

MANAGING YOUR FUNDING Postdoctoral Fellowship User Guide (B3Z-B5) AND Technical Guide – FRQnet Procedures

If you are the recipient of one of the two postdoctoral fellowship extension programs – Knowledge Mobilization Plan (B3ZR-B5R), please consult [Section 2](#) of this document for the FRQnet procedures to follow, and refer to your program rules for any terms and conditions specific to your fellowship (Section 6).

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**Sections identified with an asterisk indicate the benefits that may apply to SSHRC postdoctoral scholarship holders who also accepted a FRQSC postdoctoral fellowship.*

Foreword

This Postdoctoral Fellowship User Guide is intended for holders of a Fonds de recherche du Québec – Société et culture (FRQSC) [Postdoctoral Fellowship \(B3Z\)](#) or [Postdoctoral Research-Creation Fellowship \(B5\)](#).

It is subject to the [Common General Rules](#) (CGR) of the Fonds de recherche du Québec and the FRQSC fellowship program rules. Therefore, it is **imperative** that you consult these documents in order to properly manage your funding. Each cohort must comply with the rules of the competition under which their fellowship was awarded. As a reminder, these are available on the FRQ website: [Scholarships and Grants](#).

This Guide is a **complement** to the CGR and the program rules. It is intended to clarify the procedures surrounding the use of your fellowship.

The Fonds reserves the right to update this document without notice.

Section 1 – Postdoctoral Fellowship User Guide

1. Your responsibilities

1.1 Compliance with program rules

It is your responsibility to read and fully comply with the fellowship rules (B3Z or B5) that apply to you as well as the [CGR](#) and the principles of research ethics and integrity set out in the [Policy for the Responsible Conduct of Research](#).

1.2 Updating your personal information

You are responsible for keeping your personal information up to date via your [E-portfolio](#), under “My Profile” on the main menu. This information is important and must allow the Fonds to reach you at all times. A complete mailing address must be provided. A P.O. Box will not be accepted as the only mailing address.

1.3 Bank account information

You must provide your bank account information in order to receive fellowship payments via direct deposit. **This information must be entered at the time of accepting the fellowship** (see [FRQnet procedure](#)).

IMPORTANT: Please ensure that your account is at a Canadian financial institution and is in Canadian currency, otherwise payments cannot be made.

1.4 Income tax

The fellowship holder is responsible for paying any income tax due on the amounts received to the Canada Revenue Agency and, where applicable, Revenu Québec. It is important to note that the Fonds does not withhold taxes at source on the amounts disbursed during the tax year.

The deposit date of each instalment determines the year in which the instalment must be declared as personal income for tax purposes.

Canada Revenue Agency T4A slips and Revenu Québec RL-1 slips for your fellowship are posted to your E-portfolio in February of the year following the tax year in question.

The FRQSC does not offer advice regarding Canadian or Québec income tax matters. Fellowship holders are encouraged to communicate directly with Revenu Québec and the Canada Revenue Agency for further information.

1.5 Health insurance (Québec public health plan)

Postdoctoral fellowship holders whose postdoctoral research will be carried out outside Québec **must** make arrangements with the Régie de l'assurance maladie du Québec (RAMQ) **before** their departure. Regardless of the location of tenure, fellowship holders who had a RAMQ card at the time of application **must** be able to provide at any time a copy of their RAMQ card, valid for the duration of funding, or a copy of an agreement with the RAMQ.

1.6 Submitting documents

All documents requested in relation to your award must be submitted to the Fonds via your [E-portfolio](#) in the “Statements – situation and required documents” section. Documents sent by email will not be accepted.

1.7 Promotion of research funded by the FRQSC

As an award holder, you must mention, in writing or verbally, the support of the Fonds in carrying out your research work in all research-related communications.

For example:

- In your publications, reports, monographs, artworks, posters, PowerPoint presentations, videos;
- On websites, social media, press releases and other promotional documents;
- When receiving an award or distinction;
- When speaking or presenting at conferences and other events;
- During interviews with the media.

Acknowledgement of Fonds support can take various forms depending on the communication tools used. In most cases, it will mean including the Fonds signature (logo) or written acknowledgement. Use of the Fonds signature is preferred over written acknowledgement, wherever possible.

