## Program details:

The RQEI is composed of a diverse group of researchers, postdoctoral fellows and graduate students from a wide range of universities and colleges. Located throughout Quebec, each of these establishments has its own technical teams (professionals and technicians) and research infrastructure. One of RQEI's objectives is to facilitate collaboration between its research teams, share infrastructures and promote their achievement in Quebec, Canada and internationally.

Aimed at cycle 2 and 3 students, post-doctoral researchers and research staff (technicians, professionals) of RQEI's co-investigator members, this program is designed to provide funding for mobility related to participation in national or international conferences and international schools, the use of research infrastructures of the network's partner establishments, and participation in training courses to acquire new technical or research skills.

This program covers the costs of travel, accommodation and meals. It does not cover the cost of using equipment, purchasing conference tickets or other expenses associated with carrying out research activities. Applications will be processed as they are received, and particular attention will be paid to the equity of the various research teams in their allocation. Only one application per eligible party will be considered for the duration of the program.

## Financing objectives:

1. Support collaboration among RQEI members.
2. Encourage the development and exchange of expertise within RQEI.
3. Help develop relationships among RQEI member establishments.
4. Contribute to the training of RQEI member teams.
5. Promote the research work of RQEI members in Canada and internationally.

## Requirements:

1. The residency project must involve a graduate student, a postdoctoral researcher, a technician or a research professional on the team of a RQEI co-investigator.
2. The residency project must be in line with RQEI's scientific programming (<https://www.rqei.ca/recherche/>).
3. The project must meet at least two of the funding objectives.

## Funding:

1. Up to $1500 per application.

**Evaluation methods:**

1. Relevance of the residency project to the pooling of expertise and development of professional relations at RQEI.
2. Relevance of the project's activities to the advancement or presentation of a research project.
3. Appropriateness of application fees in relation to the fee policy of the RQEI's managing institution (UQTR).
4. Any transportation or accommodation costs requested are reasonable in light of market availability.

**Planning:**

1. Program launch: August 6, 2025.
2. Evaluation of project proposals: Ongoing.
3. Announcement of results: 1-2 weeks after confirmation of receipt.
4. Receipt of reimbursement: receipt of supporting documents + 2-4 weeks.
5. Closure of application: end of project + 15 days (receipt of report).
6. End of program: until funds run out or August 6, 2026.

**Application procedure :**

Applicants must ensure that the following documents are included in their funding application:

[x]  The completed funding application form.

[x]  The pre-filled reimbursement form with supporting documents (invoice, quotation or estimate if applicable)

After the event, in order to close the application and proceed with the regularization:

[x]  The expense reimbursement form for regularization with supporting documents, after the event.

The above documents should be sent by e-mail to the attention of the RQEI coordinator: rqei@uqtr.ca.

The subject of the e-mail should read: “**RQEI2025-PROG\_SEJOUR**” followed by a **space** and your **last** **name** in upper case.

|  |  |  |
| --- | --- | --- |
|  | warning | **INCORRECT OR INCOMPLETE FUNDING APPLICATIONS WILL NOT BE CONSIDERED.** |

**Funding application form**

|  |
| --- |
| For RQEI use - request number |
|  |
|  |
| 1. **Project title**
 |
| Cliquez ou appuyez ici pour entrer du texte.  |
| 1. Project duration
 |
| Start date (yyyy/mm/dd) | End date (yyyy/mm/dd) |
| Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte. |
| 1. Applicant identification
 |
| Institution name |
| Cliquez ou appuyez ici pour entrer du texte. |
| Applicant*Nom Prénom* | *Téléphone* | *Courriel* |
| Cliquez ou appuyez ici pour entrer du texte. | Cliquez ou appuyez ici pour entrer du texte. | Cliquez ou appuyez ici pour entrer du texte. |
| 1. Identification of supervisor(s) involved in project implementation
 |
| **Institution name** |
| Cliquez ou appuyez ici pour entrer du texte.  |
| **Co-researcher member of RQEI***Last name First name* | *Phone* | *e-mail* |
| Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte.  |
|  |
| **Institution name** |
| Cliquez ou appuyez ici pour entrer du texte.  |
| **Co-researcher member of RQEI***Last name First name* | *Phone* | *e-mail* |
| Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte.  |
| 1. **Project description**
 |
| **5.1 Component***Please specify only one component (graduate student, postdoctoral researcher, technician, professional):* Cliquez ou appuyez ici pour entrer du texte. |
| **5.2 Project summary***What's it all about? [2000 characters with spaces maximum]* |
| Cliquez ou appuyez ici pour entrer du texte.  |
| 1. **Commitment of applicants**
 |
| 1. I certify that the information provided on this form and in any other document supporting this application is true and accurate.
2. I certify that this application for financial assistance and, where applicable, the granting of financial assistance under the RQEI's funding programs do not give rise to any real or apparent conflict of interest.
3. I also undertake to inform RQEI immediately, in writing, of any real or apparent conflict of interest that may arise in connection with this application and its evaluation, and, if applicable, with the implementation of the proposed stay. I understand that should such a situation arise, it could result in the rejection of the application for financial assistance or the termination or reimbursement of the financial assistance, as determined by the RQEI.
4. I undertake to carry out the project as approved.
5. I undertake to write a report on the project, approximately ten lines long, for the RQEI, including a photo for distribution, and to send it to the RQEI coordinator within a maximum of 15 days after the end of the stay, i.e. by ....../....../............ (**date to be completed by the applicant**). The document to be returned is on the last page of this form.
6. I undertake to mention the assistance obtained from RQEI in any public communication concerning the activity.

I authorize RQEI to broadcast the content associated with the project on its platforms (website, social networks, etc.).

|  |  |  |
| --- | --- | --- |
| **Main applicant***Last name First name* | *Date (yyyy/mm/dd)* | *Signature* |
| Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte.  |  |
| **Co-researcher member of RQEI***Last name First name* | *Date (yyyy/mm/dd)* | *Signature* |
| Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte.  |  |
| **Co-researcher member of RQEI***Last name First name* | *Date (yyyy/mm/dd)* | *Signature* |
| Cliquez ou appuyez ici pour entrer du texte.  | Cliquez ou appuyez ici pour entrer du texte.  |  |
|  |  |  |

 |

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
|  | warning | **THIS PAGE SHOULD BE SENT NO LATER THAN 15 DAYS AFTER THE END OF THE PROJECT.** |

 |
| Mobility project feedback |
| *Write a report on your project here (Arial 9; 1.5 line spacing) [about 10 lines +* ***attach 1 photo for distribution****].*Cliquez ou appuyez ici pour entrer du texte.  |
| *Other support received for this project from educational institutions and/or other organizations, nature of support (if grant, specify amount awarded), link to application procedure or contact; answers will be used to help other students in the same situation (Arial 9; line spacing 1.5)*Cliquez ou appuyez ici pour entrer du texte. |