# Project submission form

## General information

* Project title (French):
* Project title (English):
* Principal researcher:

Research Team Composition

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last name** | **First name** | **Title** | **Affiliated institution** | **Strategic cluster(s) FRQ** |
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|  |  |  |  |  |

* Collaborators (if applicable):
* Project Duration: (max. 18 months)
* Requested Amount: (maximum $25,000)

## Project summary (max. 1 page)

*Provide a concise summary of the project in French and English. This summary may be used for public communication purposes.*

## Project description (max. 2 pages)

* Context and problem statement:
* Objectives:
* Methodology and implementation plan:
* Projected timeline: (Ex. Gantt chart, table below)

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Activities** | **Timeline** |
|  |  |  |
|  |  |  |
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|  |  |  |

## Team members

*Detail the names, affiliations, and expertise of the involved researchers. Explain how their skills complement each other and are essential for the success of the project.*

## Expected results and short- and medium-term perspectives (max. 1 page)

*Describe the expected results for end-users and the projected development perspectives for the biofood industry in Quebec in the short and medium term.*

## Knowledge mobilization plan (max. 1 page)

*Define the end-users of the project, specify the dissemination strategies for the results, and outline the planned actions to mobilize knowledge among end-users.*

## Detailes budget and justification funds (max. 1 page)

*Provide a detailed budget, justifying the requested expenses in relation to the project’s objectives. Specify the allocation of funds among team members, if applicable. For the "FRQ Expense Category" column, please indicate the category corresponding to each expense, referring to the* [*List of Eligible Expenses of the FRQ for the Biofood Hub*](https://www.inaf.ulaval.ca/wp-content/uploads/2025/04/Liste_depenses_admissibles_POLV2-2.pdf)*.*

## Salary costs

*Please add lines as needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role in the project** | **Position and institution** | **Cost** | **FRQ expense category** |
| *Ex : Jean Tremblay* | *Litterature review* | *2e cycle student, ULaval* | *5,000$* | *Étudiants et étudiantes de 2e cycle - rémunération (incluant les avantages sociaux)* |
|  |  |  |  |  |
|  |  |  |  |  |
| **Salary costs total** |  |  |  |  |

## Subcontracting costs

*Please add lines as needed. Subcontracting costs may not exceed 10% of eligible expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Subcontractor name** | **Task** | **Cost** | **FRQ expense category** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

## Travel expenses

*Please add lines as needed.*

|  |  |  |
| --- | --- | --- |
| **Description** | **Costs** | **FRQ expense category** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

## Other costs

*Please add lines as needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **$/unit** | **Number of units** | **Costs** | **FRQ expense category** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

## Project cost summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenses** | **Total cost** | **Pôle bioalimentaire** | **Other funding source** | **Other funding source** |
| Salary costs |  |  |  |  |
| Subcontracting costs |  |  |  |  |
| Travel expenses |  |  |  |  |
| Other costs |  |  |  |  |
| **Coût total du projet** |  |  |  |  |

## Curriculum Vitae (attached)

*Include the CVs of researchers involved in the project.*

## Submission of the application

* Deadline: June 9, 2025
* Email: pole@inaf.ulaval.ca
* Email Subject: "Submission for the communication Project Call"