

Registration

THIS IS A DEFAULT ENGLISH VERSION OF THE FORM which has not been fully validated.

Please refer to the program rules and the French version of the form to make sure you provide the right information. To access the French version of the form, get back to the **My forms** page and change the display language in the upper right corner of the screen.

The application form including all required documents must be submitted **before the deadline set by the institution** that will approve your application. Following the approval given by the institution, your application form will be automatically submitted to the FRQS if the deadlines are respected.

To find out your institution's deadline, you must first indicate the institution and save it at the section **Managing institution** in your application form. The institution's deadline will be displayed under the **Your institution's deadline** column on the **My forms** page. In addition, the value under the **Form status** column allows you to track the approval and submission process of your application form.

It is important to carefully read the program rules ([programme web page](#)), the Common General Rules ([RGC](#)) and all relevant documentation before beginning to complete this form, especially the eligibility requirements.

Make sure you are using the correct form for the program you have chosen. If you make a mistake, you will have to abandon the application and start a new one.

Refer to the [Presentation standards for PDF attachments to FRQnet forms](#) available in the **Documents** of the FRQnet E-portfolio for complete presentation instructions.

Prior to the submission of this form, the Canadian Common CV must be transmitted and the PDF file of the detailed contributions must be attached in the **Canadian Common CV** section of the FRQnet E-portfolio.

Fields marked with an asterisk (*) are mandatory. In all sections of the form with a "Save" button, it is important to save the information on the page before clicking the "Validate the page" button.

The "Validate submission" button in the **Signature and submission** section allows you to check whether the required information is complete.

POUR
INFORMATION
SEULEMENT

Name:

File number: 336933

Principal Investigator

The Principal Investigator is responsible for the scientific direction and execution of the research project, program or infrastructure, as well as the administrative and financial aspects of the grant, including corresponding with the Fonds.

Refer to the program rules for eligible research statuses. For status definitions, see the Status and Roles section of the [FRQ Common General Rules](#).

Nip :

Name :

First Name :

***Research Status**

CONTACT INFORMATION

The information is displayed for consultation purposes only and comes from the **My Profile** page of the FRQnet Electronic Portfolio. If the information is missing or incorrect, please edit it on the **My Profile** page (for the **Address Type** field, you must select **Principal Affiliation Address**).

Address:

E-mail:

Name:

File number: 336933

Managing institution

The managing institution is the employing institution of the Principal Investigator. Note that the *Employing and managing institution* drop-down menu contains only [Institutions recognized by the FRQ to manage funding](#).

Once the information has been saved, the managing institution will be able to see this form in the Institutions portal.

Managing institutions may set an internal deadline for the approval of applications that is earlier than the competition deadline. This date will be posted on the “My forms” page under “Institutional deadline”.

It is essential that this form be submitted before **the institutional deadline**, or before **the competition deadline**. The institution must then approve it within the timeframe prescribed in Section 3.2 of the Common General Rules.

For applicants employed by a college centre for technology transfer (CCTT), the associated college must be identified as the employing and managing institution.

Employing and managing institution

Principal university affiliation

**Department / Administrative Unit / School /
Campus / CCTT**

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Pre-eligibility

I certify that, as a Principal Investigator, I am eligible for status 1, 2, or 3 as described in the FRQ Common General Rules and Program Rules at the time of filing this application for funding.

I certify that the team presenting this project is composed of at least 3 persons:

- 1 principal investigator with Status 1, 2 or 3;
- 1 co-investigator with Status 1, 2 or 3;
- 1 user (person who is a service user or living with a mental health problem) or a relative of a person living with a mental health problem - Status 4e).

I understand that all Status 1, 2 and 3 researchers on the team must attach a Canadian Common CV (FRQS, FRQSC or FRQNT version) and a Detailed Contributions file in the format of one of the Fonds, in the Canadian Common CV section of their FRQnet Portfolio.

I understand that all Status 4a) co-investigators on the team must provide me with a Canadian Common CV (FRQS, FRQSC or FRQNT version) and a Detailed Contributions file in the format of one of the Fonds, and that I will be required to submit these in a single PDF file in the "Other documents" section of this form.

I understand that all Status 4b), 4c) and 4d) co-investigators on the team must provide me with a two-page abridged CV in PDF format, and that I will be required to submit these in a single PDF in the "Other documents" section of this form.

I understand that all Status 4e) co-investigators on the team must send me their letters of motivation or interest in participating in the project, and that I will be required to submit these in a single PDF file in the "Other documents" section of this form.

I certify that I have read the rules of the program as well as the other documents to be submitted in the Other documents section of this form. In the event that some of these documents are missing after transmission of the FRQS, I understand that it will no longer be possible to send them and that my application will then be deemed ineligible.

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Title and research fields

Title

Indicate the title of your funding application.

***Title**

Must be in French

Only if your application is written in English, complete the field hereunder.

