

Mitacs CSPF application process

The success of the CSPF program is in large part defined by the commitment and support of the host offices that welcome the fellows for their fellowships every September. By facilitating hands-on professional development experiences, host offices gain the scientific knowledge and analytical skills of academic experts, access to research networks, fresh perspectives, and the energy and initiative of their fellows. Together, hosts and fellows have the potential to make meaningful contributions in the public service, and ultimately to all Canadians.

Mitacs welcomes application submission from prospective fellows and hosts on an annual call cycle running from fall through winter (November to March). Applications are received through a concurrent, double-blind process. Fellows apply to the Mitacs Canadian Science Policy Fellowship program, and host offices apply to host a fellow for the upcoming cohort year running from September to August.

The call for host office submissions begins October 20, 2021 and closes on March 1, 2022 at 11:59 PT.

Hosts must submit an application through an online webform. All applicants will receive an automated electronic message confirming receipt of their application submission.

Host office eligibility

To host a CSPF fellow, **eligible host offices** must:

- Be an eligible federal government office:
 - Government of Canada
- Provide remuneration and employee benefits to the fellow in the range of \$70,000-\$80,000 through an employment contract
- Physically host the fellow at the appropriate office space
- Accommodate fellow participation in Mitacs program professional development opportunities, including travel costs should the fellow be located outside Ottawa
- Provide mentoring and guidance to the fellow throughout the fellowship, particularly during the onboarding phase

Please note: For all host offices located outside of the cohort-based location of Ottawa, ON, we require a commitment from the host office department to send your fellow to Ottawa to participate in all in-person training sessions and events facilitated by Mitacs, including travel costs.

Host application overview

To apply to host a fellow through the Mitacs Canadian Science Policy Fellowship program, all prospective host offices must submit an application through an online webform.

Please note that the online webform for host applications does not allow you to save your work and come back to it. Please ensure your answers are fully developed before starting the webform.

Prospective host offices must create a position description for the year-long fellowship. This should include:

- The policy issue or challenge and general scope of the fellow's anticipated work

- Policy processes that the fellow will be involved in (e.g., problem framing, policy formulation, supporting decision making, policy implementation, monitoring & evaluation)
- Policy activities that the fellow may support (e.g., preparation of briefing and speaking notes, senior decision maker briefings, supporting work of committees, stakeholder meetings and/or consultation management)
- Reporting structure for the fellow
- Processes in your office (accountability practices, mentorship, networking or other professional opportunities, etc.) that can support the success of the fellowship
- Competencies and professional expectations of the fellow

Prospective hosts will also be required to select the competencies required for a successful fellowship and any fellow qualifications ideally suited to the position to support the matching process.

Host application checklist

Mitacs will review all submissions and work with host offices to ensure that the submitted position descriptions provide appropriate opportunities for the fellows. The following are questions that hosts can use to ensure their application is thorough and complete.

1. Complete Host Information

- Have you completed all required fields for primary and secondary host contacts?

2. Complete Logistics

- Have you completed all required fields detailing the location and requirements for working at the government host office location?

3. Describe your Canadian Science Policy Fellowship position(s)

- Have you provided a position title on your application?
- Have you provided the number of fellows your host office is looking to take on?
- If the fellow is working at a location other than Ottawa, how will the host office facilitate the fellow's participation in the cohort-model? Please note that video conferencing for Mitacs training sessions is not supported at this time.
- Is the policy focus of the position clear?
 - Is the policy issue, question or challenge that the fellow will be working on clearly defined in the description of the position?
 - Does the position involve policy processes? (e.g. problem framing, policy formulation, decision-making, implementation, monitoring and evaluation)
 - Does the position include policy activities? (e.g. preparing briefing and speaking notes, senior decision-maker briefings, supporting the work of committees, stakeholder meetings, and/or consultations)
- Is there a clear value-add for the position?
 - Are the fellow's key responsibilities clearly defined in the description of the position?
 - Is the work appropriate for someone at a PhD level?
- Is there adequate support for the fellow to be successful in the position?
 - Is there a clear accountability/reporting structure to monitor the success of the fellow throughout the fellowship period?
 - Does the application reference mentoring or guidance throughout the fellowship, with a specific person in mind?



- Is there a clear benefit for the fellow in terms of skills development or exposure to government work?
- Does the application reference any opportunities to engage in a wide range of internal and external activities, professional development, government training etc.?

4. Select the competencies required for a successful fellowship

- Have you selected the competencies required for your fellow to be successful in the position?
- Have you selected the competencies your fellow will develop by working with your office?

5. Specify the fellow qualifications ideally suited for your fellowship position

- Have you specified a preferred academic discipline and specialization for the fellowship position, as required?

Points to consider (after your application is approved)

- Internally, prospective hosts should identify their administrative and Human Resources (HR) requirements to host a fellow in their office, including but not limited to:
 - Budget allocation of fellow salary (**minimum \$70,000**)
 - Type of employment (e.g., contract, temporary, etc.)
 - Benefit entitlements for the fellow
 - Classification group and level of work to be performed
 - Security clearance requirements
 - IT, workspace and other set-up requirements
- Fellows will not see your position description before applying for the fellowship. This means that there may be some extrapolation required on your part to determine if a potential fellow would be a good fit for your position. Host offices will receive a shortlist of semi-finalist applications and select fellows for interviews, and we encourage hosts to be flexible in their assessment of required qualifications and academic specializations.
- The fellow application does not ask for a CV, but this can be requested directly from the fellow as part of the interview stage of the process.

Thank you for your interest in becoming a Canadian Science Policy Fellowship host office. Please review the [CSPF web page](#) and contact policyfellowship@mitacs.ca with any further questions about the fellowship process.

