

## Program Guide

### Mitacs Globalink Research Award – To Canada

#### About the award

The Mitacs Globalink Research Award (GRA) supports research collaborations between Canada and select partner organizations and eligible countries and regions.

Under the joint supervision of a home and host professor, successful senior undergraduate students, graduate students, as well as postdoctoral fellows will receive a \$6,000 research award to conduct a 12- to 24-week research project in the other country. Awards are offered in partnership with Mitacs's Canadian academic partners (and, in some cases, with Mitacs's international partners) and are subject to available funding.

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#### How to apply

1. Review all eligibility and award guidelines
2. Academic supervisors at Canadian institutions obtain endorsement from their institution before preparing the application. Please contact your [local Mitacs Business Development representative](#) for more information on how to obtain endorsement.
  - a. **Projects that are being proposed with a Mitacs international partner** do not require co-funding from the Canadian university. The Vice President Research (VPR) or designate signature is not required.
  - b. **Projects that are being proposed without a Mitacs international partner** must be co-funded by the Canadian institution that must contribute \$2,000 towards the Globalink Research Award. The Vice President Research (VPR) or designate signature is required.
3. Collect all required signatures on sections 6 and 7 of the application form: intern, home supervising professor, host supervising professor and Canadian university offices. Signatures can be electronic or a scanned image. Contact Mitacs at [international@mitacs.ca](mailto:international@mitacs.ca) if you require clarification.
  - a. Mitacs recommends allowing 1-2 weeks to secure university signatures and confirm internal deadlines; interns are responsible for confirming any applicable deadlines with the Canadian university.

## Application package

All application documents must be submitted in English or French. Please number the file names accordingly.

1. Globalink Research Award application form (you may require the latest version of Adobe Reader)
    - The application form should not be scanned and must be submitted in its original, fillable format
    - If digital signatures cannot be obtained, Sections 6 and 7 may be submitted as a separate scanned PDF
  2. Research proposal (on Mitacs template)
  3. Intern CV (interns may use Mitacs's optional template)
  - 4-5. Letters of support from all participating professors. The letters must:
    - Be written on university letterhead and be signed by the professor
    - Provide the supervisor's title and department
    - Outline supervisory and/or financial support for the intern and project
    - Describe the intern's academic and research qualities, outstanding achievements, and ability to complete the project
  6. Host supervisor's CV in English or French, including funding history, publications, and graduate interns supervised
- Intern Code of Conduct and Ethics\*
  - International Pre-Departure Form\*

*\*These forms can be submitted after the submission of the application; however, funds will not be released until Mitacs receives these forms.*

## What happens next

1. Mitacs will contact participants about their proposal outcomes by issuing an Outcome Letter
2. The intern provides the completed Mitacs *Code of Conduct and Ethics* and *International Pre-Departure forms* to Mitacs
3. Once all documents have been submitted, Mitacs will issue an Award Letter
4. Mitacs forwards the Globalink Research Award funds to the Canadian university's Office of Research Services
5. The intern travels to the destination and begins the research project

**Participants cannot travel until Mitacs has issued both an Outcome and an Award Letter.**

## Eligibility

### Interns

- Must be registered as full-time undergraduates, graduate students, or postdoctoral fellows at an eligible university or institution and remain as such throughout their Globalink Research Award
- Undergraduate applicants completing their first post-secondary degree must have completed their second year of studies prior to departure. All applicants enrolled in an undergraduate degree must have maintained a B average in their two most recent semesters prior to application. This average can be cumulative over the two semesters.
- Postdoctoral fellows may apply if their date of graduation from a PhD program is no more than 5 years prior to the proposed start date of the research project and they have postdoctoral status at an eligible institution
- Cannot undertake a research project at an institution where they have previously completed a degree
- Cannot undertake a research project in a country where they hold citizenship
  - Permanent residents or citizens of Canada who are enrolled in an eligible country other than Canada and who wish to do a project in Canada are eligible to apply
  - Applicants who hold citizenship of Canada and another eligible country may apply to do a project in either country
- Must be the legal age of majority in Canada (18 years of age or older)
- Must meet travel requirements for their intended destination, including visa and/or immigration requirements and associated documentation
- Cannot hold more than one Globalink Research Award per academic lifetime

### Host supervising professors

- Must hold a faculty position at a Canadian university
- Must be eligible to supervise graduate students and hold Tri-Agency funding

### Home supervising professors

- Must be recognized faculty members at their institutions
- Must be eligible to supervise graduate students

## **Award guidelines**

All parties involved with the Mitacs Globalink program must comply with Mitacs's Research Ethics Policy and other research integrity policies at the home and host institutions.