You can download the FRQSC logo [here](#). The correct logo is the one with the words “Fonds de recherche Société et culture”. The logo is available in JPG and PNG format, in a colour version (blue flag) and a reverse version (white on a transparent background). Downloaded signatures must not be altered in any way.

In a situation where the signature cannot be used, the FRQ request that written acknowledgement be made instead. For example, “This research is funded by the [name of the Fonds]”.

2. Basic conditions

To retain the fellowship, you must satisfy the following basic conditions throughout the duration of funding:

- Respect the conditions relating to citizenship and place of residence.
- Have made an initial thesis submission before starting the fellowship and meet all requirements for the doctoral degree at the time of the third instalment.
- Begin your postdoctoral research no later than March 1 following the year in which the fellowship is awarded.
- Be present at the host environment throughout the duration of the fellowship and carry out your postdoctoral research on a full-time basis.
- Respect the rules relating to concurrent funding.
- Respect the rules relating to paid employment.

You are required to inform the Fonds immediately if you cease to satisfy any of these conditions. Should any of these conditions no longer be met, the Fonds will be obliged to withdraw the fellowship and may request reimbursement.

3. Fellowship start date and requesting payment

Refer to Sections 6.1 and 6.2 of your [program rules](#) for information about fellowship instalments.

3.1 Fellowship start date

As stated in the program rules, the fellowship must begin between April 1 of the year of the funding offer and March 1 of the following year.

The fellowship start date refers to the date on which you receive your first payment, after meeting all the necessary conditions.

More specifically, the first payment may be made as of one of the following dates:

- May 30 following the award (summer term);
- September 30 following the award (fall term);
- January 30 following the award (winter term).

3.2 Requesting payment

Each instalment covers a period of 4 months. Instalments must be requested **at each term** in your [E-portfolio](#), and will be paid according to the following calendar:

PAYMENT CALENDAR			
Term	Deadline for requesting payment		Payment dates
Summer term May 1 to August 31	Starting April 1	No later than June 30	The 15 th or 30 th of each month starting May 30
Fall term September 1 to December 31	Starting August 1	No later than October 31	The 15 th or 30 th of each month starting September 30
Winter term January 1 to April 30	Starting December 1	No later than February 28	The 15 th or 30 th of each month starting January 30

Any unclaimed payment can be cancelled at the end of the period it covers, without advance notice.

You can view the payment schedule in the “Authorizations and payments” section of your E-portfolio. You will receive an email reminder when you can make a payment request. Please note that we will contact you if your request is incomplete or if we need more information.

For FRQnet procedures, refer to [Section 2 – Procedures for submitting a payment request](#).

4. Payment conditions

Refer to Section 6.2 of your [program rules](#) for information about fellowship instalments.

In order to receive your payment, you must meet the conditions listed in your [E-portfolio](#) in the “File details – Decision” section under “Payment conditions”. If necessary, please refer to the [FRQnet procedures for payments](#).

Instalments	Payment conditions
1 st	<ul style="list-style-type: none">• Proof of the initial thesis submission or copy of the original doctoral diploma• Postdoctoral research certificate
3 rd	<ul style="list-style-type: none">• Proof that the doctorate has been received or proof that all requirements have been met for the doctoral degree
4 th	<ul style="list-style-type: none">• Copy of the original doctoral diploma• Progress report stating the progress of the postdoctoral research
All instalments (1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th)	<ul style="list-style-type: none">• Instalment request• Declaration of any other awards and income

1st instalment

The 1st payment will only be made once the Fonds has received a certified copy of the fellowship holder's doctoral diploma, certified by the Registrar's office, or an official attestation of the initial doctoral thesis submission. The 1st payment is also conditional on your **full-time physical presence** at the host environment. An [attendance certificate](#), signed by the research supervisor at the research project start date, must be uploaded in the “Manage my funding – Statements - situation and required documents” section of your E-portfolio. **Certificates received more than 2 weeks prior to the research start date will not be accepted.** This PDF document (“Postdoctoral research certificate”) can also be found in the [program Toolbox](#).

