



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

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

| Fonds de recherche<br>du Québec                                                                      |                                                   |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------|
|                                                                                                      | Home   Contact Us   Help   Documents<br>English v |
| Authentification                                                                                     |                                                   |
| User account (e-mail address or PIN) Password Open the session Create an account Forgotten.password? |                                                   |
| List of suggested browsers<br>Google Chrome<br>Firefox Mozilla<br>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: <u>centre.assistance@frq.gouv.qc.ca</u>





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.

| RQnet : TERMS OF USE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| he 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<br>sers. The platform is shared by the three Fonds de recherche du Québec (Fonds de recherche du Québec – Nature et technologies, Fonds de recherche du Québe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | application review or funding management processes. The IT platform provides secure restricted access to authorized<br>– Santé, Fonds de recherche du Québec – Société et culture, hereinafter the 'FRQ').                                                                                                                                                                                                                                                                            |
| )nly authorized users may access the system, which shall be used for the following purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| explications may submit funding applications to the FRO electronically<br>individuals authorized by the FRO may revolve an application (releviors, expendions),<br>individuals authorized by the FRO may revolve an application (releviors, expent), FRO employees and pathres).<br>Managing institutions day authorized by the FRO may revolve an application (releviors, expendions),<br>individuals authorized by the FRO may revolve an application (releviors, expendions),<br>individuals authorized by the FRO may revolve an application (releviors, expendions),<br>individuals authorized by the FRO may revolve an application (releviors, expendions),<br>individuals authorized by the FRO may revolve and applications in stitutionation as institutionation and the<br>individuals authorized by the FRO may revolve and authorized individuals) may access that data operante statistics and inventories,<br>The FRO employees and consultants (including scientific advisors and duly authorized individuals) may access the data operante statistics and inventories,<br>information (CRI R eA 21),<br>information (CRI R eA 21)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | e application process and manage (administer, account for and follow up) the funding for which they are responsible.<br>6 funding and manage the funding (administer, very compliant use, account for, review funded projects and support<br>assess the impacts of funded projects, evaluate the programs and provide general accounts of the activities related to the<br>provisions of the Act respecting Access to Documents 'Action 2 Point: Boase and the Protection of Personal |
| he FRQnet system shall not be used for any other purpose without express written permission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| n 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 sy-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | stem.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| o 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 FF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Q funding holder(if applicable).                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| r interrupt the FROnet services in whole or in part without notice. The FRO shall not be held responsible for any inconveniences or damage resulting from a modification or inter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ruption of the FROnet system, irrespective of the cause.                                                                                                                                                                                                                                                                                                                                                                                                                              |
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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 |                                                                                         |
| * DUONE NUMPER                       | 100 characters                                                                          |
|                                      | 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                                                                           |
|                                      | Add                                                                                     |
|                                      |                                                                                         |
|                                      |                                                                                         |

<u>Note</u>: To update your *University affiliation*, enter <u>the five first characters</u> 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.

| * Date of birth                          |                                      |
|------------------------------------------|--------------------------------------|
| UNIVERSITY AFFILIATION                   |                                      |
| * University affiliation 1 aucun         |                                      |
| No university affiliation                |                                      |
| If no university affiliation, specify    | characters                           |
| * PHONE NUMBER                           |                                      |
| ADDRESS                                  |                                      |
|                                          |                                      |
| * User account (e-mail address)          | characters                           |
|                                          |                                      |
|                                          |                                      |
|                                          |                                      |
|                                          |                                      |
|                                          |                                      |
| <b>*</b>                                 |                                      |
| University affiliation 🔍                 |                                      |
|                                          |                                      |
|                                          |                                      |
|                                          | Enter the name here                  |
| * If no university affiliation, energing | Enter the name here                  |
| * If no university affiliation, specify  | Enter the name here y 100 characters |
| * 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. <u>You can immediately use your account</u>.

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







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

- 1. To access to FRQnet login page, follow this link : <u>https://frqnet.frq.gouv.qc.ca/portfolio/</u>
- 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".







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

|                                                                          | (E                                                                                                                                                                                                                                                                                                                                                                   | nglish 🕚 |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Activity details                                                         | FRQ EportBilo homepage                                                                                                                                                                                                                                                                                                                                               |          |
| <ul> <li>As an applicant or holder<br/>Available competitions</li> </ul> | Welcone to the FRQ E-portfolio!                                                                                                                                                                                                                                                                                                                                      |          |
| My torms<br>As a co-investigator<br>Attach documents                     | Applic tion forms<br>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                                                       | Canada in Common CV<br>When Anguited in the program tables, 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<br>FROS to a director or co-director.                  | ; or at  |
| \                                                                        | IMPORIANT: On the Canadian Common CV system, PINSystem 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 different from the one in the CCV PINSystem Account, you must contact our help centre (Contact Us menu). | nis PIN  |
|                                                                          | Manage my funding<br>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<br>holder" tab.                                   | t or     |
| $\langle \rangle$                                                        | Documents menu<br>Please consult the Documents menu in the main menu bar of your E-portfolio for relevant information documents.                                                                                                                                                                                                                                     |          |
| $\backslash$                                                             | Note: Your session will automatically expire after 30 minutes of inactivity.                                                                                                                                                                                                                                                                                         |          |
| \                                                                        |                                                                                                                                                                                                                                                                                                                                                                      |          |
|                                                                          |                                                                                                                                                                                                                                                                                                                                                                      |          |
|                                                                          |                                                                                                                                                                                                                                                                                                                                                                      |          |
| Act                                                                      | tivity details                                                                                                                                                                                                                                                                                                                                                       |          |
| -As                                                                      | an applicant or holder                                                                                                                                                                                                                                                                                                                                               |          |
|                                                                          | Available competitions                                                                                                                                                                                                                                                                                                                                               |          |
| N                                                                        | Ay forms                                                                                                                                                                                                                                                                                                                                                             |          |
| As                                                                       | a co-investigator                                                                                                                                                                                                                                                                                                                                                    |          |
| Att:                                                                     | a ch daoimeants                                                                                                                                                                                                                                                                                                                                                      |          |
| Ca.                                                                      | adia Gommon CV                                                                                                                                                                                                                                                                                                                                                       |          |
| Ca                                                                       | (                                                                                                                                                                                                                                                                                                                                                                    |          |
|                                                                          | V                                                                                                                                                                                                                                                                                                                                                                    |          |
|                                                                          | F                                                                                                                                                                                                                                                                                                                                                                    |          |
|                                                                          | •                                                                                                                                                                                                                                                                                                                                                                    |          |
|                                                                          |                                                                                                                                                                                                                                                                                                                                                                      |          |
|                                                                          | •                                                                                                                                                                                                                                                                                                                                                                    |          |

