



# Scholarship Holder's Guide 2012-2013

Fonds de recherche du Québec – Nature et technologies

- ▶ Bourse du ministère de l'Agriculture, des pêcheries et de l'alimentation (A1)
- ▶ Re-entering the research community scholarships (A2)
- ▶ Bourse du ministère des transports (A4)
- ▶ Energy research scholarships (A7)
- ▶ Aerospace scholarships (A8)
- ▶ Master's research scholarships (B1)
- ▶ Doctoral research scholarships (B2)
- ▶ Postdoctoral research fellowship (B3) (B6)
- ▶ Bourse pour la francophonie canadienne (C6)
- ▶ Doctoral research scholarships for foreign student (DE)
- ▶ Bourses NE<sup>3</sup>LS (N1)
- ▶ Réal-Décoste Scholarship/Ouranos (RD)

# TABLE OF CONTENTS

<b>1. ACCEPTING OR DECLINING THE SCHOLARSHIP</b> .....	<b>4</b>
1.1. MODIFYING THE DURATION OF THE SCHOLARSHIP.....	4
1.2. TERMS AND CONDITIONS.....	4
1.2.1. ACCEPTING THE SCHOLARSHIP.....	4
1.2.2. DECLINING THE SCHOLARSHIP.....	5
1.3. CONFIRMATION OF SCHOLARSHIP.....	5
<b>2. RESPONSABILITIES AS A SCHOLARSHIP HOLDER</b> .....	<b>6</b>
2.1. RULES AND REGULATIONS.....	6
2.2. MAILING ADDRESS AND BANKING INFORMATION.....	6
2.3. BANKING INFORMATION.....	6
2.4. INCOME TAX.....	6
2.5. REQUEST FOR INSTALMENT / MASTER'S AND DOCTORATE.....	7
2.6. REQUEST FOR INSTALMENT / POSTDOCTORAL RESEARCH FELLOWSHIP.....	8
2.7. UPDATING YOUR FILE INFORMATION.....	8
2.8. NAME OF YOUR RESEARCH SUPERVISOR AND SUPERVISION PROVIDED.....	8
2.9. PROGRESS REPORT.....	9
2.9.1. IMPLEMENTATION OF THE NSERC/SSHRC COMPLEMENTARY SCHOLARSHIPS/MASTER'S AND DOCTORATE.....	9
2.10. FINAL REPORT.....	9
2.11. HEALTH INSURANCE.....	10
<b>3. SCHOLARSHIP REGULATIONS</b> .....	<b>11</b>
3.1. ELIGIBILITY PERIOD.....	11
3.2. DURATION OF FINANCIAL SUPPORT.....	11
3.3. CONDITIONS OF FINANCIAL SUPPORT.....	12
3.3.1. PART-TIME FOR NATURAL CAREGIVERS AND PARENTS.....	12
3.3.2. PART-TIME FOR A PERSON WITH A DISABILITY.....	13
3.3.3. PART-TIME DURING A MANDATORY INTERNSHIP.....	13
3.4. VALUE OF YOUR SCHOLARSHIP.....	13
3.5. CUMULATING SCHOLARSHIPS.....	14
3.5.1. MASTER'S AND DOCTORATE COMPLEMENTARY SCHOLARSHIPS NSERC/CIHR/SSHRC (A1, A2, A7, B1, B2, C6, DE, N1).....	14
3.5.2. SCHOLARSHIPS A1, A2, A7, B1, B2, B3, C6, DE, N1 : CONCURRENCE PROHIBITED.....	14
3.5.3. SCHOLARSHIPS A4, A8 : LIMITED CONCURRENCE.....	14
3.5.4. SCHOLARSHIPS A1, A2, A4, A7, A8, B1, B2, B3, C6, DE, N1 : CONCURRENCE ALLOWED.....	15
3.5.5. SCHOLARSHIPS RÉAL-DÉCOSTE (RD) DOCTORAL SCHOLARSHIP FROM THE OURANOS CONSORTIUM.....	15
3.6. PAID WORK.....	16
3.6.1. LECTURER OR TEACHING ASSISTANT.....	16
3.6.2. INTERNSHIP.....	16
3.6.3. OTHER JOBS.....	16
3.7. POSTPONEMENT OF ONE PAYMENT OR SUSPENSION OF THE SCHOLARSHIP.....	16

