

RESEARCH AND INNOVATION SUPPORT PROGRAM

PRIMA QUÉBEC - CARNOT MICA JOINT RESEARCH PROGRAM PROPOSAL

Application Guidelines

International Call for Projects

PRIMA Québec – Carnot MICA

Deadline for submitting letter of intent:

Noon (Montreal time), March 15, 2024

Deadline for submitting complete applications:

Noon (Montreal time), May 15, 2024

INTRODUCTION

The Québec government considers innovation as an important driver of economic growth. If Québec is to maintain its status as an advanced society, exercise influence and open itself up to the world, it must ensure the participation of its researchers and organizations within collaborative industrial research projects that can generate future technologies. The government therefore seeks to encourage international research partnerships.

The PSO-International program helps to support the international efforts of Québec's universities and colleges, along with those of institutional and industrial players working within various research and innovation markets. To this end, the Ministère de l'Économie, de l'Innovation et de l'Énergie (MEIE) supports the participation of PRIMA Québec and CRIBIQ in the project call with Carnot MICA.

PRIMA Québec, the Advanced Materials Research and Innovation hub, is a sectoral industrial research group (RSRI) whose mission is to lead and support the advanced materials ecosystem by favoring collaborative innovation for the economic development of Quebec.

CRIBIQ is an RSRI whose mission is to promote and support innovation in the industrial sectors of the bioeconomy in Québec.

Carnot MICA is an entity with the "CARNOT label" issued by the Ministère de l'Enseignement Supérieur et de la Recherche (MESR), with the National Research Agency (ANR) as operator, whose main mission is to develop partnership research between public laboratories and socio-economic actors, mainly companies (from SMEs to large groups) in its area of expertise, namely materials and associated processes. The Carnot MICA's mission is to support scientific resourcing projects for MICA member structures (9 research laboratories, 8 technological resource centers, 1 industrial technical center) with a strong potential for impact, particularly socio-economic, in the as part of an annual call for projects targeted and open to the Carnot network as well as foreign research networks (Fraunhofer, etc.).

PROGRAM OBJECTIVES

GENERAL OBJECTIVE

The objective of this program is to support and realize international collaborative research and innovation projects from universities, colleges, institutions and businesses. More precisely, it aims both to strengthen existing research partnerships between France and the province of Québec and to establish new partnerships by promoting collaboration between educational establishments in these two territories and Québec companies.

TARGETED RESULTS

1. Increased research collaboration between universities and industry, along with greater international, intersectoral and inter-agency collaboration;
2. Greater visibility for Québec researchers and their institutions at the national and international levels;

3. Greater development for researchers seeking to improve their competitive positioning in Québec's future markets through R&D projects.
4. The PRIMA QUÉBEC- CARNOT MICA 2024 joint project call will fund one project for a maximum of 3 years with a maximum of public funding contributions from the Québec side at \$110,000/year (excluding ICR and MEIE management fees) and €75 000/year for the French side.
5. Carnot MICA side: maintain or develop a scientific and technological advance on a given theme or subject in relation to the state of the industrial art falling within the research themes of Carnot MICA.

ELIGIBLE CANDIDATES

QUÉBEC ELIGIBLE APPLICANTS

Applications must be submitted by Québec research establishments. Universities, CCTTs or public research centers¹ are eligible (if the research center is not on the list, please contact a PRIMA advisor to verify its status (public or private) with MEIE). They must allow the training of highly qualified personnel (HQP).

QUÉBEC ELIGIBLE COMPANIES

It is necessary to have at least one company (primarily an SME <250 employees) with a presence in Québec (production or R&D). Businesses outside Québec are not eligible. The participation of partners is the subject of a signed letter of support.

The consortium cannot include affiliated companies. Consequently, the subsidiaries or the parent company of a Québec company cannot participate in the project with the international partner. Company's majority controlled by a government department or agency are not eligible as industrial partners. Their contributions will be considered as a public contribution. As well contribution coming from municipalities.

Start-ups are eligible; however, the MEIE may request additional information to ensure the company's involvement in the project and its R&D and production capacities and to be able to implement the benefits of the research project.

Hydro-Québec is considered, by default, as a public research center. However, the latter can be considered as an industrialist under certain conditions, see Appendix 1 for details.