Title in English

Classification

A complete list of permitted values for the different drop-down lists used in the Fonds research classification system is available in the [Documents](#) section.

List, in order of priority, the research sector(s) to which your research activities belong.

***Sector 1.**

2.

3.

4.

Indicate the research discipline(s) that best describe the research.

***Discipline 1.**

Discipline 2.

Indicate the main field of research to which your application belongs.

***Field of research**

Indicate the research topics that apply to your application.

***Research topic 1.**

Research topic 2.

Indicate the field and sub-field of application in which your research activities fall.

Field of application

Sub-field of application

Indicate six keywords, from the most general to the most specific, that best describe your research project or program.

***Keywords**

Referring to the list presented in the Call for Proposals Guide, indicate in which priority axis, priority or need your project falls.

Priority axis, priority or need

Name:

File number: 336933

Research project description

Outline your research program using the following organization as much as possible :

1. Issue
2. Objectives and research questions
3. Methodology
4. Impacts and expected results
5. Anticipated methods of engaging users or their families

A maximum of two (2) pages is allowed.

File name	Type of document	Date	Taille (Ko)
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Bibliography

Clearly indicate, avoiding abbreviations, the most relevant references pertaining to the research project.

A maximum of three (3) pages are allowed.

Suggested format:

Article: Author List (Year). Article Title. *Journal name*, Volume (issue), pp. start page - end page. [Url](#).

Book: List of authors (Year). *Book title*. Place of publication: Publishing house. [Url](#).

Book chapter : Author List (Year). Chapter Title. In A. Publisher1, B. Publisher2, & C. Publisher3 (Eds), *Book title* (pp. beginning page - end page of chapter).

Place of publication: Publishing house. [Url](#).

Precision for list of authors: last name, first name initial(s); if more than 6 authors, add "et al."

Precision for Name of journal: full wording if possible or common abbreviation, italicized.

Precision for Url: optional, e-mail address of publication, if applicable.

File name	Type of document	Date	Taille (Ko)
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Co-Investigators

Co-applicants list

Add co-investigators whose research statuses are eligible under the program rules. Status descriptions are provided in the [FRQ Common General Rules](#). Co-investigators' CVs are considered in the application evaluation. Individuals identified as co-investigators in this form will receive an email procedure for confirming their participation in the application and submitting their CV.

The employing institution indicated must be the one that pays the co-investigator's salary.

For individuals employed by a centre College Centre for Technology Transfer (CCTT), the college of affiliation must be identified as the employing institution.

CO-INVESTIGATORS – Research statuses 1, 2 and 3 of the Common General Rules

It is the principal investigator's responsibility to ensure that all Status 1, 2 and 3 co-investigators have 1) confirmed their participation via the *As a co-investigator* section of their E-portfolio; 2) submitted their updated Canadian Common CV to the Fonds; and 3) attached their updated Detailed Contributions file in their FRQnet portfolio, section *Common Canadian CV*. This must be done before the institution deadline date and time, or the competition deadline date and time, to allow for submission of the application form. Go to the "My forms" page and click on the link in the "Other statuses" column to verify.

(The list is empty)

Co-applicants list

OTHER CO-INVESTIGATORS – Research statuses 4 of the Common General Rules

Add co-investigators with "Other research statuses" who are eligible under the program rules and do not have research statuses 1, 2 or 3 as defined by the CGR.

Co-investigators with Research Status 4a must send a Canadian Common CV in PDF format to the principal investigator.

Co-investigators with Research Status 4b, 4c and 4d must send an abridged CV (two pages in PDF format) to the principal investigator.

Co-investigators with Research Status 4e must send the motivation and interest form (available in the *Tool Box*) in PDF format to the principal investigator.

It is the principal investigator's responsibility to attach all these documents in a single document and to ensure that all Status 4 co-investigators have confirmed their participation via their FRQnet portfolio, section *As a co-investigator*.

This must be done by the institution deadline to allow for submission of the application form. Go to the "My forms" page and click on the link in the "Other statuses" column to verify.

The rules for the presentation of the abbreviated CV are available by clicking on [the following link](#), as well as in the *Tool Box*.

Note: If an institution is not listed, ask for it to be added by writing to: etablissement@frq.gouv.qc.ca

Clearly indicate 1) the name, country and province of the requested institution, 2) the name of the program and 3) the title of the section of the form where it is requested. A Status 4 co-investigator cannot be delegated to manage a portion of the funds via an inter-institution transfer.

(The list is empty)

Name:

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Collaborators

List key collaborators.

A collaborator is an individual who brings specific expertise to the project or research program, as appropriate. He or she does not provide a CV and cannot be delegated to manage a portion of the funds.

For the definition of the possible Roles in the application, refer to the FRQ Common General Rules.

If the institution is not listed, consult the help bubble to request an addition. If the collaborator is not attached to any institution, select No affiliation or home institution.

Collaborators list

(The list is empty)

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Professional Orders

For each applicant and co-applicant, indicate if they are members of a Quebec professional order and specify the permit number.

