



## RULES OF PROGRAM 2015-2016

### Réal-Décoste/ Ouranos scholarships program (Research on climate changes)

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

IMPORTANT MODIFICATIONS HAVE BEEN MADE IN THE «SUBMITTING APPLICATIONS» SECTION. NOTABLY, REQUIRED PIECES NOW HAVE TO BE ELECTRONICALLY INCLUDED IN THE SCHOLARSHIP APPLICATION FORM.

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For more information go to <http://www.ouranos.ca/>

## **PURPOSES**

1. The purposes of the Réal-Décoste scholarships (created by Ouranos) are to foster student interest in research and financially assist the best candidates in undertaking or continuing a research doctorate on climate changes their expected impacts and adaptation strategies. For more information on the role and goals of the consortium, one may go to the Ouranos website at <http://www.ouranos.ca/>

### **Research domains and priorities**

2. The eligible research domains are as following:
  - climate sciences;
  - applied regional climatology;
  - fields of research related to the impacts of climate changes such as:
    - hydrology;
    - biology;
    - life sciences;
    - social sciences.

### **Among those fields, themes deemed priorities by Ouranos are:**

- historical data;
- climate models;
- oceanic and atmospheric exchanges;
- climate scenarios;
- analysis of climate variability;
- impacts of climate changes on:
  - permafrost;
  - hydrology and electricity generation;
  - forestry;
  - coastal erosion;
  - water levels;
  - agricultural production;
  - the Saint Lawrence River;
  - tourism;
  - health;
  - water management and treatment systems;
  - energy demand;
  - socio-economic assessments of impacts and adaptation strategies.

## **CLIENTELE**

3. Réal-Décoste doctoral research scholarship is directed towards candidates, Canadian citizen or not, who wish to undertake or continue a doctoral university

program in a Quebec university, in areas related to climatic change and its impacts.

## **ELIGIBILITY CONDITIONS**

4. Candidates must meet the following eligibility conditions as of the deadline for submitting applications, namely, October 2<sup>nd</sup>, 2014.
  - undertake or continue a doctoral program in an area or a discipline related to climatic changes or their impacts;
  - be accepted or registered in a doctoral program in an university located in the Province of Québec;
  - be already supervised by a research director or having an agreement with a research director accepting to supervise the doctoral research.

### **Citizenship and residence**

5. This competition is open to all candidates wishing to studies in the fields of climate changes without citizenships restrictions.

### **Restrictions**

6. It should be noted that candidates cannot use the scholarship for preparatory studies.

### **Eligibility period**

7. Candidates are eligible to doctoral scholarships for a maximum of three years (nine instalments) or up the end of their doctoral program of study, whichever come first.

## **SUBMITTING APPLICATIONS**

8. Candidates who wish to apply for a scholarship must follow the [Instructions for completing an application](#). It is also strongly suggested to read the guide for the preparation of a demand "[Building on Excellence](#)".
9. Only one application per competition is allowed.
10. Candidates who apply to the Réal-Décoste doctoral research scholarship may also apply for B1, B2 or A2 or thematic Fonds québécois de la recherche sur la nature et les technologies (FRQNT) programs A4, A7, A8.

### **Preparing application file**

#### ***Online forms***

11. A candidate must have a personal identification number (PIN) in order to fill out the form.

12. The application form you are required to complete and send electronically by October 2<sup>nd</sup>, 2014, 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.
13. Forms may be completed in English or French. Candidates who submit the form in English must provide a French title for their project.
14. Two letters of recommendation are required. Letter e-forms (online or PDF format) are available on the FRQNT website. Research directors in Québec may not write letters of recommendation.
  - The e-form may be sent to the FRQNT from the respondent's personal e-file. The applicant must provide his/her application number and personal identification number (PIN) for the letter of recommendation to be sent from the e-file.
  - A PDF version of this form is also available for referees who have no personal electronic file. The letter in PDF format must be filled out, signed and sent directly by e-mail at [bourses.nt@frq.gouv.qc.ca](mailto:bourses.nt@frq.gouv.qc.ca).