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

|                                                     |                                                                                                                                                                         |                        |                         |                        | English                 |  |  |  |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|------------------------|-------------------------|--|--|--|
| Activity details                                    | Program                                                                                                                                                                 |                        |                         |                        |                         |  |  |  |
| As an applicant or holder<br>Available competitions | Training and internship awards                                                                                                                                          |                        |                         |                        |                         |  |  |  |
| My forms<br>As a co-investigator                    | <ul> <li>Prizes, ad-hoc support and others</li> </ul>                                                                                                                   |                        |                         |                        |                         |  |  |  |
| Attach documents<br>Canadian Common CV              | a Infrastructura granta                                                                                                                                                 |                        |                         |                        |                         |  |  |  |
|                                                     | ▼ Research grants                                                                                                                                                       |                        |                         |                        |                         |  |  |  |
|                                                     |                                                                                                                                                                         |                        |                         |                        |                         |  |  |  |
|                                                     |                                                                                                                                                                         | Notice/Le              | tter 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<br>stratégiques - 0MC - 2021-2022 | 09/03/2021<br>01:00 PM | 12/05/2021<br>04:00 PM  | 09/29/2021<br>12:00 AM | 29/09/2021<br>04:00 PM  |  |  |  |
|                                                     | Projets de recherche orientée en partenariat / Contribution du secteur forestier à l'atténuation des effets des changements climatiques -<br>0FC : 2021-2022            | 12/01/2021<br>01:00 PM | 17/03/2021<br>04:00 PM  | 05/12/2021<br>02:00 PM | 23/06/2021<br>04:00 PM  |  |  |  |
|                                                     | Projets de recherche orientée en partenariat / Production et transformation de l'aluminium - II - 0LM - 2021-2022                                                       | 28/10/2020<br>08:30 AM | 21/01/2021<br>04:00 PM  | 03/30/2021<br>01:00 PM | 03/06/2021<br>04:00 PM  |  |  |  |





8. Please, search Appel à projets sur la recherche arctique Royaume Uni - Canada
 - ARC : 2021-2022. Click on "Access date" listed in column Notice/Letter of intent.

|                                                                                  | / | Notice/Letter of intent |         | Funding                 | application            |                         |
|----------------------------------------------------------------------------------|---|-------------------------|---------|-------------------------|------------------------|-------------------------|
|                                                                                  |   | Acces                   | is date | Deadline for submission | Access date            | Deadline for submission |
| Appel à projets sur la recherche arctique Royaume Uni - Canada - ARC : 2021-2022 |   | 31/05/2021<br>12:00 AM  |         | 30/06/2021<br>04:00 PM  | 05/11/2021<br>09:37 AM | 31/07/2021<br>04:00 PM  |
|                                                                                  |   | 11                      |         |                         |                        | 1                       |

<u>Note</u>: The dates shown in the screenshot above are for information only. Refer to the program rules to know the exact deadlines. In this section, the name of the program will be appear only in French but if your E-portfolio is setting in English, all the form will be in English.

9. You will be redirected to the **Registration** application page, carefully read all the information and click on "Create an application". Congratulation! Your LOI application form is now create. <u>You can immediately work on your application</u>.

## OR

10. To consult or modify later your LOI application form, return to the **Activity details** board on **FRQ E-portfolio homepage** and click on "My form".







## 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).
- 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).

| <ul> <li>✓ Research grants</li> </ul>                                                                                                                                   |                         |                         |                        |                                   |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|------------------------|-----------------------------------|---|
|                                                                                                                                                                         | Notice/Letter of intent |                         | Funding application    |                                   |   |
|                                                                                                                                                                         | Access date             | Deadline for submission | Ac                     | cess date Deadline for submission | n |
| Projets de recherche orientée en partenariat / Développement durable du secteur minier - II - Recherche sur les minéraux critiques et<br>stratégiques - OMC - 2021-2022 | 09/03/2021<br>01:00 PM  | 12/05/2021<br>04:00 PM  | 09/29/2021<br>12:00 AM | 29/09/2021<br>04:00 PM            |   |

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

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