List of researchers' professional orders

(The list is empty)

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Suggestions of experts

Suggest 5 experts from Québec or outside Québec with recognized expertise in the research area of the application. The experts must have no current or recent (five years or less) collaborative relationship with the principal investigator or co-investigators. Please refer to the [General Common Rules](#) - Conflict of Interest Management.

The experts must have sufficient knowledge of the language in which the application is written.

The Fonds will decide whether or not to contact the suggested expert(s). They will not be notified of your suggestions.

List of experts

(The list is empty)

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Other documents

Attach the supporting documents to your funding request. They will be added at the end of the form. **Only one file per type of document is allowed.** Make sure to use all the possible options to optimize the size of your documents (black / white, image size, Acrobat optimization options, etc.) furthermore, ensure that PDF documents are not protected and that they do not contain bookmarks.

Consult the [Presentation standards for files \(PDF\) attached to FRQnet forms](#) available in the **Documents** section of the FRQnet electronic portfolio to read all presentation instructions.

Consult the program rules to find out which documents are required according to your situation and what specific information to provide in each document. Any document not required will be withdrawn from the funding request for its evaluation by the scientific committee.

File name	Type of document	Date	Taille (Ko)
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Signature and submission

COMMITMENTS OF THE APPLICANT

I declare and warrant the following.

1. All the **information** contained in the application and all the information I shall subsequently provide related to this form or eventual funding (documents or further details required by the Fonds, reports, etc.) is and shall be **accurate and complete**. I shall notify without delay the FRQ of any changes to the information I entered.
2. The Co-Investigators who will contribute to the research project and the other project collaborators listed in my application, if applicable, have confirmed their commitment to the research project and **authorized me to provide their personal and confidential information**.
3. I have read and agree to comply with the obligations set out in the **Common General Rules** of the Fonds de recherche du Québec (Fonds de recherche du Québec – Nature et technologies, Fonds de recherche du Québec – Santé, Fonds de recherche du Québec – Société et culture, hereinafter the “FRQ”) and the **FRQ’s open access policy for the dissemination of research** (see the DOCUMENTS tab), as they are updated periodically, and meet the terms set out in the **Program rules** to which I am applying, as well as all other terms set out in the award or grant letter and at the time the payments are made.
4. I have read and shall comply with the standards of ethics and integrity of the FRQ, including those set out in the set out in *Standards sur l’éthique de la recherche en santé humaine et l’intégrité scientifique* (see the DOCUMENTS tab), as it is periodically updated, and the ensuing obligations and subscribe to the best practices in my area of research.
5. I have read and shall comply with the provisions of the *Policy for the Responsible Conduct of Research* of the FRQ (see the DOCUMENTS tab), as it is periodically updated, as well as those set out in institutional policies with regard to the responsible conduct of research, as they apply to my research activities. In the event of a breach of responsible conduct of research allegation, I accept that the FRQ may exchange personal and confidential information concerning myself with the managing institution and the following organisations, if applicable, in Canada or abroad: their financial partners for the program to which the allegation relates; any institution concerned by the allegation; and any public research funding agency concerned by the allegation. This information may include: the allegation, the supporting documents, the review reports, etc.
6. I am not currently ineligible to receive funding from a Canadian or international research funding agency as the result of a **substantiated case of breach**.
7. I shall advise the Fonds to which I am submitting the application should I become ineligible to apply for funding or receive funding from a Canadian or international research funding agency as the result of a **substantiated case of breach**. The continuation of any FRO funding may then be considered by the FRQ Responsible Conduct of Research Committee.
8. I understand that **failure to comply with any of these commitments** may lead to the withdrawal of my application from the review process, or to the suspension, withdrawal, termination or even reimbursement of funding, or any other type of **administrative penalty** related to the privileges granted by the FRQ.

AUTHORIZATION REGARDING PERSONAL AND CONFIDENTIAL INFORMATION SUBMITTED AS PART OF THE APPLICATION PROCESS

The information entered on the funding application forms and all other forms relating to the management of eventual funding shall be treated confidentially and in accordance with the *Act respecting Access to Documents Held by Public Bodies and Protection of Personal Information* (CQLR c A-2.1, hereinafter *the Act*), as well as with the *Statement regarding the protection of personal and confidential information*, see the DOCUMENTS tab, hereinafter the “Statement”).

- I have read the *Statement* and authorize the Fonds to keep, use and release all the personal and scientific information contained in my personal file, in accordance with the terms set out in the *Statement* and the *Act*, and on the condition that the individuals authorized to access my personal information undertake to treat it confidentially.

Name:

File number: 336933

Identification

I accept: Yes
 No

Instructions

Step 1: Please validate the submission of your electronic form to make sure all sections needed are filled.

Step 2: Submit your electronic form at the FRQS, before the deadline.

IMPORTANT NOTICE: This is a final submission. No modification can be made after the submission.