PRIMA QUÉBEC MEMBERSHIP

All industrial organizations, academics or public research centers participating in the Québec part of the consortium must be members in good standing of PRIMA Québec at the time of project submission and must remain so throughout the duration of the project if it is accepted for funding.

To become a member of PRIMA Québec: <https://www.prima.ca/en/product/prima-quebec-membership/>

¹ The list of recognized eligible public research centers is available at the [following link](#)

CARNOT MICA MEMBERS

The project leader must be part of a Carnot MICA member structure. It plays the role of intermediary between MICA and the partners, centralizing technical and financial information.

The project must include 2 partners who are members of Carnot MICA.

ELIGIBLE PROJECTS

All research projects with technology readiness level² (TRL) 1 to 9 are eligible.

The funded projects are collaborative research and development projects relating to various technologies of common interest for France and Quebec. By exchanging knowledge and jointly developing new solutions for these projects, participating researchers will have the opportunity to strengthen existing bilateral cooperation or explore new research partnerships of potentially high value.

The priority technology targeted by this call for projects is additive manufacturing in order to stimulate the development of this ecosystem.

The consortia will be made up of public research institutions [universities, research centers, college center for technology transfer (CCTT)] based in Québec and France and companies based in Québec. Consortia composed of at least four partners (2+2) are eligible for funding. Two members of Carnot MICA from the French side and from the Québec side, a public research institution and at least one compagnie. The coordinator of the "Quebec consortium" must come from a public research institution.

Projects must demonstrate balanced participation from the Québec and French parties throughout their development. A financial contribution in cash totaling at least 20% of eligible expenses in Québec is required from the Québec side and a contribution in cash or in kind totaling at least 30% of the overall expenses of the Québec-France consortium project is required for all foreign partners of the project. Financial assistance from the MEIE will take the form of a non-refundable and non-recurring contribution of up to 50% of eligible expenses from the Québec portion. Other contributions must be demonstrated (official signed letters specifying the amounts granted for carrying out the project).

The total public funding from Québec (Complementary financing, PRIMA financing) is a maximum of \$110,000 CAD/year (excluding IRC and MEIE management fees).

The maximum duration of each project is three years.

Specific rules for Carnot MICA

Annual funding for Carnot MICA will be a maximum of €75k. This financing must represent a maximum of 50% of the full cost of the project.

² See Appendix 2

PRIORITY THEMES

For PRIMA Québec

In keeping with its strategic plan, PRIMA Québec recommends the submission of proposals dealing with the development of advanced materials applied to key Québec sectors such as transportation and infrastructure, energy, environment, electronics, health and chemistry.

This call for projects targets additive manufacturing in order to stimulate the development of this ecosystem. Within this theme, this may concern the following points:

- **New materials:** Polymers, elastomers, biomaterials, metals, innovative fillers, cellulosic filaments, natural and synthetic fibers, nanomaterials, quantum materials, etc.
- **Formulated materials or high-performance finished or semi-finished products:** Composites (TD or TP), rubbers, alloys, ceramics, smart textiles, flexible materials, membranes, thin layers, coatings, biocompatible materials, encapsulation, sensors, quantum technologies, etc.
- **Implementation processes, scaling and new characterization techniques:** Additive manufacturing and 3D printing, modification and surface treatment, micro/nanofabrication tools, new characterization tools, modeling and simulation, shaping processes, quantum technologies, photonics, etc.
- **Use of information and communications technology with advanced materials** for production, integration or implementation processes or characterization technique.

For Carnot MICA

The call for projects covers the thematic axes Functional Materials, Surfaces & Interfaces of the Carnot MICA Institute (<https://www.carnot-mica.fr/>), in the following 8 sectors of activity:

- **Building**
- **Health / Cosmetics**
- **Fashion / Luxury**
- **Mobility**
- **Energy / Environment**
- **Industry 4.0**
- **Sport**

FINANCING PLAN OF THE PROJECT

ELIGIBLE EXPENSES - DIRECT PROJECT COSTS

For Carnot MICA

The projects will be considered "R&D" projects within the meaning of the Carnot MICA AAP 2025. The applicable financing rules are those appearing in the AAP MICA 2025 instruction sheet. To obtain the document you can contact nicolas.minard@uha.fr.

