

GRI Faculty Operations Manual

FEBRUARY 2024



CONTENTS

Pre-Internship Preparations.....	4
Overview.....	4
Timeline.....	4
Preparing for an internship.....	5
Important administrative and logistic details.....	5
Funding:.....	5
Intern Housing.....	6
Roles and Responsibilities before the internship:.....	7
Mitacs' responsibilities:.....	7
Host Supervisor's responsibilities:.....	7
Intern's responsibilities:.....	8
During the Internship.....	9
Roles and Responsibilities during the internship:.....	9
Mitacs' responsibilities:.....	9
Host Supervisor's responsibilities:.....	9
Intern's responsibilities:.....	10
Post-Internship Procedures.....	10
Surveys.....	10
Concluding an internship.....	10
Liability Insurance.....	11
Appendix.....	12
Creating a safe environment for your interns.....	12

Fostering a respectful environment 12

Sharing truth and reconciliation 12

Cultural barriers in the workplace 12

Pre-Internship Preparations

Overview

Welcome to the Globalink Research Internship (GRI) Handbook for Summer 2024. This comprehensive guide is crafted to support faculty members in hosting a successful research internship. It covers pre-internship preparations, the internship period, and post-internship procedures.

Timeline

Date	Milestone
Early-February	Internship Confirmations and Initial Preparations <ul style="list-style-type: none"> • Host institutions receive the final list of expected interns. • Professors receive access to the GRI Internship Logistics platform. • Professors receive list of administrative contact for Globalink at host universities.
Late-February	Interns to input personal details and accept agreements. <ul style="list-style-type: none"> • Interns input personal details into Globalink and accept agreements.
March	Internship Dates Coordination <ul style="list-style-type: none"> • Professors discuss and finalize internship start and end dates with their interns. • Interns enter their start and end dates into the Globalink platform.
Early-April	Project Plans and Logistics <ul style="list-style-type: none"> • Interns enter flight and accommodation details into the Globalink platform. • Professors submit Research Project Plans via the platform.
Late-April	Mentoring <ul style="list-style-type: none"> • Interns are matched with Globalink mentors (except for University of Alberta). • The administrative contact for Globalink at host universities receive mentor lists for reference.
Early-May	Internship Commencement <ul style="list-style-type: none"> • Earliest possible internship start date is May 1, 2024. • Ensure interns understand the GRI program is not virtual this year. • Interns must have solid arrangements for their working space and equipment needs.
Mid-June	Faculty Survey <ul style="list-style-type: none"> • Professors receive Faculty GRI mid-term survey. • Faculty provide feedback on the progress of the internship.
Late-July	Latest possible internship start date. <ul style="list-style-type: none"> • Latest possible internship start date is July 31, 2024. • Interns should have all financial and administrative details settled.
Late-October	Internship Conclusion <ul style="list-style-type: none"> • Latest possible internship end date is October 31, 2024. • Professors receive Faculty GRI exit survey. • Discussions of ongoing opportunities like the Graduate Fellowship.

Preparing for an internship

To prepare for the internship, faculty members are encouraged to meticulously plan dates with interns, emphasizing the in-person nature of the program. Providing a dedicated working space and ensuring compliance with the 40-hour workweek are crucial.

All internships must start before **May 1st and no later than July 31st**. Additionally, the program is designed for a 12-week continuous internship.

Important – According to the directive above, you must plan the internship dates with your interns. After confirmation from you, your intern must enter their firm internship dates on the Globalink Intern logistics platform. You will not see this option on any faculty platform.

The GRI program is a travel-based initiative. As such, virtual and hybrid projects (virtual + in-person) have not been authorized this year.

Internships cannot be reduced to less than ten weeks.

Important – If your intern approaches you with an internship reduction request:

- ❖ Evaluate its feasibility for the project in question.
- ❖ Remind your intern that **only Mitacs can approve or deny an internship reduction request.**
- ❖ If you deem an internship reduction feasible, redirect your intern to our team to request a formal internship reduction. Your intern must provide a clear rationale for their request and a copy of your approval. Our team will evaluate it and issue an official decision.

Mitacs does not expect interns to work on their projects until their official start date. However, sharing some pre-internship literature for their review would benefit your intern.

Please inform the interns in advance what they need to bring with them. Note that the GRI award amount does not cover any research equipment, and the intern may not be able to purchase any expensive equipment for the project work.

Please ensure a dedicated working space will be available for your intern before their arrival at the laboratory, office, or internship place.

Ensure that you communicate any potential project direction changes to the intern and ensure that they agree with them.

