

POSTDOCTORAL FELLOWSHIP (B3) (Fall 2014)

Program officer

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This program refers to the [Common Rules and Regulations \(CRR\)](#), which are applicable to all programs of the FRQSC. Only the special conditions applicable to the Program for Postdoctoral Research Scholarships are indicated in this document and prevail over the [CRR](#) (p. 1).

Note: In the event of a discrepancy between the English and French versions of this program, the French version prevails.

IMPORTANT NOTE

The Fonds uses the Canadian Common CV (<https://ccv-cvc.ca/>) and requires a PDF file of detailed contributions (in "Votre dossier"). Refer to [Preparing a CV for the Fonds](#) and [Detailed contributions attachment to the Canadian Common CV](#) for more details.

Applicants who contact the Fonds via e-mail must include a telephone number at which they can be reached. Priority will be given to e-mail requests. Updates to contact information must be made via email, at bourspost.sc@frq.gouv.qc.ca.

Important changes have been made to the "Applications" section. All required documents must now be transmitted as an attachment to the electronic fellowship application form. No reminder will be made and no supporting documents may be added after the closing date and time specified for each competition.

ANY APPLICATION THAT IS INCOMPLETE ON THE COMPETITION CLOSING DATE OF OCTOBER 10, 2014 WILL BE DEEMED INELIGIBLE BY THE FONDS. READ SECTION 3 CAREFULLY TO AVOID OMITTING ANY REQUIRED DOCUMENTS.

Detailed program for fall 2014 Competition

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1. PROGRAM OBJECTIVES

- Contribute to the development of the next generation of experts in the social sciences, humanities, arts and literature;
- Support individuals who have graduated from doctoral programs as they broaden the scope of their research;
- Foster the mobility of young researchers towards stimulating and dynamic scientific environments such as universities, corporate environments, government organizations and university-affiliated service centres.

The Fonds encourages researchers to carry out knowledge transfer activities (lien politique à venir) whenever relevant.

2. ELIGIBILITY CRITERIA

Applicants must meet all eligibility requirements by the competition deadline of October 10, 2014, 4 p.m.

2.1 Eligibility period and target group

The postdoctoral research fellowships are aimed at applicants who obtained their doctorate in the two years prior to the competition deadline OR who first submit their dissertation by March 31, 2016, the deadline by which grant payments must begin.

2.2 Eligibility period exceptions

Exceptions regarding postdoctoral fellowship eligibility periods will only be made in circumstances that are beyond the applicant's control. Applicants may suspend or postpone their studies for parental leave, sick leave for serious illness, family obligations or because of a disability. In all such cases, supporting documents must be transmitted along with the application, in the block of attachments intended for this purpose (see 3.3).

Parental leave or family obligations

Applicants who suspend or postpone their studies for a parental leave or serious family obligations may ask to extend their eligibility period for up to 12 months.

Persons with a disability

The eligibility requirements do not apply when the applicant is a person with a disability under the *Act to secure handicapped persons*

in the exercise of their rights with a view to achieving social, school and workplace integration (CQLR c. E-20.1).

The Fonds reserves the right to refuse any request that is not adequately justified.

2.3 Citizenship and place of residence

As indicated in section 2.1 of the [CRR](#), at the time of submission of the fellowship application the applicant must be a Canadian citizen or permanent resident within the meaning of the 2001 *Immigration and Refugee Protection Act*, ch. 27 and be a resident of Québec for at least six months. The applicant must demonstrate that he/she is domiciled in Québec within the meaning of the *Health Insurance Act and the Regulation respecting eligibility and registration of persons in respect of the Régie de l'assurance maladie du Québec*.

In addition, applicants who are **not Canadian citizens** or permanent residents must demonstrate, at the time of submission of their fellowship application, that they have applied for a Québec Selection Certificate (QSC) application with the appropriate authorities in view of obtaining permanent resident status.

