**Mitacs Entrepreneur International Application**

# INSTRUCTIONS

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| * Please make sure you are using the latest version of this form posted on the Mitacs Entrepreneur International [webpage](https://www.mitacs.ca/en/programs/entrepreneur-international). This link also provides minimum eligibility requirements and adjudication criteria. * Please **do not modify, remove** text or instructions in any section/subsection **or reformat** this form in any way. A modified form will result in a delay in the adjudication process. * The proposal should be completed, signed, and submitted **at least four (4) weeks prior to your planned travel dates**. * Travel dates must be **after** approval. * Check with <https://helpdesk.mitacs.ca/support/tickets/new> to see whether your incubator linked to a Canadian academic institution is pre-approved. * **Contact your local Mitacs Advisor** ([Mitacs Advisors | Mitacs)](https://www.mitacs.ca/en/contact-us/business-development) **to submit your application.**   The information supplied in this application will be made available to Mitacs staff responsible for managing the program, including reviewing the application, administering and monitoring the travel grants, compiling statistics, evaluating the program, and reporting to our funders. Information supplied in your application will also be made available to internal Mitacs reviewers. All reviewers are required to make a commitment to keep the application information confidential.  All parties involved with Mitacs programs should review the following policy statement and guidelines provided by ISED and the Government of Canada:   * ISED “Policy Statement on Research Security and COVID-19” (<https://www.canada.ca/en/innovation-science-economic-development/news/2020/09/policy-statement-on-research-security-and-covid-19.html>) * Government of Canada “Safeguarding Your Research” Portal (<https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97955.html>) |

# APPLICATION CHECKLIST

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| --- |
| **A complete application package must include the following:**   * The application **completed and signed** by the primary applicant and the employee(s) that will be travelling, **including the Consent to Use and Disclosure of Information in Appendix A**   + *The Mitacs Entrepreneur International signature page* (Section 6) must be submitted as a separate scanned PDF, the remainder of the application must remain in this template * A Letter of Support must be **completed and signed** by an eligible incubator linked to a Canadian academic institution and submitted in PDF form * A Letter of Acknowledgment must be **completed and signed** by a host incubator and submitted in PDF form * Any supplementary documents (as applicable)   **If your application is approved, please note:**   * You must sign and submit an **Acceptance Form** and agree to the Mitacs Entrepreneur International terms and conditions, as well as all program and participant requirements, before funds can be released   \* **An incomplete application or a modified form will result in a delay in the adjudication process.** |

**1. Applicant information and eligibility**

|  |  |
| --- | --- |
| 1.1 Legal name of company: |  |
| 1.2 Operating name (if different): |  |
| * 1. Legal status: | Choose an item. |
| * 1. Home incubator linked to a Canadian academic institution: |  |
| * 1. Time housed at home incubator: | Choose an item. |
| * 1. Year incorporated: |  |
| * 1. NAICS Code (First three digits)\*:   \*[Click here for a list of North American Industry Classification System codes.](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVDPage1&db=imdb&dis=2&adm=8&TVD=118464) |  |
| * 1. Address: |  |
| * 1. Company size (full-time employees): | Choose an item. |
| * 1. Website: |  |

**2. Contact information**

**2.1 Primary applicant contact information**

The primary applicant contact must have full legal signing authority to submit the application and sign the Acceptance Form.

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Email: |  |
| Phone: |  |

**2.2 Traveller 1 eligibility**

The traveller(s) may be the same as the primary applicant contact identified in Section 2.1

|  |  |
| --- | --- |
| Traveller 1 is a founder, owner, or a full-time employee of the applicant | Choose an item. |
| Traveller 1 is the primary applicant | Choose an item. |

If no, please complete the following table:

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Email: |  |
| Phone: |  |

\*\*In case of a second traveller, please copy and paste section 2.2 and complete for traveller 2

**2.3 Domestic point of contact for application**

The domestic point of contact is a contact required in case communications need to be sent while traveller(s) are overseas.

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Email: |  |

**2.4. International host incubator**

The primary contact is the employee of the host incubator designated as the main contact point for communications regarding the application. The primary contact should have the signing authority to offer soft landing services in support of the applicant’s travel to the incubator. There must be at least one host incubator contact for each country you are travelling to.

|  |  |
| --- | --- |
| Host incubator name: |  |
| Country: |  |
| Address: |  |
| Website: |  |
| Primary contact name: |  |
| Primary contact job title: |  |
| Primary contact email: |  |
| Does the host incubator primary contact have signing authority to support the applicant’s application? | Choose an item. |

