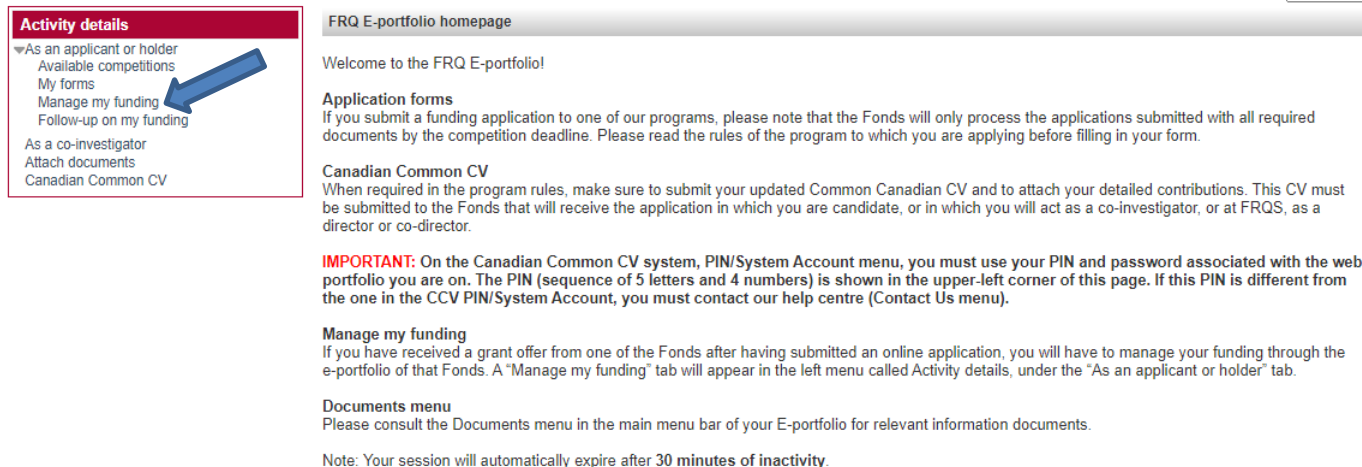


## PROCEDURE FOR SUBMITTING A PAYMENT REQUEST (Master's and Doctoral Scholarships)

To access your E-portfolio:

<https://frqnet.frq.gouv.qc.ca/researchPortal/faces/jsp/login/login.xhtml?chgl=y&lang=en>

Go under *Manage my funding* tab



**Activity details**

- As an applicant or holder
  - Available competitions
  - My forms
  - Manage my funding**
  - Follow-up on my funding
- As a co-investigator
  - Attach documents
  - Canadian Common CV

FRQ E-portfolio homepage

Welcome to the FRQ E-portfolio!

**Application forms**  
If you submit a funding application to one of our programs, please note that the Fonds will only process the applications submitted with all required documents by the competition deadline. Please read the rules of the program to which you are applying before filling in your form.

**Canadian Common CV**  
When required in the program rules, make sure to submit your updated Common Canadian CV and to attach your detailed contributions. This CV must be submitted to the Fonds that will receive the application in which you are candidate, or in which you will act as a co-investigator, or at FRQS, as a director or co-director.