***Director's section***

15. A director who does not have a personal identification number (PIN) must obtain one from the FRQNT and quickly inform the applicant. The applicant must include his/her director's PIN on his/her application.

When the applicant types his/her director's PIN into his/her application, the [Director's section](#) will become available in the director's personal e-file.

The [Director's section](#) must be filled out and sent electronically by the research director by the competition deadline.

## Required documents

16. The required documents must be submitted in the appropriate file on the request form.
17. Candidates must ensure that their application includes all the required documents so that the application file is considered acceptable.
18. You have to supply the following documents :
  - A copy of official transcripts of marks 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.
  - The letters of reference that are not sent electronically must be filled out, signed and submitted by e-mail at [bourses.nt@frq.gouv.qc.ca](mailto:bourses.nt@frq.gouv.qc.ca) ;
  - A proof of citizenship;
  - For permanent residents, a copy of Canadian immigration papers or the permanent Resident Card;
  - 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);
  - Copies of the announcement or confirmation letters for all of the scholarships received.
19. Only the e-form for the 2015-2016 financial year and the other documents required are accepted. No attached material or documents other 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 this email address: [bourses.nt@frq.gouv.qc.ca](mailto:bourses.nt@frq.gouv.qc.ca)
20. Documents submitted in a language other than French or English must be accompanied by a certified translation.

### Procedure for submitting required documents

21. 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.
22. **IMPORTANT:** incomplete files will not be accepted.

### Acknowledgement of receipt

23. 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

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

Excellence of university record	5 points
Aptitude for research and relevant research experience, where applicable	5 points
Quality of the research project and its compatibility with the strategic goals of the Ouranos consortium and the academic environment.	10 points
<b>TOTAL</b>	<b>20 points</b>

### *Excellence of university record*

25. The following indicators are used:
  - cumulative average obtained;
  - progression of studies;
  - multidisciplinary if relevant.

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

26. The following indicators are used:
- reason for the application, research interests and candidate's motivation for doctoral studies;
  - candidate's experience and achievements;
  - letters of evaluation;
  - general presentation of the file.

***Scientific quality and interest of the research project academic environment***

27. The following indicators are used:
- clarity of the scientific objectives;
  - relevance of the methodology for the objectives sought;
  - compatibility of the research project with Ouranos' priorities;
  - material and financial resources provided by the academic environment;
  - the multidisciplinary nature of the project or the contribution of more than one science to its execution.

**Evaluation procedure**

***The role of the FRQNT***

28. The FRQNT manages the Programme de bourses d'excellence Réal-Décoste for the Ouranos Consortium.

***Role of evaluation committee***

29. Admissible applications are submitted to evaluation committee composed of researchers/professors from universities affiliated or not with Ouranos, consortium representatives and representatives from private enterprises or government agencies.
30. The evaluation committee compare the candidacies submitted according to the evaluation criteria in effect. Consequently, this committee is responsible for ranking all of the applications on merit.

### ***Role of the program administrator***

31. The program administrator of the FRQNT prepares the annual call for applicants and appoints the evaluation committee. The program administrator follows up on all correspondence with the applicants, scholarship recipients and scholarship coordinators in Québec universities. The program administrator must also see that committee members respect the evaluation criteria and rules of ethics that are in effect.

### ***Role of the Ouranos consortium***

32. The Consortium is advised by the evaluation committees and makes funding decisions.

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

### **Awarding of scholarships**

33. Candidates are evaluated and ranked on merit by the evaluation committees. A new scholarship is offered for each competition.

### **Announcement of results**

34. At the end of April, the Ouranos consortium decision is transmitted to candidates through e-file.
35. Contacting members of the committees, who are subject to rules of confidentiality, is strictly prohibited.
36. The decisions of the consortium Ouranos confirmed by the Board of Directors of the FRQNT are final and cannot be appealed. There is no appeal process.
37. The candidate must accept or decline the scholarship within 10 days of receiving the scholarship notification. After this deadline, candidates are deemed to have declined the scholarship.

