

Registration

You must make sure to use the form corresponding to the chosen program. In the event of an error, you will have to abandon the request and start a new one.

The pre-proposal is mandatory to submit an application for funding to FRQS for this program.

IMPORTANT

You must submit this form **before the deadline set by the institution** that will approve your application. Following the approval given by the institution, your application form will be automatically submitted to the FRQS if the deadlines are respected.

To find out your institution's deadline, you must first indicate the institution and save it at the section "Managing institution" in your application form. The institution's deadline will be displayed under the "**Your institution's deadline**" column on the "My forms" page. In addition, the value under the "**Form status**" column allows you to track the approval and submission process of your application form.

Eligibility criteria can be found at [the program guide](#). We invite you to read the program guide to complete your letter of intent adequately.

It is important to carefully read the common general rules ([RGC](#)) as well as all relevant documentation before starting to fill out this form, in particular the eligibility requirements.

Consult the [Presentation standards for files \(PDF\) attached to FRQnet form](#), available in the **Documents** section of the FRQnet electronic portfolio to read all the presentation instructions.

In all sections of the form where a "Save" button is present, it is important to save the information of the page before clicking on the "Validate the page" button.

POUR
INFORMATION
SEULEMENT

Name:

File number: 310473

Principal investigator

The principal investigator is responsible for the scientific direction and execution of the research project, program or infrastructure, as well as the administrative and financial aspects of the grant, including corresponding with the Fonds.

Refer to the program rules for eligible research statuses. For status definitions, see the Status and Roles section of the [FRQ Common General Rules](#).

Salutation :

Nip :

Name :

First Name :

***Research Status**

CONTACT INFORMATION

The information is displayed for consultation purposes only and comes from the **My profile** page of the Electronic Portfolio. If the information is missing or incorrect, please edit it on the My Profile page (for the Address Type field, you must select **Primary Affiliation Address**).

POUR
INFORMATION
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Address:

E-mail:

Name:

File number: 310473

Managing institution

The managing institution is the employing institution of the principal investigator, unless otherwise indicated in the program rules. Note that the *Employing and managing institution* drop-down menu contains only [Institutions recognized to manage funding](#).

Once the information has been saved, the managing institution will be able to see this form in the Institutions portal.

Managing institutions may set an internal deadline for the approval of applications that is earlier than the competition deadline. This date will be posted on the “My forms” page under « Institutional deadline ».

It is essential that this form be submitted **before the institutional deadline**. The institution must then approve it **before the competition deadline**.

For applicants employed by a college centre for technology transfer (CCTT), the associated college must be identified as the employing and managing institution.

Employing and managing institution

Principal university affiliation

**Department / Administrative Unit / School /
Campus / CCTT**

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INFORMATION
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Co-Investigators

Co-applicants list

A **co-investigator** is a person who make a significant contribution or provide specific expertise to the project or research program for which funding is requested.

Add co-investigators whose research status qualifies under program rules. The description of status is presented in the [FRO common general rules](#). These are the individuals whose CVs are considered at the time of application evaluation. Individuals added to this form as co-applicants will receive an email detailing the procedure for confirming their participation in the application and submitting their CV.

The employing institution listed must be the one that pays the co-applicant. See the tooltip for special cases.

For individuals employed by a college technology transfer center (CTTC), the college of affiliation must be identified as the employing institution.

CO-INVESTIGATORS - Statutes 1, 2, and 3 (Common General Rules)

It is the responsibility of the Principal Investigator to ensure that all Status 1, 2, and 3 Co-Investigators have 1) confirmed their participation via their FRQnet portfolio, section *As a co-investigator*, 2) forwarded their updated Canadian Common CV to the Fonds, and 3) attached the updated Detailed Contributions file to their FRQnet portfolio, section *Canadian Common CV*. This must be done prior to the institution's deadline to allow the form to be submitted. Consult the "My Forms" page and click on the link in the "Other Status" column to verify the .

(The list is empty)

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INFORMATION
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Title and research fields

Title

Indicate the title of your funding application.

***Title**

Must be in French

Title in English

Classification

A complete list of permitted values for the different drop-down lists used in the Fonds research classification system is available in the [Documents](#) section.

List, in order of priority, the research sector(s) to which your research activities belong.

***Sector 1.**

2.

3.

4.

Indicate the research discipline(s) that best describe the research.

***Discipline 1.**

Discipline 2.

Indicate the main field of research to which your application belongs.

***Field of research**

Indicate the research topics that apply to your application.

***Research topic 1.**

Research topic 2.

Indicate the field and sub-field of application in which your research activities take place.

Field of application

Sub-field of application

Indicate six keywords, from the most general to the most specific, that best describe your research project or program.

***Keywords**

Name:

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International Principal Investigator

The **International Principal Investigator (promoter)** and the Quebec Principal Investigator have both assume the demande management and the internal project management responsibilities, depending on the conditions / administrative requirements of the funding agencies to which they report. Please refer to the program rules for the requirements to act as an international principal investigator.

