

# Instructions for completing a Master's Research Scholarship (B1), Doctoral Research Scholarship (B2) or Scholarship for re-entering the Research Community (A2-M or A2-D) application form

All required documents must be received by the application deadline. Incomplete applications will be deemed ineligible by the Fonds.

This document provides useful instructions and tips to help you prepare your scholarship application.

## 1

### VERIFYING YOUR ELIGIBILITY FOR THE PROGRAM

#### **Recommendation**

Read all available documentation concerning your chosen program before starting to prepare your application:

- Program Rules (B1, B2, A2)

Reference documents in the *Toolbox*

- Application Form – for information only (.PDF format)
- List of Evaluation Committees
- *Common General Rules*
- Instructions for Referees
- Etc.

Pay special attention to the eligibility requirements. These are specified in section 2.1 of the program rules.

- ✓ Citizenship and Place of residence
- ✓ Required Minimum grade point average (undergraduate)
- ✓ Eligibility Period

#### **Master's scholarships only**

Applicants must have obtained a cumulative average of A- or the equivalent in their undergraduate studies.

If you are not sure, contact us at [boursesm.sc@frq.gouv.qc.ca](mailto:boursesm.sc@frq.gouv.qc.ca)

[Equivalency table for minimum cumulative average](#)

If the Master's or doctoral program for which the scholarship is being sought has already begun, be sure to verify the eligibility period (see section 2.3 Eligibility Period).

You must attach copies of the supporting documents required in BLOCK 2 (see section 3.1.2 – Additional Documents Required to be Submitted Electronically) as confirmation of the declaration made in the electronic scholarship application form.

If you are eligible, move on to the next step.

## 2

### BEFORE COMPLETING THE ELECTRONIC SCHOLARSHIP APPLICATION FORM

#### **Recommendation**

Before completing your application form, consult or print the “For information only” version provided on our website to view the information required and space provided for each section corresponding to an evaluation criterion (section 4.2, Evaluation Criteria). This .pdf version corresponds to the one who will be generated when you visualizing/printing your on-line form.

Only scholarship application forms completed and submitted electronically will be accepted.

**Get your PIN:** To create and complete your electronic application form, you must have already obtained a personal identification number (PIN) on the Fonds website.

Request your PIN right away, if you don't already have one.

If you already have a PIN, do not ask for a new one. If you have forgotten your password, we can reset it for you upon request.

You can request a PIN here:

Home / Scholarships and grants / Search for funding - Apply

Master's Research Scholarships (B1) and Scholarships for re-entering the Research Community (A2-M)

< Back to results | Print | Share

#### Summary

Competition year :	2017-2018
Deadline (application) :	October 12th, 2016, 4 PM
Amount :	\$15,000 per year
Duration :	6 sessions maximum
Announcement of results :	End of April 2017

Apply >

#### Do you have questions?

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#### Toolbox

Quick Access

- Forms and e-file
- Letter of reference

Application toolkit

- Instructions for completing an application
- List of required documents

This version was updated on June 30th, 2016, subject to the approval of the Minister of Economy, Science and Innovation.

#### GENERAL INFORMATION AND RULES

Master's Research Scholarships (B1) and Scholarships for re-entering the Research Community

### 3

## REQUIRED DOCUMENTS TO BE ATTACHED TO THE ELECTRONIC SCHOLARSHIP APPLICATION FORM

Consult the list of required documents in section 3.1 – Required Documents. Failure to provide any of these documents will render your application ineligible.

### ***Recommendation***

Be sure to obtain an up-to-date transcript for all university programs and credits. Consider the processing time to issue the transcript that is different in each institution.

The documents required for evaluation purposes must be scanned in a single document and submitted as BLOCK 1.

**No document submitted to the FRQSC by post or by fax will be accepted. Under no circumstances should the registrar's office send your transcript directly to the FRQSC. Transcripts must be included in BLOCK 1 of your application form.**

The documents required for assessing the eligibility of your application must be scanned in a single document and submitted as BLOCK 2.

### ***TWO LETTERS OF RECOMMENDATION REQUIRED***

Applicants to the Master's, doctoral or Re-entering the research community scholarship programs must obtain two letters of recommendation to complete their application form.