3.7.1.	SICK LEAVE OR LEAVE FOR FAMILY OBLIGATIONS.....	17
3.7.2.	PARENTAL LEAVE.....	17
3.8.	CANCELLATION OF AN INSTALMENT OR SCHOLARSHIP .....	18
3.9.	WITHDRAWING FROM YOUR PROGRAM.....	18
3.10.	OBTAINING YOUR DEGREE .....	18
3.11.	TRAVEL EXPENSES POSTDOCTORAL RESEARCH FELLOWSHIP.....	19
<b>4.</b>	<b>CHANGES IN THE CONDITIONS OF YOUR SCHOLARSHIP .....</b>	<b>20</b>
4.1.	DEFERRING THE STARTING DATE OF YOUR STUDIES AND RESEARCH PROGRAM.....	20
4.2.	CHANGING STUDIES AND RESEARCH.....	20
4.3.	CHANGING THE LOCATION OF TENURE .....	20
4.4.	CHANGING YOUR RESEARCH SUPERVISOR .....	20
4.5.	CHANGING YOUR RESEARCH PROJECT .....	21
4.6.	CONVERTIBILITY OF THE MASTER’S SCHOLARSHIP-ACCELERATED ADMISSION FROM A MASTER’S PROGRAM TO A DOCTORAL PROGRAM.....	21
4.7.	CONVERTIBILITY OF THE DOCTORAL SCHOLARSHIP .....	21
4.8.	CONVERTIBILITY OF THE POSTDOCTORAL FELLOWSHIP.....	21
<b>5.</b>	<b>EXTRAITS DE LOIS ET DE POLITIQUES PERTINENTES .....</b>	<b>22</b>
5.1.	PRINCIPE GÉNÉRAL.....	22
5.2.	PRINCIPES DEVANT GUIDER CEUX QUI FONT LA RECHERCHE.....	22
5.3.	RECHERCHE UTILISANT DES SUJETS HUMAINS, PRÉSENTANT DES RISQUES ENVIRONNEMENTAUX OU EXIGEANT L'UTILISATION D'ANIMAUX.....	22
5.4.	TRAITEMENT DES ALLÉGATIONS TOUCHANT LE NON-RESPECT DES RÈGLES D'ÉTHIQUE EN RECHERCHE.....	23
5.5.	SANCTIONS POUR INFORMATION FAUSSE OU TROMPEUSE .....	23
5.6.	RESPONSABILITÉ DU FONDS.....	23
5.7.	LOI SUR L’ACCÈS AUX DOCUMENTS DES ORGANISMES PUBLICS ET SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS .....	24
<b>6.</b>	<b>SUMMARY TABLE – RULES OF CONCURRENCE .....</b>	<b>25</b>
6.1.	A1, A2, A7, B1, B2, B3, C6, DE, N1 SCHOLARSHIP PROGRAM .....	25
6.2.	A4 SCHOLARSHIP PROGRAM .....	25
6.3.	A8 SCHOLARSHIP PROGRAM .....	26
6.4.	RÉAL-DÉCOSTE SCHOLARSHIP (OURANOS CONSORTIUM) .....	26

## 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](mailto: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 "Acceptation ou refus de la bourse" form to the Fonds.

**No modifications will be made after this deadline.**

## 1.2. TERMS AND CONDITIONS

Into your Web "Dossier du boursier", within the 10 business days following the date the scholarship is announced, you must:

- Complete and transmit the "Acceptation ou refus de la bourse" form in your "Dossier du boursier" by Internet. Ensure your e-form has been transmitted by checking for the mailing date next to the link in your "Dossier du boursier".

As soon as you send your electronic form "Acceptation ou refus de la bourse" or "Demande de modification ou de mise à jour du dossier" (Request for changes section 4), we will consider that you have respected the 10 days allowed.

### 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 are an international doctoral-level scholarship holder (DE), 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) must have a Certificat d'acceptation du Québec (CAQ) issued by the Ministère de l'Immigration et des Communautés culturelles du Québec (MICC) 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 3.3](#));
- You have withdrawn from your program or research project;
- For international doctoral-level scholarship holders (DE):
  - You cannot complete all of the steps before arriving in Québec. Your study program or internship should not begin before **January 15<sup>th</sup>**, the deadline for the scholarship to take effect;
  - You will be registered in a jointly supervised program.

