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# Postdoctoral research scholarship (B3X)

Do you have questions?



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## Summary

<b>Competition year :</b>	2018-2019
<b>Deadline (application) :</b>	October 4th, 2017, 4 PM
<b>Amount :</b>	\$45,000
<b>Duration :</b>	2 or 3 years
<b>Announcement of results :</b>	End of April 2018

## Program rules

Please read carefully these sections : « Eligibility conditions » and « Submitting applications » sections.

No reminder will be made and no pieces can be added after the application deadline.

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# 1. Objectives

The objective of the postdoctoral research scholarship program is to foster up-and-coming researchers working in various research environments, by helping new doctorate holders to broaden their field of research. These scholarships also seek to encourage the mobility of researchers toward scientifically stimulating and dynamic environments. These environments may be universities, industries, government agencies and university affiliated institutions.

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# 2. Clientele

Postdoctoral research scholarships are intended for new researchers who obtained their doctorate and who wish to begin or pursue their postdoctoral research.

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# 3. Eligibility conditions

Candidates must meet eligibility conditions as of the deadline for submitting applications.

## **Citizenship and place of domicile**

Candidates must meet each of the following three conditions:

To receive a training award, the candidate must be a Canadian citizen or a permanent resident of Canada under the Immigration and Refugee Protection Act (S.C. 2001, c. 27) and be resident in Québec within the meaning of the Health Insurance Act.

To use a training award for studies outside Québec, the candidate must meet the criteria listed in the paragraph above.

Candidates who are not Canadian citizens or permanent residents of Canada, or who are from a Canadian province other than Québec, are eligible if they provide proof, at the time of submitting their scholarship application, that a) they have been domiciled in Québec on a regular and daily basis for six months (with the appropriate visas and authorizations) and b) they have been admitted to or are enrolled in a Québec university, or that they have applied for admission to a Québec university.

Candidates who become FRQNT scholarship holders must meet the requirements relative to citizenship and place of domicile for the duration of the scholarship.

## Restrictions

Candidates who have benefited from a postdoctoral research scholarship from one of the three Quebec funding or federal agencies may not submit another application for this program.

Candidates may hold an award or scholarship from only one Fonds.

## Eligibility period for the scholarship

Postdoctoral research scholarships are intended for new researchers who obtained their doctorate no more than two years prior to the competition deadline or who will have submitted their thesis in January 2019 at the latest, the deadline for holding the fellowship.

The graduation date is considered to be the date at which all of the degree requirements were completed, including the successful completion of the thesis examination and submission of the revised version of the document.

In the case of candidates with more than one doctorate, the date of the first doctorate prevails.

## Exceptions in calculating the eligibility period

The only exception to the rules governing the eligibility period for scholarships concerns circumstances beyond the candidate's control, such as a serious illness that forces students to suspend their studies. Supporting documents must be enclosed with the application.

Candidates who interrupt their studies for maternity or parental leave can request an extension of their eligibility period for a maximum of 12 months. Supporting documents must be enclosed with the application.

When the student is a person with a disability as stipulated in the Act to secure the handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration (L.R.Q. chapt. E-20.1), the rules pertaining to the eligibility period do not apply. The duration of the scholarship is two years at the Master's level and three years at the Doctoral level. Documents must be then passed on with the demand.

**The Fonds may refuse any request not adequately justified.**

## Postdoctoral research location

The postdoctoral research must be carried out in an institution other than one from which the doctorate was earned. Internationally-recognized research environments located outside Québec are preferred.

To use a training award for studies outside Québec, the candidate must be a Canadian citizen or a permanent resident of Canada and be domiciled in Québec within the meaning of the Health Insurance Act.

## Supervisors

The applicant's doctoral supervisors and co-supervisors may not act as his/her postdoctoral supervisor, even if they have changed institutions.

## Choosing an evaluation committee

Candidates must choose their evaluation committee, based on their research subject. Other factors are the candidate field of study, program and degree. Once granted, the scholarship cannot be used for research on a subject in a field not covered by the committee that evaluated the application.

A candidate who chooses the multidisciplinary committee (14) must attach a one-page document to the form, in the section "Autres documents", explaining the multidisciplinary aspect of the program of study.

