

POST-FUNDING CHECKLIST

10 STEPS



société inclusive

BEFORE STARTING

RECEIVE THE GRANT AWARD LETTER

1

- The team** receives a letter confirming that the project is funded. This document marks the starting point of the upcoming procedures. **It must be forwarded to the finance department, which will manage your grant.**

GET STARTED

2

ATTEND THE KICK-OFF MEETING

- The team** takes part in a meeting with Société Inclusive to clarify administrative steps, responsibilities, timelines, full participation of all members, and the resources available.

AS SOON AS POSSIBLE

COMPLETE THE PROCEDURES (3)

3

- The team** completes and signs the fund transfer agreement with Société Inclusive. This document formalizes the administrative and financial terms.
- The team** prepares and submits the funding application to Mitacs.
- The team** obtains the ethics certificate to enable the transfer of funds to the partner.

AROUND 2 MONTHS

4

RECEIVE THE INITIAL PAYMENT OF \$35,000

- The beneficiary institution** receives the initial funds (\$35,000) from Université Laval to enable the start of the project.

PAY THE MITACS INVOICE

5

Two possible options

- 1 The beneficiary university** institution directly pays the invoice issued by Mitacs
- or**
- 2 The beneficiary institution (CIUSSS/CIUSSS)** pays the organization's invoice (including the contribution to Mitacs and 50% of taxes), and then the organization makes the payment to Mitacs. *

**This option is mandatory when the funds are not managed by a university.*

**Institutions that administer research funds: CIUSSS, CISSS, Universities*

6

RECEIVE THE MITACS FUNDING

- The beneficiary university** receives the funds from Mitacs. This funding is used to pay the intern's scholarship and the planned research activities.

PAY THE INVOICE # 2 - TO THE ORGANIZATION

7

- The beneficiary institution** pays Invoice 2 to the organization in order to cover the project participation fees.

10 MONTHS

8

PREPARE THE MID-TERM REPORT AND HOLD THE MID-TERM MEETING

- All team members** complete a short online survey about the project's progress, their highlights, and their future needs.
- The team members** then organize a follow-up meeting with an Inclusive Society ACI.

18 MONTHS

PREPARE THE FINAL REPORT AND MEETING

9

- All team members** complete a short online survey to share their results, their learnings, and their future needs.
- The team members** then organize a closing meeting with an Inclusive Society ACI.

18 MONTHS

10

ADMINISTRATIVE DELIVERABLE - INFO@SOCIETEINCLUSIFE.CA

- Summary of outcomes**
- Financial report**