The International Principal Investigator must already have an FRQ account to be registered in this form. Please enter this FRQ user account (email) of the International Principal Investigator and save to validate the account.

Please ensure that the International Principal Investigator has given the consent to allow you to submit the file. You can follow up at any time on the "My Forms" page, by clicking on the link in the "Other Statuses" column for your file.

Enter a valid PIN or user account

Title

PIN

Last name

First name

Initials

Établissement

Principal university affiliation

Département / Unité administrative

POUR
INFORMATION
SEULEMENT

Name:

File number: 310473

International co-investigators

An international co-investigator (co-promoter) is a person who is actively involved in the running of a research Project. Please refer to the program rules for requirements to act as co-promoter.

International co-investigators list

(The list is empty)

POUR
INFORMATION
SEULEMENT

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Collaborators

List the most significant collaborators.

A collaborator is a person invited by the principal investigator to provide a specific expertise to the project or research program for which funding is requested. Collaborators do not provide their CV and may not be delegated to manage part of the funds.

For eligible research statuses, check the program rules. For the definitions of statuses, refer to the FRQ Common General Rules in the "Status and roles" section.

If the institution is not listed, see the tooltip to request an addition. If the employee is not attached to any institution, select "No university affiliation".

The maximum number of collaborators for the program is 8 : maximum of 4 for the Quebec team and 4 for the Wallonia-Brussels Federation team.

Collaborators list

(The list is empty)

POUR
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SEULEMENT

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Scientific summary

Describe your project using the following organization:

1. Research question – state of knowledge
2. Research objectives and hypotheses
3. Research plan and methodology
4. Expected results and outcomes

Please refer to the program rules for objectives and priority themes, if applicable.

A maximum of one (1) page is allowed.

File name	Type of document	Date	Taille (Ko)
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Description of projet

Describe your research project using, to the extent possible, the following organization:

1. Research question – state of knowledge
2. Research objectives and hypotheses
3. Research plan and methodology
4. Expected results and outcomes

Please refer to the program rules for objectives and priority themes, if applicable.

A maximum of three (3) pages are allowed, including tables and figures but excluding bibliographic references.

File name	Type of document	Date	Taille (Ko)
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Bibliography

Clearly indicate, avoiding abbreviations, the most relevant references pertaining to the research project.

A maximum of three (3) pages are allowed.

Suggested format:

Article: Author List (Year). Article Title. *Journal name*, Volume (issue), pp. start page - end page. [Url](#).

Book: List of authors (Year). *Book title*. Place of publication: Publishing house. [Url](#).

Book chapter : Author List (Year). Chapter Title. In A. Publisher1, B. Publisher2, & C. Publisher3 (Eds), *Book title* (pp. beginning page - end page of chapter).

Place of publication: Publishing house. [Url](#).

Precision for list of authors: last name, first name initial(s); if more than 6 authors, add "et al."

Precision for Name of journal: full wording if possible or common abbreviation, italicized.

Precision for Url: optional, e-mail address of publication, if applicable.

File name	Type of document	Date	Taille (Ko)
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POUR
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SEULEMENT

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File number: 310473

Relevance

Describe relevance to the program objectives and priority topics if applicable. Refer to the program guide for more details. (500 words maximum)

Relevance

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INFORMATION
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File number: 310473

Networking

Describe how the composition of your team will allow for the integration of intersectoral collaborations to jointly develop new research and partnerships development perspectives.

A maximum of two (2) pages are allowed.

File name	Type of document	Date	Taille (Ko)
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SEULEMENT

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File number: 310473

Roles of the team members

Describe the expertise and specific contribution of each team member. Demonstrate their complementarity and synergy in an intersectoral context. Refer to the program rules for more details.

A maximum of two (2) pages are allowed.

File name	Type of document	Date	Taille (Ko)
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Budget estimate

Establish a forecast for the requested supplement.

	Année 1	Année 2	Année 3	Total
Montant demandé (\$)				0

Justify the budget for the Quebec portion (1 page maximum) and the portion of the Wallonia-Brussels Federation (1 page maximum).

Indicate other sources of funding, if applicable.

File name	Type of document	Date	Taille (Ko)

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INFORMATION
SEULEMENT

Name:

File number: 310473

Other documents

Attach the supporting documents to your funding request. They will be added at the end of the form. **Only one file per type of document is allowed.** Make sure to use all the possible options to optimize the size of your documents (black / white, image size, Acrobat optimization options, etc.) furthermore, ensure that PDF documents are not protected and that they do not contain bookmarks..

Consult the [Presentation standards for files \(PDF\) attached to FRQnet forms](#) available in the **Documents** section of the FRQnet electronic portfolio to read all presentation instructions..

Consult the program rules to find out which documents are required according to your situation and what specific information to provide in each document. Any document not required will be withdrawn from the funding request for its evaluation by the scientific committee.

File name	Type of document	Date	Taille (Ko)
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Suggestions of experts

Suggest 5 experts from outside Québec with recognized expertise in the research area of the application. **The experts must have no current or recent (five years or less) collaborative relationship with the principal investigator or co-investigators.** Please refer to the [General Common Rules](#) - Conflict of Interest Management.

