

## SCHOLARSHIP HOLDER'S GUIDE

*(French version)*

**Updated: April 30, 2014**

**Fonds de recherche du Québec - Société et culture**

***NOTE : In the event of a discrepancy between the English and French versions of this Guide, the French version shall prevail, the French version being the FRQSC's official version.***

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## LIST OF EVALUATION COMMITTEES

The Scholarship Holder's Guide is complementary to the Scholarship Program Rules : the latter prevails over the former.

### FOREWORD

The Scholarship Holder's Guide details some provisions in the rules governing scholarship programs of the Fonds de recherche du Québec - Société et culture. It provides essential information about the forms for accepting or refusing the scholarship and for requesting the scholarship payments for which the grant holder qualifies.

This Guide is intended for use by all grant holders of the Fonds regardless of the scholarship program and the year the grant was obtained. Each year, modifications are being made to the Guide (usually in April). The grant holder should always comply with most recent rules during the entire duration of the scholarship. Any change request in the grant holder's personal file (Dossier du boursier) must be made according to the most recent version of the Guide.

The Fonds de recherche du Québec – Société et culture receives annual appropriations from the Government of Québec to fund its scholarship programs. It then undertakes annual commitments, subject to the availability of funds. **The Fonds reserves the right to change the value of its scholarships, its program rules and the Scholarship Holder's Guide without prior notice.**

The « Quoi de neuf ? » item in the « Dossier du boursier » section must be consulted on a regular basis to keep abreast of changes.

#### ANY QUESTIONS?

If the answer you are looking for is not in this Guide, e-mail us at the following addresses:

Master's scholarship: [boursesm.sc@frq.gouv.qc.ca](mailto:boursesm.sc@frq.gouv.qc.ca)

Doctoral scholarship: [boursesd.sc@frq.gouv.qc.ca](mailto:boursesd.sc@frq.gouv.qc.ca)

When requesting information by e-mail, make sure you enter your application number in the Subject window.

You may also contact us at 418 643-7582 or 1-888-653-6512 (if you are outside the Québec City area but on the North American continent), extension 3135 or 3255.

You may also fax documents to the Fonds: 418 644-5248. Make sure to include your name, PIN and application number.

Note: Priority will be given to e-mail requests.

Except for the signed progress report, it is not necessary to mail or fax any other communication (such as « Demande de modification » or scholarship declaration form) transmitted via the scholarship holder's electronic file.

## CHAPTER 1 - ACCEPTANCE OR REFUSAL OF SCHOLARSHIP

### 1.1 Terms and conditions

**If you are offered a Fonds scholarship, you must accept or decline the scholarship in the 10 business days following the notice of scholarship offer:**

If there are changes to be made to the information provided in the scholarship application form: Submit any changes in the conditions of your scholarship for approval by filling out a « Demande de modification ou de mise à jour du dossier » form found in your « Dossier du boursier ». After examination of the request, the Fonds will inform you by e-mail of its decision. If all is in order, you may accept the scholarship;

**or**

If there are no changes to be made with regard to your scholarship application: Complete and submit the « Acceptation ou refus de la bourse » form found in your « Dossier du boursier ».

**When we have received your e-form «Acceptation ou refus de la bourse» or « Demande de modification ou de mise à jour du dossier », the 10-day deadline will be deemed to have been met.** Within 10 business days after receipt of the e-form, the Fonds will confirm that your request has been processed.

Advice: Make sure your e-form has been submitted by verifying if the mailing date appears next to the link « Acceptation ou refus de la bourse » in your « Dossier du boursier ».

#### 1.1.1 Change in duration of scholarship

The duration of financial support is based on the information provided in the scholarship application regarding the start and end dates of the program of study. Any changes in the duration of the scholarship you have been granted must be made **before you submit your first request for instalment to the Fonds (« Demande de versement »)**. No request to change the duration of funding will be accepted after that deadline.

## 1.2 Acceptance of scholarship

You may accept the scholarship only if you respect the following conditions:

- You are or will be enrolled as a full-time student this summer, next fall or winter, in the program for which you received the scholarship. If you wish to make changes in your original scholarship application, you must complete the « Demande de modification » form and receive authorization from the Fonds before accepting the scholarship;
- You have accepted a Master's or doctoral scholarship from Social Sciences and Humanities Research Council of Canada (SSHRC), Natural Sciences and Engineering Research Council of Canada (NSERC), Canadian Institutes of Health Research (CIHR) or any other recognized funding agency for the current year but the Fonds Société et culture offers a scholarship of higher value or longer duration (see section 3.6 [Stacking of scholarships](#));
- You are not receiving any scholarship other than those mentioned above and for which stacking is prohibited;
- You agree to comply with the rules pertaining to remunerated work (see section 3.1 [Conditions of financial support](#) and 3.7 [Remunerated work](#));
- You agree to hold a valid Quebec Health Insurance card during the duration of the scholarship.

## 1.3 Refusal of scholarship

You must refuse the scholarship in the following cases:

- You have accepted another scholarship that cannot be stacked, except for a Master's or doctoral scholarship from NSERC, SSHRC or CIHR (see section 3.6 [Stacking of scholarships](#));
- You have accepted full-time employment for more than one academic term per year covered by the financial support of the scholarship you are granted (see section 3.1 [Conditions of financial support](#) and 3.8.1 [Acquisition of relevant experience](#));
- You are unable to begin your study or research program before next January 15, the deadline for activating your scholarship payments (see section 3.2 [Start date of scholarship](#));
- You are or you will be enrolling as a part-time student in the program for which the scholarship is offered;
- You have withdrawn from your program.

## CHAPTER 2 – RESPONSABILITIES OF SCHOLARSHIP HOLDER

### 2.1 Compliance with rules

You must comply with all rules pertaining to scholarship programs set out in the most recent version of the Guide for the duration of your financial support. You must also abide by the rules set out in the rules governing research ethics and integrity (see section 6 [Ethical and Legal Issues](#)).

### 2.2 Mailing address

You are responsible for notifying the Fonds of any change in your e-mail or mailing address. We must be able to reach you at these addresses at all times. A missing or incorrect address could delay your scholarship payments or lead to cancellation of your scholarship.

The use of a P.O. Box as your only address is forbidden.

**An e-mail address is essential to ensure rapid processing if we have to contact you.**

To avoid that your e-mail message is identified as an unwanted mail (spam), the Fonds recommends that the e-mail including attachments does not exceed 15 MB and that no hyperlink is activated.

