

FONDS DE RECHERCHE  
DU QUÉBEC – SANTÉ

# **Award Holder's Guide**

## **Accepting and managing your training award**

August 19, 2021



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## FOREWORD

In your FRQnet Portfolio (E-Portfolio), use the *Manage my funding* form to:

- a) accept or refuse the training award;
- b) update your file with changes pertaining to your award or study program.

Aimed at FRQS training award holders, this guide was created to help you manage your funding and ensure proper follow-ups on the status of your award, regardless of the year in which the funding was obtained. When applicable, specific information related to the year of the award or training program is detailed.

IMPORTANT NOTE: This guide is a companion to the [master's, doctoral and post-doctoral training award programs](#) of the FRQS and the [Common General Rules](#) (CGR) of the Fonds de recherche du Québec. We strongly recommend you consult the documents to adequately manage your funding.

The Fonds reserve the right to update the documents without notice.

## INFORMATION ON YOUR TRAINING AWARD

### 1. Your responsibilities

#### Compliance with rules

You are responsible for reading and fully complying with the rules of your training award program, the CGR and the principles of ethics and integrity in research set out in the [Policy for the Responsible Conduct of Research](#).

#### Updating your informations in the E-Portfolio

You are responsible for updating your award holder's file, including your personal information and any other details that may impact the management of your award. All changes and updates must be made through the E-Portfolio. Your personal information must be updated in the "My profile" section, located in the top right section of your E-Portfolio (blue banner). The section of this Guide entitled [Award follow-up: changes to your status and other events](#) explains where any other modifications must be reported in your E-Portfolio. It also indicates how often these changes must be made, as well as the supporting documents you must submit.

## 2. Reminder: basic requirements

To retain the training award, you must comply with the following basic requirements for the entire award period in order.

Condition	Section of program rules
Comply with requirements pertaining to <b>citizenship and residence</b>	Eligibility
Be enrolled in a study program <b>on a full-time basis</b> (excluding exceptional situations for informal caregivers and persons with a disability)	Eligibility and Required documents (from the start of the award period)
Comply with the rules on <b>concurrent awards</b>	Other funding
Comply with the rules on <b>paid work</b> and <b>research internships</b>	Other funding
Provide <b>required documents</b> by set deadlines (licence to practice, ethical certification, confirmation from the director, etc.)	Required documents (from the start of the award period)

You must advise the Fonds when you no longer meet any of these conditions. Award holders who fail to comply with these conditions may be asked to reimburse the amounts received in full.

## Navigating the *Manage my funding* section

### 3. Accept / decline your award

Congratulations! The FRQS recognized the excellence of your application and offered you a training award. Now, it is up to you to let us know if you want to accept or decline it. This **step is essential** to create your file in our system. You have 30 calendar days from the day you receive your award letter to accept or decline in your E-Portfolio.

If you accept the training award, you must fill out certain pages of the **Manage my funding** form in your E-Portfolio. The following sections explain how to fill out each page of the form to initialize your file.

1. Go to your [E-Portfolio](#).

You are probably familiar with your E-Portfolio since you filled out the award application form. When your application was approved, a new section appeared: **Manage my funding**. Use this interface to access your file and the information it contains on all your past and current awards. It is also the place where you must share the information required to manage your award. You must inform the FRQ of any changes to your situation and often include supporting documents, which you can also submit through the E-Portfolio.

2. Click **Manage my funding** in the **Detailed activities** menu on the left.



3. Click the **file number** at the bottom of the page.

Program	Year	File	Your decision	List of decisions	Status	Print/Preview	Documents attachés par l'organisme
Programme modèle - template Santé Bourses	2021	# 297467	Yes	<a href="#">View</a>	Submitted		

4. **File details – Decision** (required to send the decision)

- In your file, go to **File details – Decision**.
- Ensure the information is accurate and up to date. Then, read the conditions to receive the first payment and amounts to which you are entitled.
- Confirm or add your social insurance number (SIN). If you are from abroad and have not yet received your SIN, enter 000000000. You can enter your SIN when you receive it.
- At the bottom of the page, check to accept or decline the grant.
- Save and validate the page.