The experts must have **sufficient knowledge of the language in which the application is written.**

The Fonds will decide whether or not to contact the suggested expert(s). They will not be notified of your suggestions.

List of experts

(The list is empty)

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INFORMATION
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File number: 310473

Pre-eligibility

I certify that, as a Quebec Principal investigator, I am eligible for status 1 or 2 as described in the FRQ Common General Rules and program rules.

I understand that all researchers of status 1, 2 and 3 on the team must submit a Canadian Common CV in the Fund manager version of the targeted call for proposals of this funding request, and a detailed Contributions file according to the format of one of the Fonds, to their FRQnet portfolio, Canadian Common CV section.

I understand that all promoters and co-promoters must submit to me a 5-page scientific CV - in PDF format, and that I will have to submit these last in one document in the Other documents section of this form.

I certify that the team presenting this project is made up of at least 3 people, including 1 principal investigator from Quebec, 1 co-investigator from Quebec (status 1 or 2) and 1 main Promoter from the Wallonia-Brussels Federation.

I certify that the intersectorality of the project comes from the Quebec team.

I understand that this form is completed by the principal investigator from Quebec, and that, at the same time, the promoter will have to complete an administrative request on the [e-space plateforme](#).

POUR
INFORMATION
SEULEMENT

Name:

File number: 310473

Signature and submission

COMMITMENTS OF THE APPLICANT

I declare and warrant the following.

1. All the **information** contained in the application and all the information I shall subsequently provide related to this form or eventual funding (documents or further details required by the Fonds, reports, etc.) is and shall be **accurate and complete**. I shall notify without delay the FRQ of any changes to the information I entered.
2. The co-investigators who will contribute to the research project and the other project collaborators listed in my application, if applicable, have confirmed their commitment to the research project and **authorized me to provide their personal and confidential information**.
3. I have read and agree to comply with the obligations set out in the **Common General Rules** of the 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”) and the **FRQ’s open access policy for the dissemination of research** (see the DOCUMENTS tab), as they are updated periodically, and meet the terms set out in the **rules of the funding Program** to which I am applying, as well as all other terms set out in the award or grant letter and at the time the payments are made.
4. I have read and shall comply with the standards of ethics and integrity of the FRQ, including those set out in the set out in **Standards sur l’éthique de la recherche en santé humaine et l’intégrité scientifique** (see the DOCUMENTS tab), as it is periodically updated, and the ensuing obligations and subscribe to the best practices in my area of research.
5. I have read and shall comply with the provisions of the **Policy for the Responsible Conduct of Research** of the FRQ (see the DOCUMENTS tab), as it is periodically updated, as well as those set out in institutional policies with regard to the responsible conduct of research, as they apply to my research activities. In the event of a substantiated case of breach of responsible conduct of research in connection with my research activities, I agree that the final report following the complaint’s review, including my personal information, shall be transmitted to the FRQ so that the agencies may take appropriate measures. These measures may include sanctions related to the FRQ funding, as well as sanctions pertaining to my eligibility to receive FRQ funding. Should urgent intervention be required to prevent or red damages, the institution may communicate relevant information to the FRQ without awaiting the outcome of the consideration of the complaint.
6. I am not currently ineligible to receive funding from a Canadian or international research funding agency as the result of a **substantiated case of breach**.
7. I shall advise the Fonds to which I am submitting the application should I become ineligible to apply for funding or receive funding from a Canadian or international research funding agency as the result of a **substantiated case of breach**. The continuation of any FRO funding may then be considered by the FRQ Responsible Conduct of Research Committee.
8. I understand that **failure to comply with any of these commitments** may lead to the withdrawal of my application from the review process, or to the suspension, withdrawal, termination or even reimbursement of funding, or any other type of **administrative penalty** related to the privileges granted by the FRQ.

AUTHORIZATION REGARDING PERSONAL AND CONFIDENTIAL INFORMATION SUBMITTED AS PART OF THE APPLICATION PROCESS

The information entered on the funding application forms and all other forms relating to the management of eventual funding shall be treated confidentially and in accordance with the **Act respecting Access to Documents Held by Public Bodies and Protection of Personal Information** (CQLR c A-2.1, hereinafter *the Act*), as well as with the **Privacy Statement for Applicants and Funding Holders**, hereinafter the *Statement* (see the DOCUMENTS tab).

- I have read the **Statement** and authorize the Fonds to keep, use and release all the personal and scientific information contained in my personal file, in accordance with the terms set out in the **Statement** and the **Act**, and on the condition that the individuals authorized to access my personal information undertake to treat it confidentially.

Name:

File number: 310473

Identification

I accept: Yes
 No

Instructions

Step 1: Please validate the submission of your electronic form to make sure all sections needed are filled.

Step 2: Submit your electronic form **before the institution's deadline**. Following institutional approval, your form will automatically be transmitted to FRQS.

IMPORTANT NOTICE: **This is a final submission. No modification can be made after the submission.**