

## NOVA Program - FRQNT-NSERC



Reminders and instructions for preparing your application and  
completing your form

## 1. REMINDERS

- A. The Principal Investigator (PI) candidate must ensure that he/she and all co-investigators meet the eligibility requirements as outlined in the program rules.
- B. Two EDI sections (EDI page and EDI criteria in the project description) are requested in the funding application constitution: The first document (EDI page) addresses the consideration of EDI criteria in the training plan. Applicants must use the EDI page template located in the Toolbox. The EDI page is used to determine the eligibility of the application and serves as an eliminatory step. Eligibility, including the EDI page, is determined jointly by the FRQNT and NSERC. The second EDI section is located in the project description and must meet the elements of evaluation criterion #5. This section is evaluated by a panel of experts during the evaluation process of eligible applications. This section can be based on the content of the EDI page.
- C. The Canadian Common CV and detailed contributions of each co-investigator outside Quebec must be provided in NSERC format (Form 100A). Instructions are provided in Section 2 below.
- D. Separation of the project budget between FRQNT and NSERC: The grant is in the form of two separate awards, one from the FRQNT (max \$30,000) and one from NSERC (max \$45,000). In the application form, you must therefore submit a budget to the FRQNT to be detailed in the third sub-section of the budget, as well as a budget to the NSERC which must be detailed in the PDF document to be attached. Each of the budgets submitted must respect the eligible expenses of each organization. Please note that the respective justifications must be consolidated in a single PDF document. This document must also include the justification of the equipment requested from FRQNT, if applicable. The instructions are specified in Section 2 below.
- E. Allocation of Funds: The PI will hold both grants. FRQNT funds must be spent in Quebec. NSERC funds may be spent in Quebec or elsewhere in Canada.

## 2. INSTRUCTIONS FOR COMPLETING THE FORM

- F. The description of the research project must be included in the "QUALITY OF THE PROPOSAL" section of the template to be used (Criterion #3). This section must therefore describe the project and address the elements of the criterion.
- G. The EDI page for eligibility must be attached in the "Other Documents" section of the FRQnet form.
- H. Supplier quotes must be attached, if applicable, in the "Other Documents" section of the FRQnet form.
- I. Form 100A for co-investigator outside Quebec must be attached by the PI in the "Other Documents" section, under the type of document "Canadian common CV and detailed contributions file of co-investigators from outside Quebec". If the team includes more than one co-researcher from outside Quebec, all forms 100A must be consolidated into a single PDF.
- J. The "Budget" section of the form is divided into four subsections:
  - 1. Subsection for the equipment grant: indicate the contribution requested from the FRQNT and the actual cost of the requested equipment. If no amount is requested for the purchase of equipment, leave the boxes blank;
  - 2. Subsection for the NSERC grant: indicate the total requested funding from NSERC;
  - 3. Subsection for the FRQNT operating grant: indicate the eligible expenses;
  - 4. Subsection to attach the budget justification (Consolidated PDF).
- K. Budget Justification (Consolidated PDF; max 6 pages): The consolidated PDF to be attached must include:
  - 1. Justification of planned expenditures for the FRQNT (max 2 pages);
  - 2. Justification of the equipment request to the FRQNT, if applicable (maximum 1 page);
  - 3. Budget for the NSERC portion of the research project (table; maximum 1 page);
  - 4. Justification of planned NSERC expenditures (maximum 2 pages).

### Information

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