Are you accepting the funding offered for this application?  Yes, I do accept the conditions for this funding.  No, I refuse this funding.

**NOTE:** If you received an award from another agency, you must make a statement about this in the **Statements - incomes and academic status** section.

After accepting the funding and saving this page, this form shows new sections. You must use them to submit to the Fonds any relevant information regarding the funding.

5. **Commitment to ethics** (required to send the decision)

On this page, indicate whether your research project requires approval from the human research ethics committee. If it does, check Yes. That indicates to us that you will have to follow mandatory research ethics training to receive your second year of funding. Save and validate the page.

**Éthics certificate**  
\* Indicate whether approval from an ethics committee for research involving humans is required before carrying out your research project.

Oui  Non

**If you answered Yes to the previous question:**

You must complete the training - levels 1 and 3 by clicking on the link "[Tutorial in research ethics](#)" offered by the Ministry of Health and Social Services.  
Please attach the certificate attesting to your completion of levels 1 and 3 to your portfolio, in the section **Statements - situations and required documents**. This certificate is necessary to obtain the payment during the 2nd year of your funding.

6. **Statements – income and academic status** (NOT required to send the decision)

**ONLY FILL OUT THIS PAGE IF YOU WANT TO RECEIVE YOUR NEXT PAYMENT AND ARE WITHIN THE DESIGNATED PERIOD FOR THIS PAYMENT.**

Refer to section [4. Request a payment](#) for detailed instructions.

7. **Statements – situations and required documents** (NOT required to send the decision)

In this section, report any event that impacts the management of your file. For example, when you accept the award, you may request to change the start date of your training program.

- a. Select the type of event in the dropdown menu (see tables in [section 5](#)).

Type of event	Description and justification of the change
	Additional payment request (grant FRQNT) – COVID
	Additional payment request (training awards) – COVID
	Annual update (grant)
	<b>Change in program's first registration date or in internship/fellowship start date</b>
	Change of director/supervisor
	Change of director/supervisor and project
	Change of principal investigator (grant)
	Change of program or level of studies (master's and Ph.D. training awards)
	Leave for health reasons or family obligations
	Maternity or parental leave
	Other event
	Postponement of payment request (training awards) – COVID
	Project change
	Relevant work experience, internship (master's and Ph.D. training awards)
	Revision of funding duration
	Sabbatical or unpaid leave (grant)

- b. Type a short text detailing the event in the **Description and justification for the change** box and click **Add**.

Type of event Change in program's first registration date or in internship/fellowship start date

\*Description and justification of the change

0 words written.  
500 words maximum, not exceeding 4000 characters.

- c. The change will appear in the table located above dropdown menu. Click **Submit** to transmit the information to the Fonds. Once you have completed this step, the date of transmission will appear in the **Submitted on** column. If the **Submit** button is still accessible, then the information was not transmitted.

Type of event	Description	Creation date	Delete	Submitted on
Change in program's first registration date or in internship/fellowship start date	Contrary to what was indicated in my request, I will start my postdoctoral internship in September 2021	2021-08-18	X	Submit



- d. Validate the page.

8. **Administrative information** (required to send the decision)

- Check the information on the host institution and update it as required.
- Enter your bank details so the payments may be made by direct deposit. Ensure your bank account is in Canadian funds, otherwise the payments cannot be made. Save and validate the page.

NOTE: Foreign students who have not yet arrived in Canada and do not have a bank account in their name can type 0000 and then enter the details at a later date.

9. **Signature and submission** (required to send the decision)

Read the conditions to accept the award and check **Yes**. Click **Validate Submission** and **Submit Decision**, then save and validate the page.

10. In the table on the homepage of the **Manage my funding** section, ensure the status of your file is **Submitted**.

A video on accepting or declining an award is available [here](#) (in French).

## 4. Requesting a payment

To receive a payment, you must fill out the **Statements – incomes and academic status** section and send it to the Fonds during the designated period for your award program.