To qualify for a fellowship, the applicant must be a Canadian citizen or permanent resident and a resident of Québec for at least one year. If the student is not a Canadian citizen or permanent resident, financial support will not begin until citizenship or resident status is confirmed. If the student is unable to obtain citizenship or resident status before March 1 of the year following the offer of financial support, the scholarship will be cancelled. Residents of other provinces who hold health insurance or residence cards from their home provinces are not eligible.

2.4 Restrictions

Applicants may only hold a fellowship from one of the Fonds (section 3.1 of the [CRR](#)). Applicants who receive or have received postdoctoral funding from a recognized agency in Québec or Canada (e.g. SSHRC, NSERC, CIHR, FRQSC, FRQNT, FRQS, FCAR, CQRS, etc.) are not eligible for this competition.

2.5 Place of tenure

The postdoctoral research must be carried out in an institution other than the one from which the fellowship holder earned his/her doctorate or who has served as an institution of joint supervision, if applicable. The eligibility of the place of tenure is verified before forwarding the application to the evaluation committee.

The postdoctoral research project may be carried out under co-supervision. A fellowship holder may not carry out his/her postdoctoral research with his/her doctoral supervisor or co-supervisor.

The Research environment must be a leading scientific environment in which the applicant will broaden his/her scientific network, collaborations and research perspective and learn new research techniques:

- The postdoctoral research project may be carried out in a university, corporate environment, government institution or an affiliated university service centre;
- Internationally-recognized research environments outside Québec are recommended and preferred;
- A postdoctoral fellowship may be carried out in a Québec institution providing that the project brings an added value to the applicant's doctoral training **AND** this choice is clearly justified.

2.6 Paid leave

Applicants who are employed and on a sabbatical or study leave or who have obtained any other type of release from their duties with pay and/or wage replacement or any other form of compensation that exceeds 50% of their regular salary are not eligible. This restriction does not apply to applicants who are on a study leave without pay.

3. APPLICATIONS

As indicated in section 3.1 of the [CRR](#), applicants are responsible for sending their application package to the appropriate Fonds by referring to the list of Research areas of the three Fonds (à venir). This list is used by the Fonds to verify the applicant's choice. Any funding application sent to the incorrect Fonds may be transferred to a different Fonds after obtaining the applicant's consent. If there is no comparable program offered by a different Fonds, the application is deemed ineligible.

To ensure effective management of public funds, the Fonds reserves the right to share information regarding the applications it receives (for example, to avoid double funding).

3.1 The application package

A complete application package consists of:

- the required e-forms;
- any required electronic attachments.

Only forms filled out and submitted online are accepted. Any application package that does not contain all of the required forms and documents at the closing date and time will be deemed ineligible by the Fonds.

3.2 E-forms

Applicants must obtain a personal identification number (PIN) on the Fonds website before applying.

The e-forms will be available on the Web site of the Fonds at least one month before the competition deadline.

As indicated in the [CRR](#) (section 3.5), the e-forms may be filled out in French or English. However, the title and abstract included in the application must be written in French. This information will be used for promotional and dissemination purposes.

Only forms filled out and submitted online are accepted.

The following e-forms are required:

- The application e-form for the Postdoctoral Research Fellowship program;
- The applicant's Common Canadian CV electronic format and its "Detailed contributions" attachment file, which is available in the "Documents utiles" section on the program's web page: http://www.frgsc.gouv.qc.ca/fr/bourses/programme.php?id_programme=20
- To ensure that the attachment is properly transmitted to the Fonds, you must save it in PDF format in your Fonds e-file ("Votre dossier").
- Supervisor's letter of acceptance: The supervisor, and co-supervisor where applicable, must complete a letter of acceptance using the e-form available in his/her personal researcher account on the Fonds website. It is the supervisor's responsibility to obtain a personal identification number (PIN) from the Fonds. Once the letter has been transmitted electronically, it will be automatically attached to the applicant's fellowship application.
- Two letters of recommendation: References must complete a letter of recommendation using the e-form available in their personal researcher account on the Fonds. It is the reference's responsibility to obtain a personal identification number (PIN) from the Fonds. Once the letter of recommendation has been transmitted electronically, it will be automatically attached to the applicant's fellowship application.