The application form includes a section on the two referees of your choice. Once this section has been saved, be sure to send the E-mail invitation and instructions to your referees. This will allow them to create a letter of recommendation linked to your application. You will be able to check the status of the letters in your personal file but not their contents, which are confidential in nature.

The letters of recommendation must be completed by university professors. Applicants who do not list a researcher-professor as a referee must choose referees who are capable of commenting on each of the qualities identified in the letter of recommendation. In the absence of a researcher-professor on the faculty, a lecturer may complete a letter of recommendation. Your referee must be able to attest to your research abilities and potential for Master's or doctoral studies. We strongly suggest that you provide your referees with a copy of your completed electronic application form.

### ***Recommendation***

Contact the two people who will be writing your letters of recommendation well in advance, to allow them enough time to complete their "Referee's Letter" e-form and thus minimize the risk of having an incomplete application at the competition deadline. If one or both letters of recommendation is missing at the closing date of the competition, the application will be deemed ineligible by the FRQSC.

Only letters of recommendation created using the e-form in the referee's personal account on the FRQSC Website will be accepted. Letters of recommendation in any other format, or with additional pages, will not be included in the application forwarded to the evaluation committee.

Make sure that your referees have received proper instructions on how to create and submit their letters of recommendation in the required format.

Remind your referees that they must submit their letters of recommendation before the closing date and time of the competition.

# 4

## TECHNICAL REQUIREMENTS

Make sure that the computer you are using meets the technical requirements for maximum compatibility with our website. Given the vast array of computers, operating systems and software used by our clientele, we cannot guarantee perfect user-friendliness.



To ensure optimal security while preparing and submitting your scholarship application, refer to the Security section in your electronic account or your application form.

To move from one section to another, click on the appropriate tab on the left, after entering and saving the required data for the section you wish to leave. To move around within a section, use the buttons inside the section.

Do not use your navigator's Back, Forward or Reload buttons because you may lose some of the data entered.

You can prepare the sections pertaining to the progress of your work, your experience and achievements and your research project using a word processor. You can then copy and paste the text into the appropriate sections of the e-form. We recommend the use of 12-point Courier New font, single-spaced; narrow fonts will not be accepted.

Make sure:

- that you do not exceed the prescribed number of lines or pages, otherwise your text will be truncated when submitted to the evaluation committee. When you save the section, an error message will inform you if you have exceeded the space permitted;
- that the entire text that you wish to send appears on the print copy of the form.



### Recommendations

Check that the form is properly filled in using the "Print .PDF" function, to see the application form as it will be presented to the evaluation committee.

Fill in every section of the form, taking the evaluation criteria into consideration and respecting the prescribed number of lines. Make sure that the entire text of each section appears in the print copy, and shorten where necessary.

# 5

## COMPLETING YOUR APPLICATION

Follow the sequential order when completing your application.

### Pre-eligibility

Pre-eligibility screening is integrated in the electronic system, which will save you the trouble of completing the form if your application does not meet the basic eligibility requirements. Should this be the case, a message will inform you of the reason(s) for ineligibility. If you do not receive a message after your pre-eligibility screening, this means that your application will be reviewed by the Eligibility Committee in the weeks following the competition deadline. All applicants who submit their electronic application form within the prescribed time will receive an E-mail confirming that their application has been sent to the evaluation committee, or that it has been deemed incomplete or ineligible, as the case may be.

### Research Sector/Evaluation Committee

The drop-down menu offers two options: Human and Social Sciences or Arts and Literature. This initial selection will determine the keywords displayed under Sector, Area, Research Topic and Field of Application.

The research areas and study and research programs are used to distribute applications among the different committees. The areas under which the committees are grouped are provided as a general guide and are frequently associated with the research activities within the committee. To choose your committee, refer to the list of evaluation committees 2016-2017 (see Toolbox).

### Project Title

If you have provided a temporary title, don't forget to indicate this before submitting your application. A project title is mandatory for both Master's and doctoral levels. It should reflect the focus of your research project. Note that the title must be written in French.