### Designated periods for master's and doctoral awards

Term	Designated period	Date of payment	Period covered by the payment
Summer	April 1 to May 10*	May 30	May 1 to August 31
Fall	August 1 to September 10	September 30	September 1 to December 31
Winter	December 1 to January 10	January 30	January 1 to April 30

\*For the first payment, you have until May 30 to submit your request.

### Designated periods for postdoctoral awards (3 payments/year)

Payments	Designated period	Date of payment	Period covered by the payment
Payments beginning in <b>May</b>	April 15 to May 10*	May 30	May 1 to August 31
	August 15 to September 10	September 30	September 1 to December 31
	December 15 to January 10	January 30	January 1 to April 30
Payments beginning in <b>June</b>	May 15 to June 10	June 30	June 1 to September 30
	September 15 to October 10	October 30	October 1 to January 31
	January 15 to February 10	February 28	February 1 to May 31
Payments beginning in <b>July</b>	June 15 to July 10	July 30	July 1 to October 31
	October 15 to November 10	November 30	November 1 to February 28
	February 15 to March 10	March 30	March 1 to June 30
Payments beginning in <b>August</b>	July 15 to August 10	August 30	August 1 to November 30
	November 15 to December 10	December 30	December 1 to March 31
	March 15 to April 10	April 30	April 1 to July 31
Payments beginning in <b>September</b>	August 15 to September 10	September 30	September 1 to December 31
	December 15 to January 10	January 30	January 1 to April 30
	April 15 to May 10	May 30	May 1 to August 31
Payments beginning in <b>October</b>	September 15 to October 10	October 30	October 1 to January 31
	January 15 to February 10	February 29	February 1 to May 31
	May 15 to June 10	June 30	June 1 to September 30
Payments beginning in <b>November</b>	October 15 to November 10	November 30	November 1 to February 28
	February 15 to March 10	March 30	March 1 to June 30
	June 15 to July 10	July 30	July 1 to October 31
Payments beginning in <b>December</b>	November 15 to December 10	December 30	December 1 to March 31
	January 15 to February 10	February 28	February 1 to May 31
	July 15 to August 10	August 30	August 1 to November 30

\*For the first payment, you have until May 30 to submit your request.

For each term in which you request a payment, you must state the following:

- Any changes (**or not**) to your academic status (e.g. interruption in your studies, initial thesis submission, etc.)
- Number of hours worked (if applicable, only if you are employed in **position unrelated to your studies**)
- Award(s) from other funding agencies (you must attach the award letter(s), see [section 5](#)).

Failure to provide the declaration may result in the withdrawal of the payments.

If changes occur after you submit your request for payment, you must update the section, even if you have already received the payment.

**IMPORTANT NOTE:** Once your declaration is submitted, you can no longer modify or delete it. Ensure your declaration is complete and submitted in the right period.

**Situation 1. You request a payment, your status has not changed and you are not required to submit any documents.**

Even if your status has not changed, you must still submit a statement to request a payment. You must also go to the **Payment conditions** section of your E-Portfolio to find out whether you are required to provide the FRQ with documents in order to receive the funds. If your status has not changed and you are not required to submit any documents, the Fonds will authorize the payment, since we do not require any documents from you and you are pursuing your studies, did not receive another award and did not work more hours than allowed.

