***Completed forms to be submitted to*** [***grants-subventions@mitacs.ca***](mailto:grants-subventions@mitacs.ca) ***in both pdf and word formats. Kindly reference Project Identification (IT) # in the subject line.***

* *For faster processing of your information, please maintain the structure and format of this form.*
* *Do not modify any rows and tables.*
* *All sections marked with “****\*****” are* ***MANDATORY***

**1.0 Project Information\***

|  |  |
| --- | --- |
| * 1. **Title of project** | Click or tap here to enter text. |
| * 1. **Project identification (IT) #** |  |
| * 1. **Canadian academic supervisor(s)**   **(exclude titles)** |  |
| * 1. **Canadian academic supervisor email (used for Mitacs projects)** |  |
| * 1. **Co-supervisor** |  |
| * 1. **Partner organization(s)** |  |

**2.0. Internship information\***

|  |  |
| --- | --- |
| **2.1 Internship start date** | Click here to enter a date. |
| **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 C** |
| **2.5 Stipend amount per internship unit**  NOTE: the minimum allowable stipend is $10,000 per internship unit for Accelerate |  |
| **2.6 Is the new intern replacing an intern already named to the project?** | Choose an item. |
| **2.6.a Name of intern being replaced** |  |
| **2.6.b. Last day previous intern will work on the project** | Click here to enter a date. |
| **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.  Click or tap here to enter text.  **2.7.2 – If it applies, specify any changes to the new intern’s activities, degree level, department, or research background from the original proposal** **(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).  Click or tap here to enter text. | | |

**3.0 Intern information: \***

|  |  |
| --- | --- |
| **3.1 Name** |  |
| **3.2 Degree level during internship** | Select degree level |
| **3.3 Expected date of graduation**  (If PDF, indicate date PhD received) | Click or tap to enter a date. |
| **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** | Choose an item. |
| If foreign, please indicate |  |
| **3.9 Is this intern of legal age of majority in Canada** (18 years or older)? | Select yes/no |
| **3.10 Will this intern conduct any internship units at a partner organization outside Canada?** | Select yes/no  If YES, additional documentation will be required. Please speak to your Grant Management Specialist |
| **3.10.a Length of time abroad** | **Start Date**: Click here to enter a date.  **End Date**: Click here to enter a date. |
| **3.10.b** Will the intern be **transferring to a new degree** **part-way through internship?**  For example, MSc to PhD or Undergraduate to a recent graduate from an undergraduate program | Select yes/no |
| If you responded **YES** to this question, complete the following questions:   1. What is the **diploma or degree post-transition?**  |  | | --- | | Select diploma or degree program |  1. **What is the expected month/year of graduation** if enrolled in new graduate degree or effective date if becoming a recent graduate?  |  | | --- | | mm-yy | |

Mitacs will invite you to complete a self-identification data collection form by email. Collection of this data is a mandatory requirement for our funders, which helps to secure continuous funding for our programs.

|  |  |
| --- | --- |
| **3.11 Conflict of Interest:**  Do you have any current or previous relationships, ownership, influence, positions (whether salaried or not) or circumstances with the partner organization or other program participants that could contribute to a conflict of interest, or to the appearance of a conflict of interest? Please refer to the [Mitacs Conflict of Interest Policy](https://www.mitacs.ca/about/policies/).   |  | | --- | | Select Yes or No |   If **YES** to the above, please complete the [Mitacs Intern Eligibility and Conflict of Interest Declaration Form](https://www.mitacs.ca/sites/default/files/resources/intern_eligibility_and_coi_form_en.docx) and send it to your Mitacs Advisor for review **BEFORE** submitting your application. If you are applying for **Accelerate Entrepreneur**, please complete the *Mitacs Accelerate Entrepreneur COI Declaration Form* |
| **3.12 Intern Policy on Sensitive Technology Research and Affiliations of Concern Declaration:**  Are you currently affiliated with, or in receipt of funding or in-kind support from any of the listed [Named Research Organizations](https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/sensitive-technology-research-and-affiliations-concern/named-research-organizations)?   |  | | --- | | Select Yes or No |   Any applicant who is currently affiliated with, or in receipt of funding or in-kind support from one or more of the institutions on the list of [NROs](https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/named-research-organizations) is not eligible to participate in a Mitacs-funded project involving research that aims to advance a [Sensitive Technology Research Area (STRA)](https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/sensitive-technology-research-and-affiliations-concern/sensitive-technology-research-areas). Mitacs will also screen a sample of applications, selected at its sole discretion, and validate the accuracy of the completed declarations. *Mitacs reserves the right to decline funding, at any point, for a project that advances a sensitive technology research area because of affiliations of concern.* |

### 4. Mitacs Memorandum

The participants listed below confirm that the information presented accurately reflects their intention to apply to the Mitacs Accelerate program. The participants have also agreed to set in place an internship based upon the attached proposal. The participants acknowledge that they have read, understood and agreed to abide by and uphold the Project Responsibilities applicable to each of them, available for reference at <http://www.mitacs.ca/en/programs/accelerate/project-responsibilities> 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 sponsor organization funds are at the academic institution, the academic institution shall forward these funds to Mitacs. Upon research approval and the receipt of the partner funds at Mitacs, Mitacs shall forward the funds to the Canadian academic institution as a research grant to the Canadian supervising professor, and the internship stipend/salary will be paid to the student by the academic institution from the grant. Costs associated with this proposal as outlined in the budget can only be incurred after research 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.

