

Direct billing information for GRI Canadian university administrators

Submitting an invoice

- 1) Invoices can be submitted via email to helpdesk@mitacs.ca. Where possible, we ask that you please submit **one** invoice for the entire GRI cohort.
- 2) Please ensure the invoice contains the following:
 - a. Name of interns.
 - b. Remittance information.
- 3) Once submitted, the invoice will be reviewed by our team and, once approved, forwarded to our accounting team for payment. Please allow **3-5 business days** for processing. You will receive an email confirmation from our team once this has been sent for payment processing.
- 4) Once submitted to our accounting team, please allow 2 to 3 weeks for payment.

All invoices must be received by Mitacs on or before November 1, 2024. Invoices submitted past this date may not be accepted.

Refunds

While we will do our best to avoid refund requests, it is not uncommon for interns to withdraw throughout the spring and summer. Mitacs will update the intern lists on a weekly basis and we will conduct a reconciliation in November 2024.

In the event an intern withdraws **prior** to arriving in Canada, and Mitacs has paid student fees directly to your institution, Mitacs will request a refund.

In the event an intern withdraws **after** arriving in Canada, Mitacs will not request a refund.