### 2.3 Income tax

You are responsible for paying all income tax owing on amounts you receive from the Fonds, if applicable. Note that the Fonds does not withhold taxes at source on scholarship payments made during the tax year.

The date of deposit of each instalment determines the year in which you must declare an instalment as personal income for tax purposes. Payments for the winter academic term are therefore made only after January 1.

## 2.4 Request for instalment

**NOTE: The summer instalment is not paid until the first Thursday of May, the fall instalment, the first Thursday of September, and the winter instalment, the second Thursday of January.**

To receive your scholarship instalment at the beginning of each academic term you must:

- Complete a request for instalment form in your « Dossier du boursier » and declare any other scholarships or employment income, if applicable. The form for requesting instalment is available one month before the beginning of the academic term to be funded. Deadlines for requesting payments for each academic term are as follow: Summer term: July 1, Fall term: November 1, Winter term: March 1. Request for instalment after the deadline has expired is cancelled for the academic term in question. If two consecutive instalments are unclaimed, the scholarship is cancelled. Refer to the instalment schedule section in your personal file to know the processing and payment dates;
- Verify the information regarding the conditions of your scholarship;
- Have a personal bank account in a Quebec province branch of a Canadian financial institution (caisse populaire or bank).
- Comply with the directives for full-time student enrolment:

### **If you are attending a university in Québec or the University of Ottawa:**

- For each instalment, a confirmation of full-time enrolment is directly transmitted to the Fonds by your university once your registration has been duly completed.

### **If you are attending a university outside Québec:**

- You must ask the registrar of your university to send directly to the Fonds an official confirmation of full-time enrolment in your study program. The Fonds accepts that the confirmation covers a full academic year. The confirmation must include the following:
  - Your surname and given name;
  - Your File number (Fonds);
  - Date of first enrolment in the program for which you received the scholarship;
  - The name of the program and the degree for which you are enrolled;
  - The period covered by the confirmation (precise dates);
  - Your status as a full-time student for the period in question.

To obtain the last payment of the scholarship, the Fonds reserves the right to request confirmation of full-time enrolment specifying the end date of the program of study.

The Fonds accepts confirmations by e-mail or by fax provided your application number appears on the document.

## 2.5 Updating file information

If your situation changes after you have sent in your acceptance form or your requests for instalments, you must update your personal file by completing the « Demande de modification ou de mise à jour du dossier » form.

## 2.6 Name of research director

You must provide the name, address and telephone number of your research director on the request for instalment form. This information is optional for your first two payments but mandatory from the third payment and following.

## 2.7 Progress report or scholarship reinstatement

If you are eligible for more than three payments, you must submit a progress report for every three academic terms of the scholarship stating the advancement of your studies. The progress report is part of your third and sixth requests for payment. No progress report is required for the final funding term.

If you have accepted another scholarship of shorter duration or lower value than that granted by the Fonds de recherche du Québec – Société et culture for the first year of your Master's degree or the first two years of your doctoral studies (see 3.6 [Stacking of scholarships](#)), you must submit a progress report in order to receive the Fonds first instalment of scholarship for the last year, if you qualify. This report is included in the first request for instalment form. If the first instalment is also the last one, no progress report is required.

The following information is required:

- Describe your achievements in the past year. Where applicable, indicate any changes other than those that must be authorized under the rules. Also, master's applicants must provide a brief description of their research project.
- Determine the time frame of the main phases leading up to drafting of your thesis or dissertation.
- Indicate the projected academic term for submitting your thesis or dissertation and indicate your research director's name, address and telephone number.
- Where applicable, indicate the name of your new thesis or project director.

When you have made your request for payment, you must print your progress report, sign it and give it to your director so he can sign his declaration. Then, fax the progress report to: 418 644-5248; or e-mail a scanned copy in PDF file of the signed progress report to: [bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca).

Continuation of your scholarship is contingent upon a satisfactory progress report.

## 2.8 Final report

You must submit a final report to the Fonds Société et culture. You will receive an e-mail when the final report form is available in your « Dossier du boursier » (about a month following the last academic term for which you received funding). Complete the report and e-mail it within the deadline specified. Any future financial support in another program will be conditional on receipt of your final report.

## 2.9 Acknowledgement of financial support from the Fonds

Scholarship holder must acknowledge the financial support received from the Fonds and/or its partners in any dissemination of research findings for projects fully or partly funded by the agency.

# CHAPTER 3 - RULES GOVERNING SCHOLARSHIPS

## 3.1 Conditions of financial support

The scholarship is granted for the duration of your tenure, subject to the provision of satisfactory progress reports (see section [3.3 Tenure of the scholarship](#)).

You must request payment of your scholarship instalment each academic term.

You must be enrolled full-time in the program for which you received the scholarship for the duration of financial support (see exceptions, sections [3.7.2](#) and [3.8](#)).

Exception for BMP scholarship: If you are a holder of a BMP scholarship and are enrolled part time, the entire scholarship will be cancelled (cancelling one instalment only is not possible).

For the duration of your scholarship, you are required to maintain your Canadian citizenship (or permanent resident status) and to remain a resident of Québec within the meaning of the Health Insurance Act and the Regulation respecting eligibility and enrolment of persons in respect of the *Régie de l'assurance maladie du Québec*, and the *Income Tax Act* and Regulations of Québec.

If you are employed or on a sabbatical or study leave or any other form of leave with pay and/or salary replacement and/or any other form of indemnity tied to your leave and representing more than 50% of your usual salary, you are not eligible for scholarship instalments. However, if you receive deferred pay for the purpose of pursuing studies, this restriction does not apply.

If you accept full-time employment for more than one academic term per year covered by the financial support of the scholarship, you are not eligible for the scholarship.

If you are taking preparatory or qualifying studies, you are not eligible for the scholarship.

If, during an academic term, you no longer meet the conditions for financial support, you must reimburse the full amount received for that term. If you are entitled under section 3.8 [Deferral of payment or interruption of scholarship](#) to defer the instalment to the end of your eligibility period, you may apply to do so.

### 3.2 Start date of scholarship

The start date of the scholarship refers to the academic term during which the first instalment of your scholarship may be claimed.

The scholarship comes into effect necessarily between May 1<sup>st</sup> and January 15<sup>th</sup> following the announcement of awards and the offer of a scholarship.

