

**MANAGE YOUR FUNDING  
POSTDOCTORAL FELLOWSHIP HOLDER'S GUIDE (B3-B5)  
AND  
FRQnet PROCEDURES**

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## Foreword

This guide is intended for recipients of a Fonds de recherche du Québec – Société et culture [Postdoctoral fellowship \(B3\)](#) or [Postdoctoral research-creation fellowship \(B5\)](#), regardless of the year in which the fellowship was awarded. Any specific rules that apply to only one of these programs are clearly indicated, as are those applicable only to the 2017-2018 or 2018-2019 cohort.

This Guide is subject to the FRQSC postdoctoral fellowship program rules and the [Common General Rules](#) (CGR) of the Fonds de recherche du Québec. We strongly encourage you to consult all these documents to help you properly manage your funding.

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

## Section 1 – FELLOWSHIP HOLDER’S GUIDE

### 1. Your responsibilities

#### 1.1 Compliance with program rules

It is your responsibility to read and fully comply with the fellowship rules (B3 or B5) 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 fellowship payments via direct deposit. This information must be entered **at the time of accepting the fellowship**.

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

#### 1.4 Income tax

##### Revenu Québec:

**Travel allowances** are considered taxable income. However, postdoctoral research fellowships are not taxable.

##### Canada Revenue Agency:

Postdoctoral research fellowships, subsistence allowances and travel allowances are considered **taxable income**. However, scholarships, fellowships and bursaries are not taxable if you received them for your enrolment in a program that entitled you to claim the education amount.

The fellowship holder is responsible for paying any income tax due on the amounts received to the Canada Revenue Agency and, where applicable, Revenu Québec. It is important to note that the Fonds **does not withhold taxes at source** on the amounts disbursed during the tax year.

The **deposit date of each instalment** determines the year in which the instalment must be declared as personal income for tax purposes.

Canada Revenue Agency T4A slips and Revenu Québec RL-1 slips are sent to the fellowship holder's mailing address in February of the year following the tax year in question.

The information contained in this Guide is for information purposes only. The Fonds is not responsible for the validity of any income tax information provided.

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

## 1.5 Health insurance

Whether your postdoctoral research will be taking place in Québec or 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 a copy of an agreement with the RAMQ.

## 2. Basic conditions

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

- Respect the conditions relating to citizenship and place of residence.
- Have made an initial thesis submission before starting the fellowship and meet all requirements for the doctoral degree at the time of the second instalment.
- Be present at the host environment on a full-time basis to carry out postdoctoral research.
- 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. Should any of these conditions no longer be met, the Fonds will be obliged to withdraw the fellowship and may request reimbursement.

## 3. Fellowship start date, payments and reports

The fellowship is granted for a minimum of **six months** and a maximum of **24 months**.

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

You must submit a payment request via your [E-portfolio](#) at the start of each **6-month period** following the fellowship start date. The request for payment form is available one month prior to the period covered by the instalment. Failure to submit a payment request during this period could lead to cancellation of the fellowship.

The first payment will only be made once the Fonds has received a **certified copy of your doctoral degree or an attestation that your doctoral thesis has been submitted**. A copy of your doctoral degree or proof that all requirements for the doctoral degree have been met is required for payment of the subsequent instalment.

The first instalment is also conditional on your full-time presence at the host environment. An [postdoctoral research certification](#) form must be signed by your research supervisor and submitted in the **Manage my funding / Statements - situation and required documents** section of your [E-portfolio](#). This **.pdf** document can also be found in the program Toolbox. The same procedure must be followed when requesting the 3rd instalment.

Postdoctoral fellowship holders who are eligible for more than two instalments must complete a **progress report** along with their request for the **3rd instalment** stating the progress of their research. This progress report is available in the **Follow-up on my funding** section of the [E-portfolio](#). The progress report must include the following:

- **A description of all achievements** made since the start of the postdoctoral research. Specify any changes made to the initial project, where applicable;
- **A calendar** of research activities for the coming year;
- The **research supervisor's** signature;
- The **fellowship holder's** signature.

**After analyzing the report, the Fonds will maintain your fellowship if it deems your progress satisfactory.**

As stated in the [program rules](#), all fellowship holders must submit a **final report** to the Fonds following the final instalment. You will be notified by e-mail when the final report form becomes available in your [E-portfolio](#), about one month following the last term for which funding was received. You must then complete the form and submit it electronically. As stated in the [Common General Rules](#), **future funding under any other Fonds program is contingent upon receipt of this final report.**

The fellowship is not **retroactive** and, if the research has already begun, **no funding** will be provided for the period prior to the fellowship offer in April.

