



Globalink Orientation Guide

November 2016

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Mitacs is a national, not-for-profit organization that has designed and delivered research and training programs in Canada for 15 years. Working with 60+ universities, thousands of companies, and both federal and provincial governments, we build partnerships that support industrial and social innovation in Canada.

Mitacs was founded in 1999 as a Canadian Network of Centres of Excellence, dedicated to supporting applied and industrial research in mathematical sciences and associated disciplines. In 2003, we launched a research internship program designed to increase deployment of highly educated graduates into the private sector. Open to all disciplines since 2007, Mitacs has expanded in response to industrial and university needs, including programs in research management, professional skills development, and international research training. Fully independent since 2011, Mitacs remains committed to its core vision of supporting research-based innovation and continues to work closely with its partners in industry, academia, and government.

From aerospace systems to childhood literacy rates, Mitacs-funded research helps to strengthen connections, improve economic performance, and create jobs. Over the past 15 years, we have supported more than 10,000 research internships, trained more than 19,000 student and postdoctoral career-skills participants, and supported more than 2,000 international research collaborations.

Mitacs has 25 offices across Canada, a robust leadership team, and a coast-to-coast business development team dedicated to building and supporting new partnerships.

Through unique research and training programs, Mitacs is developing the next generation of innovators with vital scientific and business skills. In partnership with companies, government and academia, Mitacs is supporting a new economy using Canada's most valuable resource – its people.

Mitacs Programs



Mitacs Accelerate is Canada's premier research internship program. It enables both interns (graduate students and postdoctoral fellows) and faculty members to broaden their research impact by connecting with organizations within the private sector and applying their skills to new challenges.

www.mitacs.ca/accelerate



Mitacs Elevate offers postdoctoral fellows a two-year professional development plan and collaborative research project, building capacity for the next generation of research management leaders. The program provides fellows with career-ready skills in areas such as project management, entrepreneurship, and presentation skills, while they apply both their expertise and professional skill set in the real-world environment of a Canadian partner organization through a two-year research project.

This engagement with organizations also provides Elevate fellows with the opportunity to work on an industrially relevant research challenge and gain valuable research leadership experience.

www.mitacs.ca/elevate



Mitacs Globalink offers two-way mobility opportunities between Canada and Mitacs partner countries for both undergraduate and graduate students. The program promotes Canada as a top destination for research opportunities and showcases Canadian research expertise around the world.

www.mitacs.ca/globalink



Mitacs Step provides high-quality skills training to graduate students and early-career researchers who are seeking a competitive, professional advantage for their future careers. Step workshops are available to graduate students and postdoctoral fellows registered at Canadian universities and are facilitated by leading industry and business professionals. Through their experience, they impart the skills and best practices sought by today's employers.

www.mitacs.ca/step



Converge

Collaborative projects to connect small- to medium-sized Canadian enterprises to multinational firms through R&D supply chains

www.mitacs.ca/converge

Program Objectives

Mitacs Globalink is a suite of initiatives that establishes and reinforces international links through the two-way mobility of exceptional students, researchers, and faculty. Globalink promotes Canada as a top destination for research opportunities and highlights Canadian research expertise around the world.

Mitacs is expanding its Globalink portfolio by:

- Recruiting top international students to Canadian universities
- Sending Canadian students abroad to work with leading international researchers and industries
- Promoting Canada as a top destination for research opportunities and showcasing Canadian research expertise around the world

Mitacs strives to ensure that Globalink participants have a safe and high-quality research experience with recognized professors, who facilitate expanding their knowledge and provide hands-on training in their field of study.

Document Objectives

This document has been developed as a supplementary document to the Mitacs memorandum of understanding (MOU) signed with university partner VPR's, and provides further details about the program. Specifically, this document provides an overview of the Globalink program, outlines the roles and responsibilities of Mitacs, faculty, students and university partners.

This is a general guideline, and the roles and responsibilities for Mitacs' university partners may differ, depending on each university's structure. Mitacs works with each university to deliver programs as effectively as possible.

Document Updates

This document will be updated on an annual basis, when a significant programmatic change occurs, or when Mitacs has created a new Globalink offering.

Globalink Initiative Index

| INITIATIVES | DESTINATION | ELIGIBILITY | DURATION | FUNDING | SUPERVISION |
|---|--|---|---|--|--|
| | | | CALL FOR APPLICATIONS | | |
| Globalink Research Internships (GRI) WEBSITE helpdesk@mitacs.ca | Canada | Senior undergraduate students from a Mitacs partner country with one to three semesters left of study | 12 weeks | Student travel, accommodation, and research-related costs | Faculty member at a university in Canada |
| | | | Annual call Faculty: Apr.–Jun. Student: Aug.–Oct. | | |
| Globalink Graduate Fellowships (GGF) WEBSITE glfellowship@mitacs.ca | Canada (Mitacs university partners) | GRI alumni only; students must be enrolled in a graduate program at an eligible Canadian university | 1 year | \$15,000 (CAD) one-time offering | Faculty member at a university in Canada |
| | | | Applications accepted any time | | |
| Globalink Research Awards (GRA) WEBSITE international@mitacs.ca | Select Mitacs partner countries (varies by Call for Proposals) | Senior undergraduate and graduate students at Canadian universities (varies by opportunity) | 12- to 24-weeks | Up to \$5,000 (CAD) from Mitacs and International co-funding partner (where applicable). Please note that funding may vary by opportunity. | Home and host faculty supervisors |
| | | | Defined call for proposals - January and September | | |
| Globalink Partnership Awards – (GPA) WEBSITE international@mitacs.ca | - All Countries (Except the United States) | Masters and PhD students at Mitacs full and associate partner universities | 16–24 weeks | \$15,000 (CAD) combined funding from Mitacs and industry partners | Faculty member at a university in Canada, industry partner and optional international faculty member |
| | | | Applications accepted any time | | |

