RESEARCH SUPPORT PROGRAM

2021-2024 CYCLE



**Guide to completing the application for financial assistance**

**Point 1 Project title and Summary**

Enter the title of the project, without underlined or bold text. The title must be short and precise. Include a project summary (100 words).

**Point 2 Project duration**

Indicate the start and end dates for the project.

Projects can be single-year or multi-year. Single-year projects must be completed within a twelve-month period. Multi-year projects take place over a period of not more than three years.

**Point 3 Applicant**

Complete all the sections. If there is more than one applicant, add a page with the same sections.

Identification of early-career researchers.

An early-career researcher is a person who has not yet build up a strong body of research, but is starting to do so.

The person must, in particular, meet one of the following criteria:

* have obtained his or her most advanced qualification less than six years before the application is filed;
* have held a tenured or tenure-track position in a post-secondary institution for less than six years;
* have held a non-tenure-track position in a post-secondary educational institution offering tenure-track positions;
* have interrupted or delayed his or her career for health or family reasons during the last six years.

Research assistants are also considered to be “early-career researchers”.

**Point 4 Project description**

This section contains eight points.

**Point 4.1 Program component**

Specify the program component under which the project is presented:

* Intergovernmental Affairs
* Québec Studies
* Francophonie canadienne

**Point 4.2 Project type**

Specify the type of project:

* the implementation of research projects and studies;
* the dissemination of knowledge through the publication of books, participation in knowledge-sharing via academic platforms, and the dissemination of scientific research findings using dynamic communication tools;
* the organization of or participation in meetings to trigger discussions between Québec, Canadian and/or international experts at major events held in Québec or elsewhere in Canada or the world.

**Point 4.3 Project description**

Describe the project in detail, answering the following questions in particular:

* What is involved (focus, location, time)?
* What is the goal of the project?

**Include all relevant documents (preliminary table of contents, preliminary symposium program, etc.)**

**Point 4.4 Objectives**

Present the main objectives of the project.

**Point 4.5 Expected outcomes**

Present the expected outcomes for the project and the means used to achieve them.

**Point 4.6 Target public**

Specify who is targeted by the project and how many people will participate or be involved.

**Point 4.7 Project implementation schedule**

Briefly present the schedule for the main stages of the project.

**Point 5 Budget**

Present the project budget, using the *Budget breakdown* (Excel file at the bottom of the Program page ), and detail all income and expenditure.

Only expenses directly linked to the implementation of the project are eligible.

The following expenses are excluded:

* administration expenses;
* office rent;
* equipment purchases;
* capital expenditure or the purchase of goods;
* cocktail or reception related expenses;
* any other day-to-day operating expenses of the organization or organizations involved;
* fees and wages paid to researchers and research professionals,
* wages (except wages paid to people specially hired for the project),
* expenses incurred before the date of filing of the application or the date on which the expenses identified in the call for projects become eligible, where relevant;
* first-class or business-class travel;
* any other expense that the organization generally pays for in the normal course of its operations.

**INCLUDE THE BUDGET BREAKDOWN WITH THE APPLICATION.**

**Point 6 Applicant’s declaration**

The applicant must sign the form at the appropriate place.

If it applies, the director of the organizations involved in the completion of the project must sign the form at the appropriate place.

For more information, see the normative framework for the Program .

**Point 7 Research office**

A person responsible for the organization’s research office must sign the form at the appropriate place, providing his or her name and phone number and the date of signing.