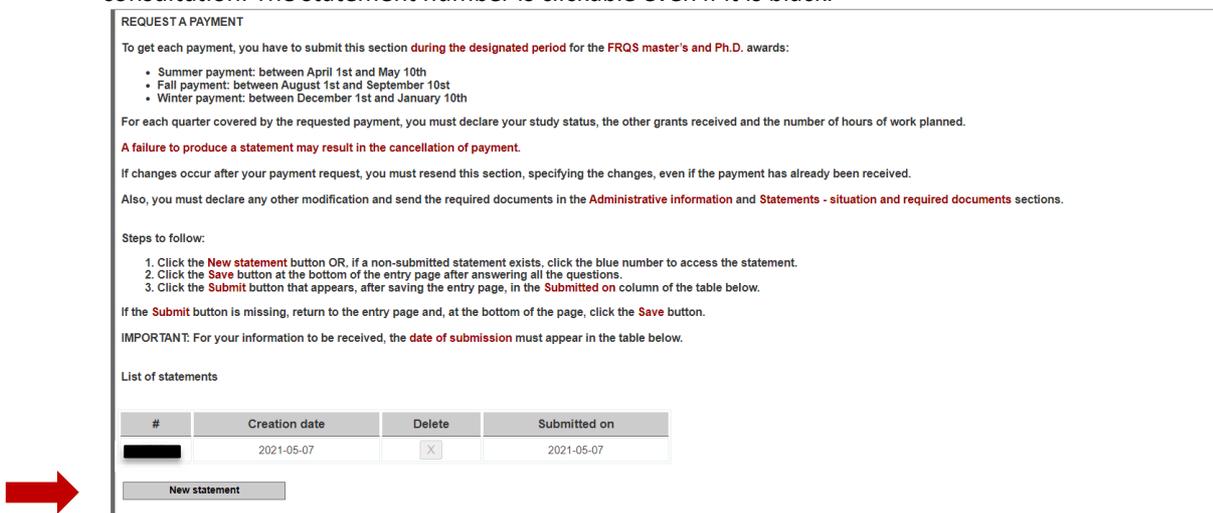
1. Go to the **Payment conditions** section of your E-Portfolio, and then to the **File details - Decision** page to find out whether you are required to submit supporting documents.

**PAYMENT CONDITIONS (AND OTHER CONDITIONS)**

If you have to take some actions or provide documents to be eligible to some payments, these conditions are listed below:

- 1ère année de financement : votre université confirmera votre inscription à chaque session. Aucune action n'est requise de votre part.
- 4e versement : veuillez joindre à votre portfolio, une copie des certificats de la formation en éthique du MSSS (modules 1 et 3), en 1 seul document PDF.
- 4e versement : veuillez joindre le formulaire de confirmation de supervision de votre directeur ou directrice à votre portfolio.
- 2e année de financement : votre université confirmera votre inscription à chaque session. Aucune action n'est requise de votre part.

2. Click **New statement**. If you have already begun to fill out the declaration but did not submit it yet, click the number (blue) to access it. Note: when submitted, the statement is always available for consultation. The statement number is clickable even if it is black.



**REQUEST A PAYMENT**

To get each payment, you have to submit this section **during the designated period** for the **FRQS master's and Ph.D. awards**:

- Summer payment: between April 1st and May 10th
- Fall payment: between August 1st and September 10st
- Winter payment: between December 1st and January 10th

For each quarter covered by the requested payment, you must declare your study status, the other grants received and the number of hours of work planned.

**A failure to produce a statement may result in the cancellation of payment.**

If changes occur after your payment request, you must resend this section, specifying the changes, even if the payment has already been received.

Also, you must declare any other modification and send the required documents in the **Administrative information** and **Statements - situation and required documents** sections.

Steps to follow:

1. Click the **New statement** button OR, if a non-submitted statement exists, click the blue number to access the statement.
2. Click the **Save** button at the bottom of the entry page after answering all the questions.
3. Click the **Submit** button that appears, after saving the entry page, in the **Submitted** on column of the table below.

If the **Submit** button is missing, return to the entry page and, at the bottom of the page, click the **Save** button.