3rd instalment

A copy of the doctoral diploma or proof that all requirements have been met for the doctoral degree (final thesis submission) is required for payment of the 3rd instalment.

4th instalment

Postdoctoral fellowship holders who are eligible for more than 3 instalments must complete a **progress report** along with their request for the 4th instalment stating the progress of their research. This [progress report](#) is available in the “Follow-up on my funding” section of the E-portfolio. The progress report must include the following:

- A **description of all achievements** made since the start of the postdoctoral research. Be sure to mention or highlight dissemination activities related to the project (publications, conferences, etc., including such details as journal titles, events, etc.), and briefly explain how these contributed to the advancement of the project. Specify any changes made to the initial project, where applicable;
- A **calendar** of research and dissemination activities for the coming year. Be sure to provide as many details as possible (such as journal titles or the name of planned events);
- The research supervisor's signature;
- The fellowship holder's signature.

After analyzing the report, the Fonds will maintain your fellowship if it deems your progress satisfactory. Additional details may be requested if necessary.

End of the fellowship

All fellowship holders must submit a **final report** to the Fonds following the final instalment. About one month following the last term for which funding was received, you will be notified by e-mail when the final report form becomes available in your E-portfolio. You must then complete the form and submit it electronically. As stated in the [Common General Rules](#) (section 7.2), **future funding under any other Fonds program is contingent upon receipt of this final report.**

4.1. Payment conditions for SSHRC award holders*

If you hold a SSHRC award, you may benefit from the annual supplement of \$10,000 if your postdoctoral research is being carried out more than 250 kilometres from the Québec border. In this case, the annual amount will be divided into three equal payments. To receive this supplement, you must provide an [attendance certificate](#) at the beginning of your fellowship (1st instalment) and at the start of your second year (4th instalment). This document (“Postdoctoral research certificate”) can be found in the [program Toolbox](#).

5. Concurrent funding

Refer to Section 6.7 of your [program rules](#) for information about concurrent funding.

You must declare **all** other awards received, regardless of whether concurrent funding is permitted or not. See [Section 2 – Declaring another scholarship](#).

You cannot defer a payment or delay the start of the scholarship to receive another scholarship for which concurrent funding is prohibited.

Reimbursement will be required for any payment received in a situation where concurrent funding is prohibited.

Before accepting funding from another source than the Fonds, it is important to verify whether the other granting agency allows their scholarship to be held concurrently or in combination with the Fonds fellowship.

6. Paid employment (*Modifications July 2022*)

In accordance with the program rules updated July 7, 2022 (2023-2024 edition):

Paid employment must be declared in the “Statements – income and academic status” section of your E-portfolio when submitting an [instalment request](#).

Paid work carried out while pursuing the Postdoctoral Fellowship program is permitted with no time limit per semester. This employment must be approved by your fellowship supervisor and must not interfere with your research activities.

In addition to the paid work permitted per semester, you may accept remuneration to work exclusively on the research project funded by the Fonds. For the sole purpose of interpreting the rules for concurrent funding, this remuneration is considered a scholarship for which concurrent funding is permitted when confirmed by your fellowship supervisor.

If **at any time** after making an instalment request, income is added or changes for the period covered by the payment received, you must report this in your E-portfolio.

7. Instalment deferral or suspension of the postdoctoral fellowship

As indicated in Section 6.3 of your [program rules](#), the postdoctoral fellowship **cannot be suspended** during the funding period. However, in the event of **force majeure** that prevents all or part of the postdoctoral fellowship from continuing on a full-time basis (e.g. major family obligations, serious illness, etc.), the fellowship holder **must contact the Fonds**, which will analyze the situation on reception of the required supporting documents and approve or refuse the requested suspension. If a suspension is granted, the payment(s) covering this period may be carried forward to the end of the funding period.

Please note that exceptions to the rules relating to the duration of funding will only be made under **exceptional circumstances beyond the control of the fellowship holder**.

In all cases, you must complete and submit, via your E-portfolio, a [modification request](#) indicating the reason and duration for the suspension, and attach any supporting documents required to assess the request. The Fonds reserves the right to refuse any request that is not adequately justified.

