**Research Support Program**

**Research Support Program**

**Progress report** [ ]

**Final report** [ ]

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| For use by the SQRC |
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| **1. Project title** |
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| 2. Project duration |
| Start date | End date[[1]](#footnote-1) | Duration |
| Year/Month/Day | Year/Month/Day | [ ]  One year[ ]  Two years[ ]  Three years |
| Year of the report[ ]  Year 1[ ]  Year 2[ ]  Year 3 |
| 3. Applicant[[2]](#footnote-2) |
| Name |
|  |
| Function | [ ]  Early-career researcher |
|  |
| Address |
|  |
| City | Province or territory | Postal code |
|  |  |  |
| Telephone number | Email | Website | Social media |

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| 4. Project description |
| **4.1** | **Section** *(choose one)* |
| [ ]  Intergovernmental affairs | [ ]  Québec studies  | [ ]  Canadian *francophonie*  |
| **4.2** | **Type of project** *(more than one choice possible)* |
| [ ]  Research[ ]  Colloquium/Conference | [ ]  Publication[ ]  E-platform[ ]  Translation |
| **4.3** | **Major changes to the project (as compared to the initial plan), if applicable.****State whether these changes were communicated to the SQRC and approved by the Secrétariat.** |
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| **4.4** | A summary of the main activities completed as part of the project.Fill out the Excel form. For each realized activity, please describe:1. the scope of project participation (names, number and origin of participants) and the impact of this participation (audience, publisher, specialized journal, electronic link, book for publications, media exposure),
2. the results in relation to project objectives,
3. all the data needed to assess project results, and
4. the research, reports, documents, articles, books, papers and blogs produced for the project.
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| **4.5** | **Follow-ups**For single-year projects: If any follow-up, describe its nature. For multi-year projects: Describe project progress, activities anticipated for the following year, and grant amounts dedicated to these activities.  |
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| **4.6** | **Description of visibility. Enclose a copy of all promotional tools used.** 1. Indicate how the project was promoted on relevant platforms (social media, websites, traditional media, promotional tools, etc.).
2. Describe the visibility of support from the Government of Québec.
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| **5. Financial statement** |
| * Fill out and attach the budget form provided in Excel.
* Attach any relevant documents, if necessary.
* Detail all activity-related income and expenses.
* Only expenses directly stemming from the activities are eligible.
* Exclusions are: administrative expenses, rent, equipment purchases, capital expenditures, all other expenses usually paid by the organization, cocktail or reception-related expenses, day-to-day operations, fees or wages paid to researchers, fees paid to research professionals, expenses incurred before the application is submitted, travel fees in first or business classes.
* A grant awarded under the RQSP cannot exceed 80% of the eligible project expenses.
* For grants of $50,000 or more, a detailed financial statement for the project must be filed with the SQRC with the final project report.
* The SQRC reserves the right to claim supporting documents at any time. These may include invoices, statements of account, and audited financial statements for the organization receiving the support, its partners and any related organizations.
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| **6. Applicant’s declaration** |
| **I certify that all the information provided is accurate.****(Add lines if more than one applicant)** **Name:** **Signature:****Date:** |
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1. Completion date of the last project activity. [↑](#footnote-ref-1)
2. If there is more than one applicant, add a page with the same sections. [↑](#footnote-ref-2)