The supervisor's letter of acceptance as well as the letters of reference must be completed and submitted electronically before the closing date and time of the competition. If one of the letters is not submitted by the closing date, the application will be deemed ineligible.

It is the responsibility of the applicant to provide his/her personal identification number (PIN) and number of application to the referees and his/her supervisor (and co-supervisor). The applicant must ensure that the letters are submitted before the closing date and time.

When completing their electronic application form, applicants must be sure to select the appropriate committee to evaluate their application. The list of

committees is appended for information purposes. The Fonds reserves the right to change the applicant's choice of committee. In such cases, applicants will be advised via email.

3.3 Additional required documents to be attached electronically

Additional required documents must be scanned and included with the application e-form in the two blocks of attachments intended for that purpose in the "pièces jointes" section, as described below. No reminder will be sent and no supporting document may be added after the closing date and time (October 10, 2014, 4 p.m.).

In order to be receivable, copies of official documents must be legible and certified by a commissioner of oaths or any other person authorized to do so. Where applicable, the professional seal must be clearly visible on the scanned copy of the document. The Fonds reserves the right to request additional documents for the purpose of establishing an application's eligibility.

Documents submitted in a language other than French or English must include a certified translation.

The required supporting documents are to be grouped into two blocks of attachments:

Block 1 — Documents required for scientific evaluation;

Block 2 — Documents required to verify eligibility.

The required documents within each block must be scanned in a single document and **numbered** in the following order.

Block 1 – Documents required for evaluation

1. A certified copy of his/her doctorate degree (or an attestation of the first submission of his/her dissertation). If the applicant applied before submitting his/her dissertation, he/she must include a letter addressed to the eligibility committee indicating the date at which the dissertation will be submitted and provide a certified copy of the degree before the fellowship begins.
2. A copy of his/her master's and doctoral transcript. If the applicant has not yet received his/her transcript, he/she must include a letter addressed to the eligibility committee explaining the situation.
3. The applicant must provide transcripts from exchange programs or courses (equivalences), if required.
4. For transcripts from institutions located outside Canada or the United States, the applicant must include a short letter explaining the institution's marking system.

Block 2 – Documents required for eligibility

1. A photocopy of a valid Québec medical insurance card or any other official document that proves resident status under the Health Insurance Act and the Regulation respecting the eligibility and registration of persons in respect of the Régie de l'assurance maladie du Québec. If this document is not available, the applicant must provide a letter addressed to the eligibility committee explaining the reasons, accompanied by proof that a replacement card has been requested from the Régie de l'assurance maladie du Québec.
2. Canadian citizens who were not born in Canada must provide a certified copy of a proof of citizenship.
3. Permanent residents under chapter 27 of the 2001 Immigration and Refugee Protection Act must provide a certified copy of their landing documents (IMM 1000 or IMM 5292) or their permanent resident card or a copy of a document attesting that a permanent resident application has been submitted to Citizenship and Immigration Canada.
4. Postdoctoral research outside Québec - Additional documents for applicants who will be carrying out their postdoctoral research abroad and who want the value of the fellowship to be indexed based on the cost of living (for applicants who will have a position upon their return): A letter from the director of the research centre or university department confirming the applicant's position following the training.
5. Applicants seeking exceptions must provide an official document attesting to their suspended registration and a medical certificate that includes the reason(s) for the interruption and the duration of the suspension (refer to section 2.2 of the program rules).

Every applicant is responsible for his/her application and must ensure that it contains all of the necessary documents.

REMEMBER TO TRANSMIT YOUR COMPLETED APPLICATION.

To verify that the latest version of your application has been successfully transmitted, check that your application file is flagged "Transmise" before the closing date and time of the competition. The Fonds acknowledges receipt of all funding applications in accordance with section 3.6 of the [CRR](#).

