



# Globalink Research Internship (GRI)

Implementation Guide for Canadian Institutions





## **Table of Contents**

<b>Overall GRI timelines for selected interns</b>	<b>3</b>
<b>Internship logistics</b>	<b>4</b>
- Duration	
- Immigration	
- Insurance	
<b>Funding</b>	<b>5</b>
- Administrative Fees	
- Eligible Items	
<b>Intern lists</b>	<b>6</b>
<b>Virtual format</b>	<b>6</b>
<b>Institution events</b>	<b>6</b>
<b>Expectations and responsibilities</b>	<b>7</b>
<b>Resources</b>	<b>11</b>

## Overall GRI timelines for selected interns

Date	Milestone
<b>Early-February</b>	<p>All internship confirmations are finalized.</p> <p>Interns and professors are given access to the GRI Internship Logistics platform.</p> <p>Canadian institutions receive final lists of interns to be expected at their institutions. This list will be updated to their secure folder every week.</p>
<b>Late-February</b>	<p>Interns to input personal details and accept agreements.</p> <p>Once interns complete previous step, they will have access to their Mitacs Award Letter, which outlines the terms and conditions of the award and funding details.</p>
<b>March</b>	<p>Interns are required to discuss with their host professor and enter internship start and end dates into the Globalink platform. This information appears on the Canadian institution weekly list as it is inputted by the intern.</p>
<b>April</b>	<p>Interns enter flights and accommodation details in the Globalink platform.</p> <p>Professors to submit Research Project Plans to their assigned interns via the Globalink platform.</p>
<b>Mid-April</b>	<p>Interns will receive Globalink mentor matches (all except University of Alberta, which has their own mentor program)</p> <p>Canadian institutions will receive mentor lists, for reference.</p>
<b>May 1</b>	<p>Earliest possible internship start date.</p>
<b>July 31</b>	<p>Latest possible internship start date.</p>
<b>October 31</b>	<p>Latest possible internship end date.</p>



## Internship logistics

### Dates

Internships must start between May 1 and July 31. Interns are asked to finalize a start date with their host professor before entering it into the Globalink platform.

### Duration

Internships must last 12 consecutive weeks; some exceptions are made to reduce duration to 10 weeks. Exceptions must be requested to Mitacs ([helpdesk@mitacs.ca](mailto:helpdesk@mitacs.ca)) along with proof that the professor confirms that the project goals can be met within this reduced timeframe. Exceptions must be approved by Mitacs. Please note that our program cannot extend the duration of the internship beyond 12 weeks.

### Immigration

Please note that the processing times posted by IRCC are an estimate only. Therefore, application times may vary. We strongly encourage interns to submit their immigration (visa, eTA, biometrics) application as soon as possible so as to not cause delays. We ask them to include Mitacs's Award Letter with their application, as we indicate in that letter that these interns are coming under the [120-day work permit exemption stream](#).

We also remind interns from countries with longer wait times that they may wish to delay their start dates to give themselves sufficient time to receive their required immigration documents. Internships can start any time between **May 1** and **July 31**. They must update their internship dates on the Globalink platform to avoid any delays with their funding.

For detailed information about immigration, we direct interns to the **Globalink Immigration Processing Resource** on the [Globalink Information website](#).

### Insurance

Mitacs purchases a comprehensive emergency health insurance policy for all interns. We work with different companies based on the host province. Interns will receive their insurance policy information and e-cards directly in their emails from the insurance providers. More information is provided on the [Globalink Information website](#).

Notice for Ontario Institutions: We are once again accepting direct billing for UHIP.

For institutions that are unable to direct bill Mitacs for UHIP, interns will need to pay for UHIP and submit their receipt to Mitacs for reimbursement.



## Funding

### Award amounts

All interns receive a comprehensive financial award for their internship. The details of this award are included in the Award Letter and we request their acceptance of the Award Letter terms and conditions prior to releasing any funds. **Please note: interns will not receive any additional funds apart from what is outlined in the Award Letter.** A template copy of the Award Letter is provided in the References section at the end of this document.

The actual award amounts vary based on the co-funding international partner, some of whom provide a portion of the funds to the interns directly. However, in general, Globalink research interns receive:

- Round-trip airfare to Canada (amount varies depending on country of origin).
- Transportation from airport in Canada to accommodation.
- Daily stipend for housing.
- Stipend for living expenses.
- Payment of student or administrative fees charged by your Canadian host institution, if applicable.
- Reimbursement of immigration application fees (if applicable).
- Health insurance.
- Support from student mentors on campus in Canada.
- Registration for industry events and professional development courses.
- Globalink Research Internship certificate of completion.

