



Mobility assistance program: reimbursement 2026-2027

Participation in national or international conferences, international schools, use of research infrastructure and training activities

Program details:

The Réseau québécois sur l'énergie intelligente (RQEI) is composed of a diverse group of researchers, postdoctoral fellows, and graduate students from universities and colleges. Located throughout Québec, these institutions have their own technical teams and research infrastructures. One of RQEI's objectives is to facilitate collaboration between research teams, pool expertise and infrastructures, and promote research activities in Québec, Canada and internationally.

Aimed at graduate students, and postdoctoral fellows affiliated with the team of an RQEI co-researcher member, this program provides support for mobility related to participation in national or international conferences, international schools, the use of research infrastructures at partner institutions, or training activities to acquire new technical or research skills.

This program covers travel, accommodation and meal expenses. It does not cover equipment-use fees, conference registration fees or other expenses associated with carrying out research activities, unless an exception has been approved in advance by the RQEI. Applications are processed as they are received, subject to the availability of funds and until the envelope is exhausted. Particular attention is paid to equity among research teams and institutions. Only one application will be considered per eligible person for the duration of the program.

In the event of a discrepancy or uncertainty regarding the English translation, please refer to the French version or contact the RQEI team. The RQEI team reserves the right to modify this program without prior notice. Applicants are invited to ensure that they are consulting the most recent version.

Funding objectives:

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

Requirements:

1. The mobility project must involve a graduate student, postdoctoral fellow, technician or research professional from the team of an RQEI co-researcher member.
2. The mobility project must be aligned with RQEI's scientific program (<https://www.rqei.ca/recherche/>).
3. The project must meet at least two of the funding objectives.

Funding:

1. Available envelope: \$20,000, subject to the availability of funds and until the envelope is exhausted.
2. Up to \$1,500 per application.

Evaluation methods:

1. Relevance of the mobility project to the pooling of expertise and the development of professional relationships within the RQEI.
2. Relevance of the proposed activities to the advancement or presentation of a research project.
3. Consistency of the requested expenses with the expense policy of the RQEI managing institution (UQTR).
4. Reasonableness of transportation, accommodation and meal expenses in light of market availability.

Planning:

1. Program launch: September 2026.
2. Evaluation of applications: ongoing.
3. Announcement of results: 1 to 2 weeks after confirmation that the application is complete.
4. Receipt of reimbursement: supporting documents received + 2 to 4 weeks.
5. Application closure: no later than 15 days after the end of the stay, upon receipt of the report.
6. End of program: until all allocated funds are exhausted or 31/08/2027.

Application procedure:

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

- The completed funding application form.
- The pre-filled reimbursement form with available supporting documents (invoice, quotation or estimate, if applicable).

After the stay, in order to close the application and proceed with the reimbursement:

- The expense reimbursement form for regularization, with final supporting documents.
- The mobility project feedback page and a photo for distribution.

The above documents should be sent by email to the attention of the RQEI coordinator: rqi@uqtr.ca. The subject line should read: "RQEI2026-PROG_MOBILITÉ" followed by a space and your last name in upper case.

The RQEI reserves the right to increase the amount of funding initially granted by up to a further 15%, depending on requirements and budgetary availability.



INCORRECT OR INCOMPLETE FUNDING APPLICATIONS WILL NOT BE CONSIDERED.



Funding application form

For RQEI use - request number

1. Mobility project title

2. Mobility project duration

Start date (jj/mm/aaaa)	End date (jj/mm/aaaa)

3. Applicant identification

Institution name

Applicant

Last name First name

Phone

Email

4. Identification of supervisor(s) involved in the project

Institution name

RQEI co-researcher member 1

Last name First name

Phone

Email

Institution name

RQEI co-researcher member 2

Last name First name

Phone

Email



5. Project description

5.1 Status

Please specify one status only (graduate student, postdoctoral fellow, technician, professional):

5.2 Mobility project summary

Describe the context, the objective of the stay, the planned activity, the link with RQEI's scientific program, the expected outcomes and the involvement of RQEI members or students. [Recommended maximum: 2,000 characters including spaces]



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6. Requested budget and justification

Indicate the amount requested, the main planned expenses (transportation, accommodation, meals) and any other confirmed or requested funding sources. The maximum RQEI support is \$1,500 per application.

7. Relevance to RQEI and expected outcomes

Explain how the mobility will contribute to collaboration among members, the pooling of expertise, training, RQEI visibility or the development of new scientific relationships.

8. Commitment of applicants

1. I certify that the information provided in 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 RQEI funding programs do not give rise to any real or apparent conflict of interest.
3. I undertake to inform the RQEI immediately, in writing, of any real or apparent conflict of interest that may arise in connection with this application, its evaluation or the implementation of the proposed mobility project. I understand that such a situation could result in the rejection of the application, the termination of the award or the reimbursement of the financial assistance, as determined by the RQEI.
4. I undertake to carry out the project as approved and to comply with the applicable rules of the program, the RQEI and the managing institution.
5. I undertake to send the RQEI, no later than 15 days after the end of the stay, a short report on the completed project, a photo for distribution and the required supporting documents for reimbursement regularization.
6. I undertake to mention the assistance obtained from RQEI in any public communication related to the activity.
7. I authorize the RQEI to share non-confidential content associated with the project on its platforms (website, social media, newsletter).

Main applicant <i>Last name First name</i>	<i>Date (jj/mm/aaaa)</i>	<i>Digital signature</i>
RQEI co-researcher member 1 <i>Last name First name</i>	<i>Date (jj/mm/aaaa)</i>	<i>Digital signature</i>
RQEI co-researcher member 2 <i>Last name First name</i>	<i>Date (jj/mm/aaaa)</i>	<i>Digital signature</i>



THIS PAGE MUST BE SENT NO LATER THAN 15 DAYS AFTER THE END OF THE STAY.

9. Mobility project feedback

Write a short report on the completed project (about 10 lines) and attach one photo for distribution.

Other complementary support received for this project from educational institutions and/or other organizations: nature of support, amount awarded if applicable, link to the application procedure or contact person. These answers may be used to help other people in a similar situation.