All applications for funding received by the Fonds are evaluated for eligibility. Applicants whose application packages are deemed incomplete or invalid will be informed of the rejection of their application via email.

4. APPLICATION ASSESSMENT

4.1 Evaluation process

As indicated in section 4 of the [CRR](#), the Fonds receives applications for financial support and submits them for evaluation by specially formed committees. Only those applications whose scientific quality is considered satisfactory are recommended for funding by the evaluation committees. Committee members evaluate the applications according to the evaluation criteria specified for the program.

Applications for financial support undergo scientific evaluation by evaluation committees composed of experts from the research fields covered by the Fonds. The members of the evaluation committees are known for their research skills and their knowledge of the research topics, methodologies and disciplinary basis of the applications under evaluation. If necessary, the evaluation committees may consult outside experts. Committee members and experts may be from Québec, elsewhere in Canada or abroad.

4.2 Evaluation criteria

An overall passing grade of 70% is required. In addition, a passing grade of 70% is required for the *Scientific quality of the project* criteria.

Applications are assessed based on the following criteria, sub-criteria and weighting:

The scientific quality of the applicant (35 points) :

- Applicant's proficiency in light of the proposed research project (academic record, training, scholarships, respondent letters) (15 points);
- Applicant's scientific achievements (scientific publications, communications, etc.) (15 points);
- Applicant's relevant experience (research/teaching assistance, lecturing, etc.) (5 points).

The scientific quality of the project (50 points) :

- Project's originality, added-value in light of the doctoral work and contribution to advancing knowledge in the field (15 points);
- Clarity and exactness of the theoretical approach and objectives (15 points);
- Relevance of the methodology or approach (15 points);
- Suitability of the timetable (5 points).

Relevance of the research environment (15 points) :

- Relevance and quality of the research environment in light of the proposed project (5 points);
- Applicant's integration into the research environment (5 points);

Added-value of the choice of research environment in light of the applicant's doctoral training (5 points).

5. ANNOUNCEMENT OF THE RESULTS AND VALUE OF THE FELLOWSHIP

5.1 Announcement of the results

As indicated in section 5 of the [CRR](#), the Board of Directors makes funding decisions based on the recommendations it receives from the evaluation committees. Fellowships are awarded based on budgetary appropriations voted by the Québec National Assembly and the decisions made by the Boards of Directors of the Fonds. Funding may therefore be modified or terminated at any time without notice. Funding decisions are officially announced on the Fonds website and sent to the applicant's personal account, generally at the end of the month of April following the competition deadline.

The Fonds informs every applicant of the results of the evaluation of his/her application via email. Notwithstanding the [CRR](#), section 5.2, applicants who meet all funding requirements must accept or refuse the fellowship in the **twenty (20) working days** following the receipt of the fellowship offer by filling out the "*Acceptation ou refus de la bourse*" e-form in their "Dossier du boursier" account. An applicant who fails to accept the fellowship before the deadline is considered to have refused the fellowship.

The decisions of the board of directors of the Fonds are final and without appeal.

For further information, refer to section 5 of the [CRR](#) and the Fonds de recherche du Québec *Politique sur la conduite responsable en recherche*. (*lien à venir*)

5.2 Value of the fellowship

The maximum value of the postdoctoral research fellowship is \$30 000 for a 12-month research period.

The minimum duration of the postdoctoral research period is six months and the maximum duration is 24 months. During the eligibility period (24 months), a fellowship holder may receive up to four payments.

The applicant whose research is carried out abroad and who is certain to be granted a position in a Québec research centre or university upon his/her return may obtain a grant increase of up to 50% to account for cost-of-living. To receive these additional funds, the applicant must provide a letter of

attestation from the director of the research centre or university department (block 2, item 4) when submitting his/her application.

6. TERMS OF THE FELLOWSHIP

6.1 Fellowship period

The fellowship period must begin between April 1, 2015, and March 31, 2016.

The fellowship is non-transferrable.

The fellowship is not retroactive and any work conducted in the months prior to April 2014 will not be funded.

