

HQP Mobility Program Rules

1. Program Objectives

CentrEau's HQP (Highly Qualified Personnel) Mobility Program is designed to enable students and the technical and research staff that are members of CentrEau to advance their studies and careers. This program therefore applies to travel for the purpose of:

- use a research infrastructure¹ located outside of the faculty of study or work, or
- visit their co-supervisor located in another institution than their own, or
- to go to CentrEau's activities outside of their city of study, or
- participate in training to acquire new technical or research knowledge.

2. Financing

HQP will receive up to \$1,500 for mobility costs such as:

- Accommodation and travel expenses according to the FRQ General Common Rules ([chapter 8.5 travel and accommodation expenses](#)) and those specific to the host institution;
- User fees for infrastructure use – CentrEau members have access to intern fees;
- Registration fees for a training course;
- Not covered: meal expenses.

3. Eligibility Conditions

To be eligible for the CentrEau HQP Mobility Program, the person must:

- Be a member of CentrEau (as specified in the [statutes](#));
- Have the approbation of their research supervisor;
- Have to travel outside of their city of studies or work;
- For cosupervisors visits, the cosupervisor must be a regular or collaborating member;
- Work on an interdisciplinary research project.

In exchange for financial assistance from the HQP Mobility Program, members agrees to:

- Identify themselves (affiliation) to *CentrEau – Quebec Water Research Center* and provide proof;
- Thank CentrEau and use its logo whenever possible;
- Thank the FRQNT and use its logo whenever possible;
- Provide their photo for CentrEau's website;
- Present a poster or a conference at the annual Journée québécoise des étudiants CentrEau.

¹ Research infrastructure: tools, machinery, experimental equipment, office, database, etc.

4. Selection Criteria

The Scientific Committee will select, from the applications that meet the selection criteria, the HQP who will benefit from the funding.

The Committee will pay particular attention to:

- The diversity of research axes, institutions and levels of study;
- The diversity, equity and inclusion of members.

And will give priority to projects:

- Involving several universities;
- Co-supervised by members of CentrEau.

5. Application

HQP can submit their application at any time by completing the online application form and by providing the required proofs. HQP can only apply once per fiscal year (April 1 to March 31).

The Scientific Committee will review applications (the Committee meets three times a year. Candidates will receive a response by email as soon as possible. It is the member's responsibility to submit his/her application as soon as possible before any travel.

6. Payment

HQP will produce a travel expense report with supporting documents and send it to info@centreau.org no later than sixty (60) days after the activity.

All eligibility requirements must be met for the financial aid to be paid.

7. Modification or cancellation of the application

Any person who has applied must inform the Scientific Committee in writing of the abandonment, cancellation or modification of its original application before the conference is held. In case of a cancellation, the costs incurred, if any, are not reimbursed.