# MITACS ENTREPRENEUR INTERNATIONAL

**MINIMUM ELIGIBILITY REQUIREMENTS**

All submitted applications are reviewed for minimum eligibility and to ensure an applicant’s business model and proposed travel plan meet our program guidelines.

A copy of our minimum eligibility requirements and adjudication criteria can be found in the application package, including:

* + Application, letter of support and letter of acknowledgement templates
  + Minimum eligibility requirements
  + Adjudication criteria

**Minimum eligibility requirements**

|  |
| --- |
| Section 1. Applicant information and eligibility  Does the company meet the minimum eligibility requirements?   * Is the company for-profit? * Is the company incorporated in Canada? * Is the home incubator eligible? * Has the company been incubated for a minimum of three (3) months and maximum of four (4) years? * Is section 1 of the application duly completed? |
| Section 2. Contact information   * Do the travellers meet the minimum eligibility requirements? * Are the travellers full-time employees, founders or owners of the company? * Is the home incubator contact an advisor/mentor to the company? * Does the host incubator contact have the signing authority to support the company’s application? * Is section 2 of the application duly completed? |
| Section 3. Business model  Has the company completed the business model section?   * Is section 3 of the application duly completed? |
| Section 4. Travel plan  Has the company submitted an eligible travel plan?   * Is/are the travel destination(s) eligible? See *Eligible markets* * Are the anticipated travel dates a minimum of 4 weeks after submission? * Is section 4 of the application duly completed? |
| Section 5. Budget  Has the company submitted an eligible budget?   * Is the transportation fare to the travel destination(s) estimated at an economy fare? * Are the ground transportation costs reasonable to cover economy transit fares from the travellers’ accommodations to the host incubator and to meetings with existing or potential international investors, clients, partners, suppliers and/or distributors? * Are the accommodations costs estimated at an economy fare? * Do the per diems align with the National Joint Council limits for the travel destination(s)? * Are the transportation costs to additional city/ies estimated at an economy fare? * Is section 5 of the application duly completed? |
| Section 6. Signature Page  Is the application completed and signed?   * Has the primary company contact and all travellers signed the application? * Has the primary company contact and all travellers signed Appendix A? |
| Attachments  Has the company attached all required documents for a complete application submission?   * Has the company attached a signed Letter of Support from their home incubator?   + Is the Letter of Support on the home incubator’s letterhead?   + Has the home incubator fully completed the checklist in the Letter of Support?   + Is the Letter of Support signed by an appropriate home incubator staff person? * Has the company attached a signed Letter of Acknowledgment from their host incubator?   + Is the Letter of Acknowledgment on the host incubator’s letterhead?   + Has the host incubator filled in the checklist confirming their in-kind support?   + Is the Letter of Acknowledgment signed by an authorized signatory at the host incubator? |