Mitacs Business Strategy Internship
New Intern Form

www.mitacs.ca

*All sections marked with "*****" are **MANDATORY***

1.0 Project Information*

1.1 Title of project	
1.2 Project Identification (IT) #	
1.3 Canadian Academic Supervisor(s)	
1.4 Partner Organization(s)	

2.0. Internship information*

2.1 Internship Start Date	DD/MM/YYYY
2.2 Number of Internships	Choose an item
2.3 Length of Each Internship (months)	Choose an item
2.4 Will the internship units be consecutive?	Choose an item
If NO, complete **Appendix B.**	
2.5 Stipend amount per internship unit NOTE: the minimum allowable stipend is $10,000 per internship unit for the Business Strategy Internship	
2.6 Is the new intern replacing an intern already named to the project?	Choose an item
If you answered yes to question 2.6, please complete the sections below	

2.6.a. Name of intern being replaced	
2.6.b. Last day previous intern will work on the project	DD/MM/YYYY

2.7 New Intern Role on the project

2.7.1* – Link the newly identified intern to the specific objectives attributed to them in the original application. The tasks attributed to the newly identified intern should be clearly distinguished within the original application.

2.7.2 – If it applies, specify any changes to the new intern's activities, degree level, or department (as referenced in section 2.5 of your proposal). Briefly describe the changes and provide a justification for why this intern is still suitable for the project (e.g., describe any modifications to the project or additional support provided in order to ensure that the project is achievable and at the appropriate degree level for the intern).

3.0 Intern information: *

Please complete section 2.0 with information that will be relevant to the prospective intern at the time of their intended participation on the project – specifically sections 3.2 – 3.7.

3.1 Name	
3.2 Degree level during internship If other, please indicate:	Choose an item
3.3 Expected date of graduation	DD/MM/YYYY
3.4 Academic Institution during internship	
3.5 Department **(Official name of department required)**	
3.6 Primary Phone	
3.6.a Alternative phone or cell phone	
3.7 Permanent email	
3.7.a Alternative email:	
3.8 Citizenship If other, please indicate	Choose an item
3.9 Pronouns If other, please indicate:	Choose an item
3.10 Is this intern of legal age of majority in Canada (18 years or older)?	Choose an item
3.11 Length of time aborad	

3.12 Conflict of Interest *

Is the intern:

An owner or a co-owner (including owning shares) of the partner organization?	Choose an item
A relative of an owner or co-owner (including owning shares) or a relative of a participant in the day-to-day management of the partner organization?	Choose an item
A current or former employee and/or participant in the day-to-day management of the partner organization?	Choose an item
A relative of the academic and/or partner supervisors of the proposed project?	Choose an item

If YES to any of the above, please complete Mitacs Intern Eligibility and Conflict of Interest Declaration Form and send it to your Mitacs Business Development Representative for review **BEFORE** submitting this document to your Mitacs Grants Management Specialist.

4. Mitacs Memorandum

The participants listed below confirm that the information presented accurately reflects their intention to apply to this Mitacs program. The participants have also agreed to set in place an internship based upon the attached proposal, which include and are not limited to the following: it is understood that the partner organization contribution shall be provided to Mitacs Inc. in Canadian dollars prior to commencement of the internship; in the event that the partner organization funds are at the academic institution, the academic institution shall forward these funds to Mitacs. Upon receipt of the partner funds at Mitacs, Mitacs shall award a grant to the academic supervisor through the Canadian academic institution, and the internship stipend/salary will be paid to the intern by the academic institution from the grant. Costs associated with this proposal as outlined in the budget can only be incurred after approval of the proposal and the receipt of the partner funds at Mitacs.

Mitacs is unable to assume liability for any losses including but not limited to accidents, illness, travel, or other losses that may occur during the internship period. All undersigned parties agree that they are responsible for ensuring that they have appropriate insurance and meet any institutional policies regarding health, safety, and travel preparation requirements. All parties also agree that all participants will complete an exit survey within one month of project completion.

All parties involved with this program are bound by the standard intellectual property (IP) terms of the academic institution where the intern is enrolled; except where intellectual property is covered by separate agreements to which the academic institution(s) and the sponsor organization are parties and that are active during the dates of the internship. By signing this memorandum, if you have separate agreements covering IP between you and the academic institution, you are acknowledging that you are bound by their specific terms and conditions. Otherwise, if you don't have separate agreements, you are bound by the standard intellectual property terms of the academic institution, and by signing this memorandum you agree to the terms of the academic institution where the intern is enrolled.

