

## 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.*

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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, subject to the conditions of the concurrent awards rules set out in the program rules.*

## 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](#).

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. In the event of a discrepancy between the information presented in this guide and the set of rules to which it is subject, these rules prevail.

Please take the time to consult this Guide before contacting us with any questions. It is likely that you will find the answers you are looking for in the following pages. Nevertheless, we remain available when necessary ([bourspost.sc@frq.gouv.qc.ca](mailto:bourspost.sc@frq.gouv.qc.ca)).

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](#). You also agree to comply with the open access requirements applicable to your grant, in accordance with the FRQ [Open Access Dissemination Policy](#).

#### 1.2 Updating your personal information

You are responsible for keeping your personal information up to date via your [FRQnet 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. You will find them in the “Manage my funding” section, under the “Documents attached by the organization” column.

Program	Year	File	Your decision	List of decisions	Status	Print/Preview	Documents attached by the organization
Postdoctoral Fellowship (B3Z)			Yes	<a href="#">View</a>	Submitted	N/A	

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 the “Manage my funding” tab of your [FRQnet 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.
- 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.

Fellowship holders must also comply with all applicable requirements specified in the program rules and the CGR.

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. Proof of funding

Available only on request at [bourspost.sc@frq.gouv.qc.ca](mailto:bourspost.sc@frq.gouv.qc.ca).

## 4. Fellowship start date and requesting payment

The information below is a complement to the program rules. Refer to them for all the necessary information.

### 4.1 Fellowship start date

As stated in the program rules, the fellowship must begin between May 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 start your postdoctoral internship, after meeting all the necessary conditions for the first payment (see “4.3 Payment conditions”).

As the payment schedule is linked to university sessions (see “4.2 Requesting payment”), the first payment cannot be made **before** either of the following dates, depending on the term in which the postdoctoral fellowship begins:

- May 30 following the award (for a postdoctoral fellowship starting in the summer term);
- September 30 following the award (for a postdoctoral fellowship starting in the fall term);
- January 30 following the award (for a postdoctoral fellowship starting in the winter term).

These are the preliminary payment dates for the first instalment, depending on the term in which the postdoctoral fellowship begins. Refer to the payment calendar below for more information on the detailed periods for requesting payment and payment.

### 4.2 Requesting payment

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

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 15 <sup>th</sup> or 30 <sup>th</sup> of each month starting May 30
<b>Fall term</b> September 1 to December 31	Starting August 1	No later than October 31	The 15 <sup>th</sup> or 30 <sup>th</sup> of each month starting September 30
<b>Winter term</b> January 1 to April 30	Starting December 1	No later than February 28	The 15 <sup>th</sup> or 30 <sup>th</sup> of each month starting January 30

To request a payment, you must meet the payment conditions listed in your E-portfolio. See “4.3 Payment conditions”.

You can view the payment schedule in the “Payments conditions and schedule” section of your E-portfolio.

If you forget to make a payment request, you will receive an email reminder to do so. However, please note that you will not receive an acknowledgement of receipt confirming that your payment request has been processed. Once you have successfully met the payment conditions listed in your E-portfolio – and it is up to you to ensure that you do –, you may presume that we will process your request. If your request is incomplete or if we need more information, rest assured that we will contact you.

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

The Fonds may cancel a payment or the scholarship according to the conditions stated in the program rules.

### 4.3 Payment conditions

In order to receive your payment, you must meet the conditions listed in the “Payments conditions and schedule” section of your [E-portfolio](#).

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

#### 1<sup>st</sup> instalment

The 1<sup>st</sup> payment will only be made once the Fonds has received an official attestation of the initial doctoral thesis submission (or a copy of the original doctoral diploma certified by the Registrar’s office, if it has already been obtained). The 1<sup>st</sup> 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 “Statements – situation and required documents” section of your E-portfolio. This PDF document (“Postdoctoral research certificate”) can also be found in the program Toolbox.

If your postdoctoral research is being carried out in 2 host environments, one more than 250 km from the Québec border and one in a Québec institution (or located less than 250 km from the Québec border), the presentation of a **calendar** will be added as a condition to the 1<sup>st</sup> payment. This calendar must indicate your **arrival and departure dates** at each host environment, accompanied by a **summary work plan**. For more information regarding the “outside Québec supplement”, see [section 13](#).

#### 3<sup>rd</sup> instalment

A copy of the doctoral diploma or proof that all requirements have been met for the doctoral degree (final thesis submission), if not yet submitted, is required for payment of the 3<sup>rd</sup> instalment.

#### 4<sup>th</sup> instalment

A copy of the doctoral diploma, if not yet submitted, is required to receive the 4<sup>th</sup> instalment.