*For projects involving international travel:* In acknowledging that international exposure can greatly enhance an intern’s learning and experience, Mitacs will approve international travel provided that participation does not impact the safety and security of the intern and meets the policies outlined by the home institution. By signing this memorandum, you are acknowledging that the home institution agrees to assist the intern in meeting all institution requirements pertaining to research abroad and that the intern understands that they are responsible for obtaining insurance appropriate for the travel destination. Participants in projects involving international travel acknowledge that additional project responsibilities apply to each of them, available for reference at <https://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international>. Participants in projects involving international travel also acknowledge that the internship cannot begin and funds cannot be released until Mitacs receives the signed International Pre-Departure Form and Code of Conduct and Ethics forms.

All parties involved with Mitacs Accelerate 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. Institution-specific IP policies regarding Accelerate internships can be found at <https://www.mitacs.ca/en/programs/accelerate/faq>.

The participants also agree that Mitacs will post the title of the project, the public project overview, the name of the partner organization(s), the name of the intern(s), the name of supervisor(s) and the involved academic institution on [www.mitacs.ca/en/projects](http://www.mitacs.ca/en/projects) and may be used by Mitacs to publicize Mitacs Accelerate. Mitacs Privacy Policy can be found at [www.mitacs.ca/en/privacy-policy.](https://www.mitacs.ca/node/20705)

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

**4.1. Title of the project:**

(from the original proposal)

**4.2. Participant Signatures\***

(Physical, e-signatures, images should limit to the box provided)

**4.2.1. Intern:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
|  | For interns participating in the Indigenous Pathways program:  [] The intern self-identifies as an Indigenous person. | |
| Signature: |  | Date: |

**4.2.2. Academic supervisor:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Signature: |  | Date: |

**4.2.3. Organization Sponsor:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Organization Legal Name: |  | |
|  | The partner organization commits to the funding contribution specified directly above. By signing, the partner organization agrees to the onboarding of this new intern to the project. | |
| Signature: |  | Date: |

### Appendix A – Accelerate 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’s 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:
   1. invitations to be profiled in stories or news items, to speak at or attend events, to provide a spotlight story and/or blog post;
   2. communications about opportunities for Mitacs alumni; and
   3. 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.

1. Your name, academic institution and department, and the title of your project may be provided to the federal, provincial/territorial and academic institution funders of the Accelerate program, to:
   1. enable Mitacs to report on funding contract commitments; and
   2. 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.

1. 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Intern name** |  | **Signature** |  | **Signature Date** |

**Appendix B – Intern CV Template**

* *Intern CV is required for* ***Accelerate projects ONLY***
* *All sections marked with “****\*****” are* ***MANDATORY.***

|  |  |
| --- | --- |
| Date of submission**\***: | |
| Project IT#**\***: | |
| Family name**\***: | Given name**\***: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACADEMIC BACKGROUND**  Note: Expected end date of current degree must be documented to verify full-time student status and eligibility for participation on project**\*** | | | | |
| **Degree\*** List current or most recent academic affiliation**\*** to oldest | **Academic Institution\*** | **Department\*** | **Location\*** | **Start & End Date\***  (mm/yyyy to mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **ACADEMIC, RESEARCH & INDUSTRIAL EXPERIENCE**  **\***Be certain to include any affiliation with the industry partner associated with IT# associated with internship. | | |
| Title of position held | Organization Name, Department and Location  (ex. Example Company, Example Team - City, Province) | Duration of position  (mm/yyyy to mm/yyyy) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix C – 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 #** | **Internship Unit Period**  List each unit individually Each unit can be 4-6 months in duration. | | **Stipend Amount**  Minimum $10,000 per internship unit |
| **Start Date** | **End Date** |
| 1 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 2 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 3 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 4 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 5 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 6 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 7 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 8 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 9 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 10 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 11 | yyyy-mm-dd | yyyy-mm-dd | $ |
| 12 | yyyy-mm-dd | yyyy-mm-dd | $ |
| **Totals:** | | | $ |

**As applicable:**

* Updated the Excel budget spreadsheet (Accelerate Resource Plan) 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