



POST-FUNDING CHECKLIST

10 Steps

JULY 2026

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.

SEPTEMBER 2026

ATTEND THE KICK-OFF MEETING

2

- 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

RECEIVE THE INITIAL PAYMENT OF \$35,000

4

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

AS SOON AS POSSIBLE

PAY THE MITACS INVOICE

5

Two possible options

- 1 The beneficiary university** institution directly pays the invoice issued by Mitacs
- 2 The beneficiary institution (CIUSSS/CISSS)** 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*

AS SOON AS POSSIBLE

RECEIVE THE MITACS FUNDING

6

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

AS SOON AS POSSIBLE

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.

JUNE 30, 2027

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

8

- 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.

MARCH 31, 2028

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.

JANUARY 30, 2028

ADMINISTRATIVE DELIVERABLE - INFO@SOCIETEINCLUSIFE.CA

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- Summary of outcomes**
- Financial report**

