

RESEARCH AND INNOVATION SUPPORT PROGRAM

PRIMA QUEBEC-NRF JOINT RESEARCH PROGRAM PROPOSAL

Application Guidelines

International Call for Projects Québec - Korea 2024

**Deadline for submitting applications:
Noon (Montreal time), May 21, 2024**

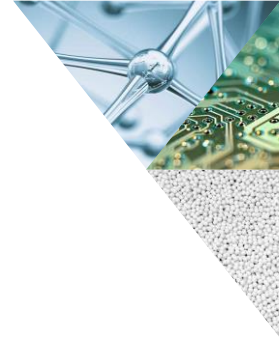


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DOCUMENTS REQUIRED WHEN SUBMITTING THE APPLICATION

- Duly completed application form (signed and dated). Every section in the form must be filled out.
- Project Leader CV, along with those of the researchers and industrialists belonging to the Québec – Korea team.
- Signed support letters (in French or in English) from each of the Québec and Korean industrial partner specifying their role, the benefits that the company expects to derive from carrying out this project and the amounts of money in cash and in kind allocated to direct research expenses. *For Québec industrial partners, the letter must 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

Please note:

- Funding will only be awarded upon proof of the following:
 - All additional funding (NSERC, NRC-IRAP or others) has been approved (a copy of the approval must be forwarded to PRIMA);
 - The various parties have drafted and signed an intellectual property agreement before the first grant payment.
- **Once the request for additional funding has been submitted, a copy must be sent to PRIMA Québec. The document MUST be sent to PRIMA no later than 1 week after submission at PRIMA.**
- Partners in the consortium's Québec portion must be members of PRIMA Québec.

Contacts

For any additional information, or for assistance regarding the application form, please contact Michel Lefèvre at (514) 284-0211, Ext. 227.

Email your duly signed application in single file - PDF format (Adobe Acrobat) **before noon, May 21, 2024 (Montreal time)**, to: laura.salatian@prima.ca

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.

PSO-International 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 PRIMA Québec's participation in the Québec - Korea call.

PRIMA Québec, le Pôle de recherche et d'innovation en matériaux avancés, anime et soutient l'écosystème de matériaux avancés en favorisant l'innovation collaborative pour le développement économique du Québec. Il est le catalyseur privilégié entre les milieux industriels et de la recherche.

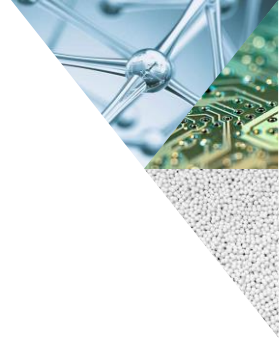
PROGRAM OBJECTIVES

GENERAL OBJECTIVE

Support and implement international research and innovation initiatives between universities, colleges, institutions and industries. Specifically, this program aims at both forging new and strengthening existing research collaboration between Korea and the Province of Québec through the involvement of academic and industrial partners, from both sides.

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-NRF 2024 joint project call will fund **two projects** for a maximum of 2 years with a maximum of public funding contributions from the Québec side at **\$163,000/year** and **KRW 150 million/year** for the Korean side.



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.

You cannot have related companies in the consortium. Therefore, the subsidiary or the parent company of the Québec company cannot participate in the project with the international partner. Related meaning that “the relationship between the companies would be such that one has the ability to exercise, directly or indirectly, control or significant influence over decisions relating to the financing or operation of the other”.

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 and D and production capacities and to be able to implement the benefits of the 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.

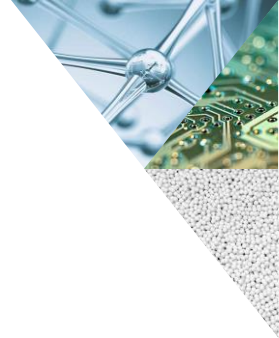
PRIMA QUÉBEC MEMBERSHIP

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/>

0-50 employees	CAD 280
51-249 employees	CAD 450
250-499 employees	CAD 650
500 employees and (+)	CAD 1,000
Universities	CAD 2,000
CCTT – Public Laboratory	CAD 1,000
Partners	CAD 380

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



ELIGIBLE PROJECTS

All research projects with technological maturity levels² (TRL) 1 to 9 are eligible.

The funding recipients shall be universities, research institutions and industries (particularly small and medium-sized enterprises) based in Korea and the Province of Québec. Eligible for funding are consortium composed of at least four partners (2 + 2), two partners from the Korean side and two from the Quebec side. **For each side, the consortium should include at least one university or research institution AND at least one enterprise;** but the coordinator for each consortium should be from university or research institutions.

The projects must demonstrate a balanced participation of the Québec and foreign parties throughout their development; a financial contribution in cash totalling at least 20% of the eligible expenses in Québec is required from the Québec tenant community and a contribution in cash or in kind totalling at least 30% of the overall expenses of the Québec - Korea consortium project is required for all of the project's foreign partners.

