# INSTRUCTIONS

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| * Please make sure you are using the latest version of this form posted on  **https://www.mitacs.ca/en/programs/accelerate/proposal.** This link also provides an Accelerate Guide with detailed information onhow to write your proposal. * Please **do not modify, remove** text or instructions in each section/subsection **or reformat** this form in any way. A modified form will result in a delay in the internship evaluation process. * Send your draft proposal to your [Mitacs Business Development representative](http://www.mitacs.ca/en/contact-us/business-development) **prior** to obtaining all signatures and submitting. * The proposal should be written and submitted **at least eight (8) weeks prior to the planned start date of the internship. For international travel, a minimum of 16 weeks lead time is required.** * The start date of the internship must be **after** research approval and the **receipt** of the partner funds at Mitacs. * Partner funds can be sent directly to Mitacs in Canadian dollars prior to approval to expedite the process. * If applicable, proposals with a not-for-profit, hospital, or municipality as a partner organization must seek partner and project eligibility approval before proceeding. Please contact a [Mitacs Business Development representative](http://www.mitacs.ca/en/contact-us/business-development) to discuss eligibility **BEFORE** submitting your application. * If applicable, intern conflict of interest declarations must be received by Mitacs before submitting your application. * If applicable, academic supervisor conflict of interest documentation must be submitted with your application. For more information, see Mitacs’s Conflict of Interest policy: <http://www.mitacs.ca/en/conflict-interest-policy>. * If you cannot see the items listed in the drop-down lists, please refer to Appendix C: Options and type the corresponding answer in the space provided. |

**Please note:** If required, your **Mitacs Business Development representative** can assist you with:

* Identifying your Office of Research Services (ORS) or equivalent representative.
* Assessing the eligibility and completeness of the proposed research.

# APPLICATION CHECKLIST

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| **A complete internship application package must include the following:**   * The proposal **completed and signed** by all parties in Word format   + *The Mitacs Accelerate Memorandum* (Section 7) with signatures must be submitted as a scanned PDF   + Appendix A - *Accelerate Intern Consent Form* signed * Intern(s) CV (Any format is allowed. A [CV template](https://www.mitacs.ca/sites/default/files/accelerate/mitacs_accelerate_intern_cv_template.docx) is available on the Mitacs website) * Lead academic supervisor’s CV for each participating academic institution **only** for projects with **6+ IUs** (CCV as per Tri-Agency or other CV format) * Accelerate budget and invoicing schedule (Excel spreadsheet) * Any supplementary documents (as applicable)   **If your application involves any international collaboration, please note:**   * You must complete Appendix B – *Mitacs Accelerate: International Collaboration Form* in addition to this entire application * International Pre-Departure Form and Code of Conduct and Ethics form may be forwarded to Mitacs after submission of your application; however, funds cannot be released, and the internship may not begin until Mitacs receives these forms * Indemnity Agreement (as applicable) \*Please contact your Business Development representative to find out whether this document is required * Visit the [Accelerate International website](https://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international) to determine if there is any additional required documentation for the country you intend to work with   \* **An incomplete application or a modified form will result in a delay in the proposal evaluation process.** |

**Mitacs Accelerate Proposal**

### Research proposal summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * 1. **Title of project:** |  | | | |
| * 1. **Type of project:** Select all that apply | Accelerate | | | |
| Accelerate Fellowship | | | |
| Accelerate Entrepreneur | | | |
| Accelerate International (Please also complete Appendix B) | | | |
| * 1. **Keywords to identify reviewers:** (5-10 specific keywords; 50% technically and/or conceptually related, 50% discipline-related) |  | | | |
| * 1. **Academic discipline:** | Select Discipline | |  | |
| * 1. **Project priority sectors:** | 1st Priority Sector | 2nd Priority Sector | | 3rd Priority Sector |

* 1. **List of participants:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic supervisor(s)** | **Department or Faculty** | **Academic institution** | **City and country location of academic institution** |
|  |  |  |  |
|  |  |  |  |
| **Partner organization(s)** | **Contact name at partner organization** | **City and country location of organization** | **Partner legal status** |
|  |  |  | Select Legal Status |
|  |  |  | Select Legal Status |

* 1. **Proposed work plan for internship unit(s) (IU):**

Please summarize the work plan for the project by showing which intern will work when. Each internship unit (IU) corresponds to one 4-6-month internship. This table provides a high-level overview of the proposed research project and information about intern(s) to the reviewers. Please refer to the [**Accelerate Guide: Writing your proposal**](https://www.mitacs.ca/sites/default/files/resources/accelerate_guide_writing_your_proposal_2021.pdf)for assistance.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Years** | | | | **Year 1** | | | | | **Year 2** | | | **Year 3** | | | **Year 4** | | | **Year 5** | | |
| **Months** | | | | **1-4** | **5-8** | | **9-12** | | **1-4** | **5-8** | **9-12** | **1-4** | **5-8** | **9-12** | **1-4** | **5-8** | **9-12** | **1-4** | **5-8** | **9-12** |
| **Intern name** | **Degree program** | | **IU** |  | | | | | | | | | | | | | | | | |
|  |  | |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Total internship units** | | |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total project funding** | | **$** | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |

### Description of proposed research

* 1. **Research abstract** (approx. 200 words):

Please include: Research problem to be addressed and its significance, objectives, and proposed methodology. This section will be used to recruit reviewers; it differs from section 7.2. (Public project overview) and must clearly summarize the research proposed.

* 1. **Background** and review of relevant prior work (minimum 500 words):
  2. **General objective** of the research project broken down into sub-objectives, activities, themes, or subprojects, as applicable:
  3. **Details of internships or subprojects:**

**For each intern or subproject, provide the following mandatory information:**

* + 1. **Name of intern.**
    2. **Specific objectives of the internship or subproject**. Clearly state your [sub-] objectives so reviewers can assess if they are achievable.
    3. **Methodologies**. Provide enough detail so reviewers can determine if the proposed methodology is appropriate and sufficient to achieve the [sub-] objectives.
    4. **Timeline**. We suggest using a Gantt chart to provide a timeline showing which task will be done when to achieve each objective.
    5. **Expected deliverables.** Each project requires the submission of a completed Mitacs Final Report and Mitacs survey at the end of the project**.** Please describe the additional expected deliverables of the project i.e., expected outcomes, results, documents (e.g., intern’s thesis, peer-reviewed journal, teaching material, conference presentation, artistic production).
    6. **Benefit to the intern.**
    7. **Interaction**. Indicate the percentage (%) of time during the project that the intern will spend on-site at the partner organization location and at the academic institution(s). Research should be carried out equally (50%) in the premises of the partner organization and the academic institution(s).

1. Partner interaction:

|  |  |
| --- | --- |
| Interaction % at partner organization location in Canada | \_\_\_ % |
| Interaction % at partner organization location abroad | \_\_\_ % |
| Interaction % at academic institution in Canada | \_\_\_ % |
| Interaction % at academic institution abroad | \_\_\_ % |
| TOTAL (must equal 100%) | 100% |

1. If the research is not carried out equally (50%) at the premises of the partner organization and academic institution(s), please include a justification. NOTE: The minimum interaction at either site is 25% with a maximum of 75%.
   * 1. **Partner interaction.**
        1. Provide a detailed description of the activities that will be performed on-site at the partner organization and the expected interaction with and supervision by employees of the partner organization. For **Accelerate Entrepreneur** applicants, please provide a detailed description of the activities that will be performed on-site at the pre-approved incubator, including the expected interaction with and supervision with incubator staff.
        2. Indicate the resources the partner organization will be providing to support the intern’s work at their premises. Include information about (1) space, (2) resources, and (3) expertise that will be provided by the organization to the intern. For **Accelerate Entrepreneur** applicants, please indicate the resources the pre-approved incubator will provide, including information about space, resources, and expertise.
   1. **Relevance to the partner organization and to Canada**:  
      Describe (1) the partner’s proposed role in the project, (2) how the partner will benefit from participating, and (3) how the Canadian community will benefit from this research.
   2. **Indigenous community involvement or impact (if applicable):**

Internships that involve or impact Indigenous communities must comply with the Mitacs Indigenous Research Policy. Please provide information on i) Indigenous community support for the project, and their role in shaping its objectives & approach, ii) plans for Indigenous community access, use, and governance of resulting knowledge / data, and iii) the team’s background in Indigenous research, including any planned training / mentorship the intern(s) will receive to address deficits in experience.

You may also submit 1-2 letter(s) of support from Indigenous Elders who are members of the partner community / communities and possess the authority to speak on community interests.

* 1. **Relationship (if any) to past/other Mitacs projects:**   
     Describe whether or not the current project is related AND provide specifics about the relationship (e.g., not related because it refers to a different research area OR if related: provide information about what has been achieved in past projects and how the current application complements other submissions). Please include the project IT# for the previous or current project, which can be found on your Award Letter.
  2. **References:**

Please cite academic references listed in this proposal.

### 3. Declarations

**3.1 Will the intern conduct any of the proposed research activities outside of the academic institution or partner premises?**

Yes  No

**If yes,** please describe:

a. the location

b. the nature of the activities

c. potential impact(s) or consequences on the environment, if any

d. potential risk(s) to the intern’s safety, if any

e. authorizations, permits, or licenses required to undertake the activities, if any

Please note: Mitacs may request a copy of any authorizations, permits or licenses to ensure compliance.