If the study program for which you received the scholarship has not yet begun as the scholarship is awarded, the scholarship must start in the academic term corresponding to your first enrolment, at the latest January 15<sup>th</sup> following its offer. It may not be transferred from one year to another, with certain exceptions. You must submit a « Demande de modification » for any change in the start date of your scholarship.

Considering your study program has already begun at the time the scholarship is awarded:

- If the scholarship is awarded before May 1<sup>st</sup>, it necessarily starts with the first summer academic term following the awarding;
- If the scholarship is awarded on or after May 1<sup>st</sup>, it starts with the summer academic term following the awarding or, at the latest, the fall term following the awarding. When a scholarship is awarded after May 1<sup>st</sup>, payment of instalments may be made retroactively, beginning with the summer term, if you qualify for the scholarship payments.

The scholarship is not retroactive and academic terms completed prior to summer session following the offer are not covered.

### 3.3 Tenure of scholarship

The tenure of the scholarship refers to the period during which you may receive instalments of the scholarship that you have been awarded.

#### Tenure of the Master's scholarship

The period during which you may receive Master's scholarship instalments is limited to the first nine academic terms of enrolment in the Master's program for which the scholarship was granted.

#### Tenure of the doctoral scholarship

The period during which you may receive doctoral scholarship instalments is limited to the first fifteen academic terms of enrolment in the doctoral program for which the scholarship was granted.

#### Tenure for scholarship holders enrolled directly for a doctorate after earning an undergraduate degree or who have fast-tracked to a doctorate

Scholarship holders who enrol directly for doctoral studies after earning an undergraduate degree or who have fast-tracked into a doctoral program may receive instalments during the first eighteen academic terms of enrolment in the doctoral program.

### 3.4 Duration of financial support

The duration of financial support refers to the number of instalments you may receive within the tenure of your scholarship (see section 3.3 [Tenure of scholarship](#)).

The duration of financial support may not exceed the tenure of your scholarship.

The duration of financial support is determined on the basis of information regarding the start and end dates of the study program indicated in your scholarship application.

**IMPORTANT NOTICE:** Any request to change the duration of the scholarship you have been awarded must be submitted to the Fonds **before your first request for instalment**. No request to change the duration of financial support will be accepted after you have submitted the request for the first instalment of your scholarship to the Fonds (see section 1.1.1 [Change in duration of scholarship](#)).

As defined in 1.4 of the [Common rules and regulations](#), the Fonds contributes to supporting a candidate graduate studies financially for no more than fifteen academic terms. The terms supported financially by any agency which allows partial stacking are deducted from the duration of financial support you are offered by the Fonds. To calculate the duration of the funding, the Fonds takes into account the number of academic terms you have completed at the graduate level for which you received financial support.

### **Duration of funding for a Master's degree**

If you receive a Master's scholarship from the Fonds Société et culture, the scholarship will end at the sixth academic term of financial support or at the end of studies (the date entered in your scholarship application), whichever is shorter.

If you continue to the doctorate without having used all of the payments provided by your Master's scholarship, you may use one instalment only to begin your doctoral studies (see conditions in section 4.5 [Change in level of study](#)).

If you fast-track to the doctoral level without having completed a Master's degree, you may use the remaining instalments to begin your doctorate (see section 4.5 [Change in level of study](#)).

### **Duration of funding for a doctoral degree**

If you receive a doctoral scholarship from the Fonds Société et culture, the scholarship will end at the ninth academic term of financial support or at the end of studies (within five years as of the start date for the doctoral program or the date entered in your scholarship application, whichever is shorter).

If you continue to the postdoctoral level without having used all of the payments provided by your doctoral scholarship, you may use one instalment only to begin your postdoctoral research internship (see conditions in section 4.5 [Change in level of study](#)).

## **3.5 Value of scholarships**

### **Master's scholarships (programs B1, A2, N1)**

The value of a Master's scholarship is \$15,000 per annum, or \$5000 per eligible academic term. A term covers four months. The total value of your scholarship is determined by the duration of financial support, calculated based on the information in your application file.

If the information in your application file contains errors, you may request a correction by completing the « Demande de modification ou de mise à jour du dossier » form. For corrections regarding the duration of financial support, make sure to send the Fonds all attestations and information required to revise the original calculation, **before the first request for an instalment (see section 1.1.1 [Change in duration of scholarship](#))**.

### **Doctoral scholarships (programs B2, A2, N1)**

The value of a doctoral scholarship is \$20,000 per annum, or \$6,666 per eligible academic term. A term covers four months. The total value of the scholarship is determined by the duration of your financial support, calculated based on the information in your application file.

If the information in your application file contains errors, you may request a correction by completing the « Demande de modification ou de mise à jour du dossier » form. For corrections regarding the duration of financial support, make sure to send the Fonds all attestations and information required to revise the

original calculation, **before the first request for an instalment** (see section 1.1.1 [Change in duration of scholarship](#)).

## 3.6 Stacking of scholarships

### Stacking of scholarships prohibited

The Fonds provides complementary funding which is added to public or charitable foundation awards granted on merit. Stacking of scholarships is therefore prohibited with federal or provincial (Québec) department, organization or agency merit scholarships, and with public charitable foundation scholarships, unless agreements have been signed by these agencies and the Fonds within the framework of targeted joint initiatives. The holder of a Fonds scholarship who is awarded a scholarship that may not be stacked must necessarily accept that scholarship and refuse the scholarship offered by the Fonds.

Note that the Fonds ceases to make instalment payments to its scholarship holders who are offered financial support by one of the agencies with which stacking of scholarships is prohibited from the time such funding is offered. If a scholarship for which stacking is prohibited is offered to you **in the same fiscal year** as the scholarship of the Fonds, you must refund the Fonds for the amounts already granted (fiscal year starts April 1<sup>st</sup> and ends March 30<sup>th</sup>). Fonds scholarship holders must take steps to activate the initial payment of these scholarships as soon as allowable under these agencies' rules to ensure continuity in their financial support.

Note that you cannot defer payment of an instalment to receive another scholarship for which stacking is prohibited.

### Partial stacking

When the Fonds awards a scholarship of longer duration than a scholarship for which stacking is prohibited, the student may receive a complementary scholarship to make up the difference in duration between the two forms of support when the external scholarship expires. Partial stacking can never exceed the maximal duration of financing such as described in the section 3.4 [Duration of financial support](#).

