As a general rule, **Mitacs cannot support an internship in which the intern is doing work they are currently or were previously doing as an employee.**

**Exceptions** are allowed under the following conditions and reviewed case-by-case:

|  |  |
| --- | --- |
| **Students** | **Postdoctoral Fellows** |
| * The intern has gone back to school to pursue a new post-secondary diploma or degree following their employment * The proposed internship is substantially different than the work they were doing as an employee * The intern is not an employee during the internship | * **Accelerate and Elevate**: The postdoctoral fellow was only previously employed part-time and/or for a very short time * **Accelerate and Elevate**: The postdoctoral fellow is not an employee during the internship * **Elevate**: The postdoctoral fellow must not have received an offer of employment from the partner organization except an offer of this fellowship or short-term employment of up to six months while awaiting a decision on the fellowship |

**Applicants must also disclose any conflict of interest (COI)** with the partner organization or with other participants in the application to Mitacs, and each case will be reviewed individually for eligibility by the Mitacs internal COI committee. The Mitacs internal COI Committee cannot approve cases where a COI is deemed to be not sufficiently mitigated.

A COI is a situation in which an individual holds competing interests or loyalties that could potentially affect their decision-making. Please refer to the [Mitacs COI Policy](https://www.mitacs.ca/en/conflict-interest-policy) for more information

**Please submit the completed form to your** [Mitacs Business Development Representative](https://www.mitacs.ca/en/contact-us/business-development) **for review prior to submitting your application. For all other eligibility concerns, please contact the relevant program email.**

**Date Submitted:** Click or tap to enter a date

**Mitacs program being applied for:** Choose a program

**Name of intern:**  Enter name

**Partner organization:** Enter name of the partner organization

**Partner organization website (if available):** Enter URL

**Mitacs Business Development Specialist:** Enter name

**Your contact information (email):** Enter email address

**Intern diploma or degree level during the project**: Choose a degree level

Indicate your previous or present relationship with the partner organization or other program participants:

|  |  |
| --- | --- |
| Employment (previous or current) at the partner organization |  |
| Non-paid positions (e.g. Volunteer, board member, other) |  |
| Percentage (%) ownership in the partner organization |  |
| Familial or intimate relationship with other program participants (e.g. the Academic Supervisor) |  |
| Familial or intimate relationship with an individual who works at or has influence or ownership in the partner organization |  |
| Other (please specify):  Click or tap here to enter text |  |

Please describe in more detail your relationship to the partner organization or other program participants. Include the following in your description, if applicable:

* Percentage (%) of ownership in the partner organization
* Your role and responsibilities at the partner organization
* Whether your role has influence on day-to-day operations
* Time spent in this position (if part time please provide the number of hours per week and number of weeks).
* Your relationship with other program participants or someone who works at the partner organization (e.g. Spouse, child, parent, partner, other)
* If you have familial or an intimate relationship with an employee or owner/co-owner at the partner organization, what is their role/ownership percentage (%), and what is your relationship to them?
* Mitigation measures that can be implemented to minimize any conflicts

|  |
| --- |
| Click or tap here to enter text |

Will you be employed at the partner organization during the time of your research internship?

Yes

No

If you are/were employed at the partner organization, please describe how your work is/was different than your research internship:

|  |
| --- |
| Click or tap here to enter text |

The information provided is true and accurate. Mitacs reserves the right to contact you should we require any further clarification.

|  |
| --- |
| **Name:** Enter name  **Signature:** Type your signature here  **Date:** Click or tap to enter a date |

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Section to be completed by Mitacs:

Approved – attach this form to your application for submission

Declined

Enter name

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

Mitacs Programs Representative Name