche reserves the right to impose any sanction or supplementary measure deemed useful, and initiate legal proceedings to obtain reimbursement of fraudulently obtained amounts and a compensation for suffered damages.

## **RESPONSIBILITIES OF THE FONDS**

81. The FRQNT is not liable for any direct or indirect injury arising from processing of scholarships, bursaries or other applications, and, without limiting the generality of the above, is not liable for any direct or indirect injury arising from unauthorized disclosure by the FRQNT of the information contained in candidates' files. Despite all the precautions taken by the FRQNT to protect information that must be kept confidential, certain countries to which information is transmitted may not have security procedures such as asymmetric cryptography or encryption.

### **Act respecting access to documents held by public bodies and the protection of personal information.**

82. The FRQNT is subject to the Act respecting access to documents held by public bodies and the protection of personal information (R.S.Q., c. A-2.1). The data required are collected, used and preserved in accordance with the requirements of this law.
83. Applicants can obtain information on access procedures, the protection of personal information and the rights of recourse stipulated in the Act by contacting the person responsible for the Act:

Me Mylène Deschênes, B.C.L., LL.B., LL.M.  
Directrice, affaires éthiques et juridiques  
[responsableacces.nt@frq.gouv.qc.ca](mailto:responsableacces.nt@frq.gouv.qc.ca)

## **GENERAL CONSIDERATIONS**

84. The Fonds reserves the right to change the value of scholarships and the program rules described in this document without notice.

## **COMING INTO EFFECT**

85. The provisions of this document apply to the 2015-2016 year.

**FOR INFORMATION:**

Program administrator:

**Michel Garceau**

Phone:

**418 643-3459**

For candidates outside the National  
Capital Region:

**1 888 653-6512, extension 3459**

Fax:

**418 643-1451**

E-mail:

[bourses.nt@frq.gouv.qc.ca](mailto:bourses.nt@frq.gouv.qc.ca)

The offices of the Fonds are open from Monday to Friday from 8:30 a.m. to 4:30 p.m. Please note that the Fonds does not accept collect calls.

Applicants who contact the Fonds via e-mail must provide a telephone number at which they can be reached. Priority is given to e-mail enquiries.

Fonds de recherche du Québec – Nature et technologies

Programmes de bourses

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