### 1.3. CONFIRMATION OF SCHOLARSHIP

After confirming your acceptance of the scholarship, we will give you access to your attestation of scholarship which you can print. The confirmation indicating the real amount of your scholarship will be available in either French or English under the "Dossier du boursier" section.

## 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 "Demande de versement" (request for payment) e-form in your personal file.

### 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 1<sup>st</sup>.

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 a copy of their valid Québec health insurance card for each full year of support starting on the date at which the scholarship takes effect.

### IMPORTANT:

- The Summer instalment is not issued until the first Thursday in May;
- The Fall instalment, the first Thursday in September;
- The Winter instalment, the second Thursday in January.

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

- Complete a "Demande de versement" form into your Web file. You must declare any other scholarships or employment income. The "Demande de versement" form is available one month before the beginning of the term in question. You have two months to apply as of the beginning of the term. Once this deadline has expired, the instalment is cancelled. If two consecutive instalments are unclaimed, the scholarship is cancelled. See the instalment schedule in your file for the processing and instalment dates;
- 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 fax 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 a copy of their valid Québec health insurance card for each full year of support starting on the date at which the scholarship takes effect.

### **IMPORTANT :**

- The Summer instalment is not issued until the first Thursday in May ;
- The Fall instalment, the first Thursday in September;
- The Winter instalment, the second Thursday in January.

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

- Complete a "Demande de versement" form into your Web file. You must declare any other scholarships or employment income. The "Demande de versement" form is available one month before the beginning of the term in question. You have two months to apply as of the beginning of the term. Once this deadline has expired, the instalment is cancelled. If two consecutive instalments are unclaimed, the scholarship is cancelled. See the instalment schedule in your file for the processing and instalment dates;
- 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).

In addition, when requesting :

- The first payment: You must print, fill out and fax 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 in French and English. If you have not done so already, you must also send in a certified copy of your doctoral degree or an attestation of the first submission of your doctoral thesis, if applicable;
- The second payment: You must provide written proof that you have met the requirements to obtain a doctoral degree (i.e. certified 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).

## **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 "Demande de modification ou de mise à jour du dossier" 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 "Demande de versement" form. This information is optional for your first two instalments but mandatory for the third.

## 2.9. PROGRESS REPORT

If you are eligible for more than three payments, you must present a progress report each year highlighting the progress of your studies. The progress report is part of your third and sixth request for payment. No progress report is needed for the final funding term.

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.

Once you have made your request for payment, you must print your progress report, sign it and have it signed by your director. You may send it by regular mail, by fax to the following number: 418 643-1451 or send a scanned copy attached to an email.

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. This report is included in the "Demande de versement" form. 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 "Dossier du boursier". 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<sup>e</sup> 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 de la planification de la recherche  
Ministère des Ressources naturelles et de la Faune  
5700, 4<sup>e</sup> Avenue Ouest, bureau A-401  
Québec (Québec) G1H 6R1

## 2.11. HEALTH INSURANCE

### NOTICE :

Scholarship holders carrying out their studies outside Québec must provide a copy of their valid Québec health insurance card for each full year of support starting on the date at which the scholarship takes effect.

With the exception of Réal-Décoste /Ouranos Consortium and international doctoral-level scholarship holders (DE), 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 and request "intern" coverage so as to receive medical insurance coverage while abroad.

## 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 ([see section 4.6, Accelerated admission from a master's program to a doctoral program](#)).

#### Doctorate :

Funding will end by the 9th 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 ([see section 4.7, 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), 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 and Québec's income tax legislation.

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 "Demande de modification et de mise jour du dossier" form 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](http://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 "Demande de modification et de mise jour du dossier" form 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 "Demande de modification et de mise jour du dossier" form 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 A1, A2, A4, A7, B1, C6)**

The annual value of a Master's scholarship, or of the first two years of graduate studies, is \$15,000, or \$5,000 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.