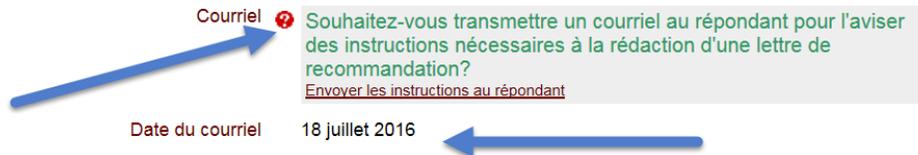
### ***Recommendation***

Pay special attention to the quality of your French or English: check your spelling and text structure.

## Referees

It is important to provide your referees with enough time to write and submit their letters. Be sure to send them the instructions provided in section 3.1.1.2 of the program rules (Letter of recommendation E-form) and on the FRQSC Website in the Support an applicant section, as soon as possible.

Once the Referees section has been completed, save it and then click on the link that will send instructions to your referees. It is important to send them the E-mail message entitled "Envoyer les instructions au répondant" (*Send instructions to the referee*), which contains your application number and your PIN as well as instructions for writing the letter. Note that referees will need to use their PIN and password to access the letters of recommendation on line. The sending date will be displayed the second time this section of the form is saved.



To check whether the letters have been completed and submitted, return to the main page of Your Account.

The following example found in your personal file (Votre dossier) shows that the referee has started the letter but has not yet sent it. Do not hesitate to remind him to click on the button "Transmettre".

No additional time will be granted to referees.

DEMANDES DE BOURSES OU PRIX					
Programme	Date limite	Saisie terminée	Dernier accès	Imprimer / visualiser	Avis de dépôt
<u>Bourses de maîtrise en recherche</u> # DEMANDE: 197449	07 octobre 2015 16:00	<u>Transmettre</u>	09 JUILLET 2015 <u>Abandonner cette DEMANDE</u>	Demande : Fichier joint : Engagement :	
Lettre de recommandation 1 : Nom du répondant		Non transmise	<u>Abandonner cette lettre</u>		

### **Recommendation**

Check your file regularly to see whether the letters have been submitted, to avoid any unpleasant surprises just before the competition closing date. It must be emphasized that the applicant is entirely responsible for ensuring that his or her application is complete, including the two letters of recommendation.

## Quality of Academic Record and Recognition

University record (e-form) – Include the program for which the scholarship is being sought, if it has already begun at the time of submitting the application. Programs beginning the following autumn must also be entered in this section. In this case, since you have not yet received any marks, enter a cumulative average of “999”.

Dossier universitaire						
Titre du diplôme	Discipline	Établissement	Date d'inscription au programme	Date prévue ou réelle d'obtention du diplôme	Moyenne cumulative	Diplôme obtenu oui / non
MT Maîtrise avec thèse	Littérature 2	UQAT U. du Québec en Abitibi-Témiscamingue	2016 / 08 (aaaa/mm)	2018 / 06 (aaaa/mm)	999 /	<input type="checkbox"/> <input checked="" type="checkbox"/>
MA Majeure	Littérature 1	UQTR U. du Québec à Trois-Rivières	2001 / 09 (aaaa/mm)	2002 / 09 (aaaa/mm)	3.67 / 4.30	<input checked="" type="checkbox"/> <input type="checkbox"/>
B	Littérature	5530	2000 / 09	2001 / 05	80.00 / 100.00	<input checked="" type="checkbox"/> <input type="checkbox"/>

All other university training and courses (independent, exchange or qualifying studies, etc.) must be declared in this section. All corresponding transcripts must be appended to the application.

Autres diplômes ou relevés de notes universitaires						
Si vos diplômes ne figurent pas dans la liste, veuillez les inscrire ci-dessous.						
Propédeutique	Psychologie	SHER U. de Sherbrooke	2012 / 08 (aaaa/mm)	2013 / 06 (aaaa/mm)	3.33 / 4.30	
Échange	Architecture	AMEX Autre univ. - Mexique	2009 / 08 (aaaa/mm)	2009 / 12 (aaaa/mm)	8.00 / 10.00	
Études libres	Allemand	BUCA University of	2008 / 06 (aaaa/mm)	2008 / 09 (aaaa/mm)	999 /	

## Scholarships, awards and distinctions

Scholarships, awards and distinctions received fall under the evaluation criterion of Academic Excellence. Competition-based scholarships must have the following characteristics: the competition must have defined eligibility rules; the candidate must submit an application; the application must be evaluated on the basis of specific criteria by an evaluation committee.