**2.5. Canadian home incubator**

The primary contact is the employee of the home incubator designated as the main contact point for communications regarding the application. The primary contact should be an advisor or mentor to the company in order to have sufficient knowledge of the company and its activities and to support an assessment of the applicant’s capacity to benefit from the Mitacs Entrepreneur International travel grant.

|  |  |
| --- | --- |
| Home incubator name: |  |
| Academic institution affiliation: |  |
| Address: |  |
| Website: |  |
| Primary contact name: |  |
| Primary contact job title: |  |
| Primary contact email: |  |
| Is the home incubator contact an advisor/mentor to the company? | Choose an item. |

**3. Business model**

|  |  |
| --- | --- |
| 3.1. Development stage: | Choose an item. |
| 3.2. Select your company’s primary international growth goal for your identified target market(s): | Choose an item. |

**3.3 Briefly describe your company’s product and your revenue model (maximum 300 words). Please include:**

1. Description of your company’s product and how it differs from existing and/or potential competitors.
2. Target customers and company/product success to date.
3. Company’s revenue model.

**4. Travel plan**

For each additional travel destination please copy and paste the below

|  |  |
| --- | --- |
| 4.1 Travel destination (country): | Choose an item. |
| 4.2 Anticipated travel dates: |  |
| 4.3 Have you considered the visa and immigration requirements of your destination of travel? | Choose an item. |

**4.4 Briefly describe the activities of your proposed travel plan as they relate to your company’s primary international growth goal from Section 3 (maximum 300 words). Please include:**

a. A description of key contacts, meeting activities and key deliverables:

1. **Budget**

The applicant is required to include a complete budget for the duration of the travel period. See the [**Mitacs Entrepreneur International web page**](https://www.mitacs.ca/en/programs/entrepreneur-international) for a detailed breakdown of eligible expenses. Travel grants support eligible business travel costs (taxes excluded) to a maximum of Can$5,000. Up to two (2) employees, founders or owners may claim eligible expenses per travel grant. I confirm the following:

The estimated travel expenses are limited to actual economy travel and interpreted to be the least expensive costs for travel.

The estimated travel expenses are only for the purpose of the travel grant and limited to actual and necessary travel costs that will be incurred in the participation of the Mitacs Entrepreneur International program.

The estimated travel expenses are limited to the working or business days for the purpose of the travel grant.

The estimated per diem is in accordance with National Joint Council rates.

* Use [Appendix C - Allowances - Modules 1, 2 and 3 (njc-cnm.gc.ca)](https://www.njc-cnm.gc.ca/directive/d10/v238/s659/sv12/en) for the per diem rates for travel to Continental USA
* Use [Travel Directive, Appendix D - Allowances - Module 4 (njc-cnm.gc.ca)](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng) for the per diem rates for all other countries and to US states outside of the Continental USA ONLY

The estimated per diem rates are converted to Can$.

The financial information provided is true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAVEL DESTINATION (COUNTRY):** Select travel destination | | | |
| **Eligible expenses** | **Traveller 1 estimated costs**  **(Can$)** | **Traveller 2 estimated costs**  **(Can$)** | **TOTAL for Travellers 1 & 2 (Can$)** |
| **Air or ground transportation fare to travel destination (return fare)** | $ | $ | **$** |
| **City:** | **Number of business days:** | | |
| **Ground transportation** | $ | $ | **$** |
| **Accommodation** | $ | $ | **$** |
| **Per diem\*** | $ | $ | **$** |
| **Transportation to City 2 (if applicable)** | $ | $ | **$** |
| **OVERALL EXPENSE TOTAL (Can$)** | | | **$ 0** |
| **NOTES:** | | | |

**\*\*Copy and paste chart for additional cities/countries**

**6. Mitacs Entrepreneur International signature page**

**Please sign, scan, and save this page in PDF format**

The persons listed below confirm that the information presented accurately reflects their intention to apply to the Mitacs Entrepreneur International travel grant program. They have also agreed to undertake business travel to an international target market(s) based on the application. Participants agree to conduct eligible activities and incur eligible expenses as stipulated in the travel budget (Section 5).

Upon approval of the application and receipt of a signed Acceptance form from the primary applicant contact and all travelling employees, Mitacs shall forward the travel grant funds in Canadian dollars to the applicant. It is understood that the funds will only be released following the receipt of the duly signed documents. Participants acknowledge that eligible activities cannot begin until Mitacs receives the signed Acceptance form.

In no event shall Mitacs be liable to any and all person(s) for any losses including — but not limited to —accidents, illness, travel, or other losses that may occur during the travel award period. All undersigned participants agree that they are responsible for ensuring that they have appropriate travel documentation and insurance to assume their responsibility and obligations ensuring that they abide by the health, safety and security requirements appropriate for their travel destination.