**3.2**  **a.** **Does the proposed research involve the following?**

(i) Human participants whose data, or responses to interventions, stimuli, or questions by the researcher, are relevant to answering the research question?

Yes  No

(ii) Secondary use of human data or health information (even if anonymized)?

Yes  No

**b. Does the proposed research involve the following?**

(i) Human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials, and stem cells? This applies to materials derived from living and deceased individuals

Yes  No

(ii) Secondary use of biological materials (even if anonymized)?

Yes  No

**If Yes** was checked for any of the questions above, applicants must contact the ethics offices at all participating academic institutions to determine whether ethics clearance is required. This includes primary/secondary use of human data/biological materials owned by the partner.

Please note: Mitacs may request a copy of any authorizations, permits or licenses to ensure compliance.

**3.3**  **Will the proposed research require the use of laboratory animals, and/or potentially impact the well-being of wild/domesticated animals?**

Yes  No

**If yes,** applicants must contact the animal care committees at all participating academic institutions to determine whether any certifications/authorizations are required.

Please note: Mitacs may request a copy of any authorizations, permits or licenses to ensure compliance.

**3.4** **Will the proposed research require the interns to handle or be exposed to biohazards?**

Yes  No

**If yes,** please check all that apply:

Biohazards (e.g., viruses, bacteria, fungi, parasites, toxins, prions, zoonotic pathogens, recombinant DNA, genetically modified organisms, viral vectors, synthetic organisms, cell lines/cultures)

Radioactive materials

Restricted substances (e.g., cannabis)

Other:

If one or more options were checked, any necessary documentation must be obtained in accordance with all participating academic institutions’ policies and maintained throughout the duration of the research project.

Please note: Mitacs may request a copy of any authorizations, permits or licenses to ensure compliance.

**3.5**  **Have any academic supervisors declared a Conflict of Interest (COI)\* as part of this application?**

Yes  No

If yes, please attach the appropriate documentation outlined in section 4.1.1

**3.6** **Have any interns declared a Conflict of Interest (COI)\* as part of this application?**

Yes  No

If yes, please attach the appropriate documentation outlined in section 4.3.2

**3.7** **Does the proposed research involve the following? Please answer all questions below**

(i) A partner organization located outside Canada?

Yes  No

(ii) A partner organization that is a Canadian subsidiary or branch office of an organization headquartered outside Canada?

Yes  No

(iii) A collaborator from an organization (academic, industrial, government, or non-profit) located outside Canada?

Yes  No

**If Yes** was checked for any of the questions above, please attach Appendix B: International Collaboration Form.

### 4. Participants

### If your project involves international collaboration, please complete Appendix B.

**4.1. Lead academic supervisor in Canada:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department or Faculty: |  |
| Phone: |  |
| Permanent email: |  |
| Alternative email: |  |
| \*OPTIONAL\*  Please include any additional administrative personnel to be copied on project outcome and award letters. | |
| Name: |  |
| Email: |  |

**4.1.1.**  **Academic supervisor conflict of interest declaration:**

1. Do you have any current or previous relationships, ownership, influence, positions (whether salaried or not) or circumstances with the partner organization or other program participants that could contribute to a conflict of interest, or to the appearance of a conflict of interest? Please refer to the [Mitacs Conflict of Interest Policy](https://www.mitacs.ca/en/conflict-interest-policy).

Yes

No

1. Have you disclosed a conflict of interest pertaining to this Mitacs application to your academic institution in accordance with your academic institution’s conflict of interest policies?

Yes

No

**If yes to either of the above**, please provide a copy of your approved academic institution’s conflict of interest declaration, or [Mitacs’s Academic Institution Acknowledgement form](https://www.mitacs.ca/sites/default/files/resources/academic_institution_acknowledgement_form.docx), with your application. The documents must contain confirmation that your academic institution is aware of the potential conflict of interest, describe the nature of the conflict, and detail any measures in place to manage the conflict.

Generally, Mitacs accepts the mitigation measures put in place by your academic institution. If your academic institution’s mitigation measures include the appointment of an independent administrator, please also complete the Independent Administrator profile for [Accelerate](https://www.mitacs.ca/sites/default/files/resources/accelerate_independent_admin_profile_en.docx).

In some instances, Mitacs may require additional mitigation measures to what was put in place by your academic institution. If required, Mitacs will communicate this to you alongside the outcome letter for your application or through your Mitacs Business Development representative.