For each scholarship or award obtained, provide details of how it was awarded. For example, you were one of six recipients of a faculty scholarship based on academic excellence. You were ranked 1st out of 30 candidates.

### ***Recommendation***

Supply a text explicitly meeting the evaluation criteria and organized in sections which respect clearly the order of each of the criteria (see section 4.2) and questions that applies (see details in application). For each of the criteria, you must consider and associate indicators when filling in the form.

## **Research Project**

### **Master's – 2 pages**

Master's applicants are asked to provide an overview of the research project specifying: 1) the research topic; 2) the research problem (context and questions) and its originality; 3) the objectives; 4) the methods, the projected approach or means, and 5) a bibliography (3 to 5 relevant references).

### **Doctorate – 3 pages**

Doctoral candidates are required to develop a research project structured according to the research standards of their respective disciplines. The outline must be clear and well-structured, and include:

a) the research problem and its originality, b) the contribution to the advancement of knowledge, c) the research objectives, d) the methodology, e) the planned schedule of the research project (not of the doctoral program), f) a bibliography (5 to 10 relevant references).

### ***Recommendation***

When writing your project outline, avoid the use of overly specialized scientific terminology and use clear language. While the evaluation committee is composed of experts in the field, they are not necessarily all experts on the specific topic covered by your project.

Make good use of space to ensure that your application is easy to read, and get someone to proofread your text.

## Experience and Achievements

Research skills and experience in an academic or non-academic setting make up the second evaluation criterion taken into account in evaluating the applicants' expertise. (20 points at the Master's and doctoral level).

Respect the presentation order indicated in the instructions in the form. When presenting the publications, describe your role and be specific, e.g. primary author, year of publication, publication under evaluation, individual or collective exhibition, type of conference participation, etc. We suggest that you avoid listing off all of your contributions to research: this type of approach can affect the readability of the section, which counts for more than 15% of your evaluation score.

Provide in this section all information relevant to the eligibility and evaluation of your application (illness, parental leave, part-time work/studies, etc.) in Part C of this section.

## Choice of University

At the Master's level, you must justify your choice of university and research director in Part B of the section Focus of the Proposed Research. If you have not yet chosen your university or research director, describe the type of supervision you are looking for as it pertains to the proposed research. Do not leave this section blank.

Note that it is possible to change universities if you are offered a scholarship.

Doctoral applicants are required to present their choice of research environment and supervision, as it pertains to their research project, in the section provided. Note that it is possible for a scholarship holder to change university, program or research director after being awarded a scholarship. However, in order to be accepted, any such change must comply with the conditions laid out in the program rules and the *Scholarship Holder's Guide*.

## Required Documents – Attachments

For each of the two BLOCKS of attachments, the documents must be scanned into a single file. Don't forget to number the documents within each block according to the order specified in the program rules or the e-form.

**IMPORTANT:** Make sure that the attached .PDF documents are not write-protected (no password).

Transcripts must not be photographed. For a transcript of several pages, supply only once the explanatory page providing information regarding grading system (on the back of each page).

Before submitting your application form, we recommend printing it in order to check that it is complete and that no text was truncated because there were too many lines or characters, and to have a copy for your personal records. You may also want to give a copy to your referees and/or your supervisor.

***Don't forget to submit your application!***

### **Submitting your Application**

When you are ready to submit your application form, don't forget to click on the "Transmettre la demande" button. The Fonds websites are always extremely busy during the hours leading up to the competition closing time. We strongly suggest that you do not wait until this time to finish filling in the form, scanning the documents to be attached, and submitting your application.

Once your application has been submitted, you can still access it and make changes to it up until the closing date and time of the competition. If you re-open your form after having sent it, save it and submit it again, even if no changes were made. To make sure that the latest version of your application has been successfully submitted, check that the word "Transmise" appears in your application file before the closing date and time of the competition. The final submission date will be indicated there.

Please keep your filing notice, which will be available for printing after submission of the electronic application form. This notice replaces the acknowledgement of receipt and serves as proof of submission.

No changes can be made to application files after the closing date and time of the competition