For PRIMA Québec

Eligible expenses are those that involve the Québec team's research activities and include project-related costs in Québec. No additional financial assistance will be granted for any cost overrun regarding an approved project.

Eligible expenses must be incurred after confirmation of the eligibility of the complete application submitted to PRIMA. Expenditures incurred by the applicant before the application passes assessment by PRIMA are authorized by the MEIE but are incurred at the applicant's risk.

After the completion of the project, if the actual eligible expenses are lower than forecast, PRIMA will carry out a downward revision of the amount of the subsidy that had been announced, based on the percentage of the contribution determined when the grant was announced and based on the expenses actually incurred.

Any cost overrun for the project as initially presented to PRIMA must be assumed by the beneficiary.

The following expenses will be eligible if deemed reasonable, justifiable and directly attributable to the project:

- Salary expenditures for the R&D personnel hired to complete the project (by organization type):
 - **For universities and institutions in the health and social services network where research activities are conducted:** Salary expenditures for graduate and post-graduate students, research assistants, research professionals and technicians.
 - **For College Technology Transfer Centres (CTTCs), NPOs and public research institutions:** Salary expenditures paid out to researchers and R&D personnel hired to complete the project without any other financial support from the MEIE.
 - **For federal public research institutions,** 50% of the salary of researchers participating in the project are not eligible.
- Student scholarships;
- Purchase (less \$25,000 per piece of equipment before tax) and/or rental of equipment. Put only the cost of renting the equipment, does not include the final amount to purchase the equipment. The purchase and rental of equipment represents a maximum of 25% of the total eligible expenses;
- Research-related consumables and supplies;
- Animal facilities and platform-related costs;

- Travel and living expenses for Québec researchers and students (airfare, local transportation, accommodations, meal expenses and visa costs)³;
- Consulting fees and subcontracting costs;
- Management costs for the use of intellectual property;
- Knowledge dissemination costs;
- Costs related to the use of research and innovation results and intellectual property protection (publication costs, scientific and technological dissemination costs, workshop and seminar administration costs, international patent fees, etc.).
- Legal document translation and design costs for partnership consolidations (maximum \$10,000).

INDIRECT COSTS OF RESEARCH (ICR)

Additional operating expenses will be eligible for **universities, CCTT and affiliated hospitals**. A maximum rate of **27% prorated to the MEIE contribution** will be applied to the following five eligible cost items included in the direct project-related costs:

- Salaries and fringe benefits;
- Student scholarships;
- Materials, consumables and supplies, including animal facility and platform-related fees;
- Equipment purchases or leasing (maximum \$25,000 before taxes per purchased equipment);
- Travel and living expenses.

Indirect cost of research (ICR) will be included in the MEIE's financial support. Every financial partner involved must match this contribution.

INELIGIBLE EXPENSES

Ineligible expenses will include, among others:

- Expenses incurred before the start date of the project as specified in the agreement. The departure date can be at the earliest, the date of confirmation of the eligibility of the project;
- Salaries for university professor-researchers, college professors and 50% of the salaries of researchers from participating federal research centres;
- Salaries for administrative support staff;
- Travel expenses for the Québec team's researchers and students attending events not directly related to the project;
- Accommodations, travel and living expenses for foreign researchers and students;
- Support expenditures for the programming of activities;

³ See Appendix 3.

- Equipment purchases priced above \$25,000 before taxes;
- Expenses for project planning activities, or any commercial, economic or technology transfer activity, including:
 - Detailed market research;
 - Detailed financial studies;
 - Technological demonstrations;
 - Product or process testing and validation;
 - Product certification;
 - Market expansion;
 - Marketing plans;
 - Promotional activities;
 - Regulatory issues beyond the scope of intellectual property management and use, etc.;
 - The sale of samples, products, equipment and technology;
 - Any building purchase, sale or construction;
 - Licensing;
 - Joint ventures, mergers, acquisitions, etc.
- The refundable amounts of federal and provincial taxes;
- Land acquisition expenses;
- Building acquisition, construction or expansion expenses;
- Any expense not directly related to the project;
- Cost of establishing an on-line presence or web hosting;
- Grant funds already received from:
 - the Canada Foundation for Innovation, with the exception of the Infrastructure Operating Fund, which is eligible;
 - other MEIE financial assistance programs.

