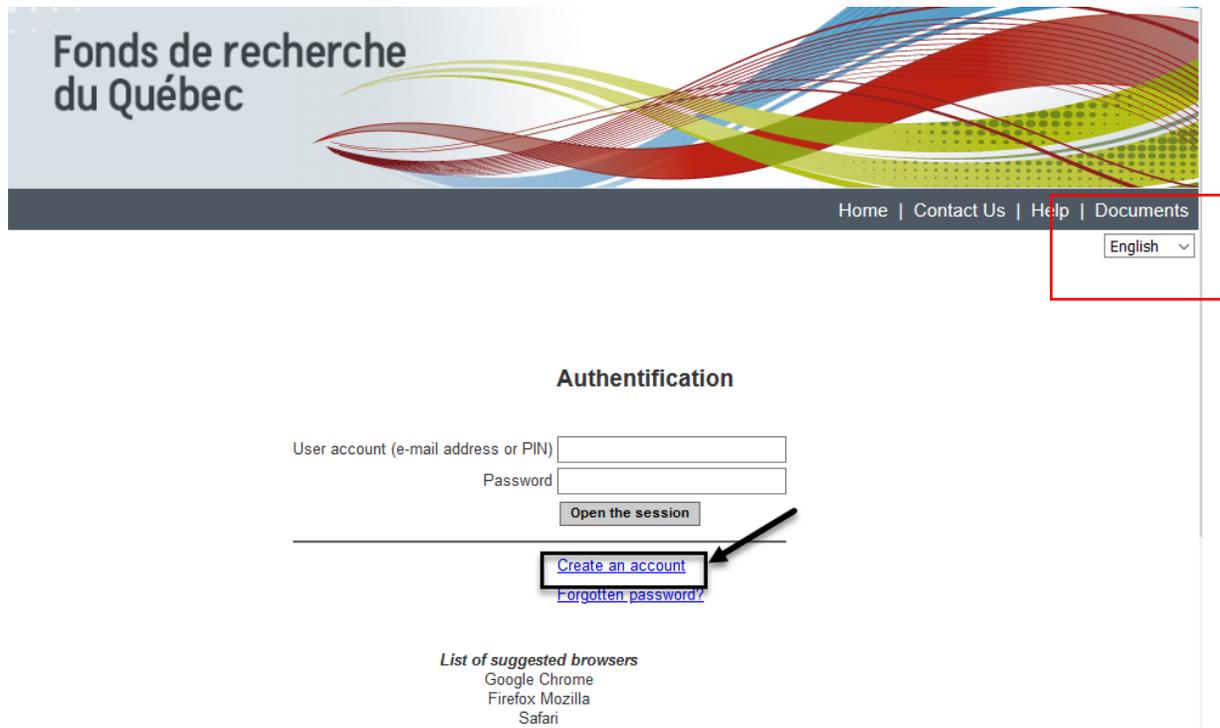




How to create an FRQnet user account (step by step)

1. To access the FRQnet login page, follow this link :
<https://frqnet.frq.gouv.qc.ca/portfolio/>
2. Once on the login page, click on the “Create an account” link available under the *Authentication* section.



Fonds de recherche
du Québec

Home | Contact Us | Help | Documents

English

Authentication

User account (e-mail address or PIN)

Password

[Create an account](#)

[Forgotten password?](#)

List of suggested browsers

- Google Chrome
- Firefox Mozilla
- Safari

All FRQnet users must create a profile using their e-mail address as their primary identifier (user account). You must ensure that all the mandatory fields are completed.

To set your E-portfolio in English, please change the language at the right top of the main page.

List of suggested browsers: Google Chrome, **Firefox Mozilla**, Safari

You can contact the FRQ online help center at the following email address:
centre.assistance@frq.gouv.qc.ca



3. You will be redirected to the *Terms of use* page. Please, carefully read the system terms of use, and click on the *I accept* button at the bottom of the page.

Conditions d'utilisation

FRQnet : TERMS OF USE

The FRQnet system enables different categories of users to enter and access data that are relevant (and solely those that are relevant) to their role in the application, application review or funding management processes. The IT platform provides secure restricted access to authorized users. The platform is shared by the three Fonds de recherche du Québec (Fonds de recherche du Québec – Nature et technologies, Fonds de recherche du Québec – Santé, Fonds de recherche du Québec – Société et culture, hereinafter the "FRQ").

