

2017 Globalink Faculty Application Guide

Project proposals due: **June 16, 2016, 5 p.m. PDT**

Mitacs Globalink Research Internships (GRI) pair professors in Canada and high-quality international undergrads for 12-week internships. Faculty in all disciplines can preview and recruit potential graduate students, selected competitively from a pool of thousands of applicants.

About

The Mitacs Globalink Research Internship is a competitive initiative for international undergraduates from Australia, Brazil, China, France, Germany, India, Mexico, Saudi Arabia, and Tunisia. From May to September of each year, top-ranked applicants participate in a 12-week research internship under the supervision of Canadian university faculty members in a variety of academic disciplines, from science, engineering and mathematics to the humanities and social sciences.

- The number of GRIs assigned to your university depends on numerous factors, including student selection of projects, strength of matches, geographic distribution of projects, and availability of provincial and international funding. As such, Mitacs cannot predict the number of placements at your university or guarantee that each professor will receive a match.
- In the previous three years, more than half of professors that have submitted a project have received an intern.
- Internships are student-driven: students review research projects submitted by professors and select those that match their research expertise and areas of interest.
- Mitacs strives to match students with appropriate projects; however, professors are strongly encouraged to vet prospective students via Skype or phone interview during the matching process.
- Submitting more than one project description requiring different skills increases the possibility of generating a match.
- Mitacs cannot accommodate requests for a specific student or country of origin.

Faculty Eligibility

A professor interested in hosting a GRI intern must:

- Be a faculty member (full professor, associate professor, assistant professor, or professor emeritus) at a Canadian university
 - Adjunct professors must obtain permission from their universities to supervise interns

- Be available to supervise the intern(s) for 12 weeks. In the event of an absence, the professor should appoint another faculty member or graduate student to supervise the intern. Internships lasting less than 12 weeks will only be approved by Mitacs in extenuating and exceptional circumstances.
 - Interns may collaborate with faculty for longer periods of time. Mitacs is not responsible (financially or otherwise) for the intern or internship beyond the confirmed 12 weeks.
- Provide the intern with a 40-hour work week
- Provide the intern with a safe working environment, work space, and safety training, as applicable

For faculty at Alberta universities only:

Projects must be in at least one of the following research areas:

- Renewable/Clean Technologies
- Nanotechnologies
- Information Communication Technologies
- Water Management
- Health
- Biosciences

Research Eligibility

Project submissions must:

- Describe projects that take place in Canada
- Describe projects that are research-based
- Describe projects that have all relevant authorizations, permits, or licenses by December 2016, pertaining to (but not limited to) living human/animal subjects, remains, and/or cadavers; a potential impact on the environment; or a biohazard review
- Be submitted to Mitacs in the language required of the student (English and/or French). We cannot translate faculty projects.
- Be in accordance with [Mitacs Policy on Research Integrity](#)
- Outline only a single role or job description. Although multiple positions can be requested, all positions requested through a single project submission should outline only one role. If your project requires interns with different skill sets to perform different roles in the research, submit one proposal for each role, which must constitute 40 hours of work per week.

Online project database: Attracting prospective interns

Mitacs will post details of all eligible research projects online for student consideration, including:

- First and last name of professor, their university, department, and applicable website
- Language spoken by research team
- Title and brief description of the research project

- Keep the level of detail and technical language appropriate and include relevant key words so students can find your project in a search
 - Skills, background, and role required of student
 - Describe how the student will fit into the project and how their work could impact the larger project or the research as a whole
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How to Apply

1) Log in to the [Faculty Application](#)

- Use one email address for your login; do not create multiple accounts
- You can submit projects in English and/or French if you wish to host interns in either official language; however, please note that the language in which the project was submitted is the language required from the student. Mitacs is unable to translate project submissions.