COMPLEMENTARY FUNDING

For the research activities of **the Québec team**, financial assistance from the MEIE will not exceed 50% of eligible expenses in cash. PSO-International accepts public co-funding of eligible cash expenses from multiple sources (please contact a PRIMA advisor to verify eligibility for additional funding), including but not limited to:

- The applicant organization;
- Institutions in the health and social services and education networks;
- Federal departments and agencies, including federal granting councils.
- Provincial and municipal departments and agencies, along with Québec research funds.
- Crown corporations.

Financial assistance under the PSO-international will not be combined with contributions from any other MEIE program, including MITACS grants, which will not be accepted as co-funding.

Co-funding sources must be included in the financial package; a copy of the additional funding request must be provided upon submission.

The request submission document of the complementary funding MUST be sent at maximum one week after submitting to PRIMA.

It is necessary to specify in the request for additional funding that an application to PRIMA has been submitted and the supplementary financing budget must include funding from PRIMA.

Complementary funding already obtained that does not specify PRIMA Québec and the current project cannot be used.

Combined assistance from municipal, provincial and federal governments, as well as from partners with intervention funds financed by these levels of government, will not exceed **80%** of all project-related expenses. The assistance considered in this calculation will involve project-related grants, loans and tax incentives.

Companies must provide a minimum **cash** contribution equal to **20%** of eligible expenses. Only new industrial contributions for new projects will be recognized as consideration, MEIE aid must be granted in return for new industrial inputs (not already committed as co-financing in other programs or projects).

MANAGEMENT FEES

PRIMA's management fees are shared between the manufacturers and the MEIE. It is the responsibility of the funding applicant to inform industrial partners of PRIMA Québec's management fees. The combined management fees (5%) of the MEIE and the industrial partners are a maximum of \$50,000.

- Industrial partners involved in the project must contribute to the management fees of PRIMA Québec for a total amount of 3% of the amount of research mandate or \$30,000 max.
- MEIE management fees are 2% or \$20,000 max.

INTELLECTUAL PROPERTY MANAGEMENT

An agreement governing conditions for the management of intellectual property must be concluded among all partners (companies, universities, research centres) before financing is awarded.

Application files will be accepted for evaluation even if an intellectual property agreement is not available at the time the proposal is submitted. Nonetheless, the application must present a broad outline of how the intellectual property will be shared.

COMMUNICATIONS

Please note that the information given in the identification sheet section as well as the amount of the subsidy are public data and can be used by the MEIE, PRIMA Québec and Carnot MICA for promotional purposes.

On the Québec side, if your project is approved for financing, the ministry can reserve the right to an initial communication. Please contact PRIMA before any first communication about the project.

PROJECT SELECTION

After the call for proposals, the projects will be submitted and will be judged by a committee of evaluators from PRIMA Québec and a committee of evaluators from Carnot MICA. The committee of each country assigns a score to the project, the project will be evaluated on a scientific component and an economic component in Québec and on a scientific component in France. Subsequently, PRIMA Québec and the Carnot MICA will meet to determine the project which will be financed based on the score obtained and the benefits for both parties. Only one project will be accepted for funding.

Representatives from the MEIE will act as observers during the regional selection committee meeting.

PRIMA Québec will issue funding recommendations for a list of projects prioritized by its board of directors.

The Board of Directors will approve the list and indicate the cut-off threshold. It will then issue recommendations that include, among other points, the title of each approved project, along with the relevant financial commitment.

PROJECT APPROVAL

Funding recommendations and assessment reports will be forwarded to the MINISTER, in accordance with the agreement. The MINISTER may then approve projects and award co-funding according to the established parameters or refuse the co-funding of certain projects while specifying the problematic components that led to the refusal.

Project funding approval will be confirmed by letter that specifies the terms and conditions surrounding accountability.