The fellowship is not transferable from one year to the next.

## 4. Concurrent funding

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

RULES FOR CONCURRENT FUNDING	
Type of scholarship / Scholarship program	B3 and B5 Postdoctoral fellowships
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
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* or 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

### \* Partial concurrent funding

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

- When the Fonds fellowship is of a **higher value** than the other scholarship, the Fonds scholarship amount will be adjusted to make up the shortfall.
- When the Fonds fellowship 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.

If you have been offered funding from both the FRQSC and the SSHRC in the 2018-2019 competitions, see Section 2, Article 1.2

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.

Before accepting funding from another source than the Fonds, it is important to **verify whether the other granting agency** allows their scholarship to be held concurrently or in combination with the Fonds fellowship. If partial concurrent funding is permitted, when accepting the fellowship, the fellowship holder must inform the Fonds by e-mail of the annual amount of concurrent funding permitted and the internet address of the other agency concerned where this information can be obtained. If that agency does not have a website, the fellowship holder must ask them to send a letter to the Fonds stating the total amount of concurrent funding permitted.

## 5. Paid employment

You must be engaged in **full-time** postdoctoral research for the entire duration of the fellowship. However, you may accept:

- **Up to 250 hours of employment per six-month period**, provided that this is authorized by your supervisor and that the employment does not interfere with your research activities. For the purposes of this rule, teaching 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. All employment must be declared via your [E-portfolio](#) when submitting a payment request and your supervisor must send **an e-mail** to the Fonds confirming that he/she does not object to the employment. When declaring teaching hours, the **actual hours paid** must be declared rather than the hours worked as per the Fonds calculation;
- **Remuneration to work exclusively on your postdoctoral research project**. This remuneration is then considered a scholarship for which concurrent funding is permitted and must be indicated in your [E-portfolio](#) when submitting a payment request. Your supervisor must send **an e-mail** to the Fonds confirming that this salary is being paid for you to work **exclusively** on your postdoctoral research.

## 6. Deferring an instalment (exceptions)

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

## 6.1 Suspension for health reasons or major family obligations

Exceptions to the rules relating to the duration of financial support will only be made under **exceptional circumstances beyond the control of the fellowship holder**, such as sick leave due to serious illness requiring suspension of research activities. You may not receive any fellowship instalments during sick leave. However, instalments corresponding to this period can be carried forward to the end of the postdoctoral fellowship upon request. The deferred payments are available provided that all postdoctoral fellowship rules and funding requirements are met. This suspension may be for a period of up to two years.

In addition to a suspension of studies for health reasons (sick leave), the Fonds will authorize a temporary interruption of studies for up to two years (without fellowship payments) for fellowship holders with major family obligations (primary caregiver, education of children, etc.), provided that the host environment permits such leave and that your supervisor is duly informed and agrees to the leave. In his/her letter, the supervisor must agree to resume supervision of your postdoctoral research at the end of the leave.

However, once the host environment no longer allows the leave, the Fonds will cease to carry forward sick leave instalments. To obtain the remaining instalments, you must meet all postdoctoral fellowship rules and funding requirements.

In all cases, you must complete and submit, via your [E-portfolio](#), a modification request indicating the duration and reason for the suspension, and attach a medical certificate if required. The Fonds reserves the right to refuse and request it deems insufficiently justified.

## 6.2 Deferral for parental leave

Parental leave may be requested for an interruption of research due to the **birth or adoption of a child**. The Fonds authorizes parental leave provided the **host environment** allows it and the **research supervisor** is duly informed. The fellowship holder must not be enrolled in a study program for the duration of parental leave.

Parental leave may not exceed **12 months**. It must begin during the academic term the birth or adoption is expected and must end no later than one year after the child's birth or adoption.

To receive parental leave, you must submit a request via your [E-portfolio](#), accompanied by a **copy of a medical certificate** attesting to the pregnancy, **proof of absence** from the host environment and, when the time comes, a copy of the **child's birth or adoption certificate**.

Once the parental leave has ended, the **host environment** must provide a letter **confirming the resumption of full-time research** at the research site, to be submitted via your [E-portfolio](#).

## 7. Supplement for parental leave

During parental leave, one additional instalment is available covering a period of six months. To receive this term of paid parental leave, you must have received **at least one fellowship instalment from the Fonds**. Neither the time nor the amount of this fellowship supplement can be divided.

To be eligible for this supplement, you may not be enrolled in a study program.

You may **not be employed** at any time during this paid parental leave.