The candidate is responsible for choosing his/her evaluation committee. No changes can be made after the competition closing date.

## Paid leave

Candidates who are on a sabbatical or study leave with remuneration that exceeds 50% of their regular salary are not eligible. However, those receiving deferred remuneration are not subject to this restriction.

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## 4. Submitting applications

A candidate may submit only one application per year to the Fonds de recherche du Québec – Nature et technologies.

### Contents of a file

#### E-forms

All of the e-forms must be filled out and sent in by the competition deadline.

The candidate must create a user account in order to complete the scholarship application form.

The form is available on the Web site of the FRQNT. It must be filled out and sent electronically by the competition deadline. Once it has been completed, the form may be printed and saved by the applicant.

A candidate who chooses the multidisciplinary committee (14) must attach a one-page document to the form, in the section "Autres documents", explaining the multidisciplinary aspect of the program of study.

Forms may be completed in English or French. Candidates who submit the form in English must provide a French title for their project.

### Presentation standards

With the exception of the documents attached in the "Autres documents" section, all files attached to the application must meet the following presentation standards:

Pages must be 8½" x 11" (216 mm x 279 mm) and converted to PDF format. The file must not be password protected;

Pages must be single-spaced with no more than 6 lines per inch;

All text must be in 12 pt Times New Roman font for Microsoft Office or Open Office users, or 12 pt Nimbus Roman font for LaTeX users;

Narrow fonts are not permitted;

Margins must be set at a minimum of 1.9 cm ( $\frac{3}{4}$ ");

Identification of pages:

- Top right corner: candidate's last name and first name;
- Top left corner: TITLE OF THE ATTACHED DOCUMENT;
- Bottom centre: page numbers (1, 2, ... , 10);

The maximum number of pages varies according to document type and is specified in the form. No additional pages will be transmitted to the evaluation committee.

Two letters of reference are required. Le répondant ou la répondante doit remplir la lettre de recommandation à partir de son compte utilisateur sur le site Web du FRQNT.

Le superviseur doit remplir une lettre d'acceptation à partir de son compte utilisateur sur le site Web du FRQNT.

The applicant must fill out and send in the Canadian Common CV e-form.

**Important note : From now on, the Fonds will be using the new Canadian Common CV and will also require that everyone who provides a CV enclose a PDF file detailing contributions.**

## Supporting documents required

Required documents must be submitted electronically in the "Autres documents" section of the application form. Any documents that are illegible or of a poor resolution will be rejected.

The applicant is responsible for his/her application which must include all of the required documents for an application to be deemed receivable. The applicant must also ensure that his/her respondents and supervisor have submitted their letters of recommendation and acceptance by the competition deadline at the latest.

You have to supply the following documents:

An official transcript of marks (any non official electronic version will not be accepted) for all university studies, completed or not (certificate, degree, Bachelor's, Master's or Ph. D., etc). When equivalences are granted for courses taken at other institutions or in previous programs, transcripts for these grades must be enclosed with the file, including collegial transcripts. For transcripts from outside Canada or United States, candidates must enclose a letter explaining the grading system used by the institution in question. The Fonds de recherche reserves the right to verify with institutions the authenticity of any information given by applicants. FRQNT considers transcripts issued by the Registrar's Office to the applicants to be official transcripts. Opening the envelope to scan the transcripts will not render it unofficial for FRQNT purposes;

Proof that the applicant successfully defended his/her thesis and a copy of the document attesting that the final version of the thesis was submitted. If the applicant is not able to provide these documents, he/she may include a copy of his/her doctoral transcript;

For permanent residents, a copy of their Canada landing papers or permanent resident card;

For Canadian citizens or permanent residents of Canada who are domiciled in Québec within the meaning of the *Health Insurance Act.*, a photocopy of a valid Québec medical insurance card or other official document from the Régie de l'assurance maladie confirming resident status in Québec within the meaning of the *Health Insurance Act.* If this document is not available, the candidate must provide a letter addressed to the eligibility committee explaining the reasons, accompanied by proof that a replacement card has been requested from the Régie de l'assurance maladie du Québec or that another official document is provided;

For Canadian citizens or permanent residents of Canada who are not domiciled in Québec within the meaning of the *Health Insurance Act.*, proof of enrolment, admission or application for admission in a Québec university;

Candidates who are not Canadian citizens or permanent residents of Canada must provide:

a copy of their study permit or work permit issued by Citizenship and Immigration Canada;

proof of enrolment, admission or application for admission in a Québec university.

