



## How to create an FRQnet user account (step by step)

1. To access the FRQnet login page, follow this link :  
<https://frqnet.frq.gouv.qc.ca/portfolio/>
2. Once on the login page, click on the “Create an account” link available under the *Authentication* section.



Fonds de recherche  
du Québec

Home | Contact Us | Help | Documents

English

**Authentication**

User account (e-mail address or PIN)

Password

[Create an account](#)

[Forgotten password?](#)

*List of suggested browsers*  
Google Chrome  
Firefox Mozilla  
Safari

All FRQnet users must create a profile using their e-mail address as their primary identifier (user account). You must ensure that all the mandatory fields are completed.

To set your E-portfolio in English, please change the language at the right top of the main page.

List of suggested browsers: Google Chrome, **Firefox Mozilla**, Safari

You can contact the FRQ online help center at the following email address:  
[centre.assistance@frq.gouv.qc.ca](mailto:centre.assistance@frq.gouv.qc.ca)



### 3. You will be redirected to the *Terms of use* page. Please, carefully read the system terms of use, and click on the *I accept* button at the bottom of the page.

Conditions d'utilisation

#### FRQnet - TERMS OF USE

The FRQnet system enables different categories of users to enter and access data that are relevant (and solely those that are relevant) to their role in the application, application review or funding management processes. The IT platform provides secure restricted access to authorized users. The platform is shared by the three Fonds de recherche du Québec (Fonds de recherche du Québec – Nature et technologies, Fonds de recherche du Québec – Santé, Fonds de recherche du Québec – Société et culture, hereinafter the "FRQ").

Only authorized users may access the system, which shall be used for the following purposes:

- Applicants may submit funding applications to the FRQ electronically.
- Individuals authorized by the FRQ may support a funding application (directors, mentors, supervisors, respondents).
- Individuals authorized by the FRQ may review an application (reviewers, experts, FRQ employees and partners).
- Managing institutions duly authorized by the FRQ (via representatives designated by the institutions as institutional users) may follow up on applications and the application process and manage (administer, account for and follow up) the funding for which they are responsible.
- FRQ funding holders may manage (administer, account for and follow up) their funding.
- FRQ employees and consultants (including scientific advisors and duly authorized individuals) may process funding applications in every step leading up to the funding and manage the funding (administer, verify compliant use, account for, review funded projects and support dissemination).
- The FRQ employees and consultants (including scientific advisors and duly authorized individuals) may access the data to generate statistics and inventories, assess the impacts of funded projects, evaluate the programs and provide general accounts of the activities related to the mandate of the FRQ to promote and financially support research in their respective sectors. These data and analyses may be made public, in keeping with the provisions of the Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (CQLR c A-3.1).

The FRQnet system shall not be used for any other purpose without express written permission.

In these terms of use, the individuals authorized to use the FRQnet system are generally referred to as users. A user must have an FRQnet account to access the system.

To creating an account, a user shall:

1. Accept the terms and conditions for the collection, keeping and use of the information required to create an FRQnet account.
2. Agree to comply with the terms of use of FRQnet and all other terms and conditions set out by the FRQ pertaining to the rules of the review process or be a FRQ funding holder(if applicable).

or interrupt the FRQnet services in whole or in part without notice. The FRQ shall not be held responsible for any inconveniences or damage resulting from a modification or interruption of the FRQnet system, irrespective of the cause.

I understand that the FRQnet system portals do not constitute data archiving tools.

The FRQ cannot ensure the long-term archiving of the data entered in the FRQnet system. Competition applicants and grant holders must keep backup copies of their files for their personal archives. This also applies to all other duly authorized users with regard to the data they enter in the system.

#### 1. CONSENT FOR THE COLLECTION AND USE OF THE INFORMATION ENTERED TO CREATE AN FRQnet ACCOUNT

I authorize the FRQ (Fonds de recherche du Québec – Nature et technologies, Fonds de recherche du Québec – Santé, Fonds de recherche du Québec – Société et culture) to collect, use, keep and release the personal and confidential information entered in the FRQnet system for the purposes of identifying me and providing me with access to the FRQ portal, in accordance with the terms described herein.