8. Parental leave (*Modifications July 2022*)

In accordance with the program rules updated July 7, 2022 (2023-2024 edition):

8.1 Deferral for parental leave

Parental leave may not exceed 12 months (the equivalent of 3 instalments). To receive parental leave, you must make a [change request](#) in your E-portfolio, providing a **copy of the medical certificate** confirming the pregnancy or a **copy of the adoption agreement, proof of suspension** of attendance at the host environment (an email, in PDF format, from your research supervisor, confirming the dates of your parental leave) and, when the time comes, a copy of the **child's birth or adoption certificate**.

Fellowship instalments for each term of the parental leave will be carried forward to the end of the funding period.

At the end of the parental leave, your research supervisor must confirm the resumption of full-time postdoctoral research at the host environment by completing an [attendance certificate form](#), to be uploaded to your E-portfolio.

8.2 Supplement for parental leave

During parental leave, it is possible to receive a fellowship supplement covering a period of 8 consecutive months (the equivalent of two instalments), if the research is interrupted in the 6 months following the birth or adoption of a child and the first instalment of the fellowship has already been paid. If you receive this additional 8-month instalment, the parental leave can be extended by 4 months without pay, for a total of one year.

This supplement cannot be divided. In case of a parental leave of a shorter duration, the supplement will be adjusted. To receive the supplement for parental leave, you must suspend your postdoctoral research and must not be in paid employment for the duration of the leave.

The parental leave supplement must be requested **before** the start of the term during which the birth or adoption is to take place.

9. Cancellation of instalment or fellowship

With the exception of the 1st instalment, which must be claimed no later than February 28 of the year following the awarding of the fellowship under penalty of immediate cancellation of the fellowship, any unclaimed payment can be cancelled at the end of the period it covers, without advance notice. In accordance with the [Common General Rules](#) (Section 6.4), the Fonds may terminate the fellowship without notice if two consecutive instalments are neither requested nor deferred.

10. Withdrawal from the study program

Fellowship holders who withdraw from their postdoctoral research or fail to respect the rules governing the fellowship are no longer eligible for the fellowship. Depending on the number of months of research completed since the last instalment, the fellowship holder may be required to reimburse the current instalment in full or in part.

To request termination of your postdoctoral fellowship, please submit a [change request](#) in your E-portfolio in the “Statements - situation and required documents” section with a brief explanation and attach your letter of appointment, if applicable.

11. Proof of funding

Available only on request at bourspost.sc@frq.gouv.qc.ca.

12. Change requests

Refer to Section 6.9 of your [program rules](#) for information about change requests.

Any changes to your situation must be reported by means of a [change request](#) in your E-portfolio. It is **recommended** that you first contact the Fonds (bourspost.sc@frq.gouv.qc.ca) to be sure to have all the necessary information before submitting your request.

To guarantee fairness, the Fonds must ascertain that the changes do not impact the evaluation of the original fellowship application and that they respect all eligibility conditions and program rules. The Fonds will analyze the change request and decide whether to continue, reduce, suspend or terminate funding. The Fonds may also request repayment of amounts paid. The decision will be communicated by e-mail.

12.1 Change of fellowship duration or start date

The duration of funding is established based on information provided in your fellowship application.

The postdoctoral research must begin **no later than March 1 of the year following the funding offer**, without affecting the total amount of the fellowship. Funding cannot begin until the fellowship holder is engaged in postdoctoral research on a **full-time basis**.

If changes regarding the start date are required, these [must be requested before](#) the first payment. It is strongly recommended that you request any changes at the same time you accept the offer. No changes to the start date or duration of funding will be accepted after the first payment has been made.

12.2 Change of research project

If you wish to modify your initial research project, you must submit a new proposal to the Fonds and show that its **scientific value** is equivalent to the initial proposal. Before making a decision, the Fonds must ascertain that the changes **do not affect** the initial evaluation received. In addition to providing a description of the changes made to the project, it is important, when submitting this information to the Fonds, to indicate whether the **area, research supervisor** and **host environment** will remain the same. Any change to one or more of these elements must be identified in the “Statements - situation and required documents” section of your E-portfolio, and justified in the attached document. The **research supervisor** must also approve of the proposed changes in a supporting letter justifying the changes, to be submitted in your E-portfolio.