### Institution administrative fees

Mitacs now accepts direct billing for student and/or administrative fees.

Additional information on invoicing and our refund policy can be found on [GRI information page for university administrators](#).

### Eligible items for use of award funds

We ask professors to contact their intern ahead of time to ensure they have the necessary tools to work on the project. 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.

### **Disbursal of funds**

The award amount is disbursed in 3 instalments to the interns directly. The intern is required to open a Canadian bank account as soon as they arrive in Canada and we have provided them with advice on how to do this on our [Globalink intern information website](#).

Interns will receive their first instalment approximately 2–3 weeks after their project begins; the second and third instalments will be provided in their second and third months, respectively. The payment schedule will be found on the Globalink info website. If you notice that an intern on your list has not arrived or checked in, please email [helpdesk@mitacs.ca](mailto:helpdesk@mitacs.ca). We also ask the professors to inform us so that we can hold or adjust the payment accordingly.

### **Intern lists**

Each institution will have their own secure folder where intern lists will be uploaded. An updated list will be added to this folder each week to account for any cancellations or changes.

Please note that the intern list contains sensitive and private information about our participants. To avoid any privacy breaches, we share access to this list with a single contact from each Canadian institution. We strongly encourage all our assigned contacts to keep this list secure and assigned to a single individual.

### **Virtual format**

The Globalink Research Internship program is a travel-based program, and we are striving to run it as such this summer, and we will **not** be offering the virtual option.

### **Institution events**

Mitacs will contribute 50%, up to a maximum of Can\$150, to GRI institution events, including but not limited to: welcome luncheons, graduate school events, future opportunities at the institution promotion, etc.

We will request a copy of the receipt so please keep this document. Kindly connect with our team for more information ([helpdesk@mitacs.ca](mailto:helpdesk@mitacs.ca)).

### **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.

### **Expectations and responsibilities**

We have outlined the major responsibilities for each role in the implementation of the Globalink Research Internship. Please note that this list may not be exhaustive.

### **Canadian institution administrative contacts are responsible for:**

- Registering interns or providing them status at the host institution to give them access to services/facilities. This process varies from institution to institution, so we rely on the host Canadian institutions to advise on and carry out this process in coordination with the professors. Mitacs is unable to register interns or advise on the process at the host institutions.
- Helping increase awareness within the institution to facilitate intern access to institution services/facilities. Sometimes, Mitacs interns are registered as a special group and other departments may not recognize them as needing access to certain resources.
- Directing interns to any available resources and help them book accommodation, if possible. Mitacs provides resources to the interns. However, it is the responsibility of the intern to book and pay for housing.
- Orienting interns upon arrival: providing them with any resources or information about services and facilities that can help them settle into their new home.
- Connecting with interns directly to collect student fees if applicable. Explain to interns and professors what these fees cover. Mitacs pays all interns Can\$300 to contribute to any fees they have to pay the Canadian institution.
- Liaising with Mitacs to help resolve any issues in a timely manner: Mitacs may require help from the Canadian institutions to resolve issues and emergencies.
- Liaising with interns who may be having trouble getting in touch with their professors: Mitacs will email the professors, but we may reach out to our Canadian institution contacts as a last resort.
- Sharing relevant event information with Mitacs so that we can promote to interns if applicable.
- Signing or redirecting interns who require signatures on internship confirmation documents from their home institutions. Please note that Mitacs is unable to sign these forms. We typically direct the intern to the host professor; however, you may wish to instruct your professors how to handle these requests depending on your institution's protocol.
- Sharing with the interns any incentives or opportunities to return to the institution for graduate students. The Globalink Graduate Fellowship is one program that provides GRI alumni with Can\$15,000 to put towards their graduate studies at a Canadian institution.
- Informing Mitacs of new contacts in case of staffing changes.