**For any additional academic co-supervisors in Canada, copy and paste Section 4.1. and 4.1.1 below:**

**4.2. Partner organization in Canada:**

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name (REQUIRED): |  | | |
| Operating name (if different): |  | | |
| Contact name: |  | | |
| Position: |  | | |
| Department: |  | | |
| Address: |  | | |
| City, province/territory, postal code: |  | | |
| Phone: |  | | |
| Email: |  | | |
| Website: |  | | |
| Partner size (number of employees): | Select No. employees |  | |
| Legal status: | Select Legal Status |  | |
| If not-for-profit Canadian corporation | Select NFP Type |  | |
| **NAICS code** (First three digits)\*: |  | | |
| \* [Click here for a list of North American Industry Classification System codes.](https://www.statcan.gc.ca/en/subjects/standard/naics/2022/v1/index) | | | |
| Is this the **first time** the partner has collaborated with the academic institution? : | | Select yes/no |  |

**For any additional partner organization in Canada copy and paste Section 4.2. below:**

Please note that the financial contribution of organizations with permanent establishments in Canada may be subject to any applicable Goods and Services Tax (GST), Harmonized Sales Tax (HST) and/or Quebec Sales Tax (QST) (collectively VAT).

**4.2.1 Invoicing partner contact**

Partner contributions must be received by Mitacs BEFORE any funds are awarded to the academic institution. **Costs can only be incurred after research approval of the proposal** and the **receipt** of the partner funds at Mitacs**.**

Please describe any applicable **invoicing requirements** (vendor setup, PO, tax exemption, etc.):

|  |  |
| --- | --- |
| **Billing** contact name: |  |
| **Billing** phone number: |  |
| **Billing** email address: |  |
| **Accounts payable** email address: |  |
| Partner organization wishes to be invoiced by term, annually, or in one payment: | Select invoicing schedule |
| Is there a P.O. required? | Yes (please provide the PO number):  No |
| Does your organization hold tax exemption status? | Yes\*  No  **\*If yes,** please attach proof of tax exemption with your application |
| Other invoicing instructions:  (additional billing contact names, email addresses, etc.) |  |

**Invoicing partner address**:

|  |  |
| --- | --- |
| Address: | Select |
| If invoicing address different than Section 4.2 or Appendix B (Section 4.2), please fill out the following | |
| Legal name: |  |
| Address: |  |
| City, country, postal code: |  |

Have these funds been leveraged against other federal or provincial programs?

Yes  No

**If yes,** please provide details:

**4.2.2 Partner funds at academic institution. *IF APPLICABLE***

To be completed only if partner funds were sent as an exception to the academic institution**. If no,** please proceed to section 4.3.

1. Is there a **research agreement** in place with the academic institution that governs the use of these partner funds?

Yes  No

**If yes,** please speak with your Business Development representative. You may need to fill out the *Cash Flow Statement and Certificate* document and submit that document with your completed application.

**If no,** pleasecomplete the following:

* + - * 1. ORS/UILO or equivalent agrees to send these funds to Mitacs?

Yes  No

**If yes**, please provide:

|  |  |
| --- | --- |
| Academic institution account number: |  |

* + - * 1. The partner agrees by signing this application that the funds can be forwarded?

Yes  No

**If yes**, please provide:

|  |  |
| --- | --- |
| Name of the consenting partner representative: |  |

* + - * 1. Is the GST or HST, and QST (if applicable) to be included with the invoice to the academic institution?

Yes  No

**If no**, tax(es) will be invoiced directly to the partner organization.

1. **Invoicing academic institution contact** to receive Mitacs invoice:

|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Email: |  |

**4.3. Intern(s) identified:**

**4.3.1. Intern #1 information**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Full-time diploma or degree program at the start of the internship: | Select diploma or degree program | If Other, please specify diploma or degree program: |
| If applying for a **College, Undergrad, Master’s, PhD, or Other** internship: | Indicate expected month/year of graduation: | MM/YYYY |
| If applying for a **Recent Graduate** internship: | Select most recent diploma or degree obtained: | Select most recent diploma or degree |
| Indicate month/year diploma or degree obtained: | MM/YYYY |
| If applying for a **PDF** internship: | Indicate month/year  PhD obtained: | MM/YYYY |
| Academic institution during internship: |  | |
| Department or Faculty: |  | |
| Country: |  | |
| Phone: |  | |
| Permanent email: |  | |
| Alternative email: |  | |
| Citizenship: | Select citizenship | If foreign, please indicate citizenship: |
| *For internships with international travel only (please complete Appendix B in addition to the full application):* | | |
| Will this intern conduct any internship units at a partner organization outside of Canada? | Select yes/no | |
| OPTIONAL: If known, please indicate anticipated **travel** dates | Start date: DD/MM/YYYY  End date: DD/MM/YYYY | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Degree Level**  (Check One) | |  | **Current Year**  (Check One) | |  | **Length of Degree**  (Input #) | |
| Undergraduate (BA / BSc) |  |  | Year 1 |  | of |  | Years |
| Masters (MA / MSc) |  |  | Year 2 |  |  | Years |
| PhD |  |  | Year 3 |  |  | Years |
| MD |  |  | Year 4 |  |  | Years |
| Other: |  |  | Other: |  |  | Years |

Mitacs will invite you to complete a self-identification data collection form by email. Collection of this data is a mandatory requirement for our funders, which helps to secure continuous funding for our programs.

