

# Technical User Guide

## Master's and Doctoral Scholarships

### Foreword

This guide is intended for FRQSC master's and doctorate scholarship holders, regardless of the year in which the scholarship was awarded. It is complementary to the FRQSC [master's](#) and [doctoral](#) scholarship program rules and the [Common General Rules](#) (CGR) of the Fonds de recherche du Québec. It is important that you consult both documents in advance in order to properly manage your funding.

All requested documents must be sent to the Fonds via your [E-portfolio](#) in the **Declarations - Situation and Required Documents** section. No documents sent by email or by post will be accepted.

The FRQ **fiscal year** begins on April 1 and ends on March 31 of the following year. It includes the summer, fall and winter terms that follow the awarding of the scholarship. For example, for a 2023 scholarship, the fiscal year includes the summer 2022, fall 2022 and winter 2023 terms.

**Tax statements** are deposited in your E-portfolio under *Documents attached by the organization* in February of the year following the tax year in question. You will receive an email from the FRQ finance department informing you when the documents are available.

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

### It is your responsibility to:

- Know and fully comply with the scholarship rules that apply to you;
- Keep 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: the use of a P.O. Box as the only mailing address is not permitted.
- Provide your bank account information, and keep it up to date, in order to receive scholarship payments via direct deposit. This information must be entered at the time of accepting the scholarship. Your account must be in Canadian currency for the direct deposit payments to be made.
- Read this guide, the program rules and the CGR. A careful reading of the guide and the rules should answer most questions. In addition, the guide explains, step by step, the procedures you must follow to manage your funding through your [E-portfolio](#) in FRQnet. If you still have questions after reading the guide and rules, please write to:
  - Master's scholarship: [boursesm.sc@frq.gouv.qc.ca](mailto:boursesm.sc@frq.gouv.qc.ca)
  - Doctoral scholarship: [boursesd.sc@frq.gouv.qc.ca](mailto:boursesd.sc@frq.gouv.qc.ca)

**Important:** Include your file number in the subject line of your email.

## 1. Accepting or declining the scholarship

You have 30 days after receiving the scholarship offer to accept or decline the scholarship.

The scholarship can be accepted if:

- You are or will be enrolled full time in the program for which the scholarship was awarded, within three terms following the scholarship offer;
- You comply with the rules for concurrent funding;
- You obtain a scholarship that cannot be held concurrently with the Fonds scholarship, but which is of a lower value than that offered by the FRQSC. You are then eligible for partial concurrent funding;
- You comply with the rules pertaining to remunerated employment and internships.

The scholarship must be declined if:

- You have been offered a scholarship from another granting agency that cannot be held concurrently with the Fonds scholarship (e.g., CGS-D, Vanier). You must accept that scholarship;
- You have accepted a scholarship from another granting agency that cannot be held concurrently with the Fonds scholarship (e.g., CGS-D, Vanier);
- You are unable to begin your study program before January 15 following the scholarship offer, the deadline by which the scholarship must start;
- You are enrolled as a part-time student and do not qualify for the exceptions allowed by the program rules;
- You have withdrawn from your graduate studies.

Any changes to the duration of funding or the scholarship effective date must also be made at this stage (see Section 4 of the Guide). **No changes to the effective date or duration of funding will be permitted after the first payment.**

<b>FRQnet PROCEDURE</b>	<ul style="list-style-type: none"><li>• Open your <a href="#">E-portfolio</a></li><li>• Click on <b>Manage my funding</b>, then on the <b>File number</b> at the bottom of the page</li><li>• Respond to the offer in the <b>File details - Decision</b> section and complete all the sections</li><li>• <b>Save</b> the information, <b>Validate</b> to check that everything has been properly completed, and <b>Submit</b> in the <b>Signature and submission</b> section</li></ul>
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Watch the short video [Accepter la bourse ou la subvention](#) for further information.

## 2. Scholarship effective date

The effective date of the scholarship is the academic term during which the first payment can be requested.

**If the study program for which the scholarship was awarded has not yet started**, the scholarship must start at one of the 3 terms following the scholarship offer: May (summer term), September (fall term) or January (winter session) at the latest.

**If the study program for which the scholarship was awarded is already underway**, the scholarship must start at the summer term following the scholarship offer.

### 3. Payment requests

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

The Fonds will send you an email reminder when it is time to make a payment request. Payment must be requested at the beginning of each term through the [E-portfolio](#).

<b>FRQnet PROCEDURE</b>	<ul style="list-style-type: none"> <li>• Open your <a href="#">E-portfolio</a></li> <li>• Click on <b>Manage my funding</b>, then on the <b>File number</b> at the bottom of the page</li> <li>• Complete the <b>Statements - Incomes and academic status</b> form and the <b>Statements - Situation and required documents</b> form (if necessary) as instructed</li> <li>• Save</li> </ul>
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Refer to the “**Payment conditions**” listed in your E-portfolio to be sure you have provided everything required to process your payment request.