***See website for further details**

Mitacs Partner Countries

For a full list of Mitacs partner countries, please visit the [Globalink website](#). Please note that Mitacs is expanding its partnerships and new partner countries will be announced on the website.

Mitacs Policies

Mandatory Age Requirement

All participants of the Globalink program must be at least 18 years of age at the time of application in order to be eligible to participate in the program.

Ethical Research

All parties involved with Mitacs Globalink must comply with the Canadian university's policies regarding the ethical conduct of research and scholarly activities. Any issues or disputes around research or academic misconduct will be subject to the Canadian university's processes following their institutional policies.

Intellectual Property

Mitacs takes no position in the intellectual property created by the projects and internships that it funds. Intellectual property is left to be shared between the university, its researchers, and the industry partner, according to the intellectual property rules of the home university, unless a separate agreement is negotiated between these parties.

Fees

In the case of all Mitacs Globalink initiatives, Mitacs cannot provide coverage or reimbursement for the following:

- Extracurricular activities such as gym passes, fitness centers, or social clubs
- Language studies
- Administrative or general overheads costs for the Canadian university
- Fees assessed by the Canadian university for the documentation required by the students to participate in a Globalink initiative

Medical Insurance

Please note: This policy is applicable to Globalink Research Internship (GRI) participants only. Participants of other Globalink initiatives will be responsible for covering their own medical insurance costs.

Where the Canadian university has a mandatory medical insurance policy for visiting international research, Mitacs will reimburse Globalink interns for enrollment costs.

Where the university does not have an insurance policy or where coverage under medical insurance policy is not mandatory, Mitacs purchases a standard policy for GRI interns before their arrival. A copy of this policy can be provided upon request.

Mitacs does not cover or reimburse:

- Basic medical insurance that is in effect more than two days before a GRI start date and/or more than two days after its end date
- Extended medical services, such as paramedical services
- Drug and prescription coverage

- Cancellation or travel insurance associated with flight purchases

University Fees

Please note: This policy is applicable to Globalink Research Internship (GRI) participants only. Participants of other Globalink initiatives being hosted at a Canadian university will be responsible for covering any university fees assessed by the host university

Where required, Mitacs may provide incoming Globalink interns with a reimbursement of funds to cover student and/or supplementary fees assessed by their host university. These fees must be directly related to student services/support (e.g., student centres, mental health services) and/or required for the student to successfully complete their research internship (e.g., student cards and library cards).

The Canadian university must be able to provide a description of the fees assessed to Mitacs 6 months prior to the arrival of the Globalink interns to ensure that all requisite student information has been confirmed and can be provided to the host university and to allow for the funds to be transferred to the student upon arrival.

The maximum **combined** allowance for university and mandatory medical insurance fees is \$500 (CAD) per student, per internship, \$300 for student fees and \$200 for mandatory medical insurance. If the amount assessed to the intern(s) is in excess of \$500 (CAD), the amount of \$500 will be provided to the intern and the remaining amount will have to be paid by the intern to the host university at his or her own expense.

Wherever possible, Mitacs prefers to relay payment for the above approved expenses directly to the Canadian university. This process ensures that all students receive the services associated with the fees while also ensuring that our university partners do not have issues with student accounts falling into arrears, however this payment method is only applicable if the total combined amount does not exceed \$500 (CAD) per student, per internship

If invoicing for medical insurance and/or university fees from your institution is possible, please contact us and we'll be happy to discuss the details further.

Immigration and Visas for Participants Coming to Canada

Interns travelling to Canada for Globalink research projects must ensure that they have the appropriate immigration documentation — including their work permits — upon arriving in Canada.

Under current *Immigration, Refugees, and Citizenship Canada* (IRCC) regulations, all incoming Globalink participants must enter Canada with a valid work permit. Interns without such a permit cannot commence their research projects, will be denied Globalink funding, and may jeopardize their ability to enter Canada at a later date. Interns who arrive without a work permit will be asked to return to their country of origin at their own expense.

Globalink participants enter Canada with a Labour Market Impact Assessment (LMIA) exempt work permit. IRCC regulations require that applicants for this permit receive an *Offer of Employment Number*. This number is provided to interns by either a host university, at its discretion, or by Mitacs. If a host university does not

want to provide an Offer of Employment Number, it must notify Mitacs in writing no later than 90 days before the intern arrives.

Mitacs is aware of concerns regarding potential cross-government issues, such as labour and taxation law. In ongoing consultation with legal counsel, IRCC, and the *Ministry of Innovation, Science and Economic Development* (ISED), Mitacs' position is that there is no employment relationship, and the designation of "employer" for CIC purposes does not constitute a change to the program, relationships, or legal obligations beyond the IRCC process. We continue to speak to IRCC to secure documentation that confirms as much, and we will update host universities of any material progress in these discussions.