If permitted by the host environment, you may **extend** this parental leave by up to an additional **six months** without pay. Fellowship instalments for each term of the parental leave will be carried forward to the end of the funding period.

Parental leave does not apply to preventive withdrawal.

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

## 8. Cancellation of instalment or fellowship

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. The Fonds will terminate the fellowship without notice when an instalment has not been requested or deferred for two consecutive terms.

## 9. Withdrawal from the study program

Fellowship holders who withdraw from their postdoctoral research or fail to respect the rules governing the fellowship are no longer eligible for the fellowship. Depending on the number of months of research completed since the last instalment, the fellowship holder may be required to reimburse the current instalment in full or in part.

## 10. Proof of funding

Available only on request.

## 11. Change requests

Any changes to your situation must be declared via your [E-portfolio](#). To guarantee fairness, the Fonds must ascertain that the changes do not impact the evaluation of the original fellowship application and that they respect all eligibility conditions and 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.

### 11.1 Change of fellowship duration or start date

The duration of funding is established based on information provided in your fellowship application.

The postdoctoral research must begin **no later than March 1 of the year following the funding offer**, without affecting the total amount of the fellowship. Funding cannot begin until the fellowship holder is engaged in postdoctoral research on a **full-time basis**.

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 start date or duration of funding will be accepted after the first payment has been made.



### 11.2 Change of research project

If you wish to modify your initial research project, you must submit a new proposal to the Fonds and show that its **scientific value** is equivalent to the initial proposal. Before making a decision, the Fonds must ascertain that the changes **do not affect** the initial evaluation received. When submitting this information to the Fonds, it is important to indicate whether the research area, supervisor and host environment will remain the same. Any change to one or more of these elements must be identified and justified in the **Statements - situation and required documents** section of your [E-portfolio](#). If necessary, the **research supervisor** must also approve of the proposed changes in a supporting letter justifying the changes, to be submitted in your E-portfolio.

### 11.3 Change of supervisor or host environment

As in the case of a change of project, the Fonds must ascertain that the requested change does **not affect** the initial evaluation received. You must show that the **quality of the new training environment** is equivalent to that in the initial proposal and include an **acceptance letter** from your new supervisor with your request. Furthermore, the new research environment must meet any relevant program rules.

## 12. Convertibility of the fellowship

Fellowship holders who obtain a position as a **regular professor in a Québec university** may, after carrying out **a full year of postdoctoral research**, request to use part of their fellowship as a start-up grant. An amount of up to \$15,000 may be **converted into a grant**.

The rules governing the use of this grant will then be the same as those of the [Research support for new academics](#) program. To convert part of your fellowship into a grant, you must submit a request to the Fonds, via your [E-portfolio](#), providing a copy of the **letter of appointment** indicating the employment starting date (no information regarding salary is required) as well as a letter from your research supervisor confirming the **postdoctoral research end date**.

**The Fonds reserves the right to refuse any request found not to meet the necessary requirements.**

## 13. Annual supplement for postdoctoral research outside Canada (2018-2019 cohort only)

If you are carrying out postdoctoral research outside Canada, you may receive up to an additional \$10,000 per year. In the case of co-supervision, this amount will be adjusted in proportion to the number of months spent outside Canada, on presentation of a detailed schedule.

## 14. Supplement for partnership, transfer and dissemination activities (B3, 2017-2018 cohort only)

This supplement is available **only if it was requested** in the postdoctoral research-creation fellowship application.

Publication costs; participation in seminars, conferences and symposia; and other expenses related to partnership activities and/or activities for the transfer and dissemination of the postdoctoral research **may be reimbursed throughout the duration of the fellowship**, provided that they are not reimbursed by another organization.

**Research activities** are not covered by this supplement. Only the costs incurred by the fellowship holder will be reimbursed, and only for the days corresponding to the activity.

**It is strongly recommended that you verify that the planned activities are covered by the supplement before incurring the costs.** This can be done by submitting the following to [bourpost.transaction.sc@frq.gouv.qc.ca](mailto:bourpost.transaction.sc@frq.gouv.qc.ca):

- A **brief supporting letter** explaining how participation in this specific activity will contribute to the dissemination the postdoctoral research;
- A **copy of the program**, indicating where to find the announcement of the fellowship holder’s presentation, where applicable;
- A **copy of the translation estimate** or any other relevant supporting document regarding the activity in question.