The participants also agree that Mitacs will post the title of the project, the public project overview, the name of the partner(s) organization(s), the name of the intern(s), the name of supervisor(s) and the involved academic institution on www.mitacs.ca/en/projects and may be used by Mitacs to publicize the program. Mitacs Privacy Policy can be found at www.mitacs.ca/en/privacy-policy.

All participants confirm that they have read and will abide by the Terms and Conditions as laid out on the Mitacs website: Mitacs Programs' Terms and Conditions | Mitacs.

Internship participants (intern, supervising professor, and partner) further agree to the following addendum(s):

Mitacs does not require, inspect, or enforce any additional terms as outlined by participants in the above addendum.

5.1. Participant Signatures*

5.1.1. Intern:

Name:		
	For interns participating in the Indigenous Pathways program: ☐ The intern self-identifies as an Indigenous person.	
Signature:		Date: DD/MM/YYYY

5.1.2. Academic Supervisor in Canada:

Name:		
Signature:		Date: DD/MM/YYYY

5.1.3. Organization Sponsor:

Name:	
Organization Legal Name:	
Total financial commitment:	
	The partner organization commits to the funding contribution specified directly above. Where amendments have been made, these amendments shall be incorporated into and form part of the original *Accelerate Budget and Invoicing* schedule, in cases where discounts no longer apply. These are key conditions of the application and by signing this New Intern Profile Form, the partner organization agrees to these conditions. Please note that the financial contribution of organizations with permanent establishments in Canada may be subject to any applicable Goods and Services Tax (GST), Harmonized Sales Tax (HST) and/or Quebec Sales Tax (QST) (collectively VAT).
	For partner organizations participating in the Indigenous Pathways program, check any that apply: ☐ The partner organization is a for-profit organization with self-identifying Indigenous persons who hold 50% or greater ownership shares ☐ The partner organization is a not-for-profit organization with board membership consisting of 50% or greater self-identifying Indigenous persons ☐ The partner organization is a not-for-profit organization whose core mandate includes Indigenous community impact or serving indigenous communities

Signature:		Date: DD/MM/YYYY

Appendix A –Intern Consent Form *

USE AND DISCLOSURE OF PERSONAL INFORMATION PROVIDED TO MITACS

1. All personal information collected is subject to privacy legislation and Mitacs Privacy Policy for Program Participants. For a description of Mitacs' commitment to protect the personal information provided by program applicants, please see 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 identifying appropriate peer reviewers, administering and monitoring awards, compiling statistics, and evaluating the program.
3. Information supplied in this application will be made available to internal and/or external reviewers, being composed of experts recruited from the academic, public and private sectors. All reviewers are required to commit to keep the application information confidential.
4. Contact information in this application may be used by Mitacs staff to contact you in future for:
    a. Invitations to be profiled in stories or news items, to speak at or attend events, to provide a spotlight story and/or blog post;
    b. Communications about opportunities for Mitacs alumni; and
    c. Research surveys for Mitacs alumni.

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

5. Your name, academic institution and department, and the title of your project may be provided to the federal, provincial and academic institution funders of the Accelerate program, to:
    a. Enable Mitacs to report on funding contract commitments; and
    b. Allow the funders to evaluate the program.

Additional information, such as passport numbers and dates of birth, may be provided to the international funders of the program (if applicable), for adjudication and reporting purposes.

6. Your name, contact information, and other personal information as required may be provided to the academic institution(s) participating in the internship to enable the academic institution(s) to manage the award, to sign off on the pre-departure form (if applicable), and for reporting purposes.

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

		DD/MM/YYYY
Intern Name	Signature	Date

Appendix B – Internship Date and Funding Table

NOTE: the proposed start date of any internship must be after the receipt-date of an approval Outcome Letter.

Internship Unit **Make specific reference to units or interns listed on the project's budget spreadsheet /** previous Award Letter	**Internship Unit Period** List each unit individually NOTE: Each unit can be 4-6 months in duration*		**Stipend Amount** * (minimum $10,000 per internship unit)	**Research Costs Amount** (maximum $5,000 per internship unit)
	Internship Unit **Start Date** * (DD/MM/YYYY)	**Internship Unit** **End Date** * (DD/MM/YYYY)		
1			$	$
2			$	$
3			$	$
4			$	$
5			$	$
6			$	$
7			$	$
8			$	$

9			$	$
10			$	$
		Totals:	$	$

As applicable:

- Updated the Excel budget spreadsheet if there have been significant changes to the budget or the distribution of funds which differ from the original proposal and resubmit it along with the Intern Profile Form