


RIISQ-OURANOS CALL FOR POSTDOCTORAL FELLOWSHIP APPLICATION INSTRUCTIONS FOR A POSTDOCTORAL FELLOWSHIP

 Only full-time doctoral students registered in a Quebec university during the eligibility period of the postdoctoral fellowship and whose supervisor is a member of the RIISQ may apply. Co-supervision with a member of Ouranos and/or INFO-Crue is mandatory.

To submit a fellowship application, the postdoctoral candidate must:

- 1) Read the **Postdoctoral Fellowship Funding** guide (available on the [RIISQ](#) and [Ouranos](#) websites) and **ensure that eligibility criteria are met** (listed in the Postdoctoral Fellowship Funding guide);
- 2) Ensure that they are **(or become) a member of the RIISQ** when submitting the postdoctoral fellowship application;
- 3) Provide **all the documents required to complete the application**. The document requirements are provided in this document and in the **Postdoctoral Fellowship Funding** guide;
- 4) Submit a complete application: all incomplete applications will be automatically rejected.

SUBMISSION APPLICATION

To submit an application, the researcher or postdoctoral fellow, as the case may be, must:

1. **Read the document **Postdoctoral Fellowship Funding**** available on the [RIISQ](#) and Ouranos websites :
 - Ensure that the requirements of the funding application are met;
 - Provide a budget (.xlsx);
 - Provide the postdoctoral candidate's CV (.docx);
 - Include a co-signed invitation statement (direction and co-direction).

Candidates must also provide a letter of intent, explaining how the postdoctoral fellowship would fit into their academic career and career plan.

Candidates for the fellowship must format their CV according to the FRQ CV template. The abridged CV, of maximum two (2) pages in PDF format, must summarize, in the following order:

- The academic or professional training;
- The scientific or professional background;
- The relevant expertise and achievements related to the project.

The supervisor and co-supervisor must submit a co-signed letter of maximum two (2) pages in PDF format, clearly demonstrating that the postdoctoral fellowship is related to the candidate's work and contributes to advancing their research program.

2. **Submit a complete application, including all required documents** to both RIISQ and Ouranos (cover letter, complete project description (see application guide: parts A, B and C), budget, candidate CV, letter of invitation signed by the management and co-director). Documents must be combined into a single PDF in the order listed. This PDF file should be sent by e-mail to recherche@riisq.ca AND inondations@ouranos.ca no later than **September 5th, 2023 (EST), at 11:59 p.m.** The proposal must be sent to the two email addresses indicated; no postal applications will be accepted.

APPLICATION GUIDE

The project application must be written using the "Times New Roman" font size 11, single-spaced, with a maximum of 6 lines per inch and 2 cm margins. The main researcher's first and last name and affiliation must be entered in the footer.

Part A – Identification

A.1 **Identification** of the postdoctoral candidate

A.2 **Fellowship direction**

- Identification and contact information;
- Identification of the institution and affiliated department;
- Title (e.g., professor, or other).

A.3 **Fellowship co-direction**

- Identification and contact information;
- Identification of the institution and affiliated department;
- Title;
- Project summary (in both French and English if the application is submitted in English) – **Maximum 300 words** for each summary, if a summary in French and a second in English are submitted. If the summary (summaries) exceed(s) 300 words, only the first 300 words will be considered;
- Application title (if the application is submitted in English, the title must be in both English and French). The title will be used for publication purposes; please use a short, clear and simple title;
- Brief description of the work that will be carried out as part of the postdoctoral fellowship; specify what will be accomplished. Indicate the importance of the project in terms of research,

as well as the anticipated impacts and benefits for flood management and their consequences for Quebec. This description, written in plain language, will be made available to the public if the application is funded (*Maximum 300 words; if the text exceeds 300 words, only the first 300 words will be considered*).

A.4 RIISQ research axes and Ouranos themes

Indicate the RIISQ research axes and the INFO-Crue support the project pertains to.

A.5 Ethics and environment

Ethics: human participants, biological material (products or tissue), data from human and animal participants.

A.6 Environmental impact and bio-risks

Provide a brief description of the environmental impact associated with the research project, if applicable.

Part B – Project Description

Describe the project in the format below (**maximum 6 pages excluding bibliographic references**). This part of the form will be used to evaluate the criteria: Scientific quality of the project and Relevance of the project for practice/decision-making. To view all project evaluation criteria and their weighting, **see Table 2** in the Postdoctoral Fellowship Funding guide.

B.1 Research problem

Conduct a retrospective of the literature, describe the originality, relevance and scope of the problem as well as the contribution to the advancement of knowledge.

B.2 Objectives

State and describe the research objectives related to the problem described in B.1).

B.3 Methodology

Describe the methodological approaches recommended to address the research problem.

B.4 Benefits and scientific, social and economic pertinence

Describe the benefits of the project for Quebec and its various components (RCMs, municipalities, public or community organizations, etc.), including ties with the objectives and mission of the RIISQ and INFO-Crue. For example, what are the anticipated impacts on the advancement of knowledge on flood risk, on dynamic ways of representing risk, on the usefulness of spatialization to better manage flood risks, etc. ? How does the project contribute to developing individuals, organizations and an overall Quebec society that are more resilient to flood risk, or to reducing the impact of flooding on communities? How does the project establish connections with the practical reality of Quebec, in particular by taking into account existing and ongoing activities?

- B.5 **If the application is submitted by a professor:** Justify the choice of the postdoctoral candidate and why they are needed.
- B.6 **Project timeline**
Present a clear work plan and a realistic timeline.
- B.7 **References**
Provide all bibliographic references cited in the application.

Part C – Undertaking and Signatures

The completed application must be signed by the university or college representative of the main researcher applying for funding. The date, name and title of the official representative must be clearly indicated. Note that representatives certify that all information provided is accurate and complete.

The complete file in **PDF format** must send by email at recherche@riisq.ca AND inondations@ouranos.ca no later than September 5, 2023 at 11:59pm.

The funding application can be written in French or English. However, the title must be in both English **and** French. The project summary **must also be translated into French, if the application is filed in English** or translated into English **if the application is filed in French**.

Any incomplete or late submission will not be considered. No postal applications will be accepted.

REQUIRED DOCUMENTS (PDF FORMAT):

- All the documents mentioned in the Postdoctoral Fellowship Funding Guide:
 - The electronic format (PDF) must be respected and the application must be submitted as a single PDF file.
- Proof of **RIISQ membership**.