For applicants who have already begun their research, the fellowship period starts April 1, 2015.

6.2 Fellowship payments

Fellowship instalments must be requested by the fellowship holder for each six-month period, using the e-form provided in his/her "Dossier du boursier". The first payment will only be made once the Fonds has received a certified copy of the holder's doctoral degree or an attestation that his/her doctoral dissertation has been submitted. A copy of the doctoral degree or proof that all requirements have been met for the doctoral degree is required for payment of the subsequent instalment. Instalment payments will be made on a biannual basis for the duration of the eligibility period, subject to the production of a satisfactory progress report at the time of the 3rd instalment.

6.3 Research environment

The fellowship holder must be present in the research environment for the duration of the fellowship and devote himself/herself full-time to carrying out his/her research activities. Applicants who do not respect these rules will have their fellowships revoked.

6.4 Convertibility of the fellowship

If a fellowship holder is offered a position as a regular professor in a university institution located in Québec, after carrying out a full year of postdoctoral research, he/she may ask to use part of the fellowship as start-up funding. In total, \$15,000 may be converted into funding. The fellowship holder is then subject to the funding rules outlined in the *Start-up Program for new Researcher-Professors*.

6.5 Parental leave

Pursuant to section 6.13 of the [CRR](#), a fellowship holder may receive a supplement for parental leave during the fellowship period for a maximum of four months when the research project is interrupted in the six months following the birth or adoption of a child. The fellowship holder may suspend

his/her research project for a paternity/maternity leave without pay for up to one year. However, if the fellowship holder chooses to take the four-month paid leave, the leave without pay is reduced to eight months.

6.6 Reimbursement of travel expenses

The expenses at the start and end of the postdoctoral research-creation program to travel to and from the research environment are reimbursed when supported by receipts, provided they were not reimbursed by another agency. The maximum travel allowance is equivalent to the price of one economy airline ticket. Grant holders who have not yet defended their dissertation may be reimbursed for an additional airline ticket.

6.7 Supplement for partnership activities

The Fonds offers a supplement of up to \$2,000/year for participation and realisation of partnership activities (e.g. dissemination or knowledge transfer activities). This supplement will be reimbursed upon the presentation of receipts to the Fonds and providing that the expenses were not reimbursed by another agency. **This supplement is only available if it was requested in the application form.**

6.8 Concurrent fellowships

The fellowship may not be cumulated with:

- A fellowship or scholarship from a Canadian granting agency such as the Social Sciences and Humanities Research Council of Canada (SSHRC), the Natural Sciences and Engineering Research Council of Canada (NSERC) or the Canadian Institutes of Health Research (CIHR);
- A fellowship or scholarship from a Québec granting agency such as the Fonds de recherche du Québec — Santé (FRSQ), the Fonds de recherche du Québec — Nature et technologies (FRQNT), the Conseil de recherches en pêche et agro-alimentaire du Québec (CORPAQ) or the Conseil des arts et des lettres du Québec (CALQ).

The fellowship may be cumulated with:

- Scholarships and fellowships from ministries and agencies of the Québec and Canadian governments, other than those mentioned above;
- Scholarships and fellowships from the private sector and universities.

6.9 Remuneration

A fellowship holder may accept employment that does not exceed 250 hours per six-month period, provided that his/her research supervisor does not object and that the employment does not interfere with research activities. Teaching a 45-hour course is deemed equivalent to 150 hours of employment.

The salary that the fellowship holder receives exclusively for his/her research project is considered to be a fellowship.

6.10 Modifying the research project or research environment

As indicated in section 6.5 of the [CRR](#), before modifying his/her research project or environment, the fellowship holder must first make a written request to the Fonds, which will ensure that the proposed changes do not impact the fellowship holder's assessment and remain in line with the eligibility criteria of the program. The Fonds Société et culture reserves the right to refuse a request.

7. EFFECTIVE DATE

These rules apply to the 2015-2016 fiscal year.

Updated June 19, 2014.