Important administrative and logistic details

Funding:

All interns will receive a comprehensive financial award for their internship. The award details will be fully disclosed to your intern via the Award Letter, and we will request their approval signature before releasing any funds. Additionally, all interns, without exception, will be fully aware of their financial compensation before leaving their respective countries/regions. Please note:



- Interns will not receive any additional funding, top-ups, bonuses, etc. beyond what is stated on the Award Letter
- Mitacs will only pay students upon arrival in Canada. We will not transfer funds internationally under any circumstance.

Host supervisors are not required to provide financial aid to interns. As part of the comprehensive monetary award, all interns will receive:

- A roundtrip airfare
- A standard \$175 stipend to pay for transportation from the Canadian airport to accommodation.
- A fixed weekly housing stipend
- A fixed weekly stipend for living expenses
- Emergency medical insurance for the duration of the internship
- Payment of student fee or administrative fee to the Canadian institution, if applicable
- Reimbursement of immigration fees, as applicable

Important – If your intern requests any form of additional funding from you at any point, we ask you to please:

- ❖ Ask them to review their Award Letter carefully.
- ❖ Remind the intern that you do not have any additional information on the allocated GRI funds.
- ❖ Please redirect your intern to our team for more information on funding.

Mitacs will not reimburse project expenses/purchases of any kind under any circumstance to the intern or the supervisor, nor will Mitacs provide additional funding for the following non-refundable expenses/purchases, including but not limited to:

- Hardware of any kind
- Software of any kind
- Telecommunication/IT services (internet, VPN, cloud storage, others)
- Transportation in Canada (local, intercity, interprovincial)
- Expenses incurred if attending academic events/workshops/conferences during an internship.
- Expenses incurred in laboratory tests/field tests/field trips, test subjects, equipment, etc.

Intern Housing

To secure and affordable housing in Canada may be difficult to come by. Therefore, we strongly recommend:

- To encourage your intern to conclude their 12-week internship by late August. Most on-campus summer housing leases end in August to vacate the rooms for full-time students in September.
- To encourage your intern to seek on-campus housing facilities (if possible).
- To encourage your intern to research several housing alternatives in case they encounter problems with their primary housing location.

If you are able, you are welcome to assist the interns with their search for housing. However, **you are not obligated to find, secure, negotiate or fund any form of housing for your intern(s) in Canada.** Mitacs also provides a list of housing options in and around all host Canadian institutions – this list was vetted by the administrative contact at Canadian institutions.



In the “Faculty logistics platform”, you must provide the full address of the **project’s exact location**. This information will be shared with your intern via their own logistics platform.

Important – A project’s location directly influences your intern’s accommodation choice. Please consider that interns arrange their accommodation in Canada using online tools from their respective countries/regions. **They are not aware of local Canadian geography. We ask you to please be as precise as possible.**

Roles and Responsibilities before the internship:

Mitacs’ responsibilities:

Mitacs will provide the host institutions with a final list of expected interns by mid-February.

Mitacs will communicate the contact information of the administrative contact for Globalink at the host university.

Important - Note that the administrative contact for Globalink your institution may contact you at some point to contribute to their logistics to welcome your intern. However, this depends entirely on your institution’s internal policies, and Mitacs does not control it. Therefore, we cannot assist you with any of the requirements/paperwork that may or may not be assigned/requested by your host institution for their logistics.

Mitacs connects interns with peer mentors – mentors are students enrolled at the host university. Mitacs will communicate the lists of interns per host institution to Globalink mentors **by the spring**. They will contain the official start and end dates you and your intern previously agreed to. This allows them to prepare their logistics to welcome the interns.

Host Supervisor’s responsibilities:

Mitacs will confirm your intern’s participation with your host institution by mid-February. At this point, you are responsible for ensuring that the following items are ready for your intern’s arrival in the summer:

- Registration at the host institution, internet access on campus, and any required software and hardware your intern may need for the project.
- An assigned lab or office space
- Any applicable safety and orientation information

Intern Registration

Mitacs will communicate your intern’s contact information and their official project start and end dates with our administrative contact at your university. However, we ask you to read the following section carefully:

All Globalink research interns must be registered at the host Canadian institutions. **Depending on your institution policies, you may be fully or partially responsible for the registration process.**

These are some examples of possible intern registration procedures that we have experienced in the past:

- The host institution may register your intern at a central level (e.g. at the International Office) without your input.
- Your department may be partially or fully responsible for registering your intern. However, they may require your input in their process.



- You may be entirely responsible for registering your intern at your department and your university's International Office or ORS equivalent.

We ask you to familiarize yourself with your institution's and department's administrative procedures beforehand.