#### 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**.

### 4.3.1 SSHRC award holders

If you hold a SSHRC postdoctoral fellowship and its concurrent funding with the Fonds's fellowship is permitted under the concurrent funding rules (see program rules), 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 (1<sup>st</sup> instalment) and at the start of your second year (4<sup>th</sup> instalment). This document ("Postdoctoral research certificate") can be found in the program Toolbox.

## 5. Concurrent funding

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

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

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

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

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

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

To request an instalment deferral (in cases permitted by the program rules), 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

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

### 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, indicating the dates of your parental leave, and 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**.

This request must be submitted **prior** to the instalment covering the period during which parental leave is scheduled to begin. This way, the payment amount may be adjusted accordingly.

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 2 instalments). 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 (in accordance with the authorized duration of parental leave).

The parental leave supplement must be requested in your E-portfolio at the same time as your parental leave request, i.e. **before** the start of the term during which the birth or adoption is to take place.

## 9. Change requests

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

**Any changes** to your situation must be reported by means of a [change request](#) in the “Statements - situation and required documents” section of your E-portfolio.

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.

Here are examples of change that must be reported:

## 9.1 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**.

If changes regarding the initially declared 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.

A deferral of the start date does not affect the total amount of the fellowship.

## 9.2 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 (max. 3 pages).

The **research supervisor** must also approve of the proposed changes in a **supporting letter** justifying the changes, to be submitted in your E-portfolio (max. 2 pages).

Before making a decision, the Fonds must ascertain that the changes **do not affect** the initial evaluation received. Its analysis is based on the evaluation criteria against which the initial project was assessed.

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 **research supervisor** and **host environment** will remain the same. Any change to one or more of these elements must be identified and justified in the attached document.

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

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

You must demonstrate, in relation to your project, **the relevance of the new host environment** and **of the expertise of the new supervisor**, and show that their value is equivalent to that of the initial supervisor and host environment (max. 2 pages).

You must also include a **letter of acceptance** from the new supervisor with your request (max. 2 pages). This letter must address the following points:

- Indicate the extent to which the fellowship holder project fits in with your research activities.
- Describe the type of supervision and the activities planned to foster the fellowship holder's integration into the host environment.
- Demonstrate how the host environment will enrich the fellowship holder's experience and enhance his/her skills.

As in the case of a change of project, the Fonds must ascertain that the requested change does **not affect** the initial evaluation received. Its analysis is based on the evaluation criteria against which the initial host environment was assessed.

## 9.4 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 (max. 2 pages).

You must also include a **letter from the new co-supervisor** (max. 2 pages). This letter must address the following points:

- Indicate the extent to which the fellowship holder project fits in with your research activities.
- Describe the type of supervision and the activities planned to foster the fellowship holder's integration into the host environment.
- Demonstrate how the host environment will enrich the fellowship holder's experience and enhance his/her skills.

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

The Fonds will then assess your change request. Its analysis will be based on the evaluation criteria against which the initial host environment was assessed.

## 10. Exceptions for part-time postdoctoral research

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

Fellowship holders who want to avail themselves of the possibility of pursuing their postdoctoral research on a part-time basis (in the permitted cases described in the program rules) must complete and submit, via their FRQnet E-Portfolio, a [change request](#) indicating the reason and duration of the part-time period, and attach all supporting documents (see program rules) that allow for its analysis. The Fonds reserves the right to refuse any request that is not adequately justified.

## 11. Withdrawal from the study program

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

Fellowship holders who withdraw from their postdoctoral research are no longer eligible for the fellowship and must notify the Fonds to terminate it. 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.

## 12. Convertibility of the fellowship\*

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

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.

### 13. 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 (or located less than 250 km from the Québec border), 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** (condition for the 1<sup>st</sup> payment). 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](mailto: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.

### 14. Supplement for production costs (B5 only)

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

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

The purchase of books and reference documents are refunded, up to the amount of the supplement and upon presentation of detailed invoices. (Bank statements are not eligible, and may only serve as proof of exchange rate.)

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

### 15. Travel expenses (postdoctoral research carried out more than 250 km from Québec)\*

*The information below is a complement to the program rules. Refer to them for all the necessary information.*

To be eligible for reimbursement by the Fonds (as per the terms set out in the program rules), 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**, you must complete the [designated form](#) (also available in the program Toolbox), and submit it through the “Statements – situation and required documents” section of your E-portfolio (see [FRQnet procedures](#)), attaching the following documents:

- 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 Flights](#) 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.

More specifically:

## 15.1 Travel by train, bus, or car

For travel by **train or bus**, reimbursement will be made upon submission of **supporting documents** listed above. A price comparison is optional, unless the chosen option is not the most economical one (e.g. you choose business class).

For travel by **car**, the travel allowance is \$0.60/km<sup>1</sup> 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.

## 15.2 Air travel

For **air travel**, reimbursement will be made upon submission of **supporting documents** listed above.

The Fonds will reimburse a one-way ticket for each trip. A price comparison must show that the chosen flight is the most economical choice among the options.