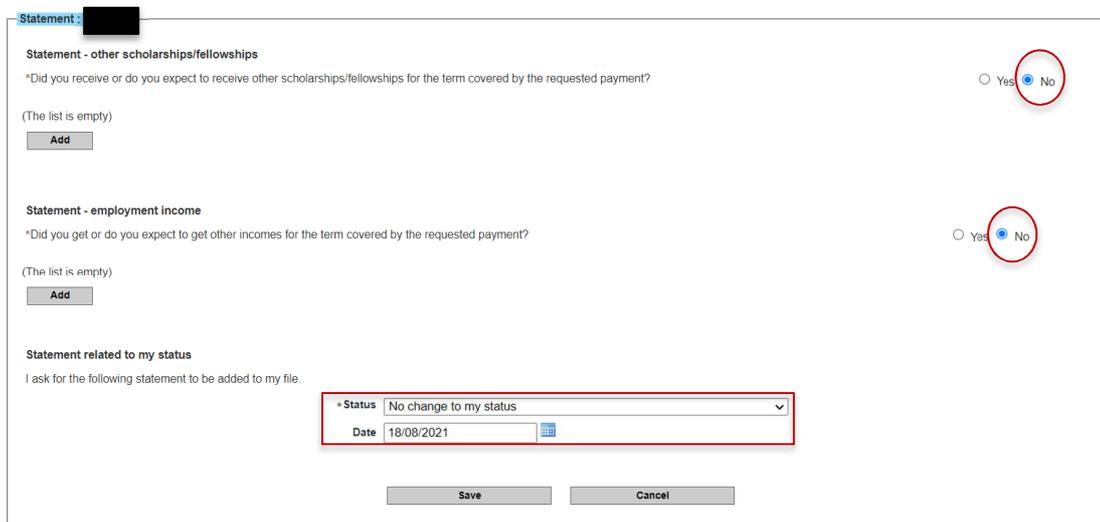
**IMPORTANT:** For your information to be received, the **date of submission** must appear in the table below.

List of statements

#	Creation date	Delete	Submitted on
██████	2021-05-07	X	2021-05-07

**New statement**

3. A new window will open. If there are no changes to your file, answer **No** to the first two questions and then select **No changes to my status** in the **Statement related to my status** section.



**Statement:** ██████

**Statement - other scholarships/fellowships**

\*Did you receive or do you expect to receive other scholarships/fellowships for the term covered by the requested payment?

Yes  No

(The list is empty)

**Add**

**Statement - employment income**

\*Did you get or do you expect to get other incomes for the term covered by the requested payment?

Yes  No

(The list is empty)

**Add**

**Statement related to my status**

I ask for the following statement to be added to my file.

\* Status: No change to my status

Date: 18/08/2021

**Save** **Cancel**

4. Once you have answered all the questions, click **Save** at the bottom of the page.

5. Click **Submit\***, which will appear in the **Submitted on** column in the table below, after you save the information. Your request for payment will be sent to the Fonds, and you will be paid on the date indicated in your payment schedule.

#	Creation date	Delete	Submitted on
40325	2021-08-18	X	<input type="button" value="Submit"/> 

\*If the **Submit** button does not appear, go back the previous page and click on the **Save** button below the Date field.

**Situation 2. You request a payment and you must declare a change in status, hours worked or another award.**

**1. Statement – other scholarships/fellowships\***

a. Check **Yes** and click **Add**.

b. Type the first letters of the name of the funding agency and wait a few seconds. A list of organizations will appear. Select the one from which you received an award.

c. Enter the total amount of the award and the start and end date of the funding period and click **Save**.

\* You are not required to declare supplements from your institution or research directors, since these awards are authorized.

**2. Statement - employment income**

In this section, indicate the number of hours you worked or intend to work during the period covered by the payment requested. Do not declare the salary paid to you by your supervisor. Only indicate the hours of work unrelated to your training.

Below is a table that specifies the maximum number of hours worked allowed for each program.

Program	Maximum number of hours worked	
	Course assignment	Other
Master's	45 hours/term	225 hours/term
Doctoral	45 hours/term	225 hours/term
Postdoctoral	250 hours/6-month period	250 hours/6-month period
% time dedicated to research		
Master's for awardees who hold a professional degree	75% (in a 35-hour work week)	
PhD for awardees who hold a professional degree	75% (in a 35-hour work week)	

a. Check **Yes**, then click **Add**. The following table will appear.

\*Term

\*Year

\*Type of employment

\*Position

\*Employer

\*Total number of hours worked

Salary for the term

3 characters.

5 characters.

This section is optional

b. Select the term of the payment you are requesting. If you are enrolled in a postdoctoral program, refer to the dates in the table below to select the right term.

Theoretical postdoctoral research terms

Term	Period covered by the payment
Summer	May 1 to August 31
Fall	September 1 to December 31
Winter	January 1 to April 30

c. Fill out the rest of the table, save and go to the next step.

