



## POSTDOCTORAL RESEARCH SCHOLARSHIP (B3)

### Scholarship program 2015-2016

**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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## OBJECTIVES

1. The objective of the postdoctoral research scholarship program is to foster up-and-coming researchers working in various research environments, by helping new doctorate holders to broaden their field of research. These scholarships also seek to encourage the mobility of researchers toward scientifically stimulating and dynamic environments. These environments may be universities, industries, government agencies and university affiliated institutions.

## CLIENTELE

2. Postdoctoral research scholarships are intended for new researchers who obtained their doctorate and who wish to begin or pursue their postdoctoral research.

## ELIGIBILITY CONDITIONS

3. Candidates must meet eligibility conditions as of the deadline for submitting applications, namely, **October 2<sup>nd</sup>, 2014, 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. Scholarship holders must meet citizenship and residence requirements within the meaning of the Quebec Health Insurance Act.

### **Restrictions**

8. Candidates who have benefited from a postdoctoral research scholarship from one of the three Quebec funding or federal agencies may not submit another application for this program.

Candidates may hold an award or scholarship from only one Fonds.

### **Eligibility period for the scholarship**

9. Postdoctoral research scholarships are intended for new researchers who obtained their doctorate no more than two years prior to the competition deadline or who will have submitted their thesis in January 2016 at the latest, the deadline for holding the fellowship.
10. The graduation date is considered to be the date at which all of the degree requirements were completed, including the successful completion of the thesis examination and submission of the revised version of the document.
11. In the case of candidates with more than one doctorate, the date of the first doctorate prevails.

### **Exceptions in calculating the eligibility period**

12. 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.
13. Candidates who interrupt their studies for maternity or parental leave can request an extension of their eligibility period for a maximum of 12 months. Supporting documents must be enclosed with the application.
14. 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.
15. The Fonds may refuse any request not adequately justified.

## **Postdoctoral research location**

16. The postdoctoral research must be carried out in an institution other than one from which the doctorate was earned. Internationally-recognized research environments located outside Québec are preferred. However, applicants who are not Canadian citizens may not apply for funding to carry out studies or training outside Canada.

## **Supervisors**

17. The applicant's doctoral supervisors and co-supervisors may not act as his/her postdoctoral supervisor, even if they have changed institutions.

## **Choosing an evaluation committee**

18. 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.
19. 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**

20. 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.

## **SUBMITTING APPLICATIONS**

21. 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".
22. A candidate may apply for a postdoctoral research scholarship to only one of the three Quebec research funding agencies for the same financial year.

## **Contents of a file**

### **E-forms**

23. All of the e-forms must be filled out and sent in by the competition deadline on **October 2<sup>nd</sup> 2014, 4 p.m.**
24. A candidate must have a personal identification number (PIN) in order to fill out the form.

25. The form is available on the Web site of the FRQNT. It must be filled out and sent electronically by the competition deadline. Once it has been completed, the form may be printed and saved by the applicant.
26. Forms may be completed in English or French. Candidates who submit the form in English must provide a French title for their project.
27. Two letters of reference are required. The e-forms for the letter (on-line or in PDF format) are available at the Fonds Web site.
  - The on-line form can be sent to the Fonds electronically from the referee's personal file. However, candidates must provide their referees with their application number and personal identification number (PIN) so that the letters of recommendation can be sent from their personal 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).
28. The postdoctoral research supervisor's letter of acceptance form (online or PDF) is available on the Web site of the FRQNT. The online form may be sent electronically to the FRQNT from the supervisor's personal file with applicant's application and personal identification numbers. The form is also available in PDF format for supervisors who do not have a personal e-file. The letter of acceptance 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).
29. The applicant must fill out and send in the Canadian Common CV e-form.

### **IMPORTANT NOTE**

***From now on, the Fonds will be using the new Canadian Common CV and will also require that everyone who provides a CV enclose a PDF file detailing contributions (in Votre dossier). Please read the documents entitled Preparing a CV for the Fonds and Formatting standards for Contributions - Details in Votre dossier (your e-file).***

### **Supporting documents required:**

30. The required documents must be submitted in the appropriate file on the request form.
31. The applicant is responsible for his/her application which must include all of the required documents for an application to be deemed receivable. The applicant must also ensure that his/her respondents and supervisor have submitted their letters of recommendation and acceptance by the competition deadline at the latest.
32. You have to supply the following documents:
  - An official transcript 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;

- Proof that the applicant successfully defended his/her thesis and a copy of the document attesting that the final version of the thesis was submitted. If the applicant is not able to provide these documents, he/she may include a copy of his/her doctoral transcript;
- For permanent residents, a copy of Canadian immigration papers 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;
  - For Canadian citizens born outside, copy of proof of Canadian citizenship;
  - A photocopy of a valid Quebec 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);
- Acknowledgements of receipt for any patents submitted ;

33. 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.

34. Additional document for applicants who are carrying out their research abroad and who are ensured a regular position in a Québec research centre or university upon their return:

- A letter from the director of the research centre or university department confirming that the position will be granted when the applicant returns.

35. 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).