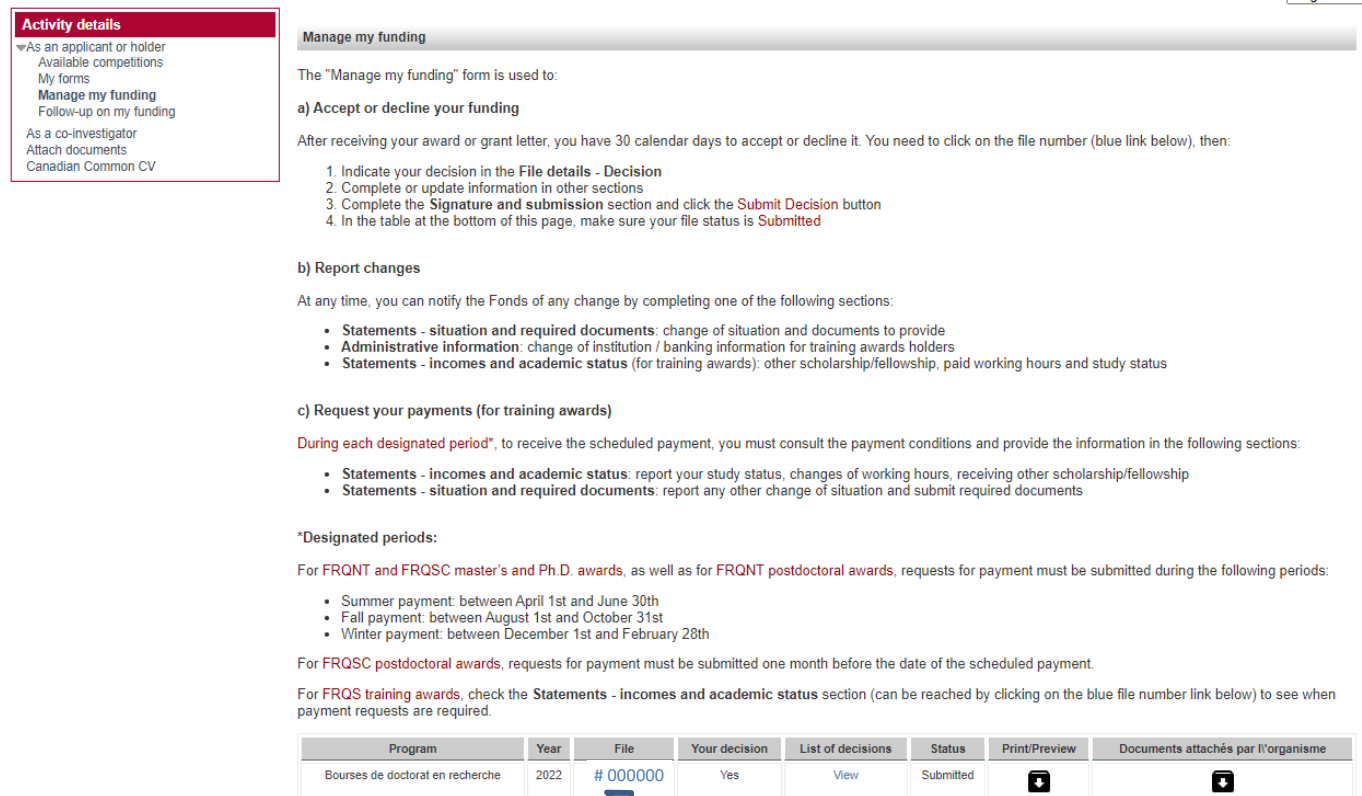
**IMPORTANT:** On the Canadian Common CV system, PIN/System Account menu, you must use your PIN and password associated with the web portfolio you are on. The PIN (sequence of 5 letters and 4 numbers) is shown in the upper-left corner of this page. If this PIN is different from the one in the CCV PIN/System Account, you must contact our help centre (Contact Us menu).

**Manage my funding**  
If you have received a grant offer from one of the Fonds after having submitted an online application, you will have to manage your funding through the e-portfolio of that Fonds. A "Manage my funding" tab will appear in the left menu called Activity details, under the "As an applicant or holder" tab.

**Documents menu**  
Please consult the Documents menu in the main menu bar of your E-portfolio for relevant information documents.

Note: Your session will automatically expire after 30 minutes of inactivity.

Click on your file number.



**Activity details**

- As an applicant or holder
  - Available competitions
  - My forms
  - Manage my funding**
  - Follow-up on my funding
- As a co-investigator
  - Attach documents
  - Canadian Common CV

**Manage my funding**

The "Manage my funding" form is used to:

**a) Accept or decline your funding**

After receiving your award or grant letter, you have 30 calendar days to accept or decline it. You need to click on the file number (blue link below), then:

- Indicate your decision in the **File details - Decision**
- Complete or update information in other sections
- Complete the **Signature and submission** section and click the **Submit Decision** button
- In the table at the bottom of this page, make sure your file status is **Submitted**

**b) Report changes**

At any time, you can notify the Fonds of any change by completing one of the following sections:

- Statements - situation and required documents:** change of situation and documents to provide
- Administrative information:** change of institution / banking information for training awards holders
- Statements - incomes and academic status** (for training awards): other scholarship/fellowship, paid working hours and study status