**3. Statement related to my status**

In this section, indicate any changes that affect your training (e.g. parental leave, early initial submission, etc.). These changes often require supporting documents. To find out which documents are required, go to [section 5. Award follow-up: changes to your status and other events](#).

- a. In the dropdown menu, select the status that applies.
- b. Enter the start date of the change. Save the information and validate the page.

- c. Finally, click **Submit**, which will appear in the **Submitted on** column, after you save the information. If the **Submitted** button does not appear, go back the previous page and click **Save** at the bottom of the page.

**IMPORTANT:** For the information to be submitted, the date must appear in the **Submitted on** column.

**List of statements**

#	Creation date	Delete	Submitted on
40325	2021-08-18	X	2021-08-18

- d. Your declaration will be sent to the Fonds, which will process your request when it receives the supporting documents you attach in the **Statements - situations and required documents** (if applicable) section.

## 5. Award follow-up: changes to your status and other events

You must declare any changes to your status as an award holder in your E-Portfolio. In the interest of fairness, the Fonds must ensure that the change does not compromise the outcome of the scientific review of your application and remains in keeping with the eligibility requirements, program rules and Common General Rules. The Fonds will assess your request and decide to pursue, reduce, suspend or withdraw your payments. In certain cases, the Fonds may require that you reimburse the amounts received in full.

You can make changes in any of the following sections.

### IMPORTANT NOTE: THE FONDS NO LONGER ACCEPTS DOCUMENTS BY EMAIL.

The table below contains information on filling out each section of the Manage my funding form and submitting the required documents.

Event	Required document(s)	Where to find the required document(s)	Steps on the Statement – income and academic status page	Steps on the Statement – situations and required documents page
Discontinued my research or program	None	n/a	<ul style="list-style-type: none"> <li>▪ In the <b>Statement related to my status</b> section, select <b>Withdrawn from my research or my studies on</b></li> <li>▪ Indicate the end date of your research or program</li> </ul>	None
Acquired relevant knowledge/internship	<ul style="list-style-type: none"> <li>▪ <b>Report de versement</b> Form</li> <li>▪ Letter from the research director to confirm her/his approval and the relevance of the paid activities</li> </ul> <p><b>CREATE ONE PDF CONTAINING BOTH DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Documents</b> section (blue banner) in the <a href="#">E-Portfolio</a></li> <li>▪ <a href="#">FRQS Forms</a> page on the website</li> </ul>	None	<ul style="list-style-type: none"> <li>▪ In the <b>Events</b> section, select <b>Relevant work experience, internship (master's and Ph.D. training awards)</b></li> <li>▪ Select <b>Required documents</b>, then <b>Formulaire exigé par les Fonds</b></li> <li>▪ Attach one PDF file containing both documents</li> </ul>