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.**

## 15.3 Ineligible expenses

The following expenses are not eligible for reimbursement:

- Car rental fees
- 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](mailto:bourspost.sc@frq.gouv.qc.ca)).

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<sup>1</sup> Rate established by the Conseil du trésor, effective from October 1<sup>st</sup>, 2023. In case of modification, the updated rate will apply.

## 15.4 SSHRC award holders

In accordance with the concurrent funding rules and the travel expenses ones, SSHRC award holders **could be eligible** for reimbursement of travel expenses by the Fonds, under certain conditions detailed in the program rules.

## 16. 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**, 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](#) (“Open competitions”) and are updated for each competition. It is the responsibility of the postdoctoral fellowship holder to consult them to obtain all the necessary information to apply for the extension. Should you have any questions, please do not hesitate to contact us ([bourspost3.sc@frq.gouv.qc.ca](mailto:bourspost3.sc@frq.gouv.qc.ca)).

### 16.1 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. FRQnet E-portfolio User Guide

In addition to the following procedures, the FRQnet E-portfolio User Guide may help you find your way on this platform where your funding is managed. You will find this Guide in the “Documents” section of your E-portfolio (*Guide d’utilisation du Portfolio électronique FRQnet à l’attention des titulaires d’octroi*. In French only).

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Québec

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**Activity details**

- As an applicant or holder
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- As a director, supervisor or mentor
- As a respondent
- As a co-investigator
- Canadian Common CV

**FRQ E-portfolio homepage**

Welcome to the FRQ E-portfolio!

**Application forms**  
If you submit a funding application to one of our programs, please note that the Fonds will only process the applications submitted with all required documents by the competition deadline. Please read the rules of the program to which you are applying before filling in your form.

**Canadian Common CV**  
When required in the program rules, make sure to submit your updated Common Canadian CV and to attach your detailed contributions. This CV must be submitted to the Fonds that will receive the application in which you are the principal investigator, or in which you will act as a co-investigator, supervisor, etc.

**IMPORTANT:** On the Canadian Common CV system, PIN/System Account menu, you must use your PIN and password associated with the web portfolio you are on. The PIN (sequence of 5 letters and 4 numbers) is shown in the upper-left corner of this page. If this PIN is different from the one in the CCV PIN/System Account, you must contact our help centre (Contact Us menu).

**Manage my funding**  
If you have received a grant offer from one of the Fonds after having submitted an online application, you will have to manage your funding through the e-portfolio of that Fonds. A "Manage my funding" tab will appear in the left menu called Activity details, under the "As an applicant or holder" tab.

**Documents menu**  
Please consult the Documents menu in the main menu bar of your E-portfolio for relevant information documents.

Note: Your session will automatically expire after **30 minutes of inactivity**.

eAwards by eVision Important notice

## 2. Procedure for accepting or declining the fellowship offer

### 2.1 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 increase in the duration of funding will be accepted after the first payment has been made.**

### 2.2 Accepting the fellowship offer

The fellowship offer can be accepted if:

- You began or will begin your postdoctoral research between May 1<sup>st</sup> of the year of the funding offer and March 1<sup>st</sup> 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.

### 2.3 Declining the fellowship offer

The fellowship offer must be declined if:

- You are unable to begin your postdoctoral research between May 1<sup>st</sup> of the year in which the fellowship offer is received and March 1<sup>st</sup> 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 (unless an except request is made).
- 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

- Open your [E-portfolio](#)
- Click on *Manage my funding* in the *Activity details* 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

Watch the short video [Accepter la bourse ou la subvention](#) for further information.



### 3. 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).

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

<b>FRQnet PROCEDURE</b>	<ul style="list-style-type: none"><li>• Open your <a href="#">E-portfolio</a></li><li>• Click on <i>Manage my funding</i> in the <i>Activity details</i> menu on the left</li><li>• Click on <i>Statements – incomes and academic status</i>, declare the scholarship, its value and its duration</li><li>• <b>Save</b> the information, <b>Validate</b> to check for errors and <b>Submit</b> to send the form to the Fonds</li></ul>
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### 4. 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 the “Manage my funding” tab of your E-portfolio, in the “Payments conditions and schedule” section. There may be other conditions for receiving your next instalment: these are listed in the same section.

To submit your payment request you must:

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

<b>FRQnet PROCEDURE</b>	<ul style="list-style-type: none"><li>• Open your <a href="#">E-portfolio</a></li><li>• Click on <i>Manage my funding</i> in the <i>Activity details</i> menu on the left</li><li>• Click on the file number, complete the section <i>Statements - situation and required documents</i></li><li>• Select the type of event in the drop-down menu. Provide a <b>Description and justification of the change</b>, click on <b>Add</b> and then on <b>Submit</b></li><li>• Attach any documents, in PDF format, by following the procedure indicated</li></ul>
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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.

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