The participants hereby unconditionally and irrevocably release and discharge Mitacs and its affiliates, employees, directors, officers and other representatives from any and all claims, damages, costs, losses and expenses whatsoever that the participants, their affiliates, employees, directors, officers and other representatives may have arising in connection with the travel and award period. The participants agree to indemnify, defend, and hold harmless Mitacs and its affiliates, employees, directors, officers, and representatives from any and all claims, damages, costs, losses, and expenses from a third party as a result of the travel or award period.

All parties also agree that all travelling employees will provide Mitacs with a financial report and will complete an exit survey within 30 days of their return from their travel destination(s).

**6.1. Applicant signatures:**

I, the undersigned, agree to the above terms in the Signature page. In addition, I do hereby give consent to the use and disclosure of the information contained in this application for the purposes described above.

**6.1.1. Primary applicant contact:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Signature: |  | Date: |

If traveller(s) is/are different than the primary contact:

**6.1.2. Traveller 1:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Signature: |  | Date: |

**\*\*For an additional traveller, please copy/paste this section and sign**

**Appendix A – CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION PROVIDED TO MITACS**

**Please sign, scan, and save this page in PDF format**

1. All personal information collected is subject to privacy legislation and Mitacs Privacy Policy. Please see [www.mitacs.ca/en/privacy-policy](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 reviewing and adjudicating applications, administering and monitoring travel grants, compiling statistics, evaluating the program, and reporting to our funders. Demographic information will only be reported in aggregate.
3. Contact information in this application may be used by Mitacs staff to contact you in future for:

* Invitations to be profiled in stories or news items, to speak at or attend events, to provide a spotlight story and/or blog post
* Communications about opportunities for Mitacs alumni; and
* Surveys for Mitacs program alumni

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

1. Your name, company name and the NAICS code, name of employees, the grant amount, names and locations of home and host incubators, and other application data may be provided to the federal, provincial/territorial, and academic institution funders of the Mitacs Entrepreneur International program, to:

* Enable Mitacs to report on funding contract commitments; and
* Allow the funders to evaluate the program

1. The participants also agree that Mitacs may post the company name, their home and host incubator name and location, and the target markets to which the applicant is travelling on [www.mitacs.ca/en/projects](http://www.mitacs.ca/en/projects), and that this information may be used by Mitacs to publicize the Mitacs Entrepreneur International program. Information about outcomes achieved from the travel will be solicited by Mitacs in the applicant’s Exit Survey and will be subject to separate consent for use.

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

**Primary applicant contact:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Signature: |  | Date: |

If traveller(s) is/are different than the primary contact:

**Traveller 1:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Signature: |  | Date: |

**\*\*For an additional traveller, please copy/paste this section and sign**

**Appendix B – Drop-down list options**

**Please delete if not applicable**

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

**1.3. Legal status:**

* For-profit Canadian corporation
* Other

**1.5. Time housed at home incubator:**

* Less than 3 months
  + 3 months to 48 months (4 years)
* More than 4 years
* Not currently incubated

**1.9. Company size (full-time employees):**

* 1-5
* 6-20
* 21-49
* 50+

**2.2. Traveller information**

**Traveller 1 is a founder, owner, or a full-time employee of the applicant:**

* Yes
* No

**Is Traveller 1 the primary applicant?**

* Yes
* No

**2.4. International host incubator**

**Does the host incubator primary contact have signing authority to support the applicant’s application?**

* Yes
* No

**2.5. Canadian home incubator information**

**Is the home incubator contact an advisor/mentor to the company?**

* Yes
* No

**3.1. Development stage:**

* Start-Up
* Early
* Established
* Scale-Up
* Unsure

**3.2. Select your company’s primary international growth goal for your identified target market(s):**

* Explore an international target market
* Seeking international investment
* Scaling up your start-up internationally

**4.1. Travel destination (country):**

|  |  |  |
| --- | --- | --- |
| Australia | Hong Kong | Tunisia |
| Argentina | Greece | Malaysia |
| Belgium | India | Ukraine |
| Austria | Hungary | Malta |
| Brazil | Israel | UK |
| Bulgaria | Japan | Netherlands |
| Chile | Ireland | USA |
| Croatia | Korea | New Zealand |
| China | Italy | Norway |
| Cyprus | Mexico | Poland |
| Colombia | Latvia | Portugal |
| Czech Republic | Morocco | Romania |
| European Commission | Singapore | Slovakia |
| Denmark | Lithuania | Spain |
| France | South Africa | Sweden |
| Estonia | Luxembourg | Switzerland |
| Germany | Taiwan |  |
| Finland | Macau |  |

**4.3 Have you considered the visa and immigration requirements of your destination of travel?**

* Yes
* No