## **RULES FOR USING SCHOLARSHIPS**

38. The scholarship holders have to conform to all the rules described in detail in the [Scholarship Holder's Guide](#).
39. Scholarship recipients must attend a Québec university and study or conduct research in Québec.
40. Double doctoral degree programs are not admissible.



41. The scholarship recipient must meet all eligibility requirements for the duration of his/her scholarship. Please note that to be awarded the scholarship, the Fonds has to receive a copy of the student visa.

### **Period for using scholarships**

42. 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.
43. The scholarship is not retroactive and sessions prior to Summer 2015 cannot be financed.
44. The maximum duration of a scholarship is three years.
45. Scholarships are awarded for the duration of the eligibility period, subject to presentation of progress reports deemed satisfactory by the program administrator. The period of use cannot be longer than the eligibility period.

### **Value of scholarships**

46. The maximum value of doctoral scholarships or scholarships is \$20,000 for a period of three sessions, or 12 months of studies.
47. The scholarship holder may receive a maximum of nine instalments totaling \$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)**

48. The following types of scholarships may not be held concurrently:
  - merit-based scholarships from Government of Quebec funding agencies such as the Fonds de recherche du Québec - Santé (FRQS), the Fonds de recherche du Québec – Nature et technologies (FRQNT), the Fonds de recherche du Québec Société et culture (FRQSC), the general program scholarships of the FRQNT;
  - the Conseil de recherches en pêches et agro-alimentaire du Québec (CORPAQ) ;
  - the scholarships program «Bourses d'excellence pour étudiants étrangers» of the ministère de l'Enseignement supérieur, de la Recherche et de la Science (MESRS).
49. Holding several scholarships concurrently (cumulation) is permitted with:
  - merit-based scholarships from federal funding agencies such as the Natural Science and Engineering Research Council of Canada (NSERC), the Social Science and Humanities Research Council of Canada

(SSHRC), the Canadian Institutes of Health Research (CIHR) and the Canada Council (CC);

- scholarships of Government of Canada departments and agencies;
- the scholarships of Government of Quebec departments and agencies, excluding those mentioned above, provided an agreement has been signed between the government department or the agency and the FRQNT;
- scholarships from the private sector and from universities; loans and bursaries from the ministère l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (MESRS).

### **Remuneration**

50. 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.
51. The salary that students receive from their supervisor for working solely on their research project is considered a scholarship for which cumulation is permitted

### **RESPONSIBILITIES OF THE FRQNT AND THE OURANOS CONSORTIUM**

52. The FRQNT is entrusted with the management of the competition and the scholarships granted by the consortium Ouranos. The FRQNT offers the electronics means or instruments needed to prepare and submit the candidacy.
53. The FRQNT and the Ouranos consortium are 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, are 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.

The Act respecting access to documents held by public bodies and the protection of personal information

54. 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.
55. Applicants can obtain further information on access procedures, the protection of personal information and the recourse rights provided for in the Act by sending a

duly signed letter to or appearing in person before the person responsible at the FRQNT for the Act respecting access to documents held by public bodies and the protection of personal information.

**Responsable de l'accès aux documents et à la protection des renseignements personnels:**

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**

56. The Ouranos consortium reserves the right to change the value of scholarships and the program rules described in this document without notice.

**COMING INTO EFFECT**

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

**FOR INFORMATION**

**Fonds de recherche du Québec – Nature et technologies**

Programs administrator:	<b>Michel Garceau</b>
Phone:	<b>418 643-3459</b>
Fax:	<b>418 643-1451</b>
For candidates outside the National Capital Region :	<b>1 888 653-6512, extension 3459</b>
E-mail:	<b><a href="mailto:ouranos.nt@frq.gouv.qc.ca">ouranos.nt@frq.gouv.qc.ca</a></b>

The business hours of the FRQNT are from Monday to Friday from 8:30 am to 4:30 pm.

Please note that the FRQNT does not accept collect calls.

Candidates who contact us by e-mail must provide a phone number where they can be reached. Priority is given to e-mailed information requests.

Fonds de recherche du Québec – Nature et technologies  
Programmes de bourses  
140, Grande Allée Est  
4<sup>e</sup> étage, bureau 450  
Québec (Québec) G1R 5M8