Immigration and Visas for Participants Travelling from Canada

Program Participants travelling from Canada to conduct research abroad are responsible for ensuring that they have the necessary immigration and visa documents to enter the country to which they are traveling.

Withdrawal Policy

Despite participants' best intentions, Mitacs Globalink recognizes that unforeseen circumstances may result in a student or faculty member withdrawing from the program. Mitacs takes all withdrawals seriously and is committed to working through all instances of potential withdrawal to seek a satisfactory outcome for all parties involved.

This policy outlines the procedure to follow when a participant requests to terminate an internship after funds have been issued to the intern or the arrival date of the intern at the host university (whichever is first), and before the internship's scheduled end date.

Alternative arrangements

Globalink staff are available to assist participants in resolving issues that could lead to program withdrawal. The following table outlines examples of possible issues and proposed solutions:

| Issue | Solution |
|---|--|
| Faculty at a Canadian host university cannot complete the internship for personal reasons | Globalink staff assist in identifying an alternate faculty supervisor at the host university |
| An intern has an accident, is immobilized for two weeks, and cannot travel to the lab to complete assigned work | Globalink staff arrange for remote tasks to be undertaken in lieu of lab work |
| An intern has not been participating in the research project for the number of hours assigned | Globalink staff arrange a meeting with the student to identify the source of the issue and actions to resolve it |

Offer and termination of an award

Only Mitacs has the authority to offer or terminate a Globalink internship. Home and host faculty supervisors are required to advise the Mitacs Globalink team immediately in writing of any concerns relating to the ability or performance of the student in relation to the research. Upon receiving written notice expressing concerns about the student, Mitacs will investigate the matter with the affected parties. If this inquiry results in the termination of the internship by Mitacs, Mitacs will notify the administration of the Canadian university and any other authorities, as required, and will coordinate the completion of the termination.

Similarly, if Mitacs receives written notice expressing concerns about a project, faculty, or associated staff, Mitacs will investigate the matter and, as appropriate, refer it to university authorities according to that university's policies.

All concerns brought to Mitacs' attention are taken seriously. If deemed appropriate by Mitacs staff, participants with concerns may be asked to complete an Incident Report.

Withdrawal types

Voluntary withdrawal

A voluntary withdrawal refers to the termination of an internship resulting from circumstances *within* the intern's control and/or circumstances that the intern has chosen not to remedy.

Scenarios that call for voluntary withdrawal include, but are not limited to:

- Intern quits the program and no incident report has been filed with Mitacs
- Intern is ill and elects to receive medical attention in their home country, despite available treatment provided by their medical insurance in the destination country
- Intern is ill and can continue the internship, but elects to return home
- Intern is not satisfied with the internship experience and elects to return home
- Intern has an emergency with a non-immediate family member (e.g., aunt, uncle, cousin)
- Intern has a personal event to attend (e.g., family member's wedding, friend's funeral)
- Intern discontinues internship participation without notifying Mitacs

All participants *must notify Mitacs* if their internships are being discontinued. Repercussions of not notifying Mitacs of withdrawals include:

- Notification of change in status of participant forwarded to host university, home university, and/or Immigration, Refugees and Citizenship Canada (formerly Citizenship and Immigration Canada), where applicable
- Stipend payment and reimbursement of funds to intern are at the discretion of Mitacs and/or the host university.

Involuntary Withdrawal

An involuntary withdrawal refers to the termination of an internship resulting from circumstances beyond a participant's control, for which there is no available recourse during the remaining internship period. Mitacs may require documentation to approve an involuntary withdrawal, along with a completed Request for Withdrawal form (see below). Scenarios that call for involuntary withdrawal include, but are not limited to:

- Intern is physically and/or mentally ill
- Intern's immediate family member has a medical emergency
- Host supervisor has a family emergency and cannot continue to supervise the internship
- Extenuating circumstances in the host country impact the safety and security of the intern
- Intern has filed an Incident Report that is being investigated by Mitacs and cannot resume work until the incident is resolved

If extenuating circumstances prevent the completion of the internship and the withdrawal is involuntary, the internship will be considered **complete**. Where applicable, the intern would receive credit for program participation and be eligible for other benefits offered by Globalink at Mitacs' discretion. Financial contributions will be discontinued or pro-rated at the discretion of Mitacs and/or the Canadian university.

Globalink Research Internships (GRI)

GRI is a competitive initiative for international undergraduates from a [Mitacs partner country](#).

From May to September of each year, top-ranked undergraduate applicants participate in a 12-week research internship under the supervision of Canadian university faculty members in a variety of academic disciplines.