Acknowledgements of receipt from the editor for all articles submitted and notices received from editors for articles accepted for publication (Acknowledgements of receipt for articles already published are not sent to the evaluation committee);

Acknowledgements of receipt for any patents submitted ;

Additional documents for candidates wishing to be considered for exemptions regarding the eligibility period:

Official attestation of interrupted enrolment and, where applicable, a medical certificate indicating the duration of and the reason for the interruption.

For the eligibility extension for parental leave, a copy of the child's birth certificate or adoption certificate.

Additional document for applicants who are carrying out their research abroad and who are ensured a regular position in a Québec research centre or university upon their return:

A letter from the director of the research centre or university department confirming that the position will be granted when the applicant returns.

Only the e-form for the 2018-2019 financial year and the other documents required are accepted. No attached material or documents other than those required are forwarded to the evaluation committee. Files cannot be updated after the closing date for applications. You may, however, update any contact information (address, phone number and e-mail address) at the following address: **bourses.nt@frq.gouv.qc.ca**.

The FRQNT reserves the right to verify with institutions concerned the authenticity of any documents and information provided with the application. Additional documents may be required.

Any document submitted in a language other than French or English must be accompanied by a certified translation.

## Procedure for submitting required documents

Before the closing date for applications, candidates must submit all required documents in the "Autres documents" section of their application form. No reminder will be made, and no files can be added after the deadline for submitting applications.

**Important : Incomplete files will not be accepted.**

## Eligibility of applications

The program administrator and members of the evaluation committees verify the eligibility of each application according to the requirements set out in the program rules.

## Acknowledgement of receipt

You will receive a preliminary decision regarding the eligibility of your application by e-mail in December at the latest. Candidates who have not received this notification should contact the program administrator before December 15.

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# 5. Evaluation of applications

## Assessment criteria

The applications will be assessed based on the following criteria and weighting:

Criterion	Weighting
Excellence of the applicant	15 points
Social involvement, leadership and communication skills	10 points
Research skills and experience	30 points
Scientific quality of the project	25 points
Quality and relevance of the research environment	20 points
<b>TOTAL</b>	<b>100 points</b>

## Excellence of the applicant

**The following indicators will be used:**

- Excellence of the applicant's academic record;
- Duration and progression of his/her studies;
- Awards and honours;
- Letters of recommendation.

**Social involvement, leadership and communication skills**

The following indicators will be used:

- Leadership skills;
- Organisation of conferences and meetings;
- Nominations;
- Volunteering;
- Mentoring;
- Experience as a supervisor;
- Project management;
- Committee chairmanship;
- Ability or potential to clearly and logically communicate scientific concepts;
- General presentation of the application.

**Research skills and experience**

The following indicators will be used:

- Research or teaching assistantship;
- Internships;
- Student supervision;
- Ability to use his/her skills and apply his/her knowledge;
- Publications, communications;
- Reports;
- Patents;
- Etc.

**Scientific quality of the project**

The following indicators will be used:

- Feasibility and value of the proposed research;
- Clarity of the scientific objectives;
- Relevance of the methodology in light of the research objectives;
- Originality of the project;
- Contribution to advancing knowledge in the field;
- Added value of the project in light of the doctoral work.

**Quality and relevance of the research environment**

The following indicators will be used:

- Rationale behind the choice of research environment;
- Fit between the proposed project and the supervisor's research field;
- Quality and recognition of the training environment;
- Choice of research environment outside Québec;



Fit between the research environment and the career plan

## Evaluation procedure

### Role of evaluation committees

Eligible applications are submitted to evaluation committees composed of three or four members, mostly university professionals and, occasionally, government and private enterprise representatives.

The evaluation committees compare the candidacies submitted according to the evaluation criteria in effect. Consequently, these committees are responsible for ranking all of the applications on merit.