All parties involved with Mitacs programs should review the following policy statement and guidelines provided by Innovation, Science and Economic Development Canada (ISED) and the Government of Canada:

- [ISED "Policy Statement on Research Security and COVID-19"](#)
- [Government of Canada "Safeguarding Your Research" Portal](#)

## **Intern's responsibilities**

- Make all necessary preparations for travel abroad with the appropriate institution office(s)
- Obtain appropriate visa, work permit or other immigration documentation required for the destination
- Attend any mandatory sessions as required by the home institution
- Work full-time on the research project (at least 75% abroad, and up to 25% at the home institution)
- Submit a final report and exit survey to Mitacs at the end of the project

## **Host supervisor's responsibilities**

- Adhere to institutional policies for visiting researchers
- Provide ongoing direction and research support to the intern prior to and during the research project
- Advise the intern on appropriate travel arrangements and accommodation
- Provide the intern with any necessary documentation to support the visa application
- Ensure the intern has appropriate lab and/or office space and resources during the research project
- Assume fiduciary responsibility for the Mitacs grant
- Submit an exit survey and sign the final report prepared by the intern

## **Home supervisor's responsibilities**

- Adhere to institutional policies for research abroad
- Provide ongoing direction and research support to the intern prior to and during the research project
- Submit an exit survey and sign the final report prepared by the intern

## Adjudication

The Mitacs Globalink Research Award is competitive with limited awards available. All applications will undergo review by an interdisciplinary team. Proposals will be adjudicated based on the following criteria:

- Quality of the research proposal
- Level of supervision and mentorship committed by the host supervisor
- Strength of recommendation by the home supervisor
- Relevance to society and industry
- Expected benefit to Canada

Once applications are reviewed, outcome letters are typically issued 10-12 weeks after submission that provide the outcome of the review process and outline next steps.

- [What is eligible research?](#)
- [Globalink Research Award Adjudication Guide](#)
- [Mitacs Ethical Conduct Policy for Research Involving Human Subjects](#)
- [Mitacs Ethical Conduct Policy for Research Involving Animals](#)
- [Mitacs Policy Statement on Environmental Review](#)
- [Mitacs Conflict of Interest Policy](#)
- [Mitacs Conflict of Interest Declaration](#)
- [Mitacs Policy on Research Integrity](#)

## Funding

- Projects must begin within one year of the Outcome Letter being issued
- Interns must submit the *International Pre-departure* and *Code of Conduct* forms, and confirm their project dates in order to receive the Award Letter
- **Interns cannot travel until Mitacs has issued both an Outcome and Award Letter**
- Approved recipients will receive funds to support intern travel and accommodation expenses, research-related expenses, and stipend. Mitacs funds will be sent to the Canadian institution's Office of Research Services (or equivalent) and administered as a research grant in the Canadian supervisor's name
- Some awards are sponsored in part by one of Mitacs's international partners and funding amounts may vary

- Where awards are partially funded by one of Mitacs’s international partners, interns may receive funds directly through the partner. Where applicable, the Outcome Letter will provide applicants with instructions for accessing partner funds
- Mitacs funds must be spent according to the budget in the application and Tri-Agency eligible expenses. See Mitacs’s [use of funds](#) page for details of eligible expenses for Mitacs programs
- Funding is based on a project duration of 12 weeks, though project durations of up to 24 weeks are acceptable. Applicants are encouraged to seek support from other funding sources for longer durations and use prudence when allocating funds to travel and accommodations

### Intellectual property

- Mitacs does not claim any ownership of intellectual property developed through research projects and internships that are funded
  - It is recommended that the participating organizations and institutions undertaking a research collaboration through Mitacs-funded projects come to a mutual understanding on the intellectual property implications of the project(s)
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### Deliverables

The following deliverables must be submitted to Mitacs no later than one month after the project concludes:

- A [final report](#) that summarizes the project
  - The intern is responsible for drafting the final report and securing approval and signatures from the participating supervisor
- Exit survey from the intern
- Exit survey from the host academic supervisor
- Exit survey from the home academic supervisor