Funding Structure

Mitacs and/or its funding partners provide each GRI intern with:

- A matched project with a Canadian professor and university, based on the student's research interests, skills, and expertise
- Coverage for round trip flight to Canada (amount varies by country of origin)
- Assistance booking accommodations
- Health insurance
- Student enrollment fees
- Stipend for food and incidentals
- Support from graduate student mentors on Canadian campus
- Professional development workshops
- Certificate of completion

Eligibility

An applicant must:

- Be the legal age of majority in Canada (18 years or older)
- Be enrolled as a full-time student in an undergraduate degree-granting program at an accredited university in [a Mitacs partner country](#).
 - Please note that Mitacs is expanding its partnerships and new partner countries will be announced on the website as required.
- Be in the penultimate year of an undergraduate program **or** combined undergraduate/master's program. **At least one** and **no more than three** semesters of coursework remain in their program.
- Be available to come to Canada for 12 consecutive weeks from May to September
- Meet minimum grade requirement for their country, as posted in the student application.
- Provide an official transcript from their home university in English or French
 - Transcripts in other languages must be translated into English or French, notarized, and submitted with the online application
- Be fluent in the language of the project as determined by the professor
- Possess a valid passport from their home country

Program Timelines

The following timeline represents an approximate annual program cycle:



April–June

Faculty call opens for project submissions



August –September

Student call opens



October–December

Student call closes; Evaluation and matching phases begin; Shortlisted applicants may be contacted by a professor in November or December for an interview



January–April

Reporting; Pre-internship logistics; All applicants are notified of the status of their application by February



May–June

Interns arrive in Canada

Candidate Selection

The GRI matching phase is conducted through an internal review process at Mitacs. Each application is assessed based on the student's Cumulative Grade Point Average (CGPA), the quality of their statement of interest, the quality of the reference, and how well their research interests and experience match a project's or professor's research focus. Faculty is given the opportunity for reviewing multiple candidate applications, where possible.

Roles and Responsibilities of University Administration

Mitacs dispenses stipends directly to GRI interns.

For GRI, university administration is expected to:

- Identify and provide contact information for GRI representatives, including International Office contacts, or equivalent
- Disseminate faculty calls for project proposals across departments and/or allow Mitacs to distribute this information directly to faculty
- Provide, or facilitate providing GRI interns with an appropriate status on campus that allows them to effectively carry out their research
- Allow Mitacs to administer their own medical insurance policy to GRI interns, where the university does not have a mandatory medical insurance policy. Mitacs can provide a copy of the policy upon request
- Allow Mitacs to employ Globalink Mentors to act as on-ground support during the internship. Mentors are contractors of and paid by Mitacs. Where applicable, Mitacs will align with the institution's student mentor programs for training consistency
- Promote Canada and the university as a destination for graduate studies
- Provide necessary reporting on dispersion of funds, in the unusual event that the university must administer funds to GRI interns on Mitacs' behalf

Roles and Responsibilities of Mitacs

Mitacs is expected to:

- Manage the initiative, including receiving applications and adjudication and selection of top applicants
- Provide research funding pursuant to Mitacs' objectives and policies, as outlined in the Mitacs University Agreement
- Provide the university with a list of confirmed GRI placements no later than 120 days before the internship arrival period
- Be responsible for research arrangements and programmatic and participant logistics, providing an allowance and assistance for students to find accommodations
- Design, offer, and coordinate GRI and its activities including—but not limited to—professional skills workshops, receptions, and industrial engagement activities
- Be responsible for and administer Canadian GRI funding
- Liaise with and report to the Government of Canada and all other program funders

Roles and Responsibilities of Faculty

Host professors must ensure that GRI interns receive appropriate research supervision during their internships.

Depending on the needs of the project, professors should also provide the following throughout the duration of the internship:

- Research supervision
- Email and internet access
- Lab and/or office space
- Software or hardware
- A safe and healthy research environment, including any relevant safety or orientation information

All host faculty members must sign the Mitacs Faculty Placement Letter prior to the arrival of the intern.

GRI interns are expected to dedicate 40 hours per week to their research project. Mitacs may invite the interns to attend industry and/or government relations events, professional skills training workshops, or conferences during their internships. While every attempt will be made to schedule these events outside of the normal research hours, if GRI interns would like to attend an event during research hours, they are required to receive approval from their host professor.

Please note host faculty are required to advise the Mitacs Globalink team immediately in writing of any concerns relating to the ability or performance of the intern in relation to the research project (Please see section titled “Withdrawal Policy” for more details)

Roles and Responsibilities of Students

Each GRI intern is expected to:

- Agree to a Mitacs Code of Conduct and liability waiver before their admission into GRI, as well as comply with any additional documentation as required by their host university
- Represent their country of origin, Mitacs, and GRI. Interns will be held to a high standard of conduct in their relationships with host universities, peers, mentors, professors, Mitacs staff, university administration, and the public
- Stay in Canada for the 12-week duration of their internship and dedicate 40 hours a week, for 12 consecutive weeks, except where specifically stated in the intern’s award letter
- Attend industry tours, government events, and professional development workshops, as arranged by Mitacs and as time permits

Contact

helpdesk@mitacs.ca

Globalink Graduate Fellowships (GGF)

GGF provides financial support to GRI alumni to return to Canada for graduate studies at [Mitacs university partners](#).

Funding Structure

GGF is a \$15,000 (CAD) one-time cash award to former Globalink Research Interns who return to Canada for research-based graduate studies at Mitacs partner universities. Mitacs disburses the annual allocation of funds directly to the student in two equal installments, typically in September and January.

- Fellowships can be combined with other forms of graduate funding, such as Tri-Council funding, university support, and support from foreign sources. Some universities may limit the total graduate funding awarded to a student.

