

## PILOT PROJECTS COMPETITION

### GENERAL INSTRUCTIONS

---

A detailed description of the program is available on Génome Québec's Web site, at [www.genomequebec.com](http://www.genomequebec.com).

### TIMELINE

---

| Action   | Deadline                                   |
|--|--|
| Program guide and application form posted online         | March 11, 2010                             |
| Submission of registration letters via email (MANDATORY) | March 31, 2010, by no later than 5:00 p.m. |
| Submission of full applications (FTP site)               | April 12, 2010, by no later than 5:00 p.m. |
| Announcement of results                                  | End of July 2010                           |
| Launch of projects                                       | August 2010                                |

### TECHNICAL REQUIREMENTS

---

#### **1. Registration letter:**

The letter of intent must be completed in WORD, using the form available on Génome Québec's Web site ([www.genomequebec.com](http://www.genomequebec.com)). Registration is mandatory, and must be submitted to **Génome Québec** via e-mail, at the following address: [concourspp@genomequebec.com](mailto:concourspp@genomequebec.com) by no later than **March 31, 2010 at 5:00 p.m.**

The registration letter submitted must be identified as follows:

- Registration
- Name of the competition: Pilot projects
- Last name of the principal investigator

Example: Registration\_pilotprojects\_Dupond.doc

#### **2. Full application:**

##### ➤ **Instructions for submitting applications:**

The full application must be completed in WORD, using the form available on Génome Québec's Web site ([www.genomequebec.com](http://www.genomequebec.com)). The application must be uploaded to Génome Québec's FTP server by **no later than 5:00 p.m. on April 12, 2010**. Detailed information on the submission procedure will be sent out to all principal investigators following the registration letter submission.

Each application must include:

- The application form
- The CVs of the principal investigator and co-applicants (see instructions below)
- Publications (maximum of 5-see instruction below)

The application form submitted must be identified as follows:

- Application
- Name of the competition: Pilot projects
- Name of the principal investigator

Example: Application\_pilotprojects\_Dupond.doc.

CVs (Canadian common CV with FRSQ or FQRNT format depending on the research area: <http://www.ccv-cvc.ca/>) **must be saved and submitted as PDFs.**

**You SHOULD NOT submit your CV electronically to the FRSQ or FQRNT.** Continue through the validation process which allows you to identify errors or omissions and make necessary modifications. When prompted to enter your PIN and transmit to FRSQ or FQRNT, **omit this step** and instead save your CV as a PDF document.

**Take note that you also have to save and submit the contribution section of your CV in PDF format**

Although the saved documents will be labeled “working copy”, they will be accepted as a validated documents and evaluated on their contents by the evaluators.

CVs in PDF format should be identified as follows:

CV\_Name of the Principal Investigator of the application\_Name of the researcher’s CV.

Example, for the principal investigator: CV\_Dupond\_Dupond.

Example, for a co-applicant: CV\_Dupond\_Leclerc

The contribution sections of the CVs in PDF format should be identified as follows:

CTBCV\_Name of the Principal Investigator of the application\_Name of the researcher’s CV.

Example, for the principal investigator: CTBCV\_Dupond\_Dupond.

Example, for a co-applicant: CTBCV\_Dupond\_Leclerc

Publications (maximum 5; please refer to appendix II) must be submitted as PDFs and identified as follows:

Name of the Principal Investigator of the application\_Publi\_number associated with the publication on appendix II’s list.

Example: Dupond\_Publi\_1

➤ **Instructions for completing the application:**

**The instructions at the start of each section must be included in your application. The maximum allowed space does not include the contents of these instructions.**

Please follow the instructions regarding the formatting of additional pages added to the form (example: research project). Failure to follow these guidelines will result in the administrative withdrawal of your application.

The first page of the form should be page 1, which includes the principal investigator's contact information. An **Arial font (11 points, single line spacing)** must be used throughout the application, with the exception of the Gantt chart. Additional pages included with the form must have a minimum outside margin of 2 cm. This formatting requirement is mandatory.

Fields within the tables in this form will expand to accept more information by using the return (↵ ENTER) key. If additional rows are needed in a table, place the cursor in the last field of the last row and press the TAB key.

Please adhere to the page limitations for each section. **All additional pages will be removed.**

## **SIGNATURES**

---

The full application must be signed by all partners (investigators, university AND research centre or institute if required). All signatures can be scanned.

The signatures of the project leader and co-investigators confirm that the application has been reviewed and approved for submission to Génome Québec by all investigators. The signature of the authorized representative of the lead organization confirms that the organizations involved have reviewed and approved the application for submission to Génome Québec.

Those signing the application also agree that the general conditions governing the use of Génome Québec funds, as outlined in the Guidelines and Evaluation Criteria, including adherence to commonly accepted guidelines with respect to ethical, environmental and safety requirements apply to the project outlined in this application and are hereby accepted by all parties.

## **GÉNOME QUÉBEC RESOURCE PERSON**

---

Anne-Marie Alarco  
Director, Research Development  
Génome Québec  
630, boul. René-Lévesque Ouest, Suite 2660, Montréal (Québec) H3B 1S6  
Telephone: 514 398-0668, ext 222  
Fax: 514 398-0883  
[amalarco@genomequebec.com](mailto:amalarco@genomequebec.com)