Only authorized users may access the system, which shall be used for the following purposes:

- Applicants may submit funding applications to the FRQ electronically.
- Individuals authorized by the FRQ may support a funding application (directors, mentors, supervisors, respondents).
- Individuals authorized by the FRQ may review an application (reviewers, experts, FRQ employees and partners).
- Managing institutions duly authorized by the FRQ (via representatives designated by the institutions as institutional users) may follow up on applications and the application process and manage (administer, account for and follow up) the funding for which they are responsible.
- FRQ funding holders may manage (administer, account for and follow up) their funding.
- FRQ employees and consultants (including scientific advisors and duly authorized individuals) may process funding applications in every step leading up to the funding and manage the funding (administer, verify compliant use, account for, review funded projects and support dissemination).
- The FRQ employees and consultants (including scientific advisors and duly authorized individuals) may access the data to generate statistics and inventories, assess the impacts of funded projects, evaluate the programs and provide general accounts of the activities related to the mandates of the FRQ to promote and financially support research in their respective sectors. These data and analyses may be made public, in keeping with the provisions of the Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (CQLR c A-2.1).

The FRQnet system shall not be used for any other purpose without express written permission.

In these terms of use, the individuals authorized to use the FRQnet system are generally referred to as users. A user must have an FRQnet account to access the system.

To creating an account, a user shall

1. Accept the terms and conditions for the collection, keeping and use of the information required to create an FRQnet account.
2. Agree to comply with the terms of use of FRQnet and all other terms and conditions set out by the FRQ pertaining to the rules of the review process or be a FRQ funding holder(if applicable).

or interrupt the FRQnet services in whole or in part without notice. The FRQ shall not be held responsible for any inconveniences or damage resulting from a modification or interruption of the FRQnet system, irrespective of the cause.

I understand that the FRQnet system portals do not constitute data archiving tools.

The FRQ cannot ensure the long-term archiving of the data entered in the FRQnet system. Competition applicants and grant holders must keep backup copies of their files for their personal archives. This also applies to all other duly authorized users with regard to the data they enter in the system.

1. CONSENT FOR THE COLLECTION AND USE OF THE INFORMATION ENTERED TO CREATE AN FRQnet ACCOUNT

I authorize the FRQ (Fonds de recherche du Québec – Nature et technologies, Fonds de recherche du Québec – Santé, Fonds de recherche du Québec – Société et culture) to collect, use, keep and release the personal and confidential information entered in the FRQnet system for the purposes of identifying me and providing me with access to the FRQ portals, in accordance with the terms described herein.

2. COMPLIANCE WITH THE TERMS OF USE OF THE FRQnet SYSTEM AND OTHER COMMITMENTS TO THE FRQ

I declare and warrant that:

- i. I am a lawful and authorized user of the FRQnet system which I use for authorized purposes only.
- ii. I agree to comply with these terms of use.
- iii. I agree that my commitments shall be governed and interpreted according to applicable laws in the province of Québec, irrespective of my location when I log in.

3. AGREEMENT AND SIGNATURE

Clicking I AGREE (below) constitutes a signature. The same applies to all other pages in the FRQnet system on which the user enters the e-mail address and password associated with his/her account and accepts terms or validates or submits a document.

This agreement is valid for all future uses of the FRQnet system. A copy of this commitment shall be available under the Terms of use tab for future reference.



4. Once the Terms of use have been accepted, you will access to “Create your user account” section. Please, be sure to complete all fields that are marked with an asterisk (* mandatory field).

Create your user account

* Name 50 characters (for example, Doe)

* First name 50 characters (for example, John)

* Title

* Date of birth

UNIVERSITY AFFILIATION

* University affiliation Search ...

If no university affiliation, specify 100 characters

* PHONE NUMBER [Add a phone number](#)

ADDRESS [Add an address](#)

* User account (e-mail address) 70 characters

* Password 10 characters
(case-sensitive, from 6 to 10 alphanumeric characters, including at least one number)

* Password confirmation 10 characters
(case-sensitive, from 6 to 10 alphanumeric characters, including at least one number)

* Security question #1

* Answer to question #1 50 characters

* Security question #2

* Answer to question #2 50 characters

Note: To update your *University affiliation*, enter the five first characters of the establishment and the system will suggest a list of choices based on the characters you entered. **If you are unable to find your establishment, type the word “*aucun*”** and select “**No university affiliation**”. Then write the name of your establishment in the following section.