**4.3.2.** **Conflict of interest**

Do you have any current or previous relationships, ownership, influence, positions (whether salaried or not) or circumstances with the partner organization or other program participants that could contribute to a conflict of interest, or to the appearance of a conflict of interest? Please refer to the [Mitacs Conflict of Interest Policy.](https://www.mitacs.ca/en/conflict-interest-policy)

Yes

No

**If yes** to the above, please complete the [**Mitacs Intern Eligibility and** **Conflict of Interest Declaration Form**](https://www.mitacs.ca/sites/default/files/resources/intern_eligibility_and_coi_form_en.docx)and send it to your Mitacs Business Development representative for review **BEFORE** submitting your application. If you are applying for **Accelerate Entrepreneur**, please complete the [**Mitacs Accelerate Entrepreneur COI Declaration Form**](https://www.mitacs.ca/sites/default/files/resources/mitacs_eacc_coi_declaration.docx)

**4.3.3.** **International intern affiliations *IF APPLICABLE***

To be completed only if intern’s home academic institution is based outside of Canada.

Does the intern have any current or past affiliations with military or government organizations?

Yes

No

If yes, please describe:

**For any additional interns copy and paste Section 4.3. below:**

**4.4. Intern(s) to be determined (TBD):**

**TBD#1**

|  |  |
| --- | --- |
| Full-time diploma or degree program during the internship: | Select diploma or degree program |
| Academic institution: |  |
| Department or Faculty: |  |
| *For internships with international travel only (please complete Appendix B in addition to the full application):* | |
| Will this intern conduct any internship units at a partner organization outside of Canada? | Select yes/no |
| OPTIONAL: If known, please indicate anticipated **travel** dates | Start date: DD/MM/YYYY  End date: DD/MM/YYYY |

**For any additional TBD interns, copy and paste Section 4.4. below:**

### 5. Budget and invoicing

All Accelerate projects are required to include a complete Accelerate budget and the invoicing schedule on the Excel budget spreadsheet template must be confirmed. Please refer to the [**Accelerate Guide: Writing your proposal**](https://www.mitacs.ca/sites/default/files/uploads/page/guide_to_writing_your_proposal_2019.pdf) for assistance.

### 6. Suggested reviewers

* 1. **Reviewer’s comments.** Please select ONE of the following:

We consent to receive reviewer’s comments in either official language (French or English).

We request to only receive reviewer’s comments in the language in which this proposal is submitted.

* 1. Please provide the names and contact information of at least **SIX (6)** **arm’s length** reviewers.

An arm’s length reviewer must:

* Be a recognized expert in the research topics and/or technical aspects covered by the proposal
* NOT be from the same academic institution as the intern(s) or the academic supervisor(s); and
* NOT have had any collaboration with the intern(s) or the academic supervisor(s) or the partner(s) during the past five (5) years or planned for the near future

Do not include more than two (2) professors or instructors from one academic institution

Please note that suggested reviewers who qualify as arm’s length are required for the review of your application.

**Reviewer 1:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 2:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 3:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 4:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 5:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 6:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Potential conflict of interest. *\*OPTIONAL\****

Please list reviewers you would prefer Mitacs not to contact.

|  |  |
| --- | --- |
| Name: |  |
| Academic institution / Research group: |  |

|  |  |
| --- | --- |
| Name: |  |
| Academic institution / Research group: |  |

### 7. Mitacs Accelerate Memorandum

The participants listed below confirm that the information presented accurately reflects their intention to apply to the Mitacs Accelerate program. The participants have also agreed to set in place an internship based upon the attached proposal. The participants acknowledge that they have read, understood and agreed to abide by and uphold the project responsibilities applicable to each of them, available for reference at <http://www.mitacs.ca/en/programs/accelerate/project-responsibilities>, which include and are not limited to the following: It is understood that the partner organization contribution shall be provided to Mitacs Inc. in Canadian dollars prior to commencement of the internship; in the event that the sponsor organization funds are at the academic institution, the academic institution shall forward these funds to Mitacs. Upon research approval and the receipt of the partner funds at Mitacs, Mitacs shall forward the funds to the Canadian academic institution as a research grant to the Canadian supervising professor, and the internship stipend/salary will be paid to the student by the academic institution from the grant. Costs associated with this proposal as outlined in the budget can only be incurred after research approval of the proposal and the receipt of the partner funds at Mitacs.