Eligibility

To receive GGF funds, applicants must:

- Provide proof of acceptance to an eligible Canadian university and begin their graduate studies no later than 24 months after their GRI cohort's September 30 end date
- Be enrolled in and maintain good standing with an eligible, research-based master's or PhD program. Most course-based programs, some professional programs, including Masters of Business Administration (MBA) programs are not eligible
- Globalink participants applying to a Canadian master's or PhD program at any eligible university can apply for the fellowship, regardless of where they were hosted for their Globalink Research Internship

Program Timelines

Applications are accepted at any time. A basic timeline follows:

1. The student applies to all universities in Canada
2. The student fills out the Globalink Graduate Fellowship application
3. The Canadian university offers the student admission to a graduate study program
4. The student accepts the university's offer and provides proof of acceptance to Mitacs, including a copy of the acceptance letter from the university
5. Mitacs reviews the application and approves the GGF offer
6. The student confirms acceptance of the offer
7. The student provides proof of enrollment and tuition payment before September 30 (fall semester) and the following January 30 (spring semester) of each year of GGF eligibility
8. GGF students must provide Mitacs with a Social Insurance Number (SIN) or Individual Tax Number (ITN) before funds can be released to the student

Candidate Selection

Fellowships are in limited supply and are offered on a first-come, first-served basis.

Roles and Responsibilities of University Administration

University administration is expected to:

- Identify and provide a key contact/representative at their institution for GGF
- Disseminate GGF opportunities to appropriate faculty and/or allow Mitacs to distribute information to faculty
- Provide confirmation of student acceptance and enrollment, upon request
- Promote graduate studies in Canada
- Keep Mitacs apprised of GGF recipients who withdraw from their degree program

Roles and Responsibilities of Mitacs

Mitacs is expected to:

- Provide funding pursuant to its objectives and policies, as outlined in the Mitacs University Agreement
- Assist the university to promote its graduate programs to all participating GRI interns, regardless of host institution
- Liaise with and report to the Government of Canada and all other program funders

Roles and Responsibilities of Faculty

Faculty supervisors are expected to consult their institution regarding:

- What, if any, additional financial support they are required to provide
- Advice on the graduate admission process

Roles and Responsibilities of Students

Each GGF recipient is expected to:

- Provide Mitacs proof of enrollment in a degree program at a Canadian university
- Notify Mitacs in writing of any changes to the degree program or university
- Provide Mitacs with Canadian mailing address and Social Insurance Number or Individual Tax Number (ITN)

Contact

glfellowship@mitacs.ca

Globalink Research Awards (GRA)

The Mitacs Globalink Research Award (GRA) promotes two-way student mobility between Canada and select Mitacs international partner countries. The award provides a research grant for up to \$5,000 (CAD) for Canadian senior undergraduate and graduate students to conduct a 12- to 24-week research project at a university in Canada or in a Mitacs partner country. Select opportunities are available in partnership with Mitacs' international partner organizations under a co-funding relationship. This opportunity is competitive, and applications are accepted on a call basis, usually in January and September of each year.

Funding Structure

- Each approved application will receive up to \$5,000 (CAD) from Mitacs to support the direct costs of student travel
- This Mitacs funding will be provided to the student's home academic supervisor via the Office of Research Services (or equivalent thereof) and administered as a research grant according to the policies and procedures of both Mitacs and the university
- In addition, successful applicants will receive funds up to \$5000 (CAD) from the international partner (if applicable), which will be dispersed as per the details of the award
- Applicants must provide a detailed budget outlining travel costs associated with the international research project, other sources of funding and resources to support the project, and funding request for Mitacs funds
- No funds will be released if the completed International Pre-Departure Form and/or Mitacs Student Code of Conduct and Ethics forms are outstanding

Please note that the funding structure for each opportunity may vary depending on the co-funding agreement with the international partner. These details will be presented at the time each call is issued.

Mitacs will allow oversight and administration of the funds to be performed through alternative arrangements as per the home institution's policies. Please contact Mitacs to make such arrangements.

Eligibility

The GRA offers an opportunity for students to undertake a research project in select [Mitacs partner countries](#). Mitacs is expanding its partnerships and new partner countries will be announced on the website.

In order to be eligible for GRA, a student must:

- Be a Canadian citizen, permanent resident, or international student (criteria may vary depending on the destination)
 - Note that international students cannot return to a country where they hold citizenship and cannot undertake a research project at an institution where they have previously been employed or completed a degree.
- Be registered for full-time studies as a senior undergraduate or graduate student at the Canadian university
- Meet all necessary travel requirements for the intended destination as well as the home institution's policies with regards to research abroad

Additionally, undergraduate student applicants must:

- Have completed their second year of studies prior to departure
- Be enrolled in full-time studies and remain as such during the GRA
- Maintain a B average or equivalent thereof

Please note that eligibility requirements for each opportunity may vary depending on the co-funding agreement with the international partner. These details will be presented at the time each call is issued.

Eligibility of Canadian Supervisors

The GRA Canadian academic supervisor must:

- Be a faculty member at a Canadian university
- Be eligible to supervise graduate students and hold Tri-Council funding

Eligibility of International Supervisors

The GRA international faculty supervisor must be:

- A recognized faculty member at an accredited university in one of Mitacs partner countries
- Eligible to supervise graduate students

Program Timeline

Please note that applications for this initiative are accepted on a call basis, usually in January and September of each year.