While Mitacs cannot directly facilitate the intern registration process at your host institution, we kindly request that you communicate with the administrative contact for Globalink at your university for any guidance or support to help you navigate the process successfully.

Project Plan

The project plan allows you and your intern to align on the deliverables, outcomes, your intern's responsibilities, communication timelines, etc. Therefore, we ask you to please complete this plan in the "Faculty logistics platform" **at least 2 weeks before your intern's arrival**. You may edit this as often as you and your intern need. Once you have completed it, you will have an option to share it with each intern directly. Interns will be asked to discuss any concerns with the project plan with their supervisors.

We strongly encourage you to submit a project plan to the intern(s) as early as possible. This is in your best interest, as it will allow your intern to begin planning for the project according to your previously discussed plans with them. If a project plan is not discussed, entered on the platform, and sent to your intern, Mitacs will be limited in our ability to assist you if performance issues arise with your intern.

You will be the primary supervisor and point of contact for your intern and for Mitacs. If your project will be supported by additional staff, you must ensure that your intern is fully aware ahead of time and that you remain available as the main point of contact for them. As the main point of contact for your intern, **we require you to be in contact with them at least once a week**. We strongly recommend establishing a concrete communication plan with your intern. This will allow you to provide continuous supervision and guidance on their work while ensuring your intern's compliance with the expected deliverables.

If you supervise an intern enrolled in a French or Tunisian institution, you **may be required to sign an "internship convention"**. Please note that:

- Internship conventions are standard documents requested by a public or private entity (your intern's home institution).
- Internship conventions are requested to formally register direct supervision for an individual (your intern) by someone at another institution (you). This convention is then formally documented and approved by the requesting entity (your intern's home institution).
- Mitacs cannot sign an internship convention on your behalf as we are not directly supervising your intern. However, we suggest:
 - Directly contacting your intern's home institution for more information. Please remind them of the nature of the GRI program and Mitacs's financial and insurance benefits for your intern.
 - Contacting your institution's International Office and ORS equivalent for more information

Intern's responsibilities:

Your intern will be entirely responsible for:

- Finding, arranging, and paying for their housing in Canada
- Finding, organizing, and paying for their transportation to come to Canada



- Arranging and paying for any immigration requirements to come to Canada, including any transit countries.
- Fully complying with all immigration, travel, and customs requirements from the Canadian government before boarding any form of transportation to Canada.

Project supervisors, host institutions and Mitacs are not responsible for any of the points above.

Important – If your intern requests your assistance with any of the points above:

- ❖ Remind your intern to carefully read the information provided by the GRI team, including the Globalink Research Intern handbook. This document is available to all interns.
- ❖ Redirect your intern to their logistic information website. You may also use this website as a reference point on the logistics of the program: <https://www.mitacs.ca/2024-gri-intern-information/>

During the Internship

Roles and Responsibilities during the internship:

Mitacs' responsibilities:

As the facilitating entity for a research project between two parties, **only Mitacs may terminate an internship**. Should problems arise between you/your team, and your intern, we encourage you to attempt to facilitate a resolution with the parties involved.

Please try to:

- Directly communicate with your intern to understand the problem.
- Reach a mutual solution to the problem.
- Resume working with your intern as per the agreed solution.

If you are not able to reach a satisfactory solution, please contact the GRI team with a **clear description** of:

- The issue in question
- Your attempted resolution
- Your intern's response to your solution

Our team will analyze the case and provide support accordingly.

Mitacs or our partners will distribute all funding to the interns directly. No fiduciary or administrative responsibilities will be assigned to you and your host institution for any GRI funds.

Host Supervisor's responsibilities:

Please make note of the following responsibilities that you will need to undertake:

- Ensure your intern always follows a respectful interaction with you and your supporting staff (if applicable).
- Closely monitor your intern's work and workload to ensure they fulfil their contractual duties with Mitacs.



Intern's responsibilities:

Your intern will be responsible for complying with their contractual obligations with Mitacs, including but not limited to:

- Working for 40 hours/week
- Working on your project for 12 consecutive weeks
- Adhering to Mitacs's code of conduct

Your intern may be required to pay administrative fees to their host institution. These fees are administered by each host institution.

Interns are **contractually obligated to work for 40 hours/week throughout their internships. However, they are not required to work overtime.** Please plan each working week according to this directive.

- **Important – Interns are not allowed to:**
 - ❖ Take leaves of absence
 - ❖ Take vacation
 - ❖ Leave Canada for the **entire duration of their internships**. This restriction applies to absences such as day trips/conferences/other activities across the border.

Please immediately report your intern to our team if they incur any of the above points.