Mitacs is unable to assume liability for any losses including—but not limited to—accidents, illness, travel, or other losses that may occur during the internship period. All undersigned parties agree that they are responsible for ensuring that they have appropriate insurance and meet any institutional policies regarding health, safety, and travel preparation requirements. All parties also agree that the intern will provide Mitacs with a final report and that all participants will complete an exit survey within one month of internship completion.

*For projects involving international travel:* In acknowledging that international exposure can greatly enhance an intern’s learning and experience, Mitacs will approve international travel provided that participation does not impact the safety and security of the intern and meets the policies outlined by the home academic institution. By signing this memorandum, you are acknowledging that the home academic institution agrees to assist the intern in meeting all academic institution requirements pertaining to research abroad and that the intern understands that they are responsible for obtaining insurance appropriate for the travel destination. Participants in projects involving international travel acknowledge that additional project responsibilities apply to each of them, available for reference at [https://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international](https://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international" \t "_blank). Participants in projects involving international travel also acknowledge that the internship cannot begin, and funds cannot be released until Mitacs receives the signed International Pre-Departure Form and Code of Conduct and Ethics forms.

All parties involved with Mitacs Accelerate are bound by the standard intellectual property (IP) terms of the academic institution where the intern is enrolled; except where intellectual property is covered by separate agreements to which the academic institution(s) and the partner organization are parties and that are active during the dates of the internship. By signing this memorandum, if you have separate agreements covering IP between you and the academic institution, you are acknowledging that you are bound by their specific terms and conditions. Otherwise, if you don’t have separate agreements, you are bound by the standard intellectual property terms of the academic institution, and by signing this memorandum you agree to the terms of the academic institution where the intern is enrolled. Institution-specific IP policies regarding Accelerate internships can be found at <https://www.mitacs.ca/en/programs/accelerate/faq>.

The participants also agree that Mitacs will post the title of the project, the public project overview, the name of the partner(s) organization(s), the name of the intern(s), the name of the supervisor(s) and the involved academic institution on [www.mitacs.ca/en/projects](http://www.mitacs.ca/en/projects) and may be used by Mitacs to publicize Mitacs Accelerate. Mitacs Privacy Policy can be found at [www.mitacs.ca/en/privacy-policy.](https://www.mitacs.ca/node/20705)

Internship participants (intern, academic supervisor, and partner) further agree to the following addendum(s):

Mitacs does not require, inspect, or enforce any additional terms as outlined by participants in the above addendum.

**7.1. Title of the project:**

**7.2. Public project overview:**

Using simplified language understandable to a layperson, provide a general, one-paragraph description of the proposed research project to be undertaken by the intern(s) as well as the expected benefit to the partner organization. **(100-150 words)**

### 7.3. Participant signatures:

### Please sign, scan, and save in PDF format. Typed signatures will not be accepted. E-signature or signature images are preferred.

**7.3.1. Intern:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Academic institution: |  | |
|  | *For interns participating in international travel:* The intern acknowledges that additional project responsibilities found at [www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international](http://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international) apply to Accelerate International travel (as outlined in the Memorandum above) and agrees to abide by these additional program rules. The intern also acknowledges that they are aware of and agree to any IP agreements related to this project. | |
|  | *For interns participating in the Indigenous Pathways program:*  [] The intern self-identifies as an Indigenous person. | |
| Signature: |  | Date: |

**7.3.2. Academic supervisor in Canada:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Academic institution: |  | |
| Signature: |  | Date: |

**7.3.3. Academic supervisor abroad (if applicable):**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Academic institution: |  | |
| Signature: |  | Date: |

**7.3.4. Partner organization in Canada (if applicable):**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Title/position: |  | |
| Legal name of organization: |  | |
| Total financial commitment: | $ | |
|  | The partner organization commits to the funding contribution specified directly above and the payment schedules outlined in the attached *Accelerate Budget and Invoicing* schedule. These are key conditions of the application and by signing this proposal below, the partner organization agrees to these conditions. Please note that the financial contribution of organizations with permanent establishments in Canada may be subject to any applicable Goods and Services Tax (GST), Harmonized Sales Tax (HST) and/or Quebec Sales Tax (QST) (collectively VAT). | |
|  | *For partner organizations participating in the Indigenous Pathways program, check any that apply:*  [] The partner organization is a for-profit organization with self-identifying Indigenous persons who hold 50% or greater ownership shares  [] The partner organization is a not-for-profit organization with board membership consisting of 50% or greater self-identifying Indigenous persons  [] The partner organization is a not-for-profit organization whose core mandate includes Indigenous community impact or serving Indigenous communities | |
| Signature: |  | Date: |

**7.3.5. Partner organization abroad (if applicable):**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Title/position: |  | |
| Legal name of organization: |  | |
| Financial commitment: | $ | |
|  | The partner organization commits to the funding contribution specified directly above and the payment schedules outlined in the attached *Accelerate Budget and Invoicing* schedule. These are key conditions of the application and by signing this proposal below, the partner organization agrees to these conditions. **Please note that the financial contribution of organizations may be subject to applicable taxes.** | |
| Signature: |  | Date: |

**7.3.6. Office of Research Services representative or equivalent:**

By signing, the ORS or equivalent is confirming that academic supervisor(s) can hold Tri-Agency funds.