Similarly, when the Fonds awards a scholarship with a higher annual value than that of a scholarship for which stacking is prohibited, the student may receive a complementary scholarship to make up the shortfall in financial support for the duration of the scholarship offered by the Fonds.

### Allowable stacking

Candidates who receive a scholarship from another source, including universities, research chairs, consortiums, private international and foreign foundations, and governments of other Canadian provinces and of foreign governments, may combine this support with a Fonds scholarship if allowed under these agencies' rules governing stacking. If you receive an external scholarship which can be stacked with the Fonds scholarship, you must verify whether the other granting agency allows you to accept the Fonds scholarship, either in whole or in part. When a stacking limit is imposed by the funder, the Fonds reduces the value of its scholarship to enable the scholarship recipient to qualify for the full value of the external scholarship.

Loans and bursaries from the *Aide financière aux études* of the Ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) may be stacked with Fonds scholarships.

### Special case

Applicants awarded a scholarship under the Actions concertées program of the Fonds Société et culture and who hold a regular Master's or doctoral scholarship must choose between the two.

## 3.7 Remunerated work

### 3.7.1 Employment

You must work full time on your research program or internship. However, you may accept employment of up to 150 hours per academic term, provided your research director does not object and your employment does not interfere with your studies. This rule does not apply to parental leave that prohibits working.

For the purposes of this rule, teaching a 45-hour college or university-level course is deemed equivalent to 150 hours of employment. Note that one 45-hour teaching assignment given to two groups constitutes two teaching assignments and the scholarship holder is therefore not eligible to receive the scholarship payment.

If you are employed for more than 150 hours during a given academic term while remaining in the program full time, you relinquish the scholarship payment for that term, but you retain your right to the scholarship for the remaining allowable payments. Furthermore, in certain cases you may avail yourself of the rule allowing deferral of a scholarship payment (see section 3.8.1 [Acquisition of relevant experience](#)).

Any paid work must be declared in the « Déclaration de revenus d'emploi » section in your « Dossier du boursier ».

The salary you receive from your research director to work exclusively on your research project is considered a scholarship for which stacking is permitted. The salary must be indicated in the « Déclaration de revenus d'emploi » section of your request for instalment forms. Please select the « Salaire pour mon projet de recherche » option in the pulldown menu of the electronic form. If the salary is for more than 150 hours per term, your director of studies must mail or e-mail ([bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca)) the Fonds a letter confirming that you are being paid a salary for working exclusively on your research project. This salary for research project can be cumulative to the 150 paid working hours allowed for each semester. Note that for any declaration of salary to work exclusively on your research project, the Fonds reserves the right to request a confirmation from the director of studies.

### 3.7.2 Internship

You may receive a scholarship payment during an internship, whether or not it is remunerated, provided your research director does not object. It must be indicated in the « Déclaration de revenus d'emploi » section of your request for instalment form. Your research director must mail or e-mail ([bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca)) the Fonds a letter in support of your request.

Note that, when receiving compulsory non-credit training as part of your program or for which research credits will not be granted, you can enrol as a part-time student if the internship is full time. Your research director must mail or e-mail ([bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca)) the Fonds a letter confirming that the internship is full time.

## 3.8 Deferral of payment or interruption of scholarship

### 3.8.1 Acquisition of relevant experience

For each full year of funding by the Fonds, your scholarship may be interrupted for one academic term to enable you to acquire relevant experience (work with a research team, teaching experience in your field of study or research, language training, etc.). Payment of this instalment is deferred to the end of your financial support period. You are not required to enrol full time in your program for this term, provided the rules of the institution allow this. To take advantage of this measure, you must first make a request by completing the « Demande de modification ou de mise à jour du dossier » form. Furthermore, your research director must mail or e-mail ([bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca)) the Fonds a short letter explaining the relevance of the paid activities you intend to carry out. You cannot use this provision for your first instalment payment if your first academic term is the next winter because funding must begin by January. Note that this provision cannot be used to accept a scholarship for which stacking is prohibited. Deferral of instalment to acquire relevant experience can be consecutive if approved by research director.

Exception for BMP scholarship: If you are the holder of a BMP scholarship, section 3.8.1 does not apply.

### 3.8.2 Sick leave or leave for family reasons

The Fonds allows temporary interruption of studies due to illness (without scholarship payments). However, once your university no longer allows these leaves, the Fonds ceases to carry forward sick leave instalments. To obtain the remaining payments, you must fulfill the requirements for using the scholarship.

The Fonds allows temporary interruption of studies for up to two years (without scholarship payments) for scholarship holders with significant family obligations (primary caregiver, education of children, etc.) if permitted by your university and if your research director is duly informed.

In all cases, you are required to complete and submit the « Demande de modification ou de mise à jour du dossier » form, indicate the length of the interruption of studies and the reason for your request, and attach a medical certificate, where applicable. The Fonds reserves the right to refuse any request that is not sufficiently justified.

### 3.8.3 Parental leave

If you interrupt your studies for the birth or adoption of a child, you may request parental leave. The Fonds authorizes parental leave if your university allows it and your director is duly informed.

You must apply for parental leave by completing the «Demande de modification ou de mise à jour du dossier» form and provide a copy of the medical certificate attesting to the pregnancy or copy of the proposal for adoption and, in due time, your child's birth or adoption certificate, as well as proof of interruption of enrolment in your university. Furthermore, you cannot accept any employment during all the duration of your parental leave.

Parental leave may not exceed twelve months, or the equivalent of three academic terms. It may begin during the term the birth is expected and end no later than one year after the child's birth.

Note that only one parental leave is granted per child, even if both parents are Fonds scholarship holders. The parents may arrange and share the leave at their discretion.

Payment of the instalment planned for the session aimed by the parental leave is deferred to the end of your financial support period.

#### **Paid parental leave**

During your parental leave, an added instalment is available for four months, or the equivalent of one academic term. The parental leave granted must be issued within the duration of financial support.

To take advantage of this term of paid parental leave, you should have received at least one instalment from the Fonds, or, in the case of partial stacking, from a federal granting agency.

Note that only one term of paid parental leave is granted per child, even if both parents are Fonds scholarship holders.

To be eligible for this benefit, you must not be enrolled in a study program or be gainfully employed. Furthermore, in the case of a complementary scholarship, the paid parental leave term from the Fonds cannot be granted to SSHRC, NSERC or CIHR scholarship holders who receive an allowance for parental leave from either of these agencies. These scholarship holders must take the paid leave offered by the federal agency. You may extend parental leave by an additional eight months (equivalent of two academic terms) without pay if your university permits it.