#### 2. COMPLIANCE WITH THE TERMS OF USE OF THE FRQnet SYSTEM AND OTHER COMMITMENTS TO THE FRQ

I declare and warrant that:

- i. I am a lawful and authorized user of the FRQnet system which I use for authorized purposes only.
- ii. I agree to comply with these terms of use.
- iii. I agree that my commitments shall be governed and interpreted according to applicable laws in the province of Québec, irrespective of my location when I log in.

#### 3. AGREEMENT AND SIGNATURE

Clicking I AGREE (below) constitutes a signature. The same applies to all other pages in the FRQnet system on which the user enters the e-mail address and password associated with his/her account and accepts terms or validates or submits a document.

This agreement is valid for all future uses of the FRQnet system. A copy of this commitment shall be available under the Terms of use tab for future reference.



4. Once the Terms of use have been accepted, you will access to “Create your user account” section. Please, be sure to complete all fields that are marked with an asterisk (\* mandatory field).

**Create your user account**

\* Name  50 characters ( for example, Doe )

\* First name  50 characters ( for example, John )

\* Title

\* Date of birth

UNIVERSITY AFFILIATION

\* University affiliation  Search ...

If no university affiliation, specify  100 characters

\* PHONE NUMBER [Add a phone number](#)

ADDRESS [Add an address](#)

\* User account (e-mail address)  70 characters

\* Password  10 characters  
( case-sensitive, from 6 to 10 alphanumeric characters, including at least one number )

\* Password confirmation  10 characters  
( case-sensitive, from 6 to 10 alphanumeric characters, including at least one number )

\* Security question #1

\* Answer to question #1  50 characters

\* Security question #2

\* Answer to question #2  50 characters

**Note:** To update your *University affiliation*, enter the five first characters of the establishment and the system will suggest a list of choices based on the characters you entered. **If you are unable to find your establishment, type the word “aucun” and select “No university affiliation”.** Then write the name of your establishment in the following section.

UNIVERSITY AFFILIATION

\* Date of birth

\* University affiliation  aucun

If no university affiliation, specify  No university affiliation (CAN/US) characters

\* PHONE NUMBER

ADDRESS

\* User account (e-mail address)

\* University affiliation  **Aucun**

\* If no university affiliation, specify  Enter the name here 100 characters



5. When all mandatory fields are completed, click on the *Add* button at the bottom of the page. All your information will be saved, your account will be created, and a confirmation email will be sent to the email address you provided in the account section. You can immediately use your account.

Enter your email address in the user account field, your password in the password field, and click on “*Open the session*”.



**Authentication**

User account (e-mail address or PIN)

Password

[Create an account](#)

[Forgotten password?](#)

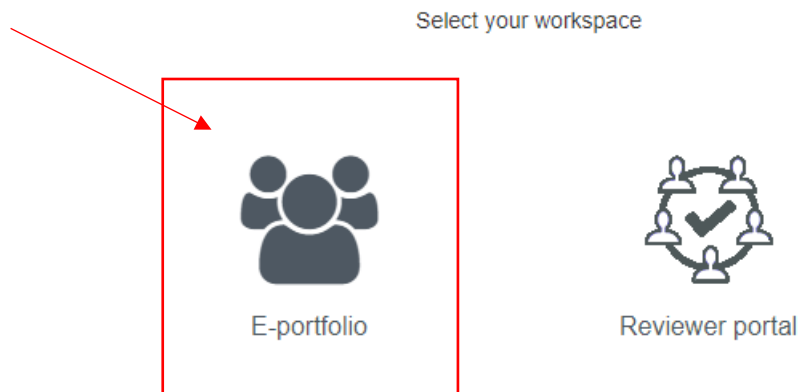
*List of suggested browsers*

- Google Chrome
- Firefox Mozilla
- Safari



## How to find the LOI application form (step by step)

1. To access to FRQnet login page, follow this link :  
<https://frqnet.frq.gouv.qc.ca/portfolio/>
2. Once on the login page, enter your email address in the user account field, your password in the password field, and click on “Open the session”.
3. On the *Select your workspace* page, click on “E-portfolio”.