**c) Request your payments (for training awards)**

During each designated period\*, to receive the scheduled payment, you must consult the payment conditions and provide the information in the following sections:

- Statements - incomes and academic status:** report your study status, changes of working hours, receiving other scholarship/fellowship
- Statements - situation and required documents:** report any other change of situation and submit required documents

\*Designated periods:

For **FRQNT and FRQSC master's and Ph.D. awards**, as well as for **FRQNT postdoctoral awards**, requests for payment must be submitted during the following periods:

- Summer payment: between April 1st and June 30th
- Fall payment: between August 1st and October 31st
- Winter payment: between December 1st and February 28th

For **FRQSC postdoctoral awards**, requests for payment must be submitted one month before the date of the scheduled payment.

For **FRQS training awards**, check the **Statements - incomes and academic status** section (can be reached by clicking on the blue file number link below) to see when payment requests are required.

Program	Year	File	Your decision	List of decisions	Status	Print/Preview	Documents attachés par l'organisme
Bourses de doctorat en recherche	2022	<a href="#"># 000000</a>	Yes	<a href="#">View</a>	Submitted		

To receive your instalment, you have to meet certain conditions, view the list as indicated below – available in French only.

Home < Manage my funding < [ Bourses de doctorat en recherche [ Manage my funding: [ ] [ 2022 ]

File details - Decision

Save Validate the page Print

FILE IDENTIFICATION

Name of the candidate [ ]

University [ ]

File [ ]

Title [ ]

Program [ ]

**PAYMENT CONDITIONS (AND OTHER CONDITIONS)**

If you have to take some actions or provide documents to be eligible to some payments, these conditions are listed below:

- Pour recevoir votre versement de bourse, vous devez finaliser la transmission de la section « Déclaration - Revenu et statut des études ».
- Veuillez déclarer toute bourse obtenue pour la période visée par le versement.
- Vous devez fournir une attestation officielle d'inscription à temps plein.

Send any required document under *Statements - situation and required documents* tab.

Statements - situation and required documents

Administrative information

Signature and submission

Legend

Validate the page Print

Throughout the duration of your funding, you must declare any change to your study or research program or any special situation (leave or other) having an impact on the funding conditions. Select the type of event, provide the necessary justifications and click on **Add**. If a specific document is required, you can attach it below.

Make sure you click the "Submit" button in the "Submitted on" column of the table below so that we can ensure proper follow-up of your statement.

Type of event [ ]

Description and justification of the change [ ]

0 words written.

Add

**REQUIRED DOCUMENTS**

Please attach any document you have to provide to the Fonds (maximum of 2 Mb per document). Make sure you use any available options to optimize the size of your files (black & white, picture size, Acrobat optimization options, and so on). Furthermore, check that your PDF file does not contain bookmarks. **The file name must not contain spaces and special characters and must not exceed 40 characters.**

Type of document [ ]

-Attachment Choisir un fichier Aucun fichier choisi Attach

Filename must not exceed 50 characters, PDF format

**IMPORTANT NOTE:**

Before submitting your payment request, make sure your bank details are correct. You can view and/or edit them under *Administrative information* tab of *Activity details*.

**BANKING INFORMATION SHOWN ON YOUR CHEQUES**

\*\*You are responsible for providing accurate and up-to-date banking information. You also assume full responsibility, including any banking fees and losses, for all failed attempts to deposit funds due to incorrect information (e.g. inexistent or closed account) or make payments into an account that is not yours. The Fonds will make deposits into the bank account number listed in this section.  
**ATTENTION:** Make sure that you have a Canadian dollar bank account in Canada, otherwise the payment will not be made.

Instruction

\*Bank branch no. (transit)

\*Financial institution no.

\*Account no.

To complete your payment request, go under *Statements - incomes and academic status* tab then click on "New Statement".

- Authorizations and payments
- **Statements - incomes and academic status**
- Statements - situation and required documents
- Administrative information
- Signature and submission

Statements - incomes and academic status

 Legend

**REQUEST A PAYMENT**

To get each payment, you have to submit this section **during the designated period** (see the *Manage my funding page*).

For each quarter covered by the requested payment, you must declare your study status, the other grants received and the number of hours of work planned.

**A failure to produce a statement may result in the cancellation of payment.**

If changes occur after your payment request, you must resend this section, specifying the changes, even if the payment has already been received.