The costs will be reimbursed after the activity, up to the available balance of the supplement and on sending the following supporting documents to [bourpost.transaction.sc@frq.gouv.qc.ca](mailto:bourpost.transaction.sc@frq.gouv.qc.ca):

- A **summary** of the expenses claimed;
- For **meal and accommodation expenses**, please refer to the daily allowances (**APPENDIX A**) and indicate the number of days and the amount in Canadian dollars corresponding to the duration of the activity. If necessary, the day prior to the activity may also be covered;
- For **travel costs**, see the supporting documents required for travel expense claims;
- A **copy of detailed invoices** for other expenses claimed (bank statements are not admissible and may only serve as proof of exchange rate).

**Sample expenses claim:**

Presentation at a political science conference in Tangier, Morocco from August 12 to August 14 (arrival in Tangier August 11 – departure August 15). Prior authorisation was obtained from the Fonds after providing a brief supporting letter and a copy of the program.

TYPE OF EXPENSE	NUMBER OF DAYS	AMOUNT REQUESTED	SUPPORTING DOCUMENT REQUIRED
Round-trip airfare between the		\$1,000	Yes

TYPE OF EXPENSE	NUMBER OF DAYS	AMOUNT REQUESTED	SUPPORTING DOCUMENT REQUIRED
postdoctoral research site and Tangier			
Accommodation	4	\$142.85 x 4 = \$571.40	No ( <a href="#">Appendix A</a> )
Meals	4	\$59.50 x 4 = \$238	No ( <a href="#">Appendix A</a> )
Conference registration fee		\$126	Yes
TOTAL (CAN\$)		\$1,935.40	

## 15. Supplement for production costs (B5 only)

This supplement is available **only if it was requested** in the postdoctoral research-creation fellowship application.

Costs relating to the production, promotion and dissemination of works (studio rental, purchase of materials and supplies, equipment rental, transport costs for works and/or equipment, etc.) and costs incurred by a non-academic host environment for expenses related to the research-creation project may be reimbursed throughout the duration of the fellowship, provided that they are not reimbursed by any other organization. The host environment's fixed costs are not eligible.

These costs will be reimbursed **after the activity**, up to the available balance of the supplement and on sending the following supporting documents to [bourpost.transaction.sc@frq.gouv.qc.ca](mailto:bourpost.transaction.sc@frq.gouv.qc.ca):

- A **brief justification** of the expenses relating to the research-creation project;
- A **summary** of the expenses claimed;
- A **copy of detailed invoices** for all expenses claimed (bank statements are not admissible, and may only serve as proof of exchange rate);
- For **travel expenses**, see the supporting documents required in the section on travel expenses above.

## 16. Travel expenses

Expenses incurred to **travel to the host environment** research site at the start of the postdoctoral program and to **return home** at the end will be reimbursed.

Travel expenses outside Québec for the fellowship holder's **spouse and children**, at the beginning and end of the postdoctoral program, may also be covered by the Fonds, provided that they are not reimbursed by another organization.

The only exception will be made for fellowship holders whose thesis defence takes place **during the postdoctoral research period**, in which case an **additional round-trip** between the research site and the location of the thesis defence may also be reimbursed.

The **least expensive public transit option** must be used for travel in locations with an adequate public transit service. Only **economy tickets** will be reimbursed, provided that they are not reimbursed by another organization

Claims for reimbursement of travel expenses must be accompanied by the following documents and sent to [bourpost.transaction.sc@frq.gouv.qc.ca](mailto:bourpost.transaction.sc@frq.gouv.qc.ca):

- A **price comparison** showing that the chosen option is the most economical transport option to/from the research site (travel agent quote, screenshot of a travel website))
- A **copy of detailed invoices** for all expenses claimed (bank statements are not admissible, and may only serve as proof of exchange rate);
- A copy of **tickets and/or boarding passes** where applicable. For air travel, a copy of the boarding pass must **always** be provided.

For travel by train or bus, reimbursement will be made upon submission of **supporting documents**.

For **air travel**, the Fonds will reimburse a one-way ticket for each trip. However, the Fonds will reimburse a round-trip ticket should this **represent the most economical choice**, either for departure or return. A round-trip ticket can sometimes be cheaper than a one-way ticket, even if the return trip is not used. In such cases, a price comparison between one-way and round-trip tickets must always be provided.

**Example for the departure flight (supporting documents must be provided):**

COMPANY	ONE-WAY	ROUND-TRIP
A	\$1,500	\$1,620
B	\$1,400	\$1,600
C	\$1,250	\$1,100

In this example, the round-trip ticket from **Company C** is the most advantageous choice. **The same demonstration must be made for the return trip.**

For travel by car, the travel allowance is \$0.43/km up to a maximum amount equivalent to the price of the **least expensive public transport option**. Car travel expense claims must be accompanied by **receipts from two service stations**, one at the start of the trip and the other at the destination, indicating the car's odometer reading at each.