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Title/position: |  | |
| Academic institution: |  | |
| Signature: |  | Date: |

**For any additional participants include corresponding details and signature line below:**

### Appendix A – Accelerate Intern Consent Form

**USE AND DISCLOSURE OF PERSONAL INFORMATION PROVIDED TO MITACS**

1. All personal information collected is subject to privacy legislation and Mitacs Privacy Policy for Program Participants. For a description of Mitacs’s commitment to protecting the personal information provided by program applicants, please see <http://www.mitacs.ca/en/privacy-policy>.
2. All the information supplied in this application will be made available to Mitacs staff responsible for managing the application, for activities including identifying appropriate peer reviewers, administering and monitoring awards, compiling statistics, and evaluating the program.
3. Information supplied in this application will be made available to internal and/or external reviewers, being composed of experts recruited from the academic, public, and private sectors. All reviewers are required to commit to keep the application information confidential.
4. Contact information in this application may be used by Mitacs staff to contact you in the future for:
   1. Invitations to be profiled in stories or news items, to speak at or attend events, to provide a spotlight story and/or blog post
   2. Communications about opportunities for Mitacs alumni; and
   3. Research surveys for Mitacs alumni

You will have the opportunity to unsubscribe from emails sent to you, once all commitments regarding the internship that is the subject of this application are complete.

1. Your name, academic institution and department, and the title of your project may be provided to the federal, provincial/territorial, and academic institution funders of the Accelerate program, to:
   1. Enable Mitacs to report on funding contract commitments; and
   2. Allow the funders to evaluate the program.

Additional information, such as passport numbers and dates of birth, may be provided to the international funders of the program (if applicable), for adjudication and reporting purposes.

1. Your name, contact information, and other personal information as required may be provided to the academic institution(s) participating in the internship to enable the academic institution(s) to manage the award, to sign off on the pre-departure form (if applicable), and for reporting purposes.

I, the undersigned, do hereby give CONSENT to the use and disclosure of the information contained in my application for the purposes described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern name Signature Date

### Appendix B –

### Mitacs Accelerate:

### International Collaboration Form

***If the internship involves international collaboration, please complete the following:***

**B 1. Intellectual property**

**B 1.1 Will the proposed research make use of intellectual property that was developed at the participating Canadian academic institution?**

Yes

No

If yes, please describe:

**B.1.2 Is there an intellectual property agreement between the participating Canadian academic institution(s) and the partner organization(s) that applies to the proposed research project?**

Yes

No

In development

If Yes or In development, please attach a copy of the signed or draft intellectual property agreement.

If no, please explain:

**B 2. Additional information on partner interaction**

**B 2.1 Duration of internship in Canada and abroad**

|  |  |
| --- | --- |
| Interaction % on-site at partner location in Canada | \_\_\_\_\_ % |
| Interaction % on-site at partner location abroad | \_\_\_\_\_ % |
| Interaction % at academic institution in Canada | \_\_\_\_\_ % |
| Interaction % at academic institution abroad | \_\_\_\_\_ % |
| TOTAL (must equal 100%) | 100% |

**B 2.2 Do any interns expect to spend more than twelve (12) consecutive months outside of their home country?**

Yes

No

If yes, Mitacs may request additional information.

**B 2.3 Does this project create new international collaborations?**

Yes

No

If no, please briefly describe the nature of the existing international collaboration. Include a summary of the collaboration, duration of the collaboration, and any past exchange of personnel, etc.

**B.3. Previous collaborations**

**B 3.1 Have any of the project participants engaged in a previous collaboration with each other?**

Yes

No

If yes, please specify which participants have engaged in a previous collaboration and describe. Include a summary of the collaboration, duration of the collaboration, and any past exchange of personnel, etc.

**B 4. Additional participant information:**

**B 4.1 Academic supervisor abroad (if applicable):**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Address (at academic institution): |  |
| City, country: |  |
| Postal code: |  |
| Phone: |  |
| Permanent email: |  |
| Alternative email: |  |

**B 4.1.1 Conflict of interest**

Do you have any current or previous relationships, ownership, influence, positions (whether salaried or not) or circumstances with the partner organization or other program participants that could contribute to a conflict of interest, or to the appearance of a conflict of interest? Please refer to the [Mitacs Conflict of Interest Policy](https://www.mitacs.ca/en/conflict-interest-policy).