UNIVERSITY AFFILIATION

* Date of birth

* University affiliation aucun

If no university affiliation, specify No university affiliation (CAN/QC) characters

* PHONE NUMBER

ADDRESS

* User account (e-mail address)

* University affiliation **Aucun**

* If no university affiliation, specify Enter the name here 100 characters



5. When all mandatory fields are completed, click on the *Add* button at the bottom of the page. All your information will be saved, your account will be created, and a confirmation email will be sent to the email address you provided in the account section. You can immediately use your account.

Enter your email address in the user account field, your password in the password field, and click on “*Open the session*”.



Authentication

User account (e-mail address or PIN)

Password

[Create an account](#)

[Forgotten password?](#)

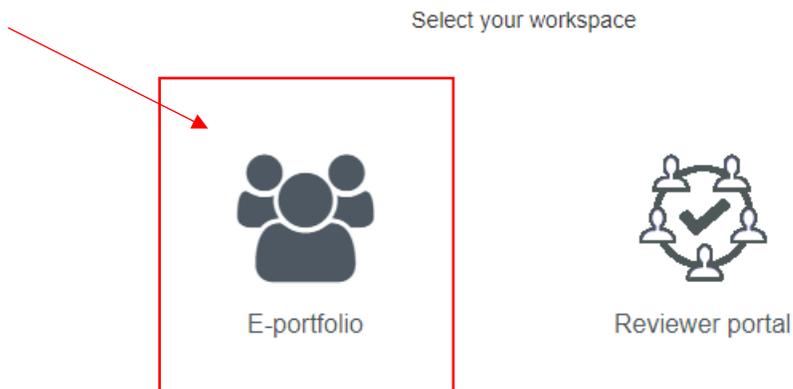
List of suggested browsers

- Google Chrome
- Firefox Mozilla
- Safari



How to find the LOI application form (step by step)

1. To access to FRQnet login page, follow this link :
<https://frqnet.frq.gouv.qc.ca/portfolio/>
2. Once on the login page, enter your email address in the user account field, your password in the password field, and click on “Open the session”.
3. On the *Select your workspace* page, click on “E-portfolio”.