**No additional allowance will be allocated to cover other expenses such as travel expenses for a spouse or other dependants, moving of personal effects or transportation of research material.**

## **APPENDIX A – DAILY MEAL AND ACCOMMODATION ALLOWANCE**

### **Section 2 – FRQnet Procedures**

#### **1. Procedure for accepting or declining the fellowship offer**

##### **1.1 Changing the duration or start date of the fellowship:**

The duration of funding is established based on information regarding the start and end dates of your study program as indicated in your fellowship 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.**

##### **1.2 Accepting the fellowship offer**

The fellowship offer can be accepted if:

- You began or will begin your postdoctoral research between April of the year of the funding offer and March 31 of the following year.
- You are or will be present at the host environment on a full-time basis on the fellowship start date.
- You have submitted or will submit your thesis by the fellowship start date.
- You comply with the rules for concurrent funding.
- You obtain funding that cannot be held concurrently with the Fonds fellowship, but which is of a lower value than that offered by the FRQSC (partial concurrent funding).
- You comply with the rules pertaining to remunerated employment.

All these conditions must be maintained throughout the funding period.

#### **IMPORTANT NOTE (2018-2019 cohort):**

As the value of the Fonds de recherche du Québec – Société et culture fellowship is higher this year than that of the Social Sciences and Humanities Research Council of Canada, individuals who receive a funding offer from both agencies must **accept** the SSHRC fellowship, and then **accept** the

FRQSC fellowship in order to receive any applicable additional benefits associated with the latter, i.e. the \$4,500 fellowship supplement, the annual supplement of \$10,000 for postdoctoral research outside Canada, and/or the possibility of obtaining a one-year extension of funding. These benefits will be granted on analysis of the application package and any supporting documents requested. Individuals who find themselves in this situation must send an e-mail to the program manager, who will contact each of them directly.

The annual \$4,500 supplement will be paid to SSHRC fellowship holders who meet all requirements for the SSHRC fellowship and who have begun to receive funding payments.

The supplement for postdoctoral research carried out outside Canada will be granted to eligible fellowship holders in the amount of up to \$10,000 per year. In the case of co-supervision, the amount will be adjusted in proportion to the number of months spent outside Canada, on presentation of a detailed schedule.

### 1.3 Declining the fellowship offer

The fellowship offer must be declined if:

- You are unable to begin your postdoctoral research between April of the year in which the fellowship offer is received and March of the following year, the deadline by which you must start your fellowship payments.
- You have accepted another scholarship that cannot be held concurrently with the Fonds fellowship.
- You are working on a full-time basis.
- You have the status of university researcher within the meaning of the CGR.
- You will be conducting your postdoctoral research on a part-time basis.
- You are unable to be present in the host environment throughout the duration of the fellowship.
- You no longer intend to pursue graduate studies.

<b>FRQnet 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.

## 2. 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.

<b>FRQnet 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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### 3. Procedure for submitting a payment request

You are responsible for managing your fellowship.

You must submit a payment request **every 6 months** following the fellowship start date.

When requesting payment of the **1st instalment**, you must print the **Postdoctoral research certificate** confirming your **full-time** presence at the host environment, have it **signed by your research supervisor** and send it to the Fonds (download the [pdf document](#), which can also be found in the program Toolbox). The same procedure must be followed when requesting the **3rd instalment**.

The 3rd instalment is also conditional on the submission of a progress report.

**To submit** your payment request you must:

<b>FRQnet 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>• <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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### 4. Procedure for submitting a progress report

A progress report is required after a full year of funding indicating the progress of your studies. This report is required for the payment of the 3rd instalment.

FRQnet PROCEDURE	<ul style="list-style-type: none"> <li>• Open your <a href="#">E-portfolio</a></li> <li>• Click on <b>Follow-up on 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 <b>Submit</b> to send the report to the Fonds</li> <li>• <b>Print</b> the report and have it signed by your <b>research director</b></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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## 5. Procedure for submitting a change request and attaching a document

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

FRQnet PROCEDURE	<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 indicated</li> </ul>
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## 6. Procedure for entering or updating your bank account information

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

FRQnet PROCEDURE	<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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If necessary, refer to the following document, which can also be found in the program rules  
Toolbox: [Procédure pour remplir une demande de modification et une demande de  
versement.](#)