2) Profile tab

- Your profile must be complete before you submit your first project. Once you submit your first project for 2017, your profile will be locked for editing and viewable as “read-only.” Please ensure that your profile is complete prior to submitting a project.
- If you do not submit your profile, your projects will not be accepted

3) Project tabs

- Use the clone feature to use a previous project submission for a new project
- You can view previously completed submissions from submissions made in 2013, 2014, and 2015

4) Overview

- Mitacs will consider projects that can host more than one intern. We are required to distribute opportunities equitably and cannot guarantee placement for the total number of positions requested by a single project.
- All internships must begin between May 1 and June 30, 2017, and must occur for 12 consecutive weeks. The start date listed lets student candidates determine if their academic calendar aligns with your availability.
 - You can indicate if the start date is flexible, and it may be changed pending discussion with your assigned intern if you are matched

5) Language

- Indicate the language in which you will be recruiting candidates

6) Details

- Provide the necessary information on your project. Your project description, skills description, and professor profile will be visible to candidates when they select and rank projects.
- Please be aware that you are writing for English as a Second Language or French as a Second Language audiences
- If your project has several openings for interns that will perform different roles, ensure that you submit a separate project for each separate role. Each proposal should only include one student role description.

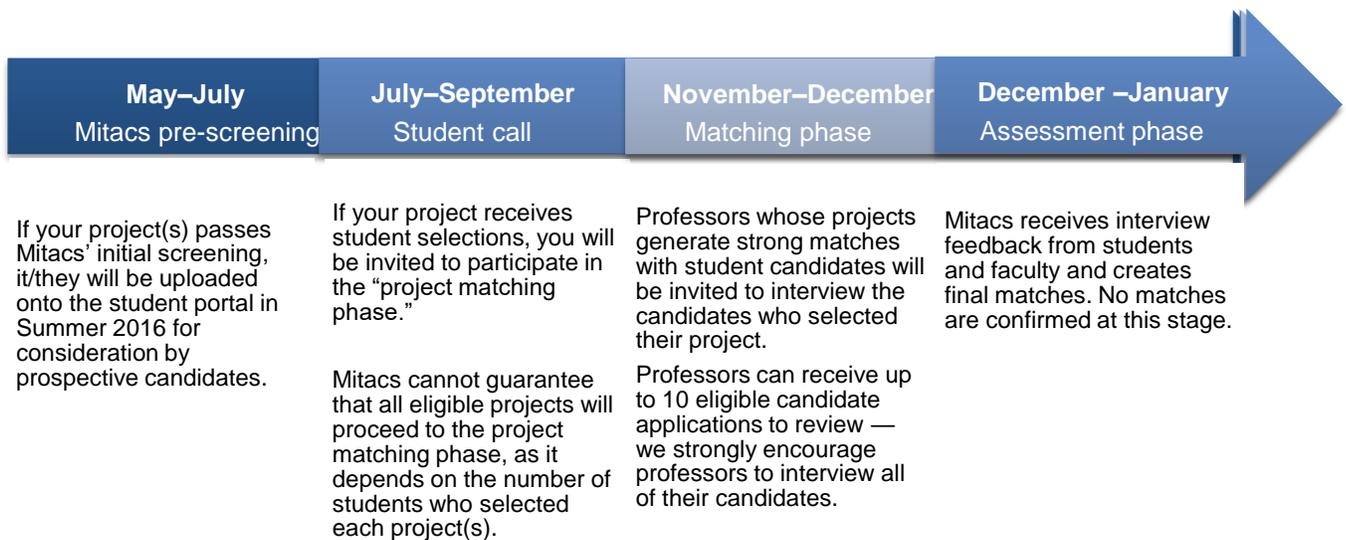
7) Activities and locations

- Please ensure that the location where the intern will be conducting research is accurate. This is critical for determining interns' housing arrangements.

8) Project submission

- All projects must be submitted. Any projects not submitted are considered incomplete and will not be accepted.
- The deadline for all submissions is **June 16, 2016, at 5 p.m. PDT**. No exceptions will be made to this date.
- After submitting your projects, log in to your account for status updates

Next steps



All results are announced in mid- to late January

The Globalink Research Internships are made possible with the support of Canadian university faculty. We thank you very much for your partnership. If you require assistance, please contact us at helpdesk@mitacs.ca.