EVALUATION CRITERIA FOR PRIMA QUÉBEC

The selection of applications will be made by an independent selection committee selected by PRIMA Québec according to the following criteria and according to the indicated weighting:

- A. Scientific component (70% of the overall mark)
 - Scientific quality and feasibility of the project (30%)
 - Training and knowledge transfer (30%)
 - Innovation and impact of the project in the medium term (40%)

B. Economic relevance component (30% of the overall score)

- Relevance and adequacy between the project and the industry as well as the quality of the team (50% of the economic component)
- IP strategy and economic spinoffs for industry and Québec (50% of the economic component)

To be eligible for funding, a project must obtain:

- A score above 70% on the scientific component,
- A score higher than 50% on the economic component,
- The overall score must be greater than 70%.

The selection committee can approve the project, refuse it or approve it conditionally to changes or clarifications required by the selection committee.

Following a positive evaluation, the project sent to the board of PRIMA Québec for recommendations for funding to the MEIE. However, the MEIE reserves the right or not to award the funding. It could prioritize projects based on the benefits for research, the training of skilled workers and the economic benefits.

The approval of the MEIE is also subject to obtaining additional funding and an intellectual property agreement between the participants.

EVALUATION CRITERIA FOR THE CARNOT MICA

Eligible projects will be sent to independent academic experts outside MICA for evaluation.

Projects are evaluated based on the following criteria:

- The project must respond to a social or societal issue / a market problem
- The project must be feasible over the proposed period
- Risk taking must be correctly estimated
- The funding requested must be consistent with the stated scientific objectives
- Valorization perspectives must be informed, consistent with the objectives and means of the project as well as with MICA's strategy
- The project must have a structuring effect for MICA, particularly through its potential for promotion among industrialists in the short, medium or long term
- Projects with the development of a physical demonstrator or software will be particularly appreciated

PROJECT MONITORING

For PRIMA Québec

During the project, proof of contributions from industrial partners as well as annual technical and financial reports must be provided according to the conditions indicated in the grant agreement.

At the end of the project, final reports (technical and financial) from the promoter and an assessment report completed by the industrialists present in the project will be requested.

For Carnot MICA

The projects will be considered R&D projects within the meaning of the Carnot MICA AAP 2025. Project monitoring is described in the AAP MICA 2025 instruction sheet. To obtain the document you can contact nicolas.minard@uha.fr.

NOTES ON THE PROJECT SUBMISSION FORM

- Feel free to send the completed form to an advisor for verification before submission.
- **The request submission document of the complementary funding must be sent within one week of submitting the project** at PRIMA to ensure a start of the project in January 2024.
- Please note that the information (name of the promoter, name of the companies, as well as the summary) given in the section I of the identification form as well as the amount of the subsidy are public data and can be used by the MEIE and PRIMA Québec for promotional purposes.
- Make sure you have all the expertise needed to carry out the project.
- In the intellectual property section even if an agreement is not yet signed at the time of filing. Please clearly state the outline on which the negotiation is taking place or will take place.
- This program targets, among other things, the training of highly qualified personnel as well as economic spinoffs for businesses and Québec. Please ensure that your application presents these aspects.
- Along with the form comes an Excel file to help you calculate the correct budget values for Section VII.
- In the financial budget industrial contributions are direct contributions to R&D. This excludes amounts such as ICR that universities or CCTT may request and management fees from PRIMA Québec.
- For the justification of the prototype line of the budget, please show that you have the necessary expertise and that the costs are realistic for the realization of the prototype and that if authorizations are necessary, these have been obtained or are in the process of being obtained.

CONTACT

For PRIMA Québec:

For any additional information or assistance in writing the application, do not hesitate to contact an advisor:

- Michel Lefèvre: 514 284-0211, ext. 227, michel.lefevre@prima.ca
- Sébastien Garbarino: 514 284-0211, ext. 226, sebastien.garbarino@prima.ca
- Cloé Bouchard-Aubin: 514 284-0211, ext. 225, cloe.bouchard-aubin@prima.ca
- Rusoma Akilimali: 438 401-9821, rusoma.akilimali@prima.ca

Applications must be sent in one file in PDF format (Adobe Acrobat) by email to: laura.salatian@prima.ca, 514 284-0211, ext. 223.

