# APPLICATION PROCESS

Only researchers who are affiliated with institutions that are regular members of INQ may submit an application. They must sign the INQ Researcher Agreement.

To submit a proposal, the principal applicant must

1. Complete the project proposal form (parts A to H)
2. Obtain the signature from their institution (Section I.3 of the form)
3. Include appended documents in PDF form (Part I)

The complete proposal in PDF form must be emailed to admin@inq.ulaval.ca no later than

 **February 27, 2020**, at 11:59 p.m. EST.

To facilitate document sending and transfer to the members of the evaluation committee, the principal applicant should send only one email **no larger than 10 MB** containing all the required documents.

Grant applications may be written in English or French. However, the project title and summary must be in French.

Applications that are incomplete or submitted late shall not be considered. No mailed-in applications shall be accepted.

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| MANDATORY DOCUMENTS (PDF): * Duly completed and signed proposal application form
* Detailed budget
* Abridged résumés
* Letters of contribution or support
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# PART A – IDENTIFICATION

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| A.1 Project Title | Click or tap here to enter text. |
| A.2 Project Summary  (max. 1 page) | Click or tap here to enter text. |

## A.3 Research Priorities and Themes in INQ's Scientific Program

[ ]  Priority 1 Societies and Culture

 [ ]  Development and territoriality

 [ ]  Cultural heritage and representations

 [ ]  Languages, identities, knowledge transmission, and education

 [ ]  Physical and human living environments

 [ ]  Law and governance

[ ]  Priority 2 Health

 [ ]  Health issues

 [ ]  Factors shaping health

 [ ]  Healing, and health and social services

[ ]  Priority 3 Ecosystem Processes and Environmental Protection

 [ ]  Northern terrestrial and freshwater environments

 [ ]  Investigation, monitoring, and management of coastal zones and ice-bound seas

[ ]  Priority 4 Infrastructure and Technology

 [ ]  Building sustainable infrastructure

 [ ]  Information technology

 [ ]  Environmental technology

[ ]  Priority 5 Natural Resources

 [ ]  Forest planning and management

 [ ]  Responsible mineral development

 [ ]  Energy

## A.4 Name and Affiliation of Principal Investigator

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## A.5 Name and Affiliation of Co-applicants (max. 8)

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## A.6 Name and Affiliation of Collaborators (INQ user members or partners)

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# PART B – OBJECTIVES AND RELEVANCE (max. 1 page)

* Describe project objectives.
* Proposals must include a paragraph explaining how the project's objectives are relevant for the North and for its communities.

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# PART C – PROJECT DESCRIPTION (max. 5 pages)

* C.1 Introduction
* C.2 Research Issue
* C.3 Methodology
* C.4 Research Schedule
* C.5 Partnership
* C.6 References

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# PART D – TEAM EXPERTISE and INTERDISCIPLINARITY (max. 1 page)

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# PART E – TRAINING OF HIGHLY QUALIFIED PERSONNEL  (max. 1 page)

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# PART F – OUTCOMES AND IMPACTS (max. 1 page)

* F.1 Potential Outcomes
* F.2 Impacts

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# PART G – COMPLEMENTARITY (max. 1 page)

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# PART H - BUDGET

* H.1 Detailed Budget (Excel spreadsheet)
* H.2 Justification of Expenditures (max. 1 page)

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# PART I – OTHER REQUIRED DOCUMENTS

[ ]  Résumés

[ ]  Letters of Support

The representatives of the INQ regular members submitting the grant proposal attest that all the information provided herein is complete and accurate.

The project investigators undertake to adhere to the rules and principles set out in Fond de Recherche du Quebec (FRQ) or Ministère de l’Économie et de l’Innovation (MÉI) policies:

* Common General Rules
* Responsible Conduct of Research
* Research Ethics Policy
* Management of Intellectual Property

The applicants agree to allow the information in this grant application to be disclosed for evaluation and examination purposes, provided those with access to the information undertake to abide by standard rules of confidentiality.

In addition, in compliance with the membership agreement signed between regular members and INQ's administering institution, the applicants shall adhere to the principle whereby they agree to share the findings generated by their research project.

Furthermore, the investigators undertake to submit an annual summary report on the progress made during the course of the year, as well as a final report two months after the project end date.

Signature of principal investigator Date

Last name, First name Position

Signature of authorized representative Date

Last name, First name Position

## I.4 Suggested Reviewers

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