Applicants are required to have received a Mitacs Award Letter prior to travel and to observe all of the pre-departure and travel policies of the university prior to travel. Failure to do so may result in the termination of the research award.

Application

A complete application includes the following:

- Application Form (please use template provided on Mitacs website)
- Research Proposal (please use template provided on Mitacs website)
- Signature page signed by all parties, including appropriate Canadian university office (Office of Research Services or the Office Responsible for International Relations)
- Student CV (students must use the template on Mitacs website)
- Full transcripts for current degree program (undergraduate students only). Transcripts must include cumulative grade point average
- Letters of support from the home and host supervisors, respectively. Each letter should be in English or French, and:
 - Be written on the university letterhead and signed by the supervisor
 - Include the respective supervisors' contact details, including title, department affiliation, and university or institution
 - Include details outlining support for the student and research project
- Host supervisor's CV, outlining their funding history, publications, and list of graduate students supervised
- Signed copy of the Mitacs Student Code of Conduct and Ethics Form* (available on Mitacs website)
- Signed copy of International Pre-departure Form* (available on Mitacs website)
- Any supplementary documents, as applicable

Applicants must submit their completed application by email to apply@mitacs.ca. Please note only the signature page of the proposal should be a scanned PDF document.

**The International Pre-departure Form and Mitacs Student Code of Conduct and Ethics form can be submitted after the submission of the application; however, funds will not be released until Mitacs receives these forms.*

Mitacs is not responsible for any costs incurred before the application is approved. Travel may not be initiated until Mitacs has approved the application and received all paper work.

Adjudication

Adjudication of applications takes approximately 16-18 weeks. All applications will undergo review by an interdisciplinary team. Proposals will be adjudicated based on the following criteria:

- *Expected benefit to the student's academic studies and research career*
- *Quality of the research proposal*
- *Level of supervision and mentorship committed by the host supervisor*
- *Strength of recommendation by the home supervisor*

Roles and Responsibilities of University Administration

The participating university will assist and provide support to the students traveling abroad, including:

- Providing contact information for GRA representatives, including Office of Research Services and International Office contacts or equivalent
- Disseminating call and award details across departments and/or allowing Mitacs to distribute information directly to faculty and students
- Signing and approving the application, indicating that it and applicants are in compliance with the university's policies and procedures
- Administering Mitacs funds as a research grant to the Canadian supervisor, according to the policies and procedures of both Mitacs and the university
- Providing the necessary reporting for proof of disbursement of GRA funds
- Providing a pre-departure orientation that prepares the student for travel and research in the partner country and meets the university's standards
- Providing outbound students with preparation, direction, and support regarding matters such as university status, health and medical insurance, visa, and accommodations, prior to the research project
- Signing the International Pre-departure Form indicating that the student has:
 - Consulted with the appropriate university office to ensure that its policies and requirements have been met and adhered to regarding research abroad
 - Received the appropriate pre-departure orientation related to the destination from the home university and been advised to obtain appropriate insurance coverage as per the university's policies regarding research abroad

Roles and Responsibilities of Mitacs

Mitacs administers the GRA. Its responsibilities include:

- Promoting opportunities to Canadian universities and faculty and institutions in Mitacs partner countries
- Undertaking proposal adjudication (in conjunction with international partners, where applicable)
- Issuing outcome and award letters to applicants, Office of Research Services contact(s), and International Office contact(s)
- Collecting and managing funds from partners and funders
- Forwarding funds to academic supervisors via university Offices of Research Services
- Monitoring the overall success of the initiative
- Liaising with and report to the Government of Canada and all other program funders

Roles and Responsibilities of Faculty

Expectations of the Canadian Supervisor

Prior to and during the GRA research project, the Canadian academic supervisor is expected to:

- Develop a research plan in partnership with the student and international academic supervisor
- Provide ongoing direction and research support to the student
- Participate in status meetings, as necessary
- Assume fiduciary responsibility for the Mitacs portion of the grant, including ensuring appropriate expenditures are consistent with GRA objectives and proposed budget
- Assist the student with pre-departure preparations, and ensure the student maintains home university requirements and policies for research abroad
- Ensure that the student has access to the appropriate lab and/or office space, internet access, and computing facilities (where applicable)
- Assist the student to identify an international supervisor
- Advise the Mitacs Globalink Team immediately in writing of any concerns relating to the ability or performance of the student in relation to the research project
- Complete a Mitacs exit survey within one month of project completion

Expectations of the International Supervisor

Prior to and during the GRA research project, the international academic supervisor is expected to:

- Assist the student to develop the research plan with the Canadian academic supervisor, where appropriate
- Participate in regular meetings with the student and Canadian supervisor, where appropriate
- Ensure that the student has access to the appropriate lab and/or office space, internet access, and computing facilities (where applicable)
- Assist the student with pre-departure preparations, and ensure the student maintains home university requirements and policies for research abroad
- Advise the Mitacs Globalink team immediately in writing of any concerns relating to the ability or performance of the student in relation to the research project
- Complete an exit survey within one month of project completion

Roles and Responsibilities of Students

Prior to and during GRA, students are expected to:

- Identify a home academic supervisor to supervise the project and help develop a research plan with a supervisor at a host university
- Develop a research plan in partnership with supervisors at their home and host universities
- Make all necessary pre-departure preparations in consultation with the appropriate university office(s), including:
 - Applying for appropriate travel documents and consulting the relevant foreign mission where necessary
 - Obtaining comprehensive and appropriate medical and health insurance
 - Obtaining appropriate immunization and/or prophylaxis and ensuring that routine immunizations are up to date
 - If Canadian, registering with the Registry for Canadians Abroad
 - If not a Canadian citizen, registering with foreign office of country of citizenship before departing for the research project
 - Registering with the home university's Safety Abroad Database, or equivalent
- Attend all mandatory sessions prior to departure and during the project, as stipulated by the home university
- Ensure compliance with home and host university policies surrounding research abroad
- Make appropriate travel bookings
- Organize monthly status meetings with academic supervisor(s)
- Provide updates on the status of the project to Mitacs, as required
- Ensure confidentiality of partner university information, as specified in the research plan
- Within one month of completion of research project:
 - Complete a Mitacs exit survey
 - Prepare a final report of the project that details the research performed, with input from the home and host academic supervisor

GRA recipients are expected to work full-time on their research project for the duration of their award, in accordance with home university policies. Should they require time off from their research, they are expected to seek permission from their supervising professor(s).

Contact

international@mitacs.ca

Globalink Partnership Awards (GPA)

The Mitacs Globalink Partnership Award (GPA) supports graduate students at Mitacs full and associate partner universities to conduct a 16– to 24–week research project at an international, for-profit organization in any country except the United States. The GPA is open to all disciplines. While not required, the participation of a host university in the country of destination is recommended. Mitacs awards successful applicants \$15,000 (CAD) in funding to cover the direct costs of student research.

Funding Structure

- Each approved recipient will receive \$15,000 (CAD) in direct funding, with a partner organization and Mitacs each providing \$7,500 (CAD)
- Partner organizations must send their contribution in Canadian dollars directly to Mitacs
- GPA funds are limited to supporting the direct costs of the research. Mitacs follows NSERC guidelines and a detailed description of eligible expenses is available [here](#).
- Funds are provided to the student’s Canadian supervisor via the Office of Research Services but in some cases the International Office (or equivalent) and administered as a research grant according to the policies and procedures of both Mitacs and the university
- The student must receive a minimum \$10,000 (CAD) stipend. The remaining funds must be used to support project-related research and travel related to the research project, including \$2,500 (CAD) minimum towards student travel costs.
- Funds will be released when Mitacs receives:
 - The completed International Pre-Departure form
 - The completed Mitacs Student Code of Conduct and Ethics form
 - The \$7,500 (CAD) contribution from the partner organization
 - Any supplementary documents, as required

Eligibility

Eligibility for Students

In order to be eligible for GPA, a student must:

- Be a Canadian citizen, permanent resident, or international student.
 - Note that international students cannot return to a country where they hold citizenship and cannot undertake a research project at an institution where they have previously completed a degree.
- Be registered for full-time graduate studies at a Mitacs full or associate partner university in Canada
 - Students cannot be employed by their partner organization during their research projects
- Spend a minimum of 25 percent of the research project at their home university and up to 75 percent with the industry partner abroad
- Meet all necessary travel requirements for the intended destination

Eligibility of Canadian Supervisors

The GPA Canadian academic supervisor must:

- Be a faculty member at a Mitacs full or associate partner university
- Be eligible to supervise graduate students and hold Tri-Council funding

Eligibility of Partner Organizations

The international GPA partner organization must be a for-profit company with an office where the student can undertake the research project in any country except the United States.

Program Timeline

Applications are accepted anytime; however, Mitacs suggests applicants apply approximately 12 weeks prior to the desired start of the project to allow for:

- Adjudication of applications (approximately six weeks)
- Filing of appropriate documentation
- Completion of university travel abroad protocols
- Travel and accommodation arrangements

Mitacs is not responsible for any costs incurred before the application is approved. Travel may not be initiated until Mitacs has received all paper work including the International Pre-departure Form, Mitacs Student Code of Conduct and Ethics Form, and the application has been approved.

Application

A complete application includes the following:

- Application (please use template provided on Mitacs website)
- Signature page signed by all parties, including appropriate Canadian university office (Office of Research Services or the Office Responsible for International Relations)
- Student CV (students must use the template on Mitacs website)
- Indemnity Agreement (if applicable; please consult your [Business Development](#) representative)
- Signed copy of the Mitacs Student Code of Conduct and Ethics*
- Signed copy of the International Pre-departure Form*
- Any supplementary documents, as applicable

Applicants must submit their completed application as a PDF document through the Mitacs [Business Development](#) representative at their institution. Please note only the signature page of the proposal should be a scanned PDF document.

**The International Pre-departure Form and Mitacs Student Code of Conduct and Ethics form can be submitted after the submission of the application; however, funds will not be released until Mitacs receives these forms.*

Adjudication

GPA proposals are peer-reviewed by subject-matter experts. The following instructions and questions will be given to reviewers to guide their assessment of the proposal.