For Carnot MICA:

For any additional information do not hesitate to contact

- Nicolas Minard: 06 87 82 05 05, nicolas.minard@uha.fr
- Bucky Tran: 06 12 23 18 44, buchmann.tran@uha.fr

CALL FOR PROJECTS CALENDAR

1. **Opening of the call for proposals: February 22, 2024**
2. **Letter of intent deadline: March 15, 2024** (*noon, Montreal Time / 18:00, France Time*)
3. **Deadline for submitting complete applications: May 15, 2024** (*noon, Montreal Time / 18:00, France Time*). With the proposal, it is necessary to attach:

- CVs of the main researchers and academic and industrial collaborators (no format is imposed).
- Signed letters of support from all industrial partners specifying:
 - Why is this project necessary for them?
 - What will be the benefits for them?
 - Include the following table:

Company Name	Cash Contribution to the R&D budget	Management Fees Contribution	Contribution to the ICR requested by the academic partner (if applicable)	In-kind Contribution

- A PDF copy of the complementary funding request must be sent to PRIMA Québec once it has been submitted.
 - The partners of the Québec part of the consortium must be members of PRIMA Québec at the time of submission and must remain so for the entire duration of the project if it is accepted for financing.
4. Verification of project eligibility in May 2024

5. The projects will be judged by a committee of evaluators from PRIMA Québec and a committee of evaluators from Carnot MICA. The committee of each country assigns a score to the project, the project will be evaluated on a scientific component and an economic component in Quebec and on a scientific component in France. Subsequently, PRIMA Québec and the Carnot MICA Institute will meet to determine the project which will be financed based on the score obtained and the benefits for both parties. Only one project will be accepted for funding.
6. Results will be announced at the end in October 2024
7. Start of the project planned for January 2025
8. Obtaining additional funding. **The submission document for the additional funding request MUST be sent to PRIMA no later than one week after submission.**
9. Sending the documents to the MEIE to obtain financing authorization. Please note that all other documents could be requested by the MEIE to validate the aspect of the project, the sources of financing (private or public), the capacity of the company to participate in the project, especially for startups.
10. Once authorization has been obtained, the subsidy agreement between the project promoter and PRIMA Québec must be signed within 9 months. The project can begin at the earliest upon confirmation of the complete eligibility of the project following its submission, and at the latest 9 months after approval of financing by the MEIE.
11. During the project, proof of contributions from industrial partners as well as technical and financial reports must be provided according to the conditions indicated in the grant agreement.
12. At the end of the project, final reports (technical and financial) from the promoter and an assessment report completed by the industrialists present in the project will be requested.

APPENDIX 1 - HYDRO-QUÉBEC

Hydro-Québec is considered by default to be a public research center.