Also, you must declare any other modification and send the required documents in the *Administrative information* and *Statements - situation and required documents* sections.

Steps to follow:

1. Click the **New statement** button OR, if a non-submitted statement exists, click the blue number to access the statement.
2. Click the **Save** button at the bottom of the entry page after answering all the questions.
3. Click the **Submit** button that appears, after saving the entry page, in the **Submitted on** column of the table below.

If the **Submit** button is missing, return to the entry page and, at the bottom of the page, click the **Save** button.

**IMPORTANT:** For your information to be received, the **date of submission** must appear in the table below.

List of statements

(The list is empty)

Report your income and other scholarships for the 4-month period covered by the instalment, if applicable. To make sure the form is send you have to see the following message "Statement sent successfully".

Statement : 35536

**Statement - other scholarships/fellowships**  
 \*Did you receive or do you expect to receive other scholarships/fellowships for the term covered by the requested payment?  Yes  No

(The list is empty)

**Statement - employment income**  
 \*Did you get or do you expect to get other incomes for the term covered by the requested payment?  Yes  No

(The list is empty)

**Statement related to my status**  
 I ask for the following statement to be added to my file.

\* Status

Date

- I have a change request pending
- I have completed my program on
- I have submitted my Master's or Doctoral Thesis – INITIAL deposit - on
- I am pursuing part-time studies since
- No change to my status
- Withdrawn from my research or studies on
- I have submitted my Master's or Doctoral Thesis – FINAL deposit - on
- I will submit my Master's or Doctoral Thesis – INITIAL deposit – on
- I will submit my Master's or Doctoral Thesis – FINAL deposit – on

If the button "New Statement" is unavailable, there is an untransmitted statement. Click on the blue link, verify the statement and "Save".

**CAUTION**, do not click on "Cancel". The "Submit" button will not appear.

**List of statements**

#	Creation date	Delete	Submitted on
<a href="#">35536</a>	2021-06-01	X	
32058	2020-12-02	<input type="button" value="X"/>	2021-01-06
28287	2020-08-05	<input type="button" value="X"/>	2020-08-05

You can then click on "Submit". A transmitted date will appear as well as the button "New statement".

**List of statements**

#	Creation date	Delete	Submitted on
<a href="#">35536</a>	2021-04-21	X	<input type="button" value="Submit"/>
35486	2021-04-20	<input type="button" value="X"/>	2021-04-20
33673	2021-02-02	<input type="button" value="X"/>	2021-04-20
29104	2020-08-18	<input type="button" value="X"/>	2021-02-02
23875	2020-04-01	<input type="button" value="X"/>	2020-08-18
20593	2019-10-22	<input type="button" value="X"/>	2020-01-27

## PROCEDURE FOR SUBMITTING A PROGRESS REPORT (installments 4, 7 and 10) OR A FINAL REPORT

Go under *Follow-up on my funding* tab and click on *Access*.

Home > Current activities > As an applicant or holder > Follow-up reports

**Activity details**

- As an applicant or holder
  - Available competitions
  - My forms
  - Manage my funding
  - Follow-up on my funding
- As a co-investigator
  - Attach documents
  - Canadian Common CV

Follow-up reports

To report any change and add documents, click on "access" in the column "Monitoring reports" for the wanted application.

Program	Year	File	Project title	Follow-up reports
				Access

Click on the available blue link to open the report : {1}

### My follow-up reports

A report is available between its access and deadline dates. For that period, the *Name* becomes a hyperlink that allows to access the online form. If no dates are shown, it means that the Fonds has not yet specified when the report will be required. Before the access date, one may preview the PDF report as a reference, by clicking the *Preview* icon. However, it is important to notice that report questions are likely to be changed by the Fonds until the access date occurs.

No.	Name	Type	Status	Dernière mise à jour	Access date	Deadline	Preview
154671	{1}	Scholarship/Fellowship Progress report	In progress (History)		06/03/2021	07/30/2022	

Annuler

Fill in the boxes according to the information requested, print the report, have it signed by your director and upload it under *Manage my funding / Statements - situation and required documents* tab.

Scholarship/Fellowship Progress report -{1}

Project title:

Save Validate the page Submit Print

\* Expected thesis submission date

### RESULT SUMMARY

\*A) Describe your achievements over the past year. Indicate any changes brought to your research project, other than those that require a declaration to the Fonds according to the program rules. Moreover, scholarship holders at the master's level must briefly describe their research project.