Parental leave paid by the Fonds can be combined with benefits from Québec's parental insurance plan. Information about the Québec Parental Insurance Plan (the French acronym is RQAP) is available at <http://www.rqap.gouv.qc.ca/>.

Note that the Fonds scholarships are not insurable income as defined by the RQAP. You cannot receive RQAP allowances if the Fonds scholarship is your only income.

### **3.9 Cancellation of instalment or scholarship**

Scholarship holders must claim their scholarship instalment or request its deferral before the dates indicated in section 2.4 ([Request for instalment](#)) or section 3.8 ([Deferral of payment or interruption of scholarship](#)). The Fonds cancels instalments if they are not claimed or deferred within two months of the beginning of the academic term. The Fonds may terminate a scholarship if an instalment has not been claimed (or no authorized deferral was made) for two consecutive terms.

### **3.10 Withdrawal from program**

If you withdraw from your study program during the academic term or if you decide to receive training on a part-time basis, you are no longer eligible for a scholarship and you must reimburse the current instalment in full. Notify the Fonds by submitting the « Demande de modification ou de mise à jour du dossier » form.

### **3.11 End of Master's or doctoral program and obtaining a degree**

If you have submitted your Master's thesis and are awaiting correction, or if you have submitted your doctoral dissertation but have not yet defended it, you remain eligible to receive one remaining instalment of your scholarship. However, payment must be made within the duration of the scholarship originally awarded. You must be enrolled full-time in your program to qualify. To request the instalment, you must send us proof that you have submitted your thesis or dissertation as soon as this occurs, and your director must send a letter approving your request by post or e-mail to: [bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca) .

After receiving the Fonds authorization, during the period covered by the instalment, you may accept employment for more than 150 hours.

### **3.12 Confirmation of scholarship**

After confirming acceptance of the scholarship, you will have access – in your file - to a printable confirmation of scholarship. The confirmation indicating the real amount of your scholarship is available in both French and English in the « Dossier du boursier » section.

## CHAPTER 4 – CHANGE IN CONDITIONS OF SCHOLARSHIP

To make any changes in the conditions of your scholarship, you must first apply to the Fonds using the « Demande de modification ou de mise à jour du dossier » form in your « Dossier du boursier ». To guarantee fairness, prior to authorising any change, the Fonds must ensure that such a change does not affect results following the evaluation of your scholarship application or your eligibility to the scholarship program.

### 4.1 Change in study program

Any change must comply with the Fonds Société et culture research areas.

If your new study program is within the same discipline as the program for which you made the scholarship application, the change is generally authorized. (The Fonds will consider the choice of the evaluation committee which you had at the time of the deposit of your scholarship application to compare both programs.)

#### **For example:**

If you receive a Fonds Société et culture Master's scholarship, you cannot change from your current program to a professional Master's program. The Fonds cannot continue to grant the scholarship if your program has fewer than one third of the research credits identified as such in the program rules.

#### **Change within a field of study**

If you receive a Fonds Société et culture psychology scholarship to conduct social psychology research and you decide to change to research on basic cognitive processes, the Fonds Société et culture will not continue to grant your scholarship. The Fonds Nature et technologies has the scientific responsibility of this area of research. There cannot be any scholarship transfers between Québec's three research funds. You will have to submit a new application to the Fonds Nature et technologies next fall competition to receive a financial support. For information on the areas of responsibility of the various Québec research funds (Fonds de recherche du Québec), visit their respective Websites.

#### **Change in disciplines or program of study**

If you receive a literature scholarship (committee 11A) and you now want to do a Master's in philosophy (committee 07B), your application will be refused because this discipline involves a different committee than the one that evaluated your original application. ([Click here](#) for the list of committees). However, exceptions may be made. To request an exception, complete a « Demande de modification ou de mise à jour du dossier » form in your « Dossier du boursier ». It will be studied and the Fonds will inform you of its decision.

If you receive a scholarship in criminology to study penology and you want to change to research on sexual delinquency, the change will be authorized because the same committee evaluates applications in both disciplines. ([Click here](#) for the list of committees).

## 4.2 Change in place of study

Since there are no restrictions on place of study, a change is generally accepted for Master's and doctoral scholarships when the research and study program is deemed equivalent. However, the scholarship holder must maintain his Canadian citizenship or permanent resident status and residency in Québec within the meaning of the Health Insurance Act, the Regulation respecting eligibility and enrolment of persons with respect to the *Régie de l'assurance maladie du Québec*, and the *Income Tax Act* and Regulations of Québec, for the duration of his scholarship.

If you pursue the subject of research and study described in your original application but for administrative reasons, you enrol in a department which usually falls in a different disciplinary evaluation committee, your scholarship will continue to be granted if the subject of research remains the same. For example, if your subject of research and study is political sociology but your program is offered in a political science department, your scholarship will be maintained because your project still falls within the original area of research, namely, political sociology.

## 4.3 Change research director

If you continue in the study program and your research project has not changed, a change of research director is generally authorized. You must submit a « Demande de modification » form for this change request.

## 4.4 Change in research project

### Master's level

You must submit your research project when you complete your first progress report. If there are any changes after this report, you must complete a « Demande de modification » form, include the new project, and demonstrate that it maintains the scientific outline of the former project.

### Doctoral level

You must first complete a « Demande de modification » form in your « Dossier du boursier » in which you specify only the following: whether or not you will remain in the same field, in the same department, at the same university and with the same director, and the reasons for changing the initial project.

Then you must send to this e-mail address: [bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca) your new project as an attached document and demonstrate that the new project maintains the scientific outline of the former project (provide the equivalent of the « Description du projet de recherche » research project description section of the scholarship application form). Before authorizing the change, the Fonds must ensure that the change will not affect the evaluation results of your application.

#### **4.5 Change in level of study**

##### **Beginning a doctoral program after completing a Master's program (programs B1 and A2 – Master's)**

If you completed a Master's program and are beginning a doctoral program, you may use only one remaining Master's scholarship instalment for which you qualify to start your doctoral program. First enrolment for the doctoral program must be the consecutive of the last term of the Master's program. To take advantage of this instalment, you must submit a request for change by selecting « Changement de niveau » in the pulldown menu. You are also required to submit a copy of the offer of admission to the doctoral program. However, to obtain this Master's scholarship instalment, you should not have received an offer of scholarship for your doctoral program.