The financial assistance from MEIE will take the form of a non-repayable and non-recurring contribution of up to 50% of the eligible expenses of the Québec part. Other contributions must be demonstrated (official signed letters specifying the amounts granted for the realization of the project).

The total of Québec's public financing (Complementary funding, PRIMA Fund, ICR, MEIE management fees) is a maximum of \$CAD 163,000/Year.

The maximum duration of the project is two years.

PRIORITY THEMES

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.

Technologies targeted by this call for projects include primarily:

- **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.

² See Appendix 2

The call for projects also seeks to foster innovation in quantum technology derived from R&D in the following areas:

- **Quantum computing**, including, but not limited to, the development of quantum computers, quantum software, quantum computer programming languages, quantum algorithms, quantum simulations, and key supporting technologies for quantum computer development (e.g., microfabrication, refrigeration, and photon manipulation).
- **Quantum communications**, including quantum cryptography, quantum internet, and quantum networks, that use the principles of quantum photonics and have multiple applications, such as security, defense, and information storage and processing.
- **Quantum materials**, including the development or simulation of new materials with innovative quantum properties
- **Quantum metrology and quantum detection**, including the development of innovative devices based on quantum principles (especially quantum photonics) and applications for accurately probing, measuring, and manipulating quantum properties of matter or photons.

Projects must contribute to the development and commercialization of:

- Components for quantum computers and quantum communications
- Quantum technologies that fall within the following areas of application (non-exclusive):
 - **Life sciences**, including quantum simulation tools for designing new drugs (in service of or collaboration with artificial intelligence), and the development of innovative materials for medical applications
 - **Sustainable development**, including the development and use of devices such as quantum sensors to detect mineral deposits
 - **Transportation and logistics**, including the design of new innovative materials for vehicles or aeronautics and quantum simulation tools for optimizing logistics and supply chains in service of or collaboration with artificial intelligence

FINANCING PLAN OF THE PROJECT

ELIGIBLE EXPENSES - DIRECT PROJECT COSTS

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.

³ See Appendix 3.

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;
- 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 complementary funding request submission document MUST be sent to PRIMA no later than 1 week after submission of your application 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 and PRIMA Québec for promotional purposes.

If your project is approved for funding, the ministry may reserve the right to a first communication. Please communicate with PRIMA before any first communication about the project.

PROJECT SELECTION

Following a call for proposals, **projects will be submitted and evaluated by competent PRIMA Québec and NRF of Korea committees**. The committee of each country assigns a score out of 50 and the project will be evaluated on a scientific and economic component. Only one project is going to be accepted for financing.

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.

QUÉBEC EVALUATION CRITERIA

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

TRL 1-9 projects:

- a. Scientific component (70% of the overall mark)
 - i. Scientific quality and feasibility of the project (30%)
 - ii. Training and knowledge transfer (30%)
 - iii. Innovation and impact of the project in the medium term (40%)
- b. Economic relevance component (30% of the overall score)
 - i. Relevance and adequacy between the project and the industry as well as the quality of the team (50% of the economic component)
 - ii. 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.

PROJECT MONITORING

The annual activity report must include a project progress report (scientific and financial) containing updated information on every active project. At the end of the project, an appraisal report completed by each industrial present in the project will be requested.

NOTES ON THE PROJECT SUBMISSION FORM

- Feel free to send the completed form to an advisor for verification before submission.
- **The application of the complementary funding must be sent within one week of submitting the project** at PRIMA to ensure a start of the project in October 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 any additional information or assistance in writing the application, do not hesitate to contact a PRIMA Québec 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.

CALL FOR PROJECTS CALENDAR

Opening of the call for proposals: February 27, 2024

Letter of Intent Deadline: March 29, 2024

Deadline for submitting proposals: May 21, 2024 (noon, Montreal Time for Canada / 18:00, Seoul Time for Korea)

With the proposal, it is necessary to attach:

- CVs of the main researchers and academic and industrial collaborators (no format is imposed).
- **Signed support letters (in French or in English)** support from each of the Québec and Korean industrial partner specifying their role, the benefits that the company expects to derive from carrying out this project and the amounts of money in cash and in kind allocated to direct research expenses. For Québec industrial partners, the letter must 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. **It should be sent to PRIMA no later than 1 week after submission of your application to PRIMA.**
- 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.

Eligibility check: May 21-28, 2024

Project Evaluation Period: June – July 2024

Exchange of evaluation results: August 2024

Final Decision and announcement: September 2024

Start Date of the project: October 2024

APPENDIX 1 - HYDRO-QUÉBEC

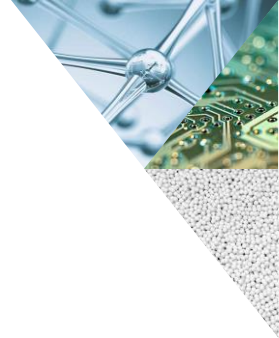
Hydro-Québec is considered by default to be a public research center.

