

TERMS AND CONDITIONS

The **International Academic Supervisor** agrees to the Terms and Conditions of the Mitacs Inