

## SCHOLARSHIP HOLDER'S GUIDE – Master's and doctorate

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## Foreword

This guide is intended for FRQSC master's and doctorate scholarship holders, regardless of the year in which the scholarship was awarded. It explains, step by step, the procedures you must follow to manage your funding through your [E-portfolio](#) in FRQnet.

It is complementary to the FRQSC [master's](#) and [doctoral](#) scholarship program rules and the [Common General Rules](#) (CGR) des Fonds de recherche du Québec. We strongly encourage you to consult all these documents to help you properly manage your funding.

All documents requested must be sent to the Fonds via your [e-portfolio](#) in the Declarations - Situation and Required Documents section. No documents sent by e-mail 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. Thus a 2020 scholarship includes the summer-2019, fall-2019 and winter-2020 terms.

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

## Section 1 – Scholarship holder's guide

### 1. Your responsibilities

#### 1.1 Compliance with program rules

It is your responsibility to read and fully comply with the scholarship rules (B1, B2, A2) that apply to you as well as the principles of research ethics and integrity set out in the [Policy for the Responsible Conduct of Research](#) and the CGR.

#### 1.2 Updating your personal information

You are responsible for keeping 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. 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 scholarship payments via direct deposit. This information must be entered at the time of accepting the scholarship.

**IMPORTANT:** Your account must be in Canadian currency for the direct deposit payments to be made.

#### 1.4 Income tax

The FRQSC does not withhold taxes at source on scholarship payments. You are responsible for paying all income tax owing on amounts received, where applicable.

The deposit date of each instalment determines the year in which the instalment must be declared as personal income for tax purposes. For this reason, payments for the winter academic term are made after January 1.

Canada Revenue Agency T4A slips and Revenu Québec RL-1 slips are sent to the scholarship holder's mailing address in February of the year following the tax year in question. The mailing address must be complete and current to ensure delivery of these documents.

The FRQSC does not offer advice regarding Canadian or Québec income tax matters. Scholarship holders are encouraged to communicate directly with Revenu Québec and the Canada Revenue Agency for further information.

### 1.5 Health insurance

If you are studying outside Québec, on request, you must be able to provide a copy of your Québec health insurance (RAMQ) card, valid throughout the duration of funding, or proof of an agreement with the RAMQ.

## 2. Basic conditions

To retain the scholarship, you must satisfy the following basic conditions throughout the duration of funding:

- Respect the conditions relating to citizenship and place of residence.
- Be enrolled full time in a program of study.
- Respect the rules relating to concurrent funding.
- Respect the rules relating to paid employment.

You are required to inform the Fonds immediately if you cease to satisfy any of these conditions. Failure to respect these conditions may result in a request for full reimbursement of all amounts received.

## 3. Exceptions for part-time enrolment

### 3.1 Serious family obligation

You have the possibility of enrolling part time and receiving partial scholarship payments (50%) if you are unable to pursue full-time studies for reasons arising from **serious family obligations** (family caregiver, principal parent providing care for a sick child, etc.).

Document required: a medical certificate or other official document justifying the situation and authorization from the university for part-time enrolment in the program.

### 3.2 Person with a disability

You can pursue your studies on a part-time basis and receive full scholarship payments if you have a **handicap** within the meaning of the *Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration* and your university authorizes your part-time enrolment.

Document required: a medical certificate or other official document justifying the situation and authorization from the university for part-time enrolment in the program.

In both cases, the Fonds reserves the right to refuse any request with insufficient justification. You must submit a request via your [E-portfolio](#) and attach a medical certificate or any other official document justifying the request.

## 4. Scholarship start date, requesting payment and progress reports

The **start date** of the scholarship refers to the academic term during which the first payment can be requested.

**4.1 For scholarship holders whose program has not yet started**, the scholarship start date is:

May 2019 (summer term) or,  
September 2019 (fall term) or,  
January 2020 (winter term).

**4.2 For scholarship holders whose program is already underway**, the scholarship **must** start:

May 2019 (summer term)

**4.3** You must request payment at the beginning of each academic term within the designated period indicated below.

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

You will be notified by e-mail at the start of each payment request period. The list of documents required and other conditions to be met for the current term will be indicated in your E-portfolio under Manage my funding / Payment conditions.

\*\*\* At the beginning of each term, if all payment conditions are met sufficiently in advance, the first scholarship payment may be advanced to the 15<sup>th</sup> of the month (May, September or January).

The 4<sup>th</sup> and 7<sup>th</sup> instalments are conditional on the submission of a progress report. This is required after each full year of funding to indicate the progress of your research. This report is to be completed in the [E-portfolio](#) and must be submitted before the deadline in order to claim the instalment. Entitlement to the scholarship will be maintained if progress is judged satisfactory by the Fonds.

If you received funding from the SSHRC for a year of your master's degree, you will need to produce a progress report before receiving the first instalment of your FRQSC scholarship.

## 5. Concurrent funding

The following table summarizes the rules for concurrent funding and partial concurrent funding.

| RULES FOR CONCURRENT FUNDING  |  |
|---|--|
| Type of scholarship / Scholarship program   | Master's /PhD  |
| Scholarships from Canadian and Québec government departments and agencies, other than those mentioned below   | Concurrent funding allowed   |
| Private sector and university scholarships  | Concurrent funding allowed   |
| Co-supervised international mobility scholarships and scholarships for an internship outside Québec   | Concurrent funding allowed   |
| Merit scholarships from federal granting agencies such as the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), and the Canadian Institutes of Health Research (CIHR)                     | Partial Concurrent funding*<br>or<br>Concurrent funding prohibited |
| Merit scholarships from the Fonds de recherche du Québec – Société et culture   | Concurrent funding prohibited                                      |
| Merit scholarships from Québec government granting agencies such as the Fonds de recherche du Québec - Santé (FRSQ), the Fonds de recherche du Québec – Nature et technologie (FRQNT), the Conseil de recherches en pêche et agroalimentaire du Québec (CORPAQ) | Concurrent funding prohibited                                      |

**Important:** if you receive a scholarship from another agency for the same project that is of equivalent or greater value than the one offered by the Fonds, you must refuse the Fonds scholarship if concurrent funding is prohibited or accept the Fonds scholarship if partial concurrent funding is permitted. If you receive a retroactive scholarship, you must reimburse any instalments received from the FRQSC. The start of the scholarship cannot be deferred and must follow the indications in Section 4 for determining the academic term in which the scholarship must start.

### \*Partial concurrent funding

Partial concurrent funding is possible when the FRQSC scholarship is of a **higher value** or **longer duration** than the scholarship for which concurrent funding is prohibited.

- When the Fonds scholarship is of a higher **value** than the other scholarship, the Fonds scholarship amount will be adjusted to make up the shortfall.
- When the Fonds scholarship is of a longer **duration** than the other scholarship, the Fonds will provide funding to make up the shortfall once the other scholarship has expired.

Partial concurrent funding is not permitted with scholarship whose total value is greater than that of the Fonds scholarship, even if the Fonds scholarship is of a longer duration. For example, this is the case for the SSHRC J.A. Bombardier Doctoral Scholarship and the Vanier Scholarship, since the total value of these scholarships is greater than the value of the Fonds scholarship.

Payment of the doctoral scholarship supplement of \$1,000/year is made in the winter term in the case of partial concurrent funding with a SSHRC 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.

## 6. Paid employment

A scholarship holder may accept paid employment of up to 225 hours per academic term, if authorized to do so by his/her research director. Teaching a 60-hour college-level course or a 45-hour university-level course is equivalent to 150 hours of employment. Note that teaching the same course to two different groups during the same term is equivalent to two teaching assignments or 300 hours of employment.

**In addition, a scholarship holder may accept remuneration to work exclusively on the funded research project.** This remuneration is then considered a scholarship for which concurrent funding is permitted, upon confirmation from the research director.

Document required: confirmation letter from the research director.

## 7. Internships

### 7.1 Compulsory internship

You must be enrolled as a full-time student and have the approval of your research director in order to receive a scholarship payment during a paid or unpaid internship. In the case of a paid internship of more than 225 hours per term, a letter confirming that the income is received through a compulsory internship is required.

Document required: letter from the research director confirming that the income is received as part of the internship.

### 7.2 Optional internship

An optional internship is considered paid employment when it is remunerated. The rule limiting the hours worked to 225 hours per academic term applies. Where permitted by the university, a scholarship holder doing an optional internship may request the **deferral of an instalment** for the purpose of acquiring relevant

experience if the planned hours of work exceed the allowed limit and the research director authorizes the internship.

Document required: letter from the research director confirming the internship and the relevance of the planned activities to the study program.

## **8. Deferring an instalment**

In all the following cases, the Fonds reserves the right to refuse any request with insufficient justification.

### **8.1 Deferral for acquiring relevant experience**

For each full year of funding, the FRQSC can authorize the deferral of one scholarship instalment to enable the scholarship holder to acquire relevant experience (work with a research team, teaching experience in the field of study, language training, etc.). Payment of this instalment is then deferred to the end of the funding period. Part-time enrolment is allowed during this term, where permitted by the university.

You cannot use this provision for your first instalment payment of a scholarship beginning in January (deadline for the start of funding).

A scholarship holder cannot use this provision to accept another scholarship for which concurrent funding is prohibited or to resume employment during a study leave.

BSMP (scholarship for internship in a practice environment) scholarship holders cannot use this provision.

Document required: letter from the research director confirming the relevance of the proposed activities.

### **8.2 Deferral for health reasons or family obligations**

The FRQSC will authorize the deferral of one or more scholarship instalments during an interruption of studies for personal health reasons or because of serious family obligations, for as long as is permitted by the university.

Documents required: medical certificate and authorization for leave of absence from the university

### **8.3 Deferral for parental leave**

The FRQSC will authorize the deferral of scholarship instalments for the birth or adoption of a child provided that this is permitted by the university.

Parental leave may not exceed 12 months, or the equivalent of three academic terms. It may begin during the academic term the birth or adoption is expected and must end no later than one year after the child's birth. If parental leave begins during an academic term following the child's birth, it must still end no later than one year after the child's birth.

Payment of the instalments corresponding to the parental leave is deferred to the end of the funding period.

Parental leave does not apply to preventive withdrawal.

Documents required: medical certificate confirming the pregnancy or copy of the adoption proposal, proof of suspension of university enrolment and birth certificate as soon as possible.

## 9. Supplement for parental leave

A scholarship holder on parental leave who has received at least one scholarship instalment from the Fonds or, in the case of concurrent funding, from a federal granting agency, may receive a supplementary scholarship payment covering a period of six consecutive months, equivalent to an instalment and a half. Neither the time nor the amount of this scholarship supplement can be divided.

To be eligible for this scholarship supplement, the scholarship holder may not be enrolled in a study program or have paid employment. He or she must submit a payment request at the beginning of every academic term via the E-portfolio to receive the scholarship supplement.

In the case of partial concurrent funding, the scholarship supplement cannot be granted if a parental leave allowance is received from a federal agency. The scholarship holder must take the paid leave offered by the federal agency.

## 10. Cancellation of instalment or scholarship

The Fonds will cancel an instalment without notice if it is not requested or deferred within two months of the beginning of the academic term or if the required documents are not received. The Fonds will terminate the scholarship without notice when an instalment has not been requested or deferred for two consecutive terms.

## 11. Withdrawal from the study program

Scholarship holders who withdraw from their study program during the academic term or who decide to pursue their studies on a part-time basis must advise the Fonds via their [E-portfolio](#) in order to terminate the scholarship. They may be required to reimburse the current instalment.

## 12. End of studies and graduation

Scholarship holders are eligible to receive a scholarship instalment for the academic term during which they submit their master's or doctoral thesis. During this period, they must still be enrolled full-time in their study program. On confirmation by the research director, the Fonds will waive the restriction on hours of remunerated employment during this period.

Document required: proof of thesis submission

## 13. Change requests

Any changes to a scholarship holder's situation must be declared via his/her [E-portfolio](#). To guarantee fairness, the Fonds must ensure that the changes do not impact the evaluation of the original scholarship application and that they respect the eligibility conditions and the 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 some examples of the most common cases:

### 13.1 Change of scholarship duration or start date

The duration of funding is established based on information regarding the start and end dates of your study program as indicated in your scholarship 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 changes to the duration of funding will be accepted after the first payment has been made.**

### 13.2 Change of study program

Any change of study program must remain within the fields of research covered by the Fonds. The Fonds' decision will be largely based on the choice of evaluation committee as established in the original scholarship application.

### 13.3 Change of research director

The Fonds must be notified of a change of research director.

### 13.4 Changes to the doctoral research project

You must declare any changes made to your research project in your E-portfolio. Justify, describe and show that the changes made to the research project are of a scientific quality equivalent to the initial project, as evaluated by the scientific committee. If necessary, the description may be provided in the form of an attachment. Before making a decision, the Fonds must ascertain that the changes do not impact the original evaluation.

### 13.5 Change of level of study

Remaining instalments of a master's scholarship may be used to begin a doctoral program provided that the doctoral studies directly follow the last term of the master's program.

Document required: copy of the offer of admission to the doctoral program.

### 13.6 Change of institution

The Fonds must be notified of a change of institution. The information must be indicated in your [E-portfolio](#) in the Manage my funding – Administrative information section.

Document required: Letter of admission from the new institution

## 14. Final report

A final report is required after the last instalment. It is required to electronically complete and submit the final report form available in your [E-portfolio](#) within the specified deadline. Subsequent financial assistance under another program of the Fonds de recherche du Québec is conditional upon receipt of the final report.

## Section 2 – FRQnet Procedures

### 15. Procedure for accepting or declining the scholarship offer

#### 15.1 Changing the duration or start date of the scholarship:

The duration of funding is established based on information regarding the start and end dates of your study program as indicated in your scholarship 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 changes to the duration of funding will be accepted after the first payment has been made.**

## 15.2 Accepting the scholarship offer

The scholarship offer can be accepted if:

- Within three terms following the offer, you are or will be enrolled full time in the program for which the scholarship was awarded.
- 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.

All these conditions must be maintained throughout the funding period.