### Role of Board of Directors

The Board of Directors is advised by the evaluation committees and, being the only body with an overall view of the work of peer committees, makes funding decisions, thereby exercising its role as an administrator of public funds to the best of its knowledge. The Board is accountable for its decisions to the Government of Quebec.

### Role of program administrators

FRQNT program administrators are responsible for ensuring that the committees comply with the evaluation criteria, the rules in effect, and standard rules of ethics

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## 6. Awarding of scholarships and announcement of results

### Awarding of scholarships

Candidates are evaluated and ranked on merit by the evaluation committees. Scholarships are offered according to the available budget. When allocating its budget, the FRQNT reserves the right to change its scholarships in keeping with objectives chosen by the Board of Directors.

### Announcement of the results

By the end of April, the FRQNT transmits its decision to candidates through their e-file. Candidates are responsible for ensuring that their address is updated. Candidates are informed of the classification of their file and may then print the letter of decision.

Contacting members of the committees, who are subject to rules of confidentiality, is strictly prohibited.

The decisions of the Board of Directors are final and cannot be appealed. There is no appeal process.

The candidate must accept or decline the scholarship within 10 days of receiving the scholarship notification. After this deadline, candidates are deemed to have declined the scholarship.

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## 7. Rules for using scholarships

The scholarship holders have to conform to all the rules described in detail in the Scholarship Holder's Guide.

To use a training award for studies outside Québec, the candidate must be a Canadian citizen or a permanent resident of Canada and be domiciled in Québec within the meaning of the Health Insurance Act as stated in Section 3 of these program rules.

The scholarship period must begin between May 1<sup>st</sup>, 2018 and January 15<sup>th</sup>, 2019.

Unless exceptional circumstances exist, the scholarship cannot be carried over from one year to the next. For candidates who have begun the program of study, the period of use begins in May 2018.

The scholarship is not retroactive and research prior to May 2018 cannot be financed.

The scholarship holder must be present at the postdoctoral research site throughout the duration of the scholarship.

Excluding the exceptional cases relating to part-time studies as outlined in the scholarship holder's guide (disabled persons, family caregivers and parents), at the time the scholarship is received, scholarship holder must be dedicated full time to his research activities.

Scholarships are granted for a maximum period of two years, subject to presentation of a progress report deemed satisfactory by the program administrator.

To make any changes to his/her study program, project or location, the grant holder must first submit a request as prescribed in the Scholarship Holder's Guide.

### **Value of the scholarship**

The FRQNT Board of Directors reserves the right to modify the value of scholarships at any time, without notice, notably in accordance with the credits annually allocated by the Assemblée nationale du Québec, its strategic priorities and budgetary process.

The annual value of the postdoctoral research scholarship is \$45 000. A supplement of \$10,000 is granted to the scholarship holder whose research is conducted abroad. The Fonds de recherche – Nature et technologies considers that the research is conducted abroad if it is performed in an institution outside Canada. Research is also considered abroad if it is performed in an institution outside Quebec located more than 250 km outside of the province of Quebec borders.

The minimum duration of postdoctoral research is six months and the maximum 24 months with the possibility of a 3rd year following the evaluation of an application for renewal.

The applicant may receive up to six payments during his/her eligibility period (24 months). Each payment covers a four-month period (one session).

Scholarship holders whose postdoctoral research is conducted abroad and who have obtained formal assurance of a future position in a research center or a university in Quebec upon completion of postdoctoral training may receive an increase of up to 50% of the scholarship to cover the cost of living. To obtain this supplement, scholarship holders must, at the time of the presentation of the application, include in their supporting documents a letter from the director of the research center or the head of the department confirming that they have been hired.

### **Convertibility of Scholarship**

Scholarship holders, who obtain a position as a regular professor in a Quebec university, may, after having completed one full year of studies, request permission to use part of the scholarship as a start-up grant. A maximum amount of \$15 000 may be converted into a grant. The rules governing the use of this grant are the same as those governing the « Établissement de nouveaux chercheurs » program.

### **Reimbursement of travel expenses**

According to rules presented in a way more detailed in the guide for scholarship holders, the travel expenses at the beginning and at the end of the postdoctoral research are assumed by the Fonds, on condition that they are not already paid off by the other bodies. For the scholarship holder whose thesis is not supported yet, an additional reimbursement of travel expenses can be granted.