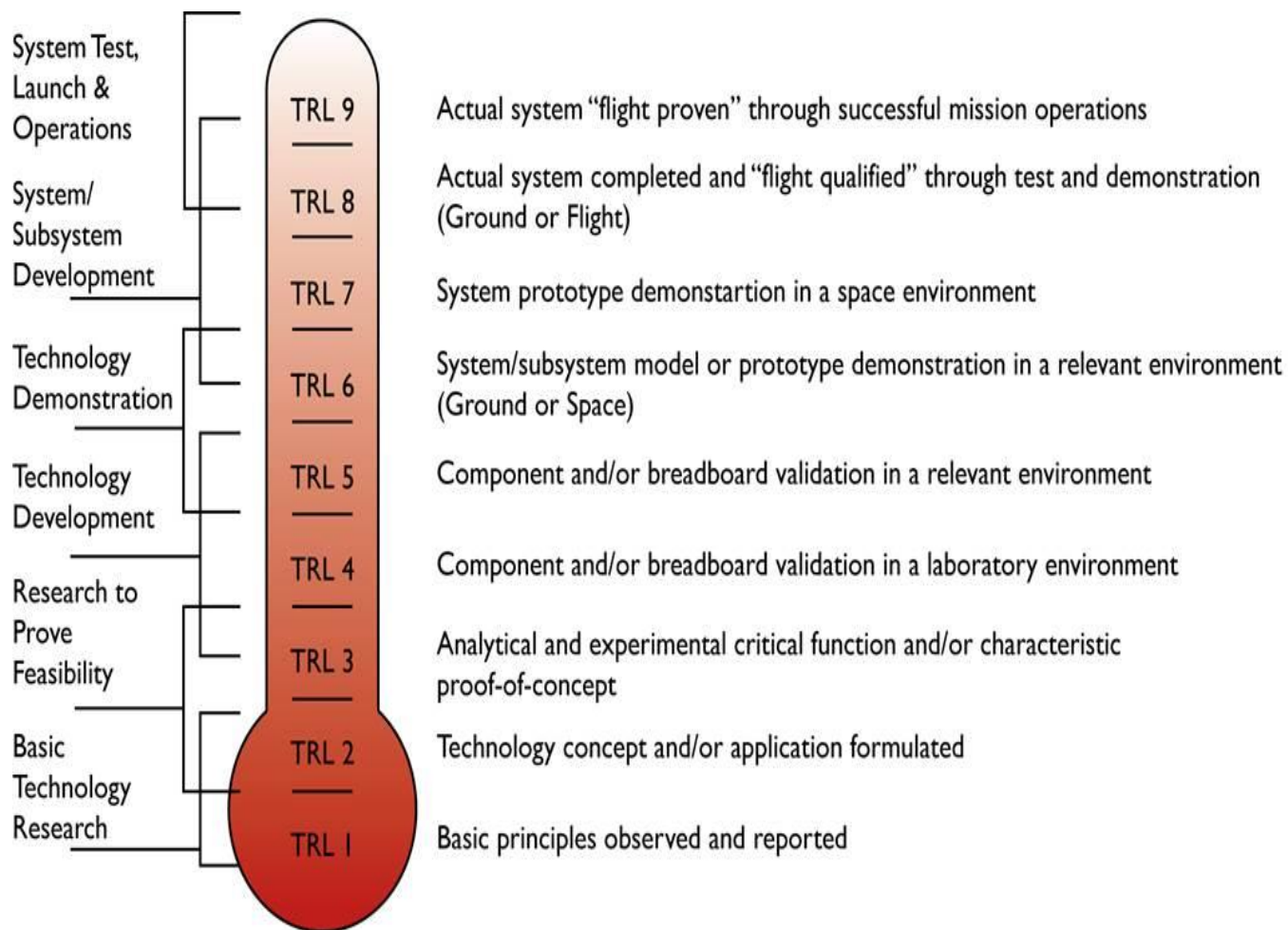
However, Hydro-Québec plays an extremely structuring role in the innovation ecosystem in electricity production and distribution, a sector where it is a major client in a context of monopoly. Because of this unique situation, the MEIE authorizes Hydro-Québec to be considered as an industrial partner in research projects in partnership with InnovÉÉ, PRIMA and PROMPT if the following criteria are met.

1. Themes:
 - Field of production, transport and distribution of electricity.
2. Partnership:
 - At least one Québec company other than Hydro-Québec must be involved in the project.
 - The Québec company must derive significant benefits from the partnership, notably an equitable sharing of the IP.
3. Structuring and strategic nature of the projects:
 - To be eligible, projects involving Hydro-Québec must be “structuring” and aim at “solving problems of a strategic nature for Québec”. In this sense, projects whose spin-offs will allow above all the continuous improvement of Hydro-Québec operations are not eligible.

These project eligibility criteria must be analyzed by the evaluation committee and appear in the report submitted to MEIE.

Apart from this exception, all other PSO-International standards must be respected.

APPENDIX 2 - DEFINITION OF DIFFERENT TECHNOLOGY READINESS LEVELS (TRL)



Graphic inspired by the document: Space Systems - Definition of Technology Readiness Levels (TRL) and their criteria of assessment, ISO 16,290.

The ISO16290 standard is available for consultation at the offices of PRIMA Québec.

APPENDIX 3 - DETAILS ON ELIGIBLE TRAVEL EXPENSES

TRAVEL EXPENSES IN QUÉBEC

Travel expenses refer to costs incurred by a person travelling outside of his or her usual work territory. This appendix will cover travel expenses regarding certain modes of transportation, hotel accommodations and restaurant expenses. Other travel expenses, or reimbursements in excess of those established, may be authorized if necessary, but only when documented. Barring exceptional circumstances, the methods chosen must demonstrate a concern for cost saving.