12.3 Change of host environment and/or (co-)supervisor

As in the case of a change of project, the Fonds must ascertain that the requested change does **not affect** the initial evaluation received. You must demonstrate, in a document to be attached in the “Statements - situation and required documents” section, that **the quality of the new host environment** is equivalent to that of the initial host environment, and/or that **the relevance of the expertise of the new supervisor** is equivalent to that of the initial supervisor. You must also include a **letter of acceptance** from the new supervisor with your request.

The choice of new host environment and/or new (co-)supervisor must comply with the program rules.

12.4 Addition of a co-supervisory environment and co-supervisor

It is possible to request the addition of a co-supervisory environment and a co-supervisor. In this case, you must demonstrate the **quality, relevance** and **added value** of your choice in relation to your project, and provide a **calendar** indicating your planned arrival and departure dates at each host environment. You must also include a **letter from the new co-supervisor**, which should address the questions in the previous point.

The choice of co-supervisory environment and co-supervisor must comply with the program rules.

The Fonds will then assess your change request.

13. Convertibility of the fellowship*

Refer to Section 6.4 of your [program rules](#) for information about the convertibility of the fellowship into a start-up grant.

To convert part of the fellowship into a start-up grant, you must meet the conditions set out in the program rules and submit a request to the Fonds in the “Statements - situation and required documents” section of your E-portfolio, providing a copy of your **letter of appointment** indicating your employment start date (no information regarding salary is required) and from your research supervisor confirmation of the **end date of the postdoctoral research** (see [Section 2 – Procedure for submitting a change request and attaching a document](#)). The Fonds reserves the right to reject any request it deems non-compliant.

14. Annual supplement (postdoctoral research carried out more than 250 km from the Québec border)*

If your postdoctoral research is being carried out more than 250 km from the Québec border, you may receive up to an additional \$10,000 per year. In the case of co-supervision with a Québec institution, this amount will be adjusted in proportion to the number of months spent outside Québec, on presentation of a **calendar** indicating your arrival and departure dates at each host environment, accompanied by a **summary work plan**. In addition, payment of the supplement is conditional on the submission of an [attendance certificate](#) from the host environment more than 250 km from the Québec border, upon your arrival there.

As with all modifications, please notify the Fonds (bourspost.sc@frq.gouv.qc.ca) if, during the course of the fellowship, there are any changes to the originally approved summary work plan. The supplement for studies outside Québec may be adjusted accordingly.

15. Supplement for production costs (B5 only)

Refer to Section 5.3 of your [program rules](#) for information about the supplement for production costs.

This supplement is available **only if it was requested** in the postdoctoral research-creation fellowship application. The amount awarded cannot be increased.

Eligible production costs, in addition to the purchase cost of books and reference documents, will be reimbursed **after the activity**, up to the amount of the supplement and on presentation of the following supporting documents:

- A **brief justification** of the expenses relating to the research-creation project;
- A **summary** of the expenses claimed;
- A **copy of detailed invoices** for all expenses claimed (bank statements are not admissible, and may only serve as proof of exchange rate);
- For **travel expenses**, see the supporting documents required in the section on travel expenses below.

These supporting documents must be uploaded to your E-portfolio in the “Statements - situation and required documents” section ([see FRQnet procedures](#)).

16. Travel expenses

Refer to Section 6.6 of your [program rules](#) for information about travel expenses.

To be eligible for reimbursement by the Fonds, the **least expensive public transit option** must be used for travel in locations with an adequate public transit service. Only **economy tickets** will be reimbursed, provided that they are not reimbursed by another organization.

To request reimbursement for travel expenses, the following documents must be uploaded to your E-portfolio, in the “Statements - situation and required documents” section ([see FRQnet procedures](#)):

- A **price comparison** showing that the chosen option is the most economical transport option to/from the host environment (travel agent quote, screenshot of a travel or flight deals website such as [Google Flight](#) or [Kayak](#), etc.)
- A **copy of detailed invoices** for all expenses claimed (bank statements are not admissible, and may only serve as proof of exchange rate);
- A copy of **tickets and/or boarding passes** where applicable. For air travel, a copy of the boarding pass must **always** be provided.