To obtain further funding for the doctoral program, you must successfully apply to the doctoral scholarship competition (see Doctoral Research Scholarship (B2) program rules).

##### **Fast-tracking to the doctoral level without a Master's degree (programs B1 and A2 – Master's)**

If you have fast-tracked to the doctoral level without a Master's degree, you may use the remaining instalments for which you qualify to start your doctoral program. To take advantage of these instalments, you must submit a request for change by selecting « Changement de niveau » in the pulldown menu. You are also required to submit a copy of the offer of admission to the doctoral program and a letter from the dean of studies of your program confirming that no Master's degree was awarded. Your research director can send the letter by post or e-mail to: [bourses.sc@frq.gouv.qc.ca](mailto:bourses.sc@frq.gouv.qc.ca). However, to obtain this Master's scholarship instalment, you should not have received an offer of scholarship for your doctoral program.

To obtain further funding for the doctoral program, you must successfully apply to the doctoral scholarship competition (see Doctoral Research Scholarship (B2) program rules).

##### **Beginning a postdoctoral program after completing a doctoral program (programs B2, A2, and N1 – doctorate)**

After you have obtained a doctorate, you may use only one remaining doctoral scholarship instalment to begin a postdoctoral research internship. To take advantage of this instalment, you should not have received an offer of scholarship for your postdoctoral research internship. The conditions for using the remaining instalment are the same as those that apply to the postdoctoral fellowship. You must therefore choose a location that complies with program rules (B3 and B5) and be present on site. You must submit a request for change by selecting « Changement de niveau » in the pulldown menu. You must also submit a copy of the letter of invitation from the host location. Your internship supervisor must send the Fonds confirmation of your presence on the internship site, when applicable.

To obtain further funding for the postdoctoral internship, you must successfully apply to the postdoctoral fellowship (see Postdoctoral fellowship (B3) program rules).

### **Doctoral scholarship for Master's program**

If you are the holder of a doctoral scholarship, you may not use it to carry out a Master's degree. This change in level of study is not authorized and the scholarship will be cancelled.

## **CHAPTER 5 - FINANCIAL ASSISTANCE FOR INTERNSHIPS (DOCTORAL SCHOLARSHIPS B2, A2)**

### **5.1 Program objectives and Target group**

A doctoral scholarship holder (B2) **registered at a Québec university** at the doctoral level that wishes to undertake a **research internship at a scientific institution outside Québec**, can apply to the program for financial assistance for internships (*Aide financière pour stage*). Applications are assessed by a peer committee asked to estimate their scientific quality based on program criteria and rank all applications based on merit.

Financial assistance for an internship main objectives are to:

- Contribute to the dynamism of the programs Québec universities offer by enabling scholarship holders to pursue their doctoral studies in Québec, while benefiting from a stay in a different research environment outside Québec.
- Encourage the mobility of doctoral level scholarship holders by giving them the opportunity to gain experience in an intellectually enriching, leading-edge scientific environment by allowing them to discover new perspectives in their chosen area of research and to develop new collaborative possibilities.
- Provide an added value to the doctoral training of the scholarship holder through mobility and international collaboration.

### **5.2 Application deadlines**

There are three annual competitions. Application deadlines are January 15, May 15 and September 15 of each year.

Your application must be sent by e-mail no later than January 15, May 15 or September 15 to [afs.sc@frq.gouv.qc.ca](mailto:afs.sc@frq.gouv.qc.ca)

## 5.3 ELIGIBILITY REQUIREMENTS

### 5.3.1 General rules

You must hold a Fonds Société et culture doctoral scholarship (B2). If you had to decline a scholarship offer from the Fonds because you have received a regular scholarship (less than \$25,000 per annum) from the SSHRC, NSERC or CIHR, you are also eligible to this program. Holders of a Canada Graduate Scholarships (CGS-doctoral awards) or Vanier Scholarships are not eligible for the internship financial assistance program.

The proposed internship must take place during the period covered by the Fonds doctoral scholarship.

You must **be enrolled at a Québec university** in a doctoral program

The internship must be recognized and authorized by the doctoral program and by the director.

### 5.3.2 Restrictions

If you are in your first year of doctoral studies, you must demonstrate that the subject you plan to investigate is properly identified, and that when you undertake the internship you will have completed all required coursework and your thesis project will be approved by the thesis committee.

Internships aimed solely at pursuing course work or seminars are not eligible. The candidate must clearly demonstrate the nature of the scientific activities in which he will participate.

An internship that is part of a graduate degree program (DEA) is not eligible.

You are not eligible for the internship financial assistance program if you are a scholarship holder in one of the following programs: *Bourses en milieu de pratique* or *Bourse Frontenac*.

See section 5.9 [Rules governing stacking of scholarships](#).

### 5.3.3 Eligibility period of internship

For the January 15 competition, the internship must begin by the following December 30 at the latest. For the May 15 competition, the internship must begin by the following April 30 at the latest. For the September 15 competition, the internship must begin by the following August 30 at the latest.

### **5.3.4 Location of internship**

The internship indicated in the application must be conducted outside Québec. The internship cannot be carried out at the institution to which the research director or co-director belongs. The co-tutoring institution is not eligible.

### **5.3.5 Scientific supervision**

Scientific supervision of the internship must be the responsibility of a researcher other than your research director or co-director. This researcher must belong to an institution or agency located outside Québec.

### **5.3.6 Enrolment**

During the internship, you must continue to be enrolled at your Québec University. You are also to be supervised by your research director or director of studies.

### **5.3.7 Number of internships allowed**

Only one internship per scholarship can be funded during the duration of financial support. If your application is rejected, you may submit a new application to the next competition provided you continue to satisfy eligibility requirements and the conditions governing use of the scholarship.

### **5.3.8 Duration of internships**

The internship must last at least three months. However, it may be extended to a maximum of twelve months, provided, in the opinion of the evaluation committees, your project justifies the extension. The internship may be carried out in separate segments, but only one return trip will be reimbursed.

Internships completed by the application deadline are not eligible.

No extension of the internship will be granted following the evaluation committee's decision.