36. Any document submitted in a language other than French or English must be accompanied by a certified translation.

## Procedure for submitting required documents

37. 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.
38. **IMPORTANT: INCOMPLETE FILES WILL NOT BE ACCEPTED.**

## Acknowledgement of receipt

39. 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

### Assessment criteria

40. The applications will be assessed based on the following criteria and weighting:

Criterion	Weighting
Excellence of the applicant	3 points
Social involvement, leadership and communication skills	2 points
Research skills and experience	6 points
Scientific quality of the project	5 points
Quality and relevance of the research environment	4 points
<b>TOTAL</b>	<b>20 points</b>

41. **Excellence of the applicant**

The following indicators will be used:

- Excellence of the applicant's academic record;
- Duration and progression of his/her studies;
- Awards and honours;
- Letters of recommendation.

42. **Social involvement, leadership and communication skills**

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.

#### 43. **Research skills and experience**

The following indicators will be used:

- Research or teaching assistantship;
- Internships;
- Student supervision;
- Ability to use his/her skills and apply his/her knowledge;
- Publications, communications;
- Reports;
- Patents;
- Etc.

#### 44. **Scientific quality of the project**

The following indicators will be used:

- Feasibility and value of the proposed research;
- Clarity of the scientific objectives;
- Relevance of the methodology in light of the research objectives;
- Originality of the project;
- Contribution to advancing knowledge in the field;
- Added value of the project in light of the doctoral work.

#### 45. **Quality and relevance of the research environment**

The following indicators will be used:

- Rationale behind the choice of research environment;
- Fit between the proposed project and the supervisor's research field;
- Quality and recognition of the training environment;
- Choice of research environment outside Québec;
- Fit between the research environment and the career plan



## **Evaluation procedure**

### **Role of evaluation committees**

46. Eligible applications are submitted to evaluation committees composed of three or four members, mostly university professionals and, occasionally, government and private enterprise representatives.
47. The evaluation committees compare the candidacies submitted according to the evaluation criteria in effect. Consequently, these committees are responsible for ranking all of the applications on merit.

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

48. 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**

49. 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**

50. 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.
51. 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 scholarships**

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

## **Announcement of the results**

53. 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.

Contacting members of the committees, who are subject to rules of confidentiality, is strictly prohibited.

54. The decisions of the Board of Directors are final and cannot be appealed. There is no appeal process.
55. The candidate must accept or decline the scholarship within ten (10) days of receiving the scholarship notification. After this deadline, candidates are deemed to have declined the scholarship.

## **RULES FOR USING SCHOLARSHIPS**

56. The scholarship holders have to conform to all the rules described in detail in the Scholarship Holder's Guide.
57. 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.
58. 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.
59. The scholarship period must begin between May 1<sup>st</sup>, 2015 and January 15<sup>th</sup>, 2016.
60. 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.
61. The scholarship is not retroactive and research prior to May 2015 cannot be financed.
62. The scholarship holder must be present at the postdoctoral research site throughout the duration of the scholarship.
63. 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 dedicated full time to his research activities.

64. Scholarships are granted for a maximum period of two years, subject to presentation of a progress report deemed satisfactory by the program administrator.
65. To make any changes to his/her study program, project or location, the grant holder must first submit a request as prescribed in the Scholarship Holder's Guide.

### **Value of the scholarship**

66. 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.
67. The maximum annual value of postdoctoral research scholarships is \$35 000.
68. The minimum duration of postdoctoral research is six months and the maximum 24 months.
69. The applicant may receive up to six payments during his/her eligibility period (24 months). Each payment covers a four-month period (one session).
70. Scholarship holders whose postdoctoral research is conducted abroad and who have obtained formal assurance of a future position in a research center or a university in Quebec upon completion of postdoctoral training may receive an increase of up to 50% of the scholarship to cover the cost of living. To obtain this supplement, scholarship holders must, at the time of the presentation of the application, include in their supporting documents a letter from the director of the research center or the head of the department confirming that they have been hired.

### **Convertibility of Scholarship**

71. Scholarship holders who obtain a position as a regular professor in a Quebec university, may, after having completed one full year of studies, request permission to use part of the scholarship as a start-up grant. A maximum amount of \$15 000 may be converted into a grant. The rules governing the use of this grant are the same as those governing the « Établissement de nouveaux chercheurs » program.

### **Reimbursement of travel expenses**

72. According to rules presented in a way more detailed in the guide for scholarship holders, the travel expenses at the beginning and at the end the postdoctoral research are assumed by the Fonds, on condition that they are not already paid off by the other bodies. For the scholarship holder whose thesis is not supported yet, an additional reimbursement of travel expenses can be granted.

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

73. According to rules presented in a way more detailed in the guide for scholarship holders:
- 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.
  - 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. When a combination limit is

## **Remuneration**

74. Regardless of the exceptions relative to the paid work described in the guide for scholarship holders, 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.
75. The salary that students receive from their supervisor for working solely on their research project is considered a scholarship for which cumulation is permitted.

## **FALSE OR MISLEADING INFORMATION**

76. 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**

77. 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 precaution taken by the Fonds de recherche du Québec – Nature et technologies 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**

- 78. 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.
- 79. 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**

- 80. The Fonds de recherche du Québec – Nature et technologies reserves the right to change, without prior notice, the value of the scholarships and the program rules described in this document.

### **COMING INTO EFFECT**

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

## FOR INFORMATION

**Program administrator:**

**Phone:**

**For candidates outside the National**

**Capital Region:**

**Fax:**

**E-mail:**

**Michel Garceau**

**418 643-3459, extension 3459**

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

**418 643-1451**

**[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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