The forms in **Manage my funding** are accessible at all times and updates should be made whenever your situation changes, even after submitting your payment request.

A **certificate of enrolment** is required with each payment request. **If you are attending an academic institution in Québec**, a certificate of full-time enrolment will be sent directly to the FRQSC by your institution. **If you are attending an academic institution outside Québec**, you must ask your institution for an official certificate of full-time enrolment and send it to the FRQSC at the beginning of every term. The certificate must contain the following information:

- Your last and first name;
- Initial date of enrolment in the study program for which the scholarship was awarded;
- The name of the program and the degree or diploma being sought;
- The exact dates covered by the certificate of enrolment;
- Confirmation of full-time status for the period in question.

**Important.** Once your payment request has been made, certain manual operations must be carried out by the Fonds. You should therefore allow 3 to 5 working days for your file to be updated.

## 4. Change requests

Any changes to a scholarship holder's situation must be declared. The change request is analyzed by the Fonds for approval. The decision is communicated by email.

<b>FRQnet PROCEDURE</b>	<ul style="list-style-type: none"><li>• Open your <a href="#">E-portfolio</a></li><li>• Click on <b>Manage my funding</b>, then on the <b>File number</b> at the bottom of the page</li><li>• Complete the <b>Statements - Situation and required documents</b> section</li><li>• Select the type of event in the drop-down menu. <b>Describe and justify</b> the requested change, click on <b>Add</b> and then on <b>Submit</b></li><li>• <b>Attach any documents</b>, if necessary, following the procedure at the bottom of the page</li></ul>
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You must submit a change request in the following situations and attach a PDF copy of any required documents, where applicable. Please refer to the program rules.

- Change of **level of study**
  - ◆ Document required: Offer of admission to the higher-level program.
- Change of **study program**
- Change of **study location and institution**
  - ◆ Document required: Letter of admission to the other institution.
- Change of **research director**
- Change of **research project**
  - ◆ Document required: justification of the change and description of the new project.

### Other situations that may be the subject of a change request:

#### Request to defer a payment

- Deferral for **acquiring relevant experience**
  - ◆ Document required: letter from the research director confirming his/her approval and the relevance of the proposed activities.
- Deferral for **health reasons or family obligations**
  - ◆ Documents required: medical certificate and authorization for leave of absence from the university.
- Deferral for **parental leave**
  - ◆ Documents required: medical certificate confirming the pregnancy or copy of the adoption proposal, proof of interruption of university studies for parental leave, clearly indicating the number of months of leave allowed. The birth certificate must be provided as soon as possible.

#### Request for part-time enrolment exception

- Caregivers, parents or medical reasons
  - ◆ Documents required: Certificate of part-time studies from the university and a copy of a medical certificate (caregiver, medical condition) or the birth or adoption certificate of a child (parent).
- Disability
  - ◆ A medical certificate and authorization from the university for part-time enrolment in the program.

#### Employment

- Paid employment

- ◆ A certificate may be required on request to confirm that the research director has approved the number of hours worked.

## 5. Final report

A final report is required after the last payment, even if you have not completed your study program. You will be notified by email when it comes time to submit your final report. Subsequent financial assistance under another program of the Fonds de recherche du Québec is conditional upon receipt of the final report.

<b>FRQnet PROCEDURE</b>	<ul style="list-style-type: none"><li>• Open your <a href="#">E-portfolio</a></li><li>• Click on <b>Follow-up on my funding</b> in the <b>Activity details</b> menu on the left</li><li>• Click on <b>Access</b> in the <b>Follow-up report</b> column, fill out the <b>Final report</b> and follow the instructions</li><li>• Click on <b>I accept, Save</b> the information, <b>Validate</b> to check that everything has been properly completed, and then on <b>Submit</b> to send the final report to the Fonds</li></ul>
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## 6. Reimbursing an instalment

If you need to reimburse an instalment, you can do it:

### With Accès D (Desjardins) :

- Payments – Add a bill
- Name of organization : Fonds de recherche
- Category Category : Government of Québec
- Select: Fonds de recherche – Société et culture (F.R.Q.S.C.)
- Reference no. : file number of 6 digits
- Once registered, you will be able to complete your payment(s)

**By bank transfer if you have an account at one of the following institutions: Caisse Populaire Desjardins, Bank of Montreal.**

- You must have access to online banking
- Select a recipient: Fonds de recherche du Québec - Société et culture (F.R.Q.S.C.)
- Enter the information about the instalment and your Fonds file number (6 digits).
- Follow the instructions of your institution and submit the transfer.
- Please notify us by e-mail once the transfer has been made.

**By sending a cheque payable to Fonds de recherche du Québec - Société et culture, at the following address:**

Programme de bourses,  
Fonds de recherche du Québec - Société et culture,  
140 Grande Allée Est, bureau 470,  
Québec (Québec) G1R 5M8

You will receive a confirmation e-mail once your reimbursement has been received by the Fonds.