## 5.4 Application form and required documents

To complete your application, you must submit the following :

- A duly completed Application form;
- An update of your file («Demande de modification ou de mise à jour» form) if you are a federal government scholarship holder and if you have not informed the Fonds of the changes made to the research project;
- A letter of support from your director using the form for that purpose (see Application form);
- A letter of acceptance from your internship supervisor providing a detailed description of the scientific support provided. The letter can be written in French or in English;
- An up-to-date transcript of your doctoral program records;
- If your internship is at a corporation or a government institution and from which you are receiving material or financial support, please describe that support in detail.

Your complete application must be sent to the Fonds Société et culture by e-mail no later than January 15, May 15 or September 15 to [afs.sc@frq.gouv.qc.ca](mailto:afs.sc@frq.gouv.qc.ca) (sending date of e-mail will be considered as proof of transmission of application). Incomplete applications will not be sent to the evaluation committee.

## 5.5 Application assessment

Applications will be evaluated according to the following criteria and weighting scale:

- **Quality of the application (6 points)**
- **Relevance of the internship (8 points)**
- **Appropriateness of the host location with respect to the field of studies (6 points)**

The following are the suggested criteria for determining the quality of applications:

- Advancement of studies since the beginning of the doctoral program (transcripts and progress reports, where applicable).

The following are the suggested criteria for determining the relevance of the internship:

- Quality of the internship;
- Relevance of the research project submitted in the doctoral scholarship application with respect to the proposed internship;
- Added value of the internship;

- Recommendations from university authorities;
- The feasibility of the time frame, given the targeted objectives.

The following are the suggested criteria for determining the appropriateness of the host location:

- The quality of the research environment;
- The relevance of the scientific support and supervision offered by the host institution.

Eligible applications are submitted to a multidisciplinary evaluation committee, which analyzes all applications received on a comparative basis using the evaluation criteria in force. It also recommends the funding period based on the proposed time frame and the objectives of the internship. Consequently, the recommended length of the internship may be less or more than the applicant requested.

The evaluation committee makes recommendations for each application received. Only the most deserving candidates receive funding.

## **5.6 Funding decisions notifications**

For applications received by January 15, notices are sent in mid-March.

For applications received by May 15, notices are sent in early July.

For applications received by September 15, notices are sent in early November.

## **5.7 Visa requirements**

If your internship is recommended for funding, you must contact the consulate or embassy of the host country to enquire about visa requirements.

## **5.8 Description of financial assistance**

In addition to the allowance for tuition fees, the maximum amount reimbursed for indexed living expenses and travel expenses is \$20,000.

If the committee grants you an internship, you can claim the following expenditures, provided they are not reimbursed by any other organization.

### **5.8.1 Tuition fees**

Tuition fees paid to your host institution will be reimbursed to a maximum of \$4,000. When calculating the amount owed, the Fonds considers tuition fees only and does not include enrolment fees or membership fees for student associations, etc. You must submit official receipts.

### **5.8.2 Travel allowances**

The cost of return economy-class travel by plane, train or bus to the location of your internship will be reimbursed upon presentation of a copy of your ticket (paper or e-ticket), along with a detailed invoice. Note that only return tickets indicating a city of departure on the outward leg identical to the city of arrival on the return will be considered for full reimbursement. In the case of one-way tickets, only one ticket, the most expensive one, is covered. Expenditures for travel to or from train or bus stations and airports are reimbursed on presentation of supporting documents.

If you travel by car, the amount payable is \$0.43 per kilometre to a maximum equal to the price of return economy airline fare. Car expenses are payable upon presentation of two service station receipts, one issued at the start of the trip and the other at your destination, stating the kilometre reading on the odometer.

Only one return trip is payable even if your internship is carried out in separate segments. Only cost of a return trip to the site of the internship can be reimbursed. No additional amount to cover any other travel expenses is paid during the internship.

No additional amount is paid to cover other expenditures such as travel expenses for a spouse or dependants, moving personal effects or transporting research material.

### **5.8.3 Living expenses**

A lump-sum allowance of \$1,500 per month is granted for living expenses, indexed to the cost of living at the location of your internship. Payment is made upon receipt of an attestation from your internship supervisor specifying the start date and the completion date of the internship. The indexation of living expenses to cost of living may not, in any case, authorize a total reimbursement of living and travel expenses greater than the maximum of \$20,000.

## 5.9 Rules governing stacking of scholarships

In addition to the rules governing stacking described in section [3.6](#), if you receive financial support for an internship, you are not eligible for the Soutien aux cotutelles Québec-France program or other Government of Québec mobility programs during the same period. Students funded under the mobility support program (Ministère de l'Éducation, du Loisir et du Sport in collaboration with universities) can claim only the difference between the value of the mobility scholarship and funding received under the internship financial assistance program (*Aide financière pour stage*).

## 5.10 Internship report

If you receive financial support for your internship, you are required to produce and submit to the Service des bourses of the Fonds a two- or three-page report no later than one month after your return. The report should summarize the work done during your internship and outline the extent to which you achieved the objectives you had set. You must have submitted your internship report to receive the last instalment of your reimbursement.

# CHAPITRE 6 – ETHICAL AND LEGAL ISSUES – ASPECTS ÉTHIQUES ET LÉGAUX

## 6.1 L'ÉTHIQUE EN RECHERCHE

Le soutien à la recherche grâce à des fonds publics s'accompagne de responsabilités, notamment en matière d'éthique en recherche. Toute personne ou instance bénéficiant des octrois des Fonds doit souscrire aux pratiques les plus rigoureuses en matière d'éthique de la recherche et d'intégrité scientifique. L'octroi de financement par les Fonds de recherche est conditionnel à l'acceptation et au respect des normes d'éthique et d'intégrité scientifique en vigueur. Les établissements d'accueil ou fiduciaires ont la responsabilité de se doter d'un cadre réglementaire de recherche qui soit en cohérence avec ces normes et de veiller à leur mise en œuvre. Tout manquement à l'éthique ou à l'intégrité scientifique en lien avec l'utilisation des fonds doit être identifié et géré par l'établissement d'accueil. Le chercheur et son établissement ont la responsabilité d'y remédier. Si, après enquête, les allégations se trouvent fondées, une copie des conclusions de l'enquête et des mesures correctives adoptées doit être soumise au Fonds. Le Fonds de provenance de l'octroi se réserve le droit d'imposer des sanctions, si la situation l'exige.