### **Master's Scholarships in the Aerospace Field (A8)**

The annual value of a Master's scholarship, or the first two years of graduate studies in the aerospace field, is \$20,000, i.e. \$6,666 per eligible term. One term covers four months. The value of your scholarship is determined by your eligibility period and the duration of the requested financial support.

As a scholarship holder in the Aerospace program (A8), it is possible to obtain extra funding to cover annual tuition fees (excluding registration fees, student associations, etc.) when the fees exceed \$5,000 but are lower than \$20,000. This amount will be paid upon presentation of official receipts detailing the expenses incurred. These expenses may not be covered by any other organisation.

### **Doctoral Scholarships (Programs A1, A2, A4, A7, B2, C6, DE, N1)**

The annual value of the Doctoral scholarship is \$20,000, i.e. \$6,666 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.

### **Doctoral Scholarships in the Aerospace Field (A8)**

The annual value of a doctoral scholarship in the field aerospace is \$20,000, i.e. \$6,666 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.

As a scholarship holder in the Aerospace program (A8) you will receive an additional allowance to cover your annual tuition fees in excess of \$2,500 but less than \$20,000 Canadian (excluding registration fees, student associations, etc.). This amount will be paid upon presentation of official

receipts detailing the expenses incurred. These expenses may not be covered by any other organisation.

### Postdoctoral research grants (B3)

The annually value of a postdoctoral research grant (B3) is \$30,000 (\$10,000 / 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.

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.

### Québec-France supplement (for programs A2, B1, B2)

Québec-France supplements are meant only for master's and doctoral program applicants who are registered in a French university institution. Co-supervision programs are not eligible. The maximum annual value of the Québec-France 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.

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. The amount must be included in the Employment income section of the payment requests. Please select the title Salary for my

research project/Salaire pour mon projet de recherche in the form's dropdown menu.

### 3.5.1. MASTER'S AND DOCTORATE COMPLEMENTARY SCHOLARSHIPS NSERC/CIHR/SSHRC (A1, A2, A7, B1, B2, C6, DE, N1)

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.

### 3.5.2. SCHOLARSHIPS A1, A2, A7, B1, B2, B3, C6, DE, N1 : 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.

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, A8 : 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.

For the aerospace scholarship program (A8), the Fonds limits total income to the annual earnings that scholarship holders would receive if they worked full-time in this field. [Summary table - rules of concurrence](#)

#### **3.5.4. SCHOLARSHIPS A1, A2, A4, A7, A8, B1, B2, B3, C6, DE, N1 : 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, du Loisir et du Sport du Québec (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. It must be indicated in the "Déclaration de revenus d'emploi" section of your payment request forms. Please select the option "Salaire pour mon projet de recherche" in the pulldown menu of the electronic form. 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, du Loisir et du Sport du Québec (MELS).

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 Ministère de l'Éducation, du Loisir et du Sport du Québec.

### **3.6. PAID WORK**

You must carry out your research program or internship on a full time basis. 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 the "Déclaration de revenus d'emploi" 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 150 working hours per session 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 are employed for more than 150 hours in a given term 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. However, you may take advantage of the regulation described in the section allowing the deferral of your scholarship.

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. It must be indicated in the "Déclaration de revenus d'emploi" section of your payment request forms. Please select the option "Salaire pour mon projet de recherche" in the pulldown menu of the electronic form.

### **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, complete the "Demande de modification ou de mise à jour du dossier" (request for changes) form. Your director/supervisor must mail or e-mail the Fonds a short letter confirming the relevance of the paid activities you intent to carry out. You cannot use this provision for your first instalment if your first term is next winter because funding must begin by the following January.

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 are required to complete and forward the "Demande de modification ou de mise à jour du dossier" (request for changes or updating your file information) 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 four months, that is, the equivalent of one term. 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 eight 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. If both parents are FRQNT scholarship recipients, only one of them is entitled to paid parental leave. Parents are free to arrange unpaid parental leave at their discretion.

To request parental leave, complete the "Demande de modification ou de mise à jour du dossier" 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](http://www.rqap.gouv.qc.ca)

### **3.8. CANCELLATION OF AN INSTALMENT OR SCHOLARSHIP**

#### **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 six-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 six-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 "Demande de modification ou de mise à jour du dossier" (request for changes or updating your file information) 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 "Demande de modification ou de mise à jour du dossier" (request for changes or updating your file information) 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 mail or e-mail, you may accept employment for more than 150 hours.