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 InnovÉE, PRIMA and PROMPT if the following criteria are met.

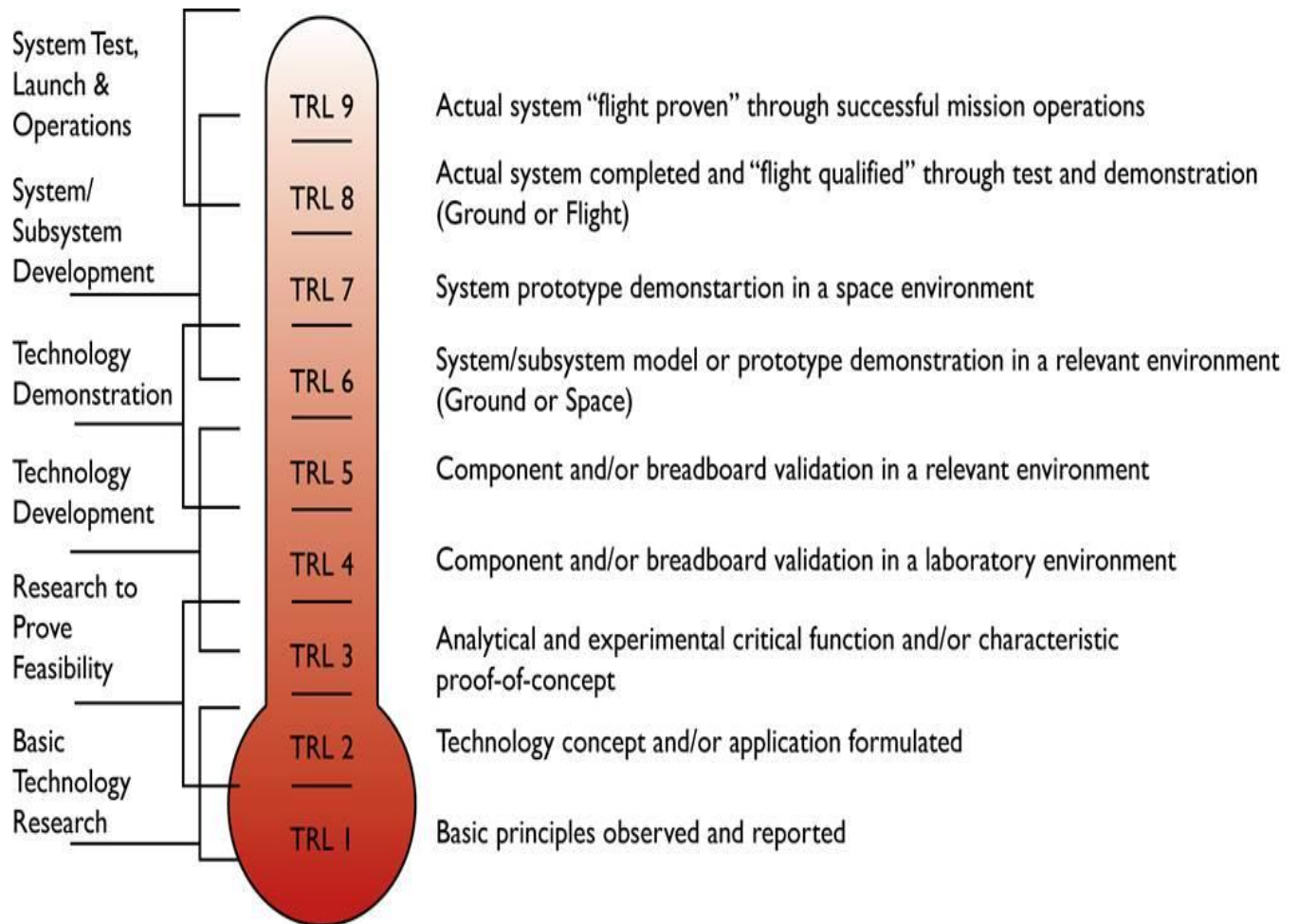
1. Themes:
 - Field of production, transport and distribution of electricity.
2. Partnership:
 - At least one Québec company other than Hydro-Québec must be involved in the project.
 - The Québec company must derive significant benefits from the partnership, notably an equitable sharing of the IP.
3. 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
Washington, D.C.	\$120	\$50
Other cities	\$120	\$50
Brazil	\$123	\$40
Mexico	\$177	\$43

City/Country	Maximum Allowance	
	Accommodations Per Day	Meals Per Day
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.