For travel by **train or bus**, reimbursement will be made upon submission of **supporting documents**.

For **air travel**, the Fonds will reimburse a one-way ticket for each trip. However, the Fonds will reimburse a round-trip ticket should this **represent the most economical choice**, either for departure or return. A round-trip ticket can sometimes be cheaper than a one-way ticket, even if the return trip is not used. In such cases, a price comparison between one-way and round-trip tickets must always be provided.

Example for the departure flight (supporting documents must be provided):

COMPANY	ONE-WAY	ROUND-TRIP
A	\$1,500	\$1,620
B	\$1,400	\$1,600
C	\$1,250	\$1,100

In this example, the round-trip ticket from **Company C** is the most advantageous choice. **The same demonstration must be made for the return trip.**

For travel by **car**, the travel allowance is \$0.545/km up to a maximum amount equivalent to the price of the **least expensive public transport option**. These expenses are reimbursed upon presentation of proof of travel (e.g., two gas station receipts, one in the departure city and the other at your destination). It is also recommended that you attach a screenshot of the route (Google Maps) to facilitate calculation of the distance driven.

Finally, it should be noted that SSHRC award holders are not eligible for reimbursement of travel expenses by the Fonds, as this is the responsibility of the primary funding agency.

Ineligible expenses

The following expenses are not eligible for reimbursement:

- Parking fees;
- Public transit/commuter train tickets;
- Taxi fare;
- Additional baggage fees charged by airlines;
- Moving expenses for personal effects.

If in doubt about the eligibility of an expense, please contact the Fonds (bourspost.sc@frq.gouv.qc.ca).

17. Extension of funding – Knowledge Mobilization Plan*

As the holder of a regular postdoctoral fellowship, you can, under certain conditions, apply for a one-year funding extension under the *Postdoctoral Fellowship – Knowledge Mobilization Plan* (B3ZR) or *Postdoctoral Fellowship in Research-Creation – Knowledge Mobilization Plan* (B5R) programs. This extension is awarded through a funding competition, upon submission and evaluation of a knowledge mobilization plan for disseminating the results of the postdoctoral research.

At the beginning of your second year of funding (or around 8 months from the end, if your fellowship is of a shorter duration), you are invited to consult the rules of the *Postdoctoral Fellowship – Knowledge Mobilization Plan* (B3ZR) or *Postdoctoral Research Creation Fellowship – Knowledge Mobilization Plan* (B5R) programs for the eligibility requirements and information on how to apply.

The rules for these programs are available on the [FRQ website](#). Should you have any questions, please do not hesitate to contact us (bourspost3.sc@frq.gouv.qc.ca).

17.1 SSHRC award holders

If you also hold a SSHRC award, you may receive the one-year extension as described above. To facilitate the assessment of your eligibility under these *Knowledge Mobilization Plan* postdoctoral fellowship extension programs, it is recommended that you keep your FRQnet account up to date, including any postponement of the start of your fellowship or any interruption of your research activities.

Section 2 – FRQnet Procedures

1. Procedure for accepting or declining the fellowship offer

1.1 Changing the duration or start date of the fellowship

The duration of funding is established based on information regarding the start and end dates of your study program as indicated in your fellowship application. If changes are required, these must be requested **before** the first payment. It is **strongly recommended** that you request any changes at the same time you accept the offer. **No changes to the duration of funding will be accepted after the first payment has been made.**

1.2 Accepting the fellowship offer

The fellowship offer can be accepted if:

- You began or will begin your postdoctoral research between April 1st of the year of the funding offer and March 1st of the following year (at the latest).
- You are or will be present at the host environment on a full-time basis on the fellowship start date.
- You have made or will make your initial thesis submission by the fellowship start date.
- You comply with the rules for concurrent funding.
- You have accepted another award with which concurrent funding is prohibited but partial concurrent funding is allowed. The FRQSC fellowship provides certain benefits, namely the annual supplement of \$10,000 for postdoctoral research at a location more than 250 km from the Québec border, conversion of the fellowship into a start-up grant, and the possibility of obtaining a one-year funding extension.
- You comply with the rules pertaining to remunerated employment.

All these conditions must be maintained throughout the funding period.