The BENEFICIARY must comply with the “Directive sur les frais remboursables lors d’un déplacement et autres frais inhérents”, available on the *Conseil du trésor* website at the following address: <http://www.tresor.gouv.qc.ca/publications/secretariat/>

On the agreement signature date, these guidelines prescribed the following rates:

Transportation

More economical forms of public transportation must be prioritized over personal vehicles.

Regarding personal vehicles, the following rates will be eligible according to the applicable kilometer during the BENEFICIARY’s fiscal year:

Annual Kilometrage	Rates
1 st instalment: 1 to 8,000 km	\$0.600/km
2 nd instalment: More than 8,000 km	\$0.530/km

If the appropriate public transportation is available but the BENEFICIARY opts for a personal vehicle, the eligible rate will be reduced to \$0.148 per kilometre travelled.

Hotel Accommodations

The maximum daily allowances are as follows for accommodation in a hotel establishment:

City	Maximum Allowance	
	Low Season ⁴	High Season ⁵
City of Montreal territory	\$151	\$166
Québec City territory	\$127	
The cities of Laval, Gatineau, Longueuil, Lac-Beauport and Lac-Delage	\$122	\$132
Establishments located elsewhere in Québec	\$100	\$104
All other establishments	\$95	

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

These maximum amounts do not include the Goods and Services Tax (GST), the Québec Sales Tax (QST), or the accommodation tax, which will be reimbursed where applicable.

⁴ From November 1 to May 31

⁵ From June 1 to October 31

Restaurant Expenses

The maximum daily allowances are as follows for restaurant:

	Applicable Rate
Breakfast	\$13.75
Lunch	\$18.90
Dinner	\$28.50
Total	\$61.15

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

The rates shown above including taxes and service.

TRAVEL EXPENSES OUTSIDE QUÉBEC

This section covers expenses incurred outside Québec for programs that include these costs.

City/Country	Maximum Allowance	
	Accommodations Per Day	Meals Per Day
CANADA (OUTSIDE QUEBEC)	In CAD	In CAD
Calgary	\$166	\$50
Charlottetown	\$148	\$50
Edmonton	\$115	\$50
Halifax	\$136	\$50
Moncton	\$148	\$50
Ottawa	\$148	\$50
Regina	\$108	\$50
Saskatoon	\$102	\$50
St. John's (Newfoundland and Labrador)	\$159	\$50
Toronto	\$184	\$60
Vancouver	\$184	\$55
Victoria	\$184	\$50
Winnipeg	\$102	\$50
Other cities	\$102	\$50
AMERICA	In USD	In USD
Atlanta	\$120	\$50
Boston	\$192	\$50
Chicago	\$130	\$50
Dallas	\$120	\$50
Detroit	\$120	\$50
Los Angeles	\$120	\$50
Miami	\$120	\$50
New York	\$192	\$60
Philadelphia	\$120	\$50
San Francisco	\$160	\$50
Seattle	\$120	\$50

City/Country	Maximum Allowance	
	Accommodations Per Day	Meals Per Day
Washington, D.C.	\$120	\$50
Other cities	\$120	\$50
Brazil	\$123	\$40
Mexico	\$177	\$43
EUROPE	Local currency	Local currency
Germany	€137	€60
Belgium	€137	€54
Spain	€161	€59
France	€174	€62
Italy	€218	€52
Luxembourg	€125	€52
Netherlands	€111	€61
United Kingdom	£139	£51
Switzerland	209 Francs	92 Francs
SCANDINAVIAN COUNTRIES	In USD	In USD
Denmark	\$105	\$65
Iceland	\$153	\$69
Norway	\$114	\$78
Sweden	\$127	\$55
Finland	Local currency €125	Local currency €71
NEAR EAST		
Israel	In USD \$219	In USD \$80
ASIA	In USD	In USD
China	\$145	\$48
South Korea	\$159	\$57
India	\$190	\$38
Japan	\$164	\$89

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

These maximum amounts do not include the Goods and Services Tax (GST), the Québec Sales Tax (QST), the accommodation tax, or any other tax in effect within the relevant countries, which will be reimbursed where applicable.

Stated amounts are based on the US dollar, notwithstanding Canada and countries that use the Euro. Local currencies are used for information purposes only.

Please contact us for any other destination.

Support documents, including receipts and proof of payment, will be required and must be kept by the applicant for possible auditing purposes.