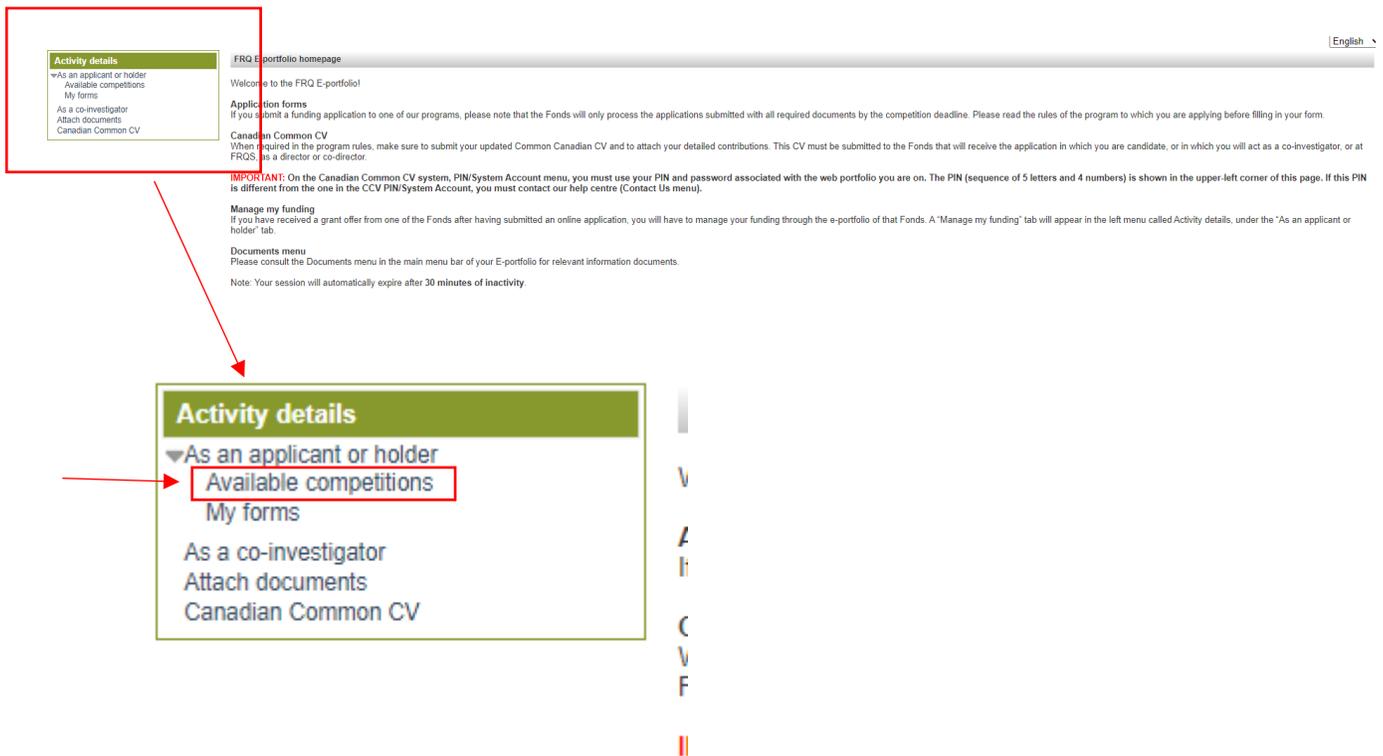


4. And then on “Nature et technologies”.





- You will be redirected to the **FRQ E-portfolio homepage**. Please, take some time to read the information on the page.



FRQ E-portfolio homepage English ▾

Welcome to the FRQ E-portfolio!

Application forms
If you submit a funding application to one of our programs, please note that the Fonds will only process the applications submitted with all required documents by the competition deadline. Please read the rules of the program to which you are applying before filling in your form.

Canadian Common CV
When required in the program rules, make sure to submit your updated Common Canadian CV and to attach your detailed contributions. This CV must be submitted to the Fonds that will receive the application in which you are candidate, or in which you will act as a co-investigator, or at FRQS, as a director or co-director.

IMPORTANT: On the Canadian Common CV system, PIN System Account menu, you must use your PIN and password associated with the web portfolio you are on. The PIN (sequence of 5 letters and 4 numbers) is shown in the upper-left corner of this page. If this PIN is different from the one in the CCV PIN System Account, you must contact our help centre (Contact Us menu).

Manage my funding
If you have received a grant offer from one of the Fonds after having submitted an online application, you will have to manage your funding through the e-portfolio of that Fonds. A "Manage my funding" tab will appear in the left menu called Activity details, under the "As an applicant or holder" tab.

Documents menu
Please consult the Documents menu in the main menu bar of your E-portfolio for relevant information documents.

Note: Your session will automatically expire after 30 minutes of inactivity.

Activity details

- ▼ As an applicant or holder
 - Available competitions
 - My forms
- As a co-investigator
- Attach documents
- Canadian Common CV

- In the **Activity details** board at left of the page, click on “Available competitions”.
- You will be redirected to the **Program** section. Click on “Research grants”. The system will suggest a list of choices.



Program English ▾

- ▶ Training and internship awards
- ▶ Prizes, ad-hoc support and others
- ▶ Infrastructure grants
- ▶ Research grants

	Notice/Letter of intent		Funding application	
	Access date	Deadline for submission	Access date	Deadline for submission
Projets de recherche orientée en partenariat / Développement durable du secteur minier - II - Recherche sur les minéraux critiques et stratégiques - OMC - 2021-2022	09/03/2021 01:00 PM	12/05/2021 04:00 PM	09/29/2021 12:00 AM	29/09/2021 04:00 PM
Projets de recherche orientée en partenariat / Contribution du secteur forestier à l'atténuation des effets des changements climatiques - OFC - 2021-2022	12/01/2021 01:00 PM	17/03/2021 04:00 PM	05/12/2021 02:00 PM	23/06/2021 04:00 PM
Projets de recherche orientée en partenariat / Production et transformation de l'aluminium - II - OLM - 2021-2022	28/10/2020 08:30 AM	21/01/2021 04:00 PM	03/30/2021 01:00 PM	03/06/2021 04:00 PM



How to find the Full Proposal form (step by step)

1. Full Proposal forms will only be available to those Research Teams who have received an invitation.
2. Follow steps 1 to 7 from the previous section (How to find the LOI application form).
3. Please, search **Appel à projets sur la recherche arctique Royaume Uni - Canada - ARC : 2021-2022**. Click on "Access date" listed in column **Funding application (Full Proposal)**.

	Notice/Letter of intent		Funding application	
	Access date	Deadline for submission	Access date	Deadline for submission
	Projets de recherche orientée en partenariat / Développement durable du secteur minier - II - Recherche sur les minéraux critiques et stratégiques - OMC - 2021-2022	09/03/2021 01:00 PM	12/05/2021 04:00 PM	09/29/2021 12:00 AM

4. Follow steps 9 and 10 from the previous section.

Reminder: To create a **Funding application form**, you need to have an admissible LOI application form (on invitation only).