B) Present a schedule of your research project plan monitoring the key steps leading to the writing of your thesis.

0 words entered.  
4000 characters.

## IMPORTANT NOTE

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

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

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

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

- Your last name and first name;
- Your FRQSC file number;
- Initial date of enrolment in the study program for which the scholarship was awarded;
- The name of the program and the degree or diploma being sought;
- The exact dates covered by the certificate of enrolment;
- Confirmation of full-time status for the period in question;
- Signature of a competent authority.

## PROCEDURE FOR SUBMITTING A CHANGE REQUEST AND A REQUIRED DOCUMENT

To submit a change request or a required document, you must first go under *Manage my funding* tab and click on your file number.



### Manage my funding

The "Manage my funding" form is used to:

#### a) Accept or decline your funding

After receiving your award or grant letter, you have 30 calendar days to accept or decline it. You need to click on the file number (blue link below), then:

1. Indicate your decision in the **File details - Decision**
2. Complete or update information in other sections
3. Complete the **Signature and submission** section and click the **Submit Decision** button
4. In the table at the bottom of this page, make sure your file status is **Submitted**

#### b) Report changes

At any time, you can notify the Fonds of any change by completing one of the following sections:

- **Statements - situation and required documents:** change of situation and documents to provide
- **Administrative information:** change of institution / banking information for training awards holders
- **Statements - incomes and academic status** (for training awards): other scholarship/fellowship, paid working hours and study status

#### c) Request your payments (for training awards)

**During each designated period**, to receive the scheduled payment, you must consult the payment conditions and provide the information in the following sections:

- **Statements - incomes and academic status:** report your study status, changes of working hours, receiving other scholarship/fellowship
- **Statements - situation and required documents:** report any other change of situation and submit required documents

#### "Designated periods:

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- Winter payment: between December 1st and February 28th

For **FRQSC postdoctoral awards**, requests for payment must be submitted one month before the date of the scheduled payment.

For **FRQS training awards**, check the **Statements - incomes and academic status** section (can be reached by clicking on the blue file number link below) to see when payment requests are required.

Program	Year	File	Your decision	List of decisions	Status	Print/Preview	Documents attachés par l'organisme
Bourses de doctoral en recherche	2022	# 000000	Yes	<a href="#">View</a>	Submitted		

## Then click on *Statements - situations or required documents*

- Statements - situation and required documents
- Administrative information
- Signature and submission

Legend

Validate the page Print


Throughout the duration of your funding, you must declare any change to your study or research program or any special situation (leave or other) having an impact on the funding conditions. Select the type of event, provide the necessary justifications and click on **Add**. If a specific document is required, you can attach it below.

Make sure you click the "Submit" button in the "Submitted on" column of the table below so that we can ensure proper follow-up of your statement.

Type of event	<input type="text"/>
Description and justification of the change	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

0 words written.  
500 words maximum, not exceeding 4000 characters.

Add



Attach any required documents as shown below. The documents are automatically integrated into your E-portfolio.


### REQUIRED DOCUMENTS

Please attach any document you have to provide to the Fonds (maximum of 2 Mb per document). Make sure you use any available options to optimize the size of your files (black & white, picture size, Acrobat optimization options, and so on). Furthermore, check that your PDF file does not contain bookmarks. **The file name must not contain spaces and special characters and must not exceed 40 characters.**

\*Type of document

\*Attachment     
Filename must not exceed 50 characters, PDF format

File name	Document type	Date	Size (KB)	Delete
-----------	---------------	------	-----------	--------



To modify the information concerning a change of institution, go under *Administration information*. **The change must be first approved by the Fonds.**

**This sub-section only has to be completed when you change your institution (if allowed by program rules).**

**Grants:** The Common general rules (CGR) state that the only institutions that can manage a grant from the Fonds de recherche en santé publique (FRQ) are those institutions recognized by FRQ. According to the CGR, the management of a grant has to be taken in charge by the employing institution of the candidate. The list of institutions recognized is available on each Fonds website.

**Training awards:** Consult the program rules in order to know which types of institution are eligible.

University

\* Effective change date

\*Reason for the change