Event	Required document(s)	Where to find the required document(s)	Steps on the Statements – income and academic status page	Steps on the Statements – situations and required documents page
New training location, research project, director or supervisor	<ul style="list-style-type: none"> <li>▪ <b>Changement de projet, directeur ou lieu de recherche</b> form</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Documents</b> section (blue banner) in the <a href="#">E-Portfolio</a></li> <li>▪ <a href="#">FRQS Forms</a> page on the website</li> </ul>	None	<ul style="list-style-type: none"> <li>▪ In the <b>Events</b> section, select among: <ul style="list-style-type: none"> <li><b>Change of director/supervisor</b></li> <li><b>Change of director/supervisor and project</b></li> <li><b>Change of program or level studies (master's and Ph.D. training awards)</b></li> <li><b>Project change</b></li> </ul> </li> <li>▪ Select <b>Required documents</b>, then <b>Formulaire exigé par les Fonds</b></li> <li>▪ Attach one PDF file containing both documents</li> </ul>
New academic level (fast-track or accelerated)	<ul style="list-style-type: none"> <li>▪ <b>Changement de projet, directeur ou lieu de recherche</b> form</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Documents</b> section (blue banner) in the <a href="#">E-Portfolio</a></li> <li>▪ <a href="#">FRQS Forms</a> page on the website</li> </ul>	None	<ul style="list-style-type: none"> <li>▪ In the <b>Events</b> section, select <b>Change of program or level studies (master's and Ph.D. training awards)</b></li> <li>▪ In the comments section, specify whether you are fast-tracked or accelerated</li> <li>▪ In the <b>Required documents</b> section, select <b>Formulaire exigé par les Fonds</b></li> <li>▪ Attach one PDF file containing both documents</li> </ul>
Confirmation of presence at the training location	<ul style="list-style-type: none"> <li>▪ <b>Confirmation of supervision and presence at the training location</b> form</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Documents</b> section (blue banner) in the <a href="#">E-Portfolio</a></li> <li>▪ <a href="#">FRQS Forms</a> page on the website</li> </ul>	None	<ul style="list-style-type: none"> <li>▪ In the <b>Required documents</b> section, select <b>Confirmation de présence sur les lieux du stage (postdoctorat)</b></li> <li>▪ Attach the PDF file</li> </ul>
Director's confirmation of the pursuit of research	<ul style="list-style-type: none"> <li>▪ <b>Director's confirmation of supervision</b> form</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Documents</b> section (blue banner) in the <a href="#">E-Portfolio</a></li> <li>▪ <a href="#">FRQS Forms</a> page on the website</li> </ul>	None	<ul style="list-style-type: none"> <li>▪ In the <b>Required documents</b> section, select <b>Confirmation de supervision du directeur (maîtrise et doctorat)</b></li> <li>▪ Attach the PDF file</li> </ul>
Confirmation of registration (institution located outside Québec)	<ul style="list-style-type: none"> <li>▪ Official proof of registration in PDF format</li> </ul>	Office of the registrar of your university	None	<ul style="list-style-type: none"> <li>▪ In the <b>Required documents</b> section, select <b>Preuve d'inscription universitaire</b></li> <li>▪ Attach the PDF file</li> </ul>

Event	Required document(s)	Where to find the required document(s)	Steps on the Declarations – income and academic status page	Steps on the Declarations – situations and required documents page
Sick leave or family leave	<ul style="list-style-type: none"> <li>▪ <b>Report de versement</b> Form</li> <li>▪ Letter from the research director to confirm the interruption due to illness or family reasons</li> <li>▪ Medical certificate or confirmation of suspension of registration from the university</li> </ul> <p style="text-align: center;"><b>CREATE ONE PDF CONTAINING ALL DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Documents</b> section (blue banner) in the <a href="#">E-Portfolio</a></li> <li>▪ <a href="#">FRQS Forms</a> page on the website</li> </ul>	None	<ul style="list-style-type: none"> <li>▪ In the <b>Events</b> section, select <b>Leave for health</b> reasons or family obligations</li> <li>▪ Include all relevant information in the comments section</li> <li>▪ In the <b>Required documents</b> section, select <b>Formulaire exigé par les Fonds</b></li> <li>▪ Attach one PDF file containing both documents</li> </ul>
Parental leave	<ul style="list-style-type: none"> <li>▪ <b>Report de versement</b> Form</li> <li>▪ Letter from the research director to confirm the interruption due to parental leave</li> <li>▪ Letter from a physician or midwife confirming the approximate delivery date or copy of the adoption proposal</li> <li>▪ Copy of the child's birth or adoption certificate (when the leave is requested by the other parent)</li> </ul> <p style="text-align: center;"><b>CREATE ONE PDF CONTAINING ALL DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Documents</b> section (blue banner) in the <a href="#">E-Portfolio</a></li> <li>▪ <a href="#">FRQS Forms</a> page on the website</li> </ul>	None	<ul style="list-style-type: none"> <li>▪ In the <b>Events</b> section, select <b>Maternity or parental leave</b></li> <li>▪ Include all relevant information in the comments section</li> <li>▪ In the <b>Required documents</b> section, select <b>Formulaire exigé par les Fonds</b></li> <li>▪ Attach one PDF file containing both documents</li> </ul>
Concurrent awards	<ul style="list-style-type: none"> <li>▪ Letter of award</li> </ul>	Funding agency	See <a href="#">section 4, situation 2, step 1</a>	<ul style="list-style-type: none"> <li>▪ In the <b>Required documents</b> section, select <b>Autres documents</b></li> <li>▪ Attach your <b>award letter</b> in PDF format</li> </ul>