Yes

No

**B.4.1.2 Affiliations**

Do you have any current or past affiliations with military or government organizations?

Yes

No

If yes, please describe:

**B 4.2 Partner organization abroad (if applicable):**

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name: |  | | |
| Operating name (if different): |  | | |
| Contact name: |  | | |
| Position: |  | | |
| Department: |  | | |
| Address: |  | | |
| City, postal code: |  | | |
| Country: |  | | |
| Does the organization have a permanent establishment in Canada? | Select yes/no | | |
| Phone: |  | | |
| Email: |  | | |
| Website: |  | | |
| Partner size (number of employees): | Select No. employees |  | |
| Legal status: | Select Legal Status |  | |
| **NAICS Code** (First three digits)\*: |  | | |
| \* [Click here for a list of North American Industry Classification System codes.](https://www.statcan.gc.ca/en/subjects/standard/naics/2022/v1/index) | | | |
| Is this the **first time** the partner has collaborated with the academic institution? | | Select yes/no |  |

### Appendix C – Drop-down list options

### Please delete if not applicable

Please refer to the drop-down list of the section and type the corresponding answer in the space provided.

**1.5. Academic discipline:**

* Business
* Computer science
* Earth sciences
* Engineering
* Life sciences
* Mathematical
* Social sciences, Arts & Humanities
* Physical sciences

**1.6. Project priority sectors:**

* Advanced manufacturing
* Aerospace
* Agriculture and food
* Aquaculture and fishing
* Artificial intelligence
* Automotive
* Biomanufacturing
* Biotechnology
* Cannabis
* Clean technology
* Commercial services
* Construction
* COVID-19-related research and solutions
* Cybersecurity
* Education
* Energy and utilities
* Entertainment and media
* Environmental science and technology
* Finance and insurance
* Forestry
* Green/alternative energy
* Health and related sciences and technology
* Indigenous innovation
* Information and communications technology
* Life sciences (not health)
* Manufacturing and construction
* Mining
* Nanotechnology
* Natural gas
* Natural resources
* New and digital media
* Oceanography
* Oil and gas
* Pharmaceuticals
* Public service, policy, and governance
* Quantum science
* Social innovation
* Sustainability and the environment
* Technology
* Tourism
* Transportation (excluding aerospace)
* Water
* Other (please describe)

**1.7. List of participants:**

**Partner legal status:**

* For-profit corporation
* Crown corporation
* Not-for-profit Canadian corporation
* Hospital
* Municipality

**4.2. Partner organization in Canada:**

**Partner size (No. of employees):**

* 1 to 49
* 50 to 99
* 100 to 499
* 500 to 999
* 1,000 and higher

|  |  |
| --- | --- |
| **Legal status:** | **If NFP:** |
| * For-profit Canadian corporation | * Charitable organization |
| * Crown corporation | * Economic development organization |
| * Not-for-profit Canadian corporation | * Health organization |
| * Hospital | * Industry association |
| * Municipality | * Social welfare organization * Other |
| **First-time collaboration with academic institution?**   * yes * no |  |

**4.2.1 Invoicing partner contact**

**Partner organization wishes to be invoiced by internship unit or annually:**

* By term
* Annually
* One payment

**Invoicing partner address:**

* Address same as filled in Section 4.2
* Address same as filled in Appendix B (Section 4.2)
* Invoicing address is different than Section 4.2 or Appendix B (Section 4.2)

**4.3** **Intern(s) identified:**

**4.3.1. Intern information:**

**Full-time diploma or degree program at the start of the internship**

* College
* Undergrad
* Master’s
* PhD
* PDF
* Recent graduate
* Other

**If applying for a recent graduate internship, select the most recent diploma or degree obtained**

* Recent grad - College
* Recent grad - Undergrad
* Recent grad - Master’s
* Recent grad - PhD

**Citizenship**:

* Canadian
* Canadian permanent residence
* Foreign

**Will this intern conduct any internship units at a partner organization outside Canada?**

* yes
* no

**4.4. TBD**

**Full-time diploma or degree program during the internship**

* College
* Undergrad
* Master’s
* PhD
* PDF

**Will this intern conduct any internship units at a partner organization outside their home country?**

* yes
* no

**B 4.2. Partner organization abroad (if applicable):**

**Does the organization have a permanent establishment in Canada?**

* yes
* no

**Partner size (No. of employees):**

* 1 to 49
* 50 to 99
* 100 to 499
* 500 to 999
* 1,000 or higher

|  |  |
| --- | --- |
| **Legal status:** |  |
| * For-profit corporation |  |
| * Crown corporation   **First-time collaboration with academic institution?**   * yes * no |  |