1. *Is there sufficient information to review this proposal?*
2. *Is the proposed project a research project at a level appropriate for a graduate student?*
3. *Are the project objectives achievable within the scope and timeline of the research project?*
4. *Are the proposed methodologies appropriate and sufficient to achieve the objectives?*
5. *If the applicants indicated that part of the research would take place outside the normal lab or business environment, do you feel the described environmental impact should be reviewed by an expert in environmental impact assessments?*
6. *Please provide any additional specific comments or suggestions you might have for the student, such as references to other research or methods that could be helpful to them in carrying out this research project*
7. *If you have any internal comments for Mitacs staff and/or internal reviewers, please include those comments here.*

Review outcomes (approval, decline, or request for proposal revision) are provided to applicants within approximately six weeks of the submission of a complete proposal.

Funds are awarded to projects that have successfully passed peer review. Since completed work cannot be reviewed, Mitacs is unable to fund completed internships.

Roles and Responsibilities of University Administration

The participating university will assist and provide support to the students traveling abroad, including:

- Providing contact information for GPA representatives, including Office of Research Services and International Office contacts or equivalent
- Disseminating call and award details for this opportunity across departments and/or allow Mitacs to distribute information directly to faculty and students
- Signing and approving the application, indicating that it and applicants are in compliance with university's policies and procedures
- Administering Mitacs funds as a research grant to the home supervisor, according to the policies and procedures of both Mitacs and the university
- Providing the necessary reporting for proof of disbursement of GPA funds
- Providing a pre-departure orientation that prepares the student for travel and research for the destination and meets the university's standards
- Providing the student with preparation, direction, and support regarding matters such as health and medical insurance, visa, and accommodations prior to the research project, in conjunction with university policies
- Signing the International Pre-departure Form indicating that the student has:
 - Consulted with the appropriate university office to ensure that its policies and requirements have been met and adhered to regarding research abroad

- Received an appropriate pre-departure orientation related to the destination from the home university and been advised to obtain appropriate insurance coverage as per the university's policies regarding research abroad

Roles and Responsibilities of Mitacs

Mitacs administers GPA. Its responsibilities include:

- Promoting opportunities to Mitacs full and associate partner universities and their graduate students and faculty
- Organizing proposal adjudication
- Issuing outcome and award letters to applicants, Office of Research Services contact(s), and International Office contact(s)
- Collecting and managing funds from partners and funding agencies
- Forwarding funds to academic supervisors via university Offices of Research Services (or equivalent thereof)
- Monitoring the overall success of the initiative
- Liaising with and report to the Government of Canada and all other program funders

Roles and Responsibilities of Faculty

Prior to, during, and after GPA, the academic supervisor is expected to:

- Develop a research plan in partnership with the student and industry partner
- Provide ongoing direction and research support to the student
- Participate in status meetings, as necessary
- Assume fiduciary responsibility for the grant, including ensuring appropriate expenditures consistent with the objectives of the GPA objectives and proposed budget
- Assist the student with pre-departure preparations and ensure the student adheres to home university requirements and policies regarding research abroad
- Advise the Mitacs Globalink team immediately in writing of any concerns relating to the ability or performance of the student in relation to the research project
- Complete a Mitacs exit survey within one month of project completion

Roles and Responsibilities of Partner Organization

Prior to, during, and after GPA, the partner organization is expected to:

- Develop a research plan in partnership with the supervisor and student
- Participate in regular communications with the student and supervisor, where appropriate
- Provide ongoing direction and research support to the student
- Send the required financial contribution directly to Mitacs in Canadian dollars
- Assist the student with pre-departure preparations, including providing:
 - Necessary pre-departure information and/or materials for smooth transition

- Documentation and support required for any necessary visa applications
- Advice on appropriate travel arrangements and accommodations
- Support, information, and a safety orientation appropriate to the student in his/her interactions at the partner location
- Ensure that the student’s activities at the industry location are limited to those specified in the research plan
- Advise the Mitacs Globalink team immediately in writing of any concerns relating to the ability or performance of the student in relation to the research project
- Complete an exit survey within one month of project completion

Roles and Responsibilities of Students

Prior to, during, and after GPA, students are expected to:

- Develop a research plan with the academic supervisor(s) and industry partner
- Make all necessary pre-departure preparations in consultation with the appropriate home university office(s), including:
 - Applying for appropriate travel documents and consulting the relevant consulate where necessary
 - Obtaining comprehensive and appropriate medical and health insurance
 - Obtaining appropriate immunization and/or prophylaxis for destination and ensuring that routine immunizations are up to date
 - If Canadian, registering with the Registry for Canadians Abroad
 - If not a Canadian citizen, registering with foreign office of country of citizenship before leaving Canada
 - Registering with the home university’s “Safety Abroad Database”, or equivalent
- Attend all mandatory sessions prior to departure and during the project, as stipulated by the university
- Ensure compliance with home and host university (if applicable) policies surrounding research abroad
- Make appropriate travel bookings
- Organize monthly status meetings with academic supervisor(s)
- Provide updates on the status of the project to Mitacs, as required
- Ensure confidentiality of industry partner information as specified in the research plan
- Within one month of completion of research project:
 - Complete a Mitacs exit survey
 - Prepare a final report of the project that details the research performed, with input from the home and host academic supervisors

Contact

international@mitacs.ca

Acknowledgements

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