Event	Required document(s)	Where to find the required document(s)	Steps on the Statement – income and academic status page	Steps on the Statement – situations and required documents page
Submission of thesis, master's or doctoral	<ul style="list-style-type: none"> <li>Proof of initial or final submission in PDF format</li> </ul>	Variable (e.g. faculty of graduate and postdoctoral studies)	<ul style="list-style-type: none"> <li>In the <b>Statement related to my status</b> section, select one of the statuses below and indicate the date at which you have submitted or plan on submitting your thesis:  <b>I have submitted my Master's or Doctoral Thesis – FINAL deposit – on</b>   <b>I will submit my Master's or Doctoral Thesis – INITIAL deposit – on</b>   <b>I will submit my Master's or Doctoral Thesis – FINAL deposit - on</b></li> </ul>	<ul style="list-style-type: none"> <li>In the <b>Required documents</b> section, select <b>Autres documents</b></li> <li>Attach proof of initial or final submission of the thesis in PDF format</li> </ul>
Submission of thesis, postdoctoral	<ul style="list-style-type: none"> <li>Proof of initial or final submission in PDF format</li> </ul>	Variable (e.g. faculty of graduate and postdoctoral studies)	<ul style="list-style-type: none"> <li>See <a href="#">section 4, situation 2, step</a></li> </ul>	<ul style="list-style-type: none"> <li>In the <b>Required documents</b> section, select <b>Autres documents</b></li> <li>Attach proof of initial or final submission of the thesis in PDF format</li> </ul>
Paid employment	None	n/a	<ul style="list-style-type: none"> <li>See <a href="#">section 4, situation 2, step 1</a></li> </ul>	None
Completion of studies, master's or doctoral	<ul style="list-style-type: none"> <li>Copy of the diploma</li> </ul>	Variable (e.g. faculty of graduate and postdoctoral studies, registrar)	<ul style="list-style-type: none"> <li>In the <b>Statement related to my status</b> section, select <b>I have completed my program on</b> and add the date</li> </ul>	<ul style="list-style-type: none"> <li>In the <b>Required documents</b> section, select <b>Autres documents</b></li> <li>Attach a copy of the diploma in PDF format</li> </ul>
Completion of MSSS tutorial on research ethics (levels 1 and 3)	<ul style="list-style-type: none"> <li>Ethics certificates in a single PDF document</li> </ul>	Complete levels 1 and 3 of the <a href="#">MSSS tutorial on research ethics</a>	None	<ul style="list-style-type: none"> <li>In the <b>Required documents</b> section, select <b>Certificat d'éthique du MSSS</b></li> <li>Attach a copy of your certificates in PDF format</li> </ul>
Change to the program start date	None, unless the change is related to concurrent awards (see concurrent awards section)	n/a	<ul style="list-style-type: none"> <li>See <a href="#">section 4, situation 2, step 3</a></li> </ul>	None
Any other event that may impact the amount or term of the award	All relevant documents	n/a	None	<ul style="list-style-type: none"> <li>In the <b>Events section</b>, select <b>Other event</b></li> <li>Enter all relevant details in the comments section</li> <li>In the <b>Required documents</b> section, select <b>Autres documents</b></li> <li>Attach a PDF file containing the document</li> </ul>

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Event	On the <i>Management information</i> page
Changes to your banking information	Enter the information on your cheques in the <b>Banking details</b> section.
Changes to your social insurance number (SIN)	Enter your SIN in the field.
Change of institution	Type the first 4 or 5 letters of the name of the new institution and wait a few seconds. A list of institutions will appear. Select your institution. You must also enter the effective date of the change and reason for the change.

The Fonds reserve the right to reject any unsubstantiated request.