### 6.1.1 Recherche faisant appel à des sujets humains ou impliquant des animaux

Tout projet de recherche impliquant des participants humains, ou du matériel biologique (des parties, produits, tissus, cellules, matériel génétique issus du corps humain, d'une personne vivante ou décédée) ou des données administratives, scientifiques ou descriptives provenant de participants humains, requiert normalement l'approbation du Comité d'éthique de la recherche (CÉR) de l'établissement du demandeur principal ou par un CÉR reconnu par cet établissement. Le recrutement de participants humains est strictement conditionnel à l'approbation d'un comité d'éthique à la recherche.

Le versement de la bourse est conditionnel à l'obtention du certificat d'éthique et des documents qui s'y rattachent.

De même, tout projet impliquant des animaux, des parties, des produits, ou des tissus provenant d'animaux requiert obligatoirement l'approbation du Comité de protection des animaux de l'établissement du demandeur principal. Les décisions de ce comité doivent être conformes aux normes et directives Conseil canadien de protection des animaux (CCPA) et l'établissement où se réalise la recherche doit avoir reçu l'accréditation du CCPA.

Le Fonds demande aux étudiants qui bénéficient d'une bourse de consulter les documents mentionnés ci-dessous et, minimalement, de se conformer aux lois, politiques et normes suivantes, lorsqu'elles sont pertinentes à leur projet :

#### **pour les recherches impliquant des participants humains ou utilisant du matériel biologique :**

- *EPTC2, Énoncé de politique des trois Conseils : Éthique de la recherche avec des êtres humains*, 2010 (IRSC, CRSNG, CRSH) (incluant les mises à jour dans leur site Web).
- Les dispositions du Code civil du Québec en matière de recherche.

#### **pour les recherches requérant des substances dangereuses :**

- les chercheurs doivent veiller à ce que leurs étudiants, leurs assistants de recherche et le personnel de leurs laboratoires soient informés des risques que comportent les substances utilisées dans le cadre de la recherche. Chaque utilisateur doit recevoir une formation adéquate pour les manipuler.

## 6.2 SANCTIONS POUR INFORMATION FAUSSE OU TROMPEUSE

En vertu de la *Loi sur le ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* (RLRQ, chapitre M-15.1.0.1), un demandeur qui donne une information fausse ou trompeuse en vue d'obtenir ou de faire obtenir une aide financière commet une infraction et est passible d'une amende. De plus, s'il est reconnu coupable, il ne peut obtenir une aide financière pour une période pouvant aller jusqu'à cinq ans.

Dans le cas où une personne morale commettrait une infraction, un administrateur ou un représentant de cette personne morale qui avait connaissance de l'infraction est réputé être partie à l'infraction et est également passible d'une amende, à moins qu'il n'établisse à la satisfaction du tribunal qu'il n'a pas acquiescé à la commission de cette infraction.

Le Fonds se réserve le droit d'imposer toute sanction ou de prendre toute mesure supplémentaire jugée utile ainsi que d'entamer des recours pour obtenir le remboursement de sommes frauduleusement obtenues et la réparation des dommages subis.

### **6.3 RESPONSABILITÉ DU FONDS**

Le Fonds ne peut être tenu responsable d'aucun dommage, direct ou indirect, résultant du traitement qu'il effectue de toute demande de bourse ou de subvention. Sans limiter la généralité de ce qui précède, il ne peut être tenu responsable d'aucun dommage, direct ou indirect, découlant de la divulgation non autorisée par le Fonds ou de renseignements faisant partie du dossier d'un demandeur. En effet, malgré toutes les précautions prises par le Fonds afin de préserver le caractère confidentiel de renseignements qui doivent le demeurer, il peut arriver qu'en certains pays où l'information est communiquée, elle ne puisse bénéficier des procédés de protection tels que la cryptographie asymétrique, le chiffrement ou autres.

### **6.4 LOI SUR L'ACCÈS AUX DOCUMENTS DES ORGANISMES PUBLICS ET SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

Le Fonds de recherche du Québec - Société et culture est assujéti à la *Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels* (L.R.Q., c. A - 2.1) (Loi sur l'accès).

Pour répondre au mandat et aux activités du Fonds, il est important de noter que :

- les renseignements personnels et scientifiques sont obligatoires pour l'évaluation des demandes d'aide financière, pour la gestion des programmes du Fonds, pour l'attribution des crédits alloués et pour l'évaluation interne et externe des programmes. À défaut pour le demandeur de fournir toutes les informations prévues au formulaire, et ce dans les délais prévus, le Fonds ne pourra procéder à l'étude de la demande;
- les personnes qui ont accès aux renseignements recueillis par le Fonds sont les membres des comités d'évaluation, les experts externes, des représentants de partenaires dans certains programmes spécifiquement identifiés, ainsi que le personnel autorisé au sein du Fonds. Il en va de même pour toute personne désignée par le Fonds effectuant par exemple des évaluations de programme ou d'autres travaux liés à la planification des programmes du Fonds et qui s'engage à le faire de façon confidentielle;
- le contenu des demandes de bourses, tant au chapitre des renseignements personnels qu'à celui des informations relatives aux travaux de recherche, est confidentiel et n'est communiqué qu'avec le

consentement de la personne concernée ou du signataire de la demande ou conformément aux dispositions prévues à la Loi sur l'accès;

- les évaluations obtenues auprès d'experts externes ou produites par les membres d'un comité d'évaluation sont considérées et traitées de façon confidentielle par le Fonds et sont communiquées, le cas échéant, conformément aux dispositions de la Loi sur l'accès ou sur un ordre de la Cour;

- le Fonds conserve de manière confidentielle les informations contenues dans le dossier du boursier. Toutefois, afin d'assurer la saine gestion des programmes, certaines informations relatives au boursier (financement, statut à l'Université, etc.) pourront être échangées avec l'établissement de rattachement de celui-ci. De plus, par souci de transparence dans la gestion des fonds publics, le nom des récipiendaires ainsi que des renseignements relatifs à ce financement sont diffusés périodiquement par les Fonds;

- toute personne a le droit d'accès aux renseignements personnels qui la concernent et qui sont détenus par le Fonds. Elle peut exiger de faire corriger tout renseignement personnel qui s'avère inexact, incomplet ou équivoque ou dont la collecte, la communication ou la conservation ne sont pas autorisées par la loi;

- les requérants peuvent s'adresser au [responsable de l'accès](#) du Fonds pour obtenir des informations sur les procédures d'accès, la protection des renseignements personnels et les droits de recours prévus par la Loi sur l'accès.

### List of evaluation committees

([Click here](#) for the list of committees).