## 15.3 Declining the scholarship offer

The scholarship offer must be declined if:

- You have accepted another scholarship that cannot be held concurrently with the Fonds scholarship.
- You are working on a full-time basis.
- You are unable to begin your study program before January 15 following the scholarship offer, the deadline by which you must start your scholarship payments.
- You are pursuing preparatory or qualifying studies.
- You are enrolled as a part-time student and do not qualify for the exceptions related to serious family obligations or for persons with a disability.
- You no longer intend to pursue graduate studies.

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| <b>FRQnet<br/>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> in the <b>Activity Details</b> menu on the left</li><li>• Click on the <b>file number</b> and fill out the form, completing all sections.</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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Watch the short video [Accepter la bourse ou la subvention](#) for further information.

## 16. 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). To allow for partial concurrent funding, the scholarship must be of a lower value and/or shorter duration than that offered by the Fonds.

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

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| <b>FRQnet<br/>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> in the <b>Activity Details</b> menu on the left</li> <li>• Click on <b>Statements – incomes and academic status</b>, 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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## 17. Procedure for submitting a payment request

You are responsible for managing your scholarship.

You must request an instalment payment at the beginning of each academic term via the [E-portfolio](#).

### **If you are attending an academic institution in Québec:**

A certificate of full-time enrolment will be transmitted directly to the FRQSC by your institution.

### **If you are attending an academic institution outside Québec:**

You must ask your institution for a certificate of full-time enrolment and send it to the FRQSC via your [E-portfolio](#) at the beginning of every term. The Fonds will also accept a certificate covering a full year of study. The certificate must contain the following information:

- Your last name and first name;
- Your FRQSC file number;
- 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.

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| <b>FRQnet<br/>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> in the <b>Activity Details</b> menu on the left</li> <li>• Click on the <b>file number</b> and fill out the form, completing the section <b>Statements - situation and required documents</b>.<br/>Select the type of document <b>Attestation de l'établissement</b> and attach the document</li> </ul> |
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**Whether you are attending an institution in Québec or outside Québec**, to submit a payment request you must:

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| <b>FRQnet<br/>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> in the <b>Activity Details</b> menu on the left</li> <li>• Click on the <b>file number</b> and fill out the form, completing the section <b>Statements – incomes and academic status</b>.</li> <li>• Verify the payment conditions linked to your file. All payment conditions must be met in order for us to process your payment request.</li> <li>• Complete the section <b>Statements – incomes and academic status</b> as well as the other sections of the Activity Details menu.</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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Any required documents must be attached to the payment request by the following dates:

Summer term: no later than June 30

Fall term: no later than October 31

Winter term: no later than February 28

**Important:** Certain manual operations are required once your payment request has been received. You should therefore expect a delay in processing your request.

## 18. Procedure for submitting a progress report

A progress report is required after each full year of funding indicating the progress of your studies. This report is required at the 4th and 7th instalments, where applicable.

If you qualify to receive complementary funding concurrently with another scholarship or award, you must submit a progress report in order to receive your first instalment. If the first instalment is also the last, no progress report is required.

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| <b>FRQnet<br/>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> 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>progress report</b> and follow the instructions</li><li>• <b>Save</b> the information, <b>Validate</b> to check for errors, click on <b>I accept</b> and then on <b>Submit</b> to send the progress report to the Fonds</li><li>• Print the report and have it signed by your research director</li><li>• Attach a scanned copy of the signed report, in PDF format, under <b>Manage my funding</b></li><li>• Click on <b>Statements - situation and required documents</b> and select the type of document <b>Scholarship Holder's progress report</b></li><li>• Follow the procedure for attaching the document</li></ul> |
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## 19. Procedure for submitting a change request and attaching a document

Change requests must be accompanied by any required documents, where applicable.

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| <b>FRQnet<br/>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> in the <b>Activity Details</b> menu on the left</li><li>• Click on the <b>file number</b>, complete the section <b>Statements - situation and required documents</b></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>• <b>Attach any documents</b>, if necessary, by following the procedure.</li></ul> |
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## 20. Procedure for entering or updating your bank account information

Your bank account details must be kept up to date at all times.

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| <b>FRQnet<br/>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> in the <b>Activity Details</b> menu on the left</li><li>• Click on the <b>file number</b>, complete the section <b>Administrative information</b></li><li>• <b>Save</b> the information, <b>Validate</b> to check for errors.</li></ul> |
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## 21. Procedure for submitting a final report

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| <b>FRQnet<br/>PROCÉDURE</b> | <ul style="list-style-type: none"><li>• Open your <a href="#">E-portfolio</a></li><li>• Click on <b>Manage 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</b>, <b>Save</b> the information, <b>Validate</b> to check for errors, and then on <b>Submit</b> to send the final report to the Fonds</li></ul> |
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## Section 3 - Procedure for reimbursing an instalment

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

1. 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.
2. 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.