### 3.11. TRAVEL EXPENSES POSTDOCTORAL RESEARCH FELLOWSHIP

Your travelling expenses to where your postdoctoral research will mainly take place, at the beginning of your postdoctoral fellowship and to get back to Quebec at the end, will be reimbursed by the Fonds as long as the fees were not reimbursed by another organization. Additional travel fees for fellowship holders whose thesis examination takes place during the postdoctoral training period will also be reimbursed.

#### Eligible expenses :

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

The Fonds will reimburse travel tickets upon the presentation of vouchers (invoice from a travel agency and photocopy of the ticket). The maximum allowance for airline travel is the price of a one-way economy ticket.

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

If you did not purchase travel tickets before the fellowship was granted, the **Fonds will purchase them for you**. In such cases, you must send an e-mail to the scholarship program director with your departure date and city and destination. Any travel tickets purchased by the fellowship holder after the fellowship is granted 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.

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 15<sup>th</sup>, 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), 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) must attend the Québec university at which they were preselected and carry out their research or studies in Québec. Please note that joint supervision programs are ineligible.

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)**

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 a "Demande de modification ou mise à jour du dossier" form by selecting "changement de niveau d'études" in the pull-down menu. 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), 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 a "Demande de modification ou mise à jour du dossier" form by selecting "changement de niveau d'études" in the pull-down menu. 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 \$15,000 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 6.2 et 6.3. Les sections 6.4 et 6.5 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;
- Toute personne a le droit d'accès aux renseignements personnels qui la concernent et qui sont détenus par le Fonds. Elle peut exiger de faire corriger tout renseignement personnel qui s'avère inexact, incomplet ou équivoque ou dont la collecte, la communication ou la conservation ne sont pas autorisées par la loi;
- Les requérants peuvent s'adresser au responsable de la Loi sur l'accès au Fonds pour obtenir des informations sur les procédures d'accès, la protection des renseignements personnels et les droits de recours prévus par la Loi sur l'accès.

## 6. SUMMARY TABLE – RULES OF CONCURRENCE

### 6.1. A1, A2, A7, B1, B2, B3, C6, DE, N1 SCHOLARSHIP PROGRAM

#### Equal duration and value

Master's or doctoral scholarships from federal government agencies such as the National Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), the Canadian Institutes of Health Research (CIHR), or federal or provincial government departments.

You must accept the federal agency scholarship and decline the Fonds scholarship

#### Unequal length

One-year non-renewable NSERC or SSHRC Master's scholarship

#### If the Fonds scholarship is longer : Complementary scholarship

Accept both scholarships. The Fonds will grant a complementary scholarship to cover the difference once the other scholarship has expired

NSERC or SSHRC doctoral scholarship or CGS scholarship

Do not accept the Fonds scholarship if it is longer than that offered by the program. The Fonds will grant a complementary scholarship to cover the difference once the other scholarship has expired

### 6.2. A4 SCHOLARSHIP PROGRAM

#### Equal annual value

Master's or doctoral scholarship from SSHRC or NSERC

#### Partial combination

Accept both scholarships. 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.

### 6.3. A8 SCHOLARSHIP PROGRAM

#### Equal annual value

Master's or doctoral scholarship from SSHRC or NSERC

#### Partial combination

Accept both scholarships. Total annual income is limited to the salary which the scholarship holder would receive if he/she were working full time

### 6.4. RÉAL-DÉCOSTE SCHOLARSHIP (OURANOS CONSORTIUM)

#### May be held concurrently with :

Merit scholarships from federal funding agencies;

Scholarships from federal departments and organizations;

Scholarships from provincial departments and organizations other than those specified earlier, providing the consortium and the organizations agree;

Private sector and university scholarships;

Loans and grants from the MELS.

#### May not be held concurrently with :

Scholarships from provincial funding agencies;

Scholarships from the Conseil de recherches en pêche et agro-alimentaire du Québec (CORPAQ);

Merit scholarships for international students from the Ministère de l'Éducation, du Loisir et du Sport du Québec (MELS).