4. And then on “Nature et technologies”.





- You will be redirected to the **FRQ E-portfolio homepage**. Please, take some time to read the information on the page.

**Activity details**  
 - As an applicant or holder  
   Available competitions  
   My forms  
 - As a co-investigator  
   Attach documents  
   Canadian Common CV

**Activity details**  
 ▼ As an applicant or holder  
 Available competitions  
 My forms  
 As a co-investigator  
 Attach documents  
 Canadian Common CV

- In the **Activity details** board at left of the page, click on “Available competitions”.
- You will be redirected to the **Program** section. Click on “Research grants”. The system will suggest a list of choices.

**Activity details**  
 - As an applicant or holder  
   Available competitions  
   My forms  
 - As a co-investigator  
   Attach documents  
   Canadian Common CV

**Program**  
 - Training and Internship awards  
 - Prizes, ad-hoc support and others  
 - Infrastructure grants  
 - **Research grants**

	Notice/Letter of intent		Funding application	
	Access date	Deadline for submission	Access date	Deadline for submission
Projets de recherche orientée en partenariat / Développement durable du secteur minier - II - Recherche sur les minéraux critiques et stratégiques - OMC - 2021-2022	09/03/2021 01:00 PM	12/05/2021 04:00 PM	08/29/2021 12:00 AM	29/09/2021 04:00 PM
Projets de recherche orientée en partenariat / Contribution du secteur forestier à l'atténuation des effets des changements climatiques - OFC - 2021-2022	12/01/2021 01:00 PM	17/03/2021 04:00 PM	05/12/2021 02:00 PM	23/06/2021 04:00 PM
Projets de recherche orientée en partenariat / Production et transformation de l'aluminium - II - OLM - 2021-2022	20/10/2020 08:30 AM	21/01/2021 04:00 PM	03/30/2021 01:00 PM	03/06/2021 04:00 PM



8. Please, search **Appel à projets sur la recherche arctique Royaume Uni - Canada - ARC : 2021-2022**. Click on "Access date" listed in column Notice/Letter of intent.

	Notice/Letter of intent		Funding application	
	Access date	Deadline for submission	Access date	Deadline for submission
Appel à projets sur la recherche arctique Royaume Uni - Canada - ARC : 2021-2022	31/05/2021 12:00 AM	30/06/2021 04:00 PM	05/11/2021 09:37 AM	31/07/2021 04:00 PM

Note: The dates shown in the screenshot above are for information only. Refer to the program rules to know the exact deadlines. In this section, the name of the program will be appear only in French but if your E-portfolio is setting in English, all the form will be in English.

9. You will be redirected to the **Registration** application page, carefully read all the information and click on “Create an application”. Congratulation! Your LOI application form is now create. You can immediately work on your application.

OR

10. To consult or modify later your LOI application form, return to the **Activity details** board on **FRQ E-portfolio homepage** and click on “My form”.

**Activity details**

- ▼ As an applicant or holder
  - Available competitions
  - My forms** ←
- As a co-investigator
  - Attach documents
  - Canadian Common CV

My forms

Year 2022

Program	F																						
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## How to find the Full Proposal form (step by step)

1. Full Proposal forms will only be available to those Research Teams who have received an invitation.
2. Follow steps 1 to 7 from the previous section (How to find the LOI application form).
3. Please, search **Appel à projets sur la recherche arctique Royaume Uni - Canada - ARC : 2021-2022**. Click on "Access date" listed in column **Funding application (Full Proposal)**.

	Notice/Letter of intent		Funding application	
	Access date	Deadline for submission	Access date	Deadline for submission
Projets de recherche orientée en partenariat / Développement durable du secteur minier - II - Recherche sur les minéraux critiques et stratégiques - OMC - 2021-2022	05/03/2021 01:00 PM	12/05/2021 04:00 PM	09/29/2021 12:00 AM	29/09/2021 04:00 PM

4. Follow steps 9 and 10 from the previous section.

Reminder: To create a **Funding application form**, you need to have an admissible LOI application form (on invitation only).