**Host professors are responsible for:**

- Working with the intern to confirm internship dates.
- Working with the intern to submit the research plan in advance: In the online GRI platform, professors will be asked to complete a project plan, including information like deliverables and outcomes of the project, intern responsibilities, communication timelines, etc. Once the professor has completed it, this plan will be shared with each intern directly. Supervisors and interns will be asked to discuss any concerns with the project plan and both parties will sign the final plan.
- Providing preparation information to the interns: Mitacs does not expect interns to start working on their projects until the official start date. However, it may be beneficial for interns to do some reading in advance.
- Informing the intern in advance about what they may need to bring, e.g., laptop, etc. Note that the GRI award does not cover any research equipment and the intern may not be able to purchase expensive equipment for the project.
- Providing regular supervision to the interns throughout the internship and being the main point of contact for the intern and Mitacs. The professor will be expected to interact with their intern on the schedule agreed upon in the research plan. The intern will also benefit greatly from regular feedback from their professor based on their progress and performance.
- If the project will be supported by a graduate student or alternate team member, the primary supervisor is responsible for informing the intern in advance.
- Providing a workspace for the intern, e.g., laboratory station, office, etc.
- Staying in contact with the intern before and during the internship.
- Submitting feedback through midterm and exit surveys.
- Staying in contact with Mitacs if any plans change: e.g., dates, topic, location, institution affiliation, etc.
- Ensuring that the intern is informed about any potential project changes.
- Facilitating access to and interaction with other members of your research team, allowing your intern to gain more exposure to Canadian institution research.
- Facilitating communication with the intern and attempting a mutual resolution in case of any issues.
- Sharing with Mitacs relevant event information for which the interns are eligible so that we can promote to interns.

**Interns are responsible for:**

- Adhering to the Mitacs timeline and taking action as per communication from Mitacs.
- Securing housing, with the support of resources available on the Globalink Intern Information website, and with the help of the Canadian institution if available.
- Booking round-trip flights and arranging for airport transportation.
- Submitting personal, internship, travel and housing information into Globalink platform.

- Interns are contractually obligated to work 40 hours/week throughout their internships. The intern must communicate any absences or schedule conflicts to the professor as early as possible.
- Communicating to Mitacs and the host professor if there are any changes to the internship dates.
- Paying any applicable student fees to the Canadian host institution.
- Accepting and complying with the host institution's internship terms and conditions, as applicable.
- Not incurring any expenses that are not covered by Mitacs as outlined in the Award Letter. The intern must accept that any additional expenses will be their own responsibility and no additional funds will be provided.
- Completing Mitacs midterm and exit surveys.

**Mentors are responsible for:**

Each intern is connected with a Globalink Mentor who is hired by Mitacs (UAlberta runs their own mentor program). They are matched and finalized by mid-April, at which point a list will be sent to institutions.

- Being the first point of contact for the interns.
- Working on average 10hrs/week.
- Helping interns become oriented to their host institution and the surrounding area and providing ongoing weekly support. Support includes, but is not limited to:
- Providing a welcome information package to the interns before they arrive.
- Providing directions for how to get from the airport to their accommodation.
- Arranging for a campus tour.
- Assisting with opening a bank account.
- Organizing at least two social events.
- Checking in with the intern weekly.
- Informing Mitacs if the intern is experiencing any issues or emergencies.
- Liaising with the host institution to help provide information to interns, as applicable.

**Mitacs is responsible for:**

- Facilitating all aspects of the GRI program from start to finish.
- Organizing and finalizing matches.
- Reviewing and approving any exception requests for any changes from the standard program framework.
- Communicating with interns and professors through [helpdesk@mitacs.ca](mailto:helpdesk@mitacs.ca). Please note that we have a turnaround time of 3–5 business days as we typically have high volumes.
- Providing final intern and professor lists to Canadian host institutions as soon as matches are finalized.



- Providing immigration guidelines to interns through the immigration handout. Note that Mitacs is not authorized to provide application information or detailed immigration advice to interns.
- Providing comprehensive information on the Globalink Intern Information website and through scheduled email reminders.
- Buying insurance for all interns.
- Liaising with the Canadian and international partners about any programmatic changes, and working with them to resolve any issues.
- Issuing completion certificates at the end of the program.



## Resources

Information website for Globalink research interns: <https://www.mitacs.ca/2024-gri-intern-information/>

Information website for university administrators: <https://www.mitacs.ca/gri-information-page-for-university-administrators/>

Template of intern Award letter: <https://www.mitacs.ca/gri-information-page-for-university-administrators/gri-award-letter-2024-mitacs-funded-template-example/>