### **Holding several scholarships concurrently (cumulation)**

According to rules presented in a way more detailed in the guide for scholarship holders:

The Fonds provides additional funding based on merit. The current rule pertaining to the cumulation of scholarships guarantees that the scholarship recipient will not receive less than what he would have received if he had only obtained a scholarship from the Fonds.

Candidates who receive a scholarship from a private source, including universities, research chairs, consortiums, private international and foreign foundations, governments of other Canadian provinces and of foreign governments, may combine this support source with a Fonds scholarship if allowed under these instances' rules governing combined scholarships.

## **Remuneration**

Regardless of the exceptions relative to the paid work described in the guide for scholarship holders, scholarship holders may accept a job that does not exceed the maximum hours per semester allowed by your institution, provided their supervisor is in agreement and that these activities do not hinder their research program..

The salary that students receive from their supervisor for working solely on their research project is considered a scholarship for which cumulation is permitted.

## **Parental leave**

If you interrupt your studies for the birth or adoption of a child, you may request parental leave. Parental leave may not exceed twelve months, or the equivalent of three academic terms. It may begin during the term the birth or adoption is expected and end no later than one year after the child's birth. Notwithstanding Article 6.13 of the Common General Rules, paid parental leave is available for a period of eight months. It is important to note that only one parental leave is granted per birth or adoption.

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## 8. Research ethics and Conformity

Any individual or institution that receives funding must demonstrate the highest standards of research ethics and scientific integrity. See the Common General Rules for further details.

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## 9. Integrity of the evaluation process

At no time may applicants or their institutional authorities make contact with evaluation committee members, unless such contact is specified as part of the evaluation process. Similarly, evaluation committee members must not make contact with applicants, unless such contact is specifically indicated in the evaluation process. The identities of evaluation committee members are kept confidential to avoid any attempt at collusion. The Fonds reserve the right to withdraw an application from competition if there is any inappropriate intervention, lobby, undue influence or collusion during the evaluation process, as stipulated in the *Policy for the Responsible Conduct of Research*.

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## 10. Liability of the Fonds

The Fonds make all reasonable efforts to ensure optimal service. However, they cannot be held liable for any direct or indirect damage resulting from their handling of applications for funding. Furthermore, without limiting the generality of the foregoing, the Fonds are not liable for any direct or indirect damage resulting from the disclosure of personal or confidential information that was not authorized by the Fonds

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## 11. False or misleading information

The Fonds presume the good faith of the declaration provided in funding applications or in any other document submitted at any time during the funding cycle, from the initial funding application to the final report. Applicants and funding holders must be transparent and provide accurate and precise information. They must be conscientious about advising the Fonds of any changes in their situation, where applicable.

Under the *Act Respecting the Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* (CQLR, c. M-15.1.0.1), any individual who submits an application containing false or misleading information to obtain or procure financial support is committing an offence, is liable to a fine and could be barred from receiving financial support for a period of up to five years. Where a legal person commits such an offence, every director or representative of that legal person who was aware of the offence may be liable to a fine. Furthermore, such a declaration constitutes a breach of responsible research conduct, as set forth in the Fonds de recherche du Québec Policy for the Responsible Conduct of Research, and may be subject to sanctions in accordance with this policy.

The Fonds reserve the right to take immediate measures to stop the use of public funds obtained through false or misleading information, and to take legal action to recover fraudulently obtained funds and claim compensation for damages caused where appropriate.

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## 12. Other aspects

Please refer to the Common General Rules for any questions regarding the responsible conduct of research, confidentiality and the protection of personal information, intellectual property and the protection of academic freedom.

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## 13. General considerations

Researchers and institutions must meet the general eligibility requirements in effect at the time of submission of the funding application. All specific program rules set out in the Common General Rules must be followed throughout the period covered by the grant.

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## 14. Coming into effect

The provisions of this document apply to the 2018-2019 financial year.

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## 15. For information

Please note that the Fonds does not accept collect calls.

Applicants who contact the Fonds via e-mail must provide a telephone number at which they can be reached. Priority is given to email enquiries

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