Post-Internship Procedures

Internships cannot be extended beyond 12 weeks. However, if you would like to extend your intern's stay in Canada, please note:

- Mitacs and our partners will not fund an internship extension.
- Mitacs funding and support will formally conclude on the official final day of your intern's project. This official date will be featured on the Globalink internship logistics platform.
- Mitacs will consider this extension as a private arrangement between two parties. As such, Mitacs will be exempt from any responsibility.
- Additional immigration requirements may be needed to justify your intern's prolonged stay in Canada.
- Your university may need to extend an invitation to your intern to justify their prolonged stay in Canada and any immigration implications. You will be responsible for assisting your intern with these arrangements.

Surveys

Faculty members will have the opportunity to provide feedback through anonymous mid-term and final surveys. These surveys are instrumental in making programmatic improvements. If there are specific concerns requiring immediate attention, interns are encouraged to email Mitacs directly.

Concluding an internship

As a project supervisor, we would like to request your assistance in facilitating the intern's reflection as a means of evaluating the Globalink Research Internship experience. Additionally, we encourage you to explore the possibility of the [Globalink Graduate Fellowship](#) as an option for GRI interns who wish to further their studies in Canada.



Liability Insurance

Mitacs does not provide liability insurance coverage of any kind and shall not be responsible for any loss, liability, damages or injury that takes place during the course of the internship. Interns are advised to contact their host university and home university to understand the liability coverage options available to them during their internship. In the event that neither the host university nor the home university provides liability insurance coverage, the intern shall be responsible for purchasing their own liability insurance coverage for the duration of the internship.

Appendix

Creating a safe environment for your interns

At Mitacs, we strive to live our values in everything we do, the decisions we make, and the actions we pursue. We want to share these values with project supervisors of the GRI program and suggest practical ways to apply them during the internship.

Mitacs's values are:

- Achievement
- Collaboration
- Creativity
- Decolonization
- Equity, diversity, and inclusion
- Unity

Fostering a respectful environment

A respectful environment enables a space for collaboration, creativity, and unity. Globalink supervisors are expected to:

- Foster a learning environment where respect, civility, diversity, opportunity, and inclusion are valued. Supervisors are expected to conduct themselves to uphold these principles in all communications and interactions with interns.
- Promote a learning environment free of discrimination, harassment, and bullying. Discrimination of any kind against a country, private person, or group of people on account of race, skin colour, ethnic, national, or social origin, gender, disability, language, religion, political opinion, sexual orientation or any other reason is strictly prohibited, and won't be tolerated.
- Create an environment in which participants feel safe and comfortable. For participants to express their thoughts and opinions, they must think they can do so without fear of attack or condemnation. The project supervisors are expected to create such an environment, monitor participants' comfort levels, and take the necessary steps to maintain safety.
- Use and encourage [inclusive language and practices](#).

Sharing truth and reconciliation

As part of Mitacs' efforts toward decolonization and building a shared equitable future with Indigenous and non-Indigenous people, we invite professors to read the [Calls to Action](#) from the Truth and Reconciliation Commission of Canada. Professors may ask the interns to do so as well.

Cultural barriers in the workplace

Mitacs strives to maintain a culture of equity, diversity, and inclusion (EDI). We believe that a prosperous Canada is directly linked to promoting EDI. The GRI program offers research and collaboration opportunities amongst people from different cultures, languages, and backgrounds. We recognize that cultural differences can hinder a project's success. We hope this section can help participants foster an environment of inclusion during the Globalink Research Internship.

1. **Ensure clear and respectful communication.** Adhering to this type of communication works in two ways: it establishes good rapport with interns and reduces misunderstandings, surprises, and crises.
2. **Avoid slang and acronyms.** For many interns, English or French is not their first language. Therefore, using slang can lead to confusion and misunderstandings. In many work cultures,

acronyms are commonly used. It is advised to check with the intern if they are familiar with them before using them.

3. **Create a culture where asking questions is encouraged.** Across different academic environments, expectations might vary. Some interns might be used to working independently, while others might require more guidance. For that reason, fostering a space where questions can be safely asked promotes a healthy environment where needs and expectations are timely communicated.
4. **Recognize unconscious bias.** One way to do so is by accommodating cultural differences. For example, you may accommodate different religious customs or encourage cultural celebrations.
5. **Share knowledge.** Fostering a space for collaboration can lead to significant breakthroughs in the research project. Early knowledge sharing may help clarify gaps with interns and prevent mismatches later in the internship. Supervisors may also encourage knowledge sharing from the interns to other members. Collaborating in this fashion can be an empowering experience for the intern, which may advance the research experience for both interns and project supervisors.