1.3 Declining the fellowship offer

The fellowship offer must be declined if:

- You are unable to begin your postdoctoral research between April 1st of the year in which the fellowship offer is received and March 1st of the following year, the deadline by which you must start your fellowship payments.
- You have accepted another scholarship that cannot be held concurrently with the Fonds fellowship.
- You are working on a full-time basis.
- You have the status of university researcher within the meaning of the CGR.
- You will be conducting your postdoctoral research on a part-time basis.
- You are unable to be present in the host environment throughout the duration of the fellowship.
- You no longer intend to pursue graduate studies.

FRQnet PROCEDURE	<ul style="list-style-type: none"> • Open your E-portfolio • Click on <i>Manage my funding</i> in the <i>Activity details</i> menu on the left • Click on the file number and fill out the form, completing all sections. • Save the information, Validate to check for errors and Submit to send the form to the Fonds
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Watch the short video [Accepter la bourse ou la subvention](#) for further information.

2. Procedure for declaring another scholarship or award

You must declare all scholarships and awards received, both those that can be held concurrently with the Fonds scholarship, and those that cannot. Consult [the program rules](#) for the rules governing concurrent funding.

You must also declare scholarships received from a federal agency for which partial concurrent funding is possible (SSHRC, NSERC, CIHR). To allow for partial concurrent funding, the scholarship must be of a lower value and/or shorter duration than that offered by the Fonds.

Once you have declared another scholarship, the Fonds will process the information and, if applicable, adjust the amounts and/or periods eligible for funding.

FRQnet PROCEDURE	<ul style="list-style-type: none"> • Open your E-portfolio • Click on <i>Manage my funding</i> in the <i>Activity details</i> menu on the left • Click on <i>Statements – incomes and academic status</i>, declare the scholarship, its value and its duration • Save the information, Validate to check for errors and Submit to send the form to the Fonds
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3. Procedure for submitting a payment request

You are responsible for managing your fellowship.

You must request each instalment. Please refer to the payment schedule in your E-portfolio, in the “Authorizations and payments” section. There may be other conditions for receiving your next instalment: these are listed under “Payment conditions (and other conditions)” in the “Manage my funding > File details – Decision” section.

To submit your payment request you must:

FRQnet PROCEDURE	<ul style="list-style-type: none"> • Open your E-portfolio • Click on <i>Manage my funding</i> in the <i>Activity details</i> menu on the left • Click on the file number and fill out the form, completing the section <i>Statements – incomes and academic status</i> • Save the information, Validate to check for errors and Submit to send the form to the Fonds
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4. Procedure for submitting a progress report

A progress report is required after a full year of funding indicating the progress of your postdoctoral research.

FRQnet PROCEDURE	<ul style="list-style-type: none">• Open your E-portfolio• Click on <i>Follow-up on my funding</i> in the <i>Activity details</i> menu on the left• Click on Access in the <i>Follow-up report</i> column, fill out the progress report and follow the instructions• Save the information, Validate to check for errors, click on I accept and then Submit to send the report to the Fonds• Have the report signed by your research supervisor• Attach a scanned copy of the signed report, in PDF format, under <i>Manage my funding</i>• Click on <i>Statements - situation and required documents</i> and select the type of document <i>Scholarship Holder's progress report</i>• Follow the procedure for attaching the document
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5. Procedure for submitting a change request and attaching a document

Change requests must be accompanied by any required documents, where applicable.

FRQnet PROCEDURE	<ul style="list-style-type: none">• Open your E-portfolio• Click on <i>Manage my funding</i> in the <i>Activity details</i> menu on the left• Click on the file number, complete the section <i>Statements - situation and required documents</i>• Select the type of event in the drop-down menu. Provide a Description and justification of the change, click on Add and then on Submit• Attach any documents, if necessary, by following the procedure indicated
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6. Procedure for entering or updating your bank account information

Your bank account details must be kept up to date at all times.

FRQnet PROCEDURE	<ul style="list-style-type: none">• Open your E-portfolio• Click on <i>Manage my funding</i> in the <i>Activity details</i> menu on the left• Click on the file number, complete the section <i>Administrative information</i>• Save the information, Validate to check for errors
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