

Frequently Asked Questions about the Self-Identification Questionnaire

List of questions

1. Why did the FRQ introduce a self-identification questionnaire?	2
2. Who is required to complete the self-identification questionnaire?	2
3. How will the data collected from applicants be used?	2
4. How will the data collected from reviewers be used?	2
5. Will my answers affect the eligibility of my application?	2
6. Will my answers affect the evaluation of my application or funding decisions?	3
7. Is the self-identification questionnaire mandatory? What can I do if I do not want to answer the questions?	3
8. How will my personal information be protected by the FRQ? Who will have access to it?	3
9. What is the procedure for completing the questionnaire?	3
10. How do I view or change my answers after submitting the questionnaire?	4
11. How were the questions, categories and terminology chosen?	4
12. What information is requested in the questionnaire?	4
13. Is this questionnaire the same as the one used by the federal granting agencies?	6
14. Who can I contact for more information or to provide feedback on the questionnaire?	6

1. Why did the FRQ introduce a self-identification questionnaire?

In their 2018-2022 strategic plans, the FRQ committed to strengthening equity, diversity and inclusion (EDI) in research. The collection of sociodemographic data on applicants, funding recipients and reviewers is one of the measures put in place with this goal in mind, in accordance with the *Politique sur la collecte de données sociodémographiques visant à planifier des mesures en matière d'équité, de diversité et d'inclusion*, adopted by the boards of directors of the three Fonds in April 2021. The statistics that will be generated from this data will allow the FRQ to detect potentially inequitable situations and to plan and monitor the impact of any improvement measures.

2. Who is required to complete the self-identification questionnaire?

The self-identification questionnaire **must be completed by all individuals with a “Research” or “Evaluation” role** in FRQnet, i.e., applicants (including co-investigators), funding recipients, and individuals involved in the evaluation of applications submitted to Fonds de recherche du Québec (FRQ) funding programs. This step is now required when completing the *My Profile* section of the FRQnet portfolio. This section must be completed in order to submit an application to an FRQ program, access a funding decision or submit an evaluation report.

The questionnaire should **not be completed by individuals with the role of “Admin”, “Institution” or “Partner”**, which include institutional users (e.g., institutions’ administrative or financial departments) and FRQ staff. When completing their profile, these individuals must still access the questionnaire to indicate their role and submit the uncompleted questionnaire.

3. How will the data collected from applicants be used?

The information provided by applicants and funding recipients will allow the FRQ to analyze the representation of historically disadvantaged groups among eligible, recommended and funded applications for each program under each Fonds. In addition, the success rates of individuals from these groups will be compared to those of other applicants. The FRQ will use this data in planning and monitoring actions to address any inequities.

4. How will the data collected from reviewers be used?

To enhance the equity of the evaluation process, FRQ staff strive each year to form diverse evaluation committees, taking multiple variables into account. The proportion of women reviewers is already calculated and reported annually by the FRQ. The information provided by participants in the evaluation process will provide the FRQ with data on the representation of other historically disadvantaged groups in their committees for the purpose of continuous improvement.

5. Will my answers affect the eligibility of my application?

No, your responses to the self-identification questionnaire will **not impact the eligibility of your application**. Individuals involved in program management, including those who assess the eligibility of applications, do not have access to information provided in the self-identification questionnaire.

Therefore, if any of the information provided in the questionnaire is required to determine the eligibility of your application or to request special considerations, it must also be provided in your application or when communicating with the program team.

6. Will my answers affect the evaluation of my application or funding decisions?

No, your responses to the self-identification questionnaire will **not impact the evaluation of your application or any funding decisions**. Individuals involved in program management and reviewers do not have access to information provided in the self-identification questionnaire.

Therefore, if any of the information provided in the questionnaire is required to evaluate your application or to request special considerations, it must also be provided in your application or when communicating with the program team.

7. Is the self-identification questionnaire mandatory? What can I do if I do not want to answer the questions?

The questionnaire must be completed and submitted by all applicants, funding recipients and reviewers to complete their profile in FRQnet. However, for each question, **you have the option to choose “I prefer not to answer”**. Doing so will not impact the processing of your file or funding application.

For more information on who must complete the questionnaire, please refer to the section [Who is required to complete the self-identification questionnaire?](#)

8. How will my personal information be protected by the FRQ? Who will have access to it?

The information provided in response to this questionnaire will remain confidential in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information*, CQLR, c. A-2.1. The data collected will be stored in restricted access directories on the FRQ’s secure servers. Access to identifying information will be limited to a small number of duly authorised FRQ staff, including the staff responsible for retrieving the information and the equity, diversity and inclusion advisor, who will process and analyze the data in a confidential manner.

This information will not be accessible to FRQ staff involved in program management, reviewers, or other individuals outside the FRQ who have access to your profile (e.g., managing institutions, directors, co-investigators, etc.).

Once anonymized and aggregated, the data may be shared in statistical form with FRQ staff or made public. It will not be possible to identify you from this data.

For more information, you may contact the person responsible for access to information and the protection of personal information at the FRQNT (responsableacces.nt@frq.gouv.qc.ca), the FRQS (responsableacces.sante@frq.gouv.qc.ca) or the FRQSC (responsableacces.sc@frq.gouv.qc.ca).

9. What is the procedure for completing the questionnaire?

If you have never completed the self-identification questionnaire: The next time you log on to FRQnet, you will be automatically directed to the profile update page. The self-identification questionnaire can be completed and submitted from this section.

Applicants, funding recipients and reviewers must answer all the questions, save their answers, and then submit the completed form. For each question, you can choose the option “I prefer not to answer” if this is the case.

Once the questionnaire has been submitted, the date of the last modification will be indicated in the *My Profile* section of your FRQnet portfolio.

Institutional users need only answer the first question to confirm their role, save their answer, and submit the uncompleted questionnaire.

If you have already completed the self-identification questionnaire: Please refer to the section [How do I view or change my answers after submitting the questionnaire?](#)

10. How do I view or change my answers after submitting the questionnaire?

You can view or change your self-identification information at any time by clicking on the link provided in the *My Profile* section of your FRQnet portfolio. If you change your answers, you must then save and submit the questionnaire. Once the questionnaire has been submitted, the date of the last modification will be indicated in the *My Profile* section of your FRQnet portfolio.

11. How were the questions, categories and terminology chosen?

The questions, classifications and terminology are primarily based on Québec and federal legislation, current classification standards and the self-identification questionnaires used by the federal granting agencies and the Commission des droits de la personne et des droits de la jeunesse. The data collected in the questionnaire must be comparable with reliable population data.

The questions chosen allow for the identification of people belonging to the groups targeted by the Québec [Act respecting equal access to employment in public bodies](#): women, Indigenous people, disabled people, and members of visible or ethnic minorities. That said, many other groups face situations of exclusion and discrimination. While the data collection must be limited to the groups targeted by the Act, the FRQ's EDI efforts are not limited to these five (5) groups.

It should be noted that some terms used in the questionnaire are not universally agreed upon and that standards and practices continue to evolve. As a result, the classifications and terminology may change and additional questions may be added in the coming years. To provide feedback, please refer to the section [Who can I contact for more information or to provide feedback on the questionnaire?](#)

12. What information is requested in the questionnaire?

The questionnaire collects information on identification with the groups targeted by the Québec [Act respecting equal access to employment in public bodies](#): women, Indigenous people, disabled people, and members of visible or ethnic minorities. Although there is no specific question on belonging to an ethnic minority, this is determined by combining the answers to questions 2, 4 and 6. The term “ethnic minority” refers to persons whose mother tongue is neither French nor English, and who are neither Indigenous nor members of a visible minority.

For more information on the choice of questions, please refer to the section [How were the questions, categories and terminology chosen?](#)

In this section, you will find details about the information requested for each of the questions included in the self-identification questionnaire.

Question 1. Please indicate the gender that you identify with.

This question is about **gender identity**, i.e., “each person’s internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum” ([Department of Justice Canada](#)). The gender identity categories offered as potential responses can be defined as follows (definitions taken from the [Gender and sexual diversity glossary](#) and the [Canada Research Chairs website](#)):

- **Woman:** refers to a person whose current gender identity aligns with characteristics conventionally associated with females.
- **Man:** refers to a person whose current gender identity aligns with characteristics conventionally associated with males.
- **Trans woman:** refers to a person whose sex assigned at birth is male, and who identifies as a woman.
- **Trans man:** refers to a person whose sex assigned at birth is female, and who identifies as a man.
- **Two-spirit:** is a term used by some North American Indigenous people to indicate a person who embodies both female and male spirits or whose gender identity, sexual orientation or spiritual identity is not limited by the male/female dichotomy.
- **Gender-fluid:** refers to a person whose gender identity or expression changes or shifts along the gender spectrum.
- **Non-binary:** refers to a person whose gender identity does not align with a binary understanding of gender such as man or woman.

Question 2. Do you identify as an Indigenous person of Canada (First Nations, Inuit or Métis)?

This question is about Indigenous identity. It concerns personal identity, not legal status or registration. It seeks to determine whether the respondent identifies as an Indigenous person.

Question 3. If you answered “Yes” to the previous question, which of the following groups do you identify with?

This question seeks to identify the Indigenous group(s) with which respondents who identified as Indigenous in Question 2 identify. Respondents who answered “No” to Question 2 must select “Does not apply” at Question 3. It is possible to select more than one response.

Question 4. Do you identify as a member of a visible minority group in Canada?

This question is about belonging to groups identified as “visible minorities” in Canada. According to the [Employment Equity Act](#) (L.C., 1995, Ch. 44), “members of visible minorities means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour”.

Question 5. Which of the following population group(s), defined by Statistics Canada, do you identify with?

This question seeks to determine the demographic group(s) with which the respondent identifies. It is not concerned with citizenship or nationality. Respondents may select all population groups that apply.

The classification and terminology used are those defined by Statistics Canada; there is no comparable classification in Québec. For more information on this topic, please refer to the section [How were the questions, categories and terminology chosen?](#)

Respondents who answered “Yes” to Question 2 on Indigenous identity are asked to select “Other” at Question 5. Respondents who are part of an Indigenous group from outside of Canada should select “Other” and specify. In both cases, respondents should also indicate any additional population group(s) with which they identify.

Question 6. What language did you first learn at home in childhood and still understand?

This question, combined with Questions 2 and 4, will be used to determine whether respondents belong to an ethnic minority. The term “ethnic minority” refers to persons whose mother tongue is neither French nor English, and who are neither Indigenous nor members of a visible minority. Members of ethnic minorities are included in the groups targeted by the Québec [Act respecting equal access to employment in public bodies](#).

Question 7. Do you identify as a “handicapped person”, as defined by the Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration?

In Québec, according to the [Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration](#) (R.S.Q., c. E-20.1, a. 1), a “handicapped person” is “a person with a deficiency causing a significant and persistent disability, who is liable to encounter barriers in performing everyday activities”.

According to the Office des personnes handicapées du Québec, a disability may be motor, intellectual, of speech or language, visual, auditory or linked to other senses. It may be linked to organic functions, to an autism spectrum disorder or to a severe mental health disorder. Note that this definition can include persons with significant disabilities that are episodic or cyclical.

It should be noted that Québec law defines disability differently than the [Accessible Canada Act](#), which includes a wider range of disabilities. As a result, the data collected by the FRQ regarding disabilities cannot be compared to that collected by the federal agencies.

13. Is this questionnaire the same as the one used by the federal granting agencies?

The federal granting agencies use self-identification questionnaires to collect sociodemographic data from individuals applying for funding under their programs. The FRQ’s questionnaire is largely based on these questionnaires, while taking into account the specificities of Québec legislation.

14. Who can I contact for more information or to provide feedback on the questionnaire?

For technical support, please send an email to the Fonds de recherche du Québec IT support centre at centre.assistance@frq.gouv.qc.ca.

For information concerning access to information and the protection of personal information, please contact the person responsible at the FRQNT (responsableacces.nt@frq.gouv.qc.ca), the FRQS (responsableacces.sante@frq.gouv.qc.ca) or the FRQSC (responsableacces.sc@frq.gouv.qc.ca).

For any other information or to provide feedback on the self-identification questionnaire, please contact the Strategic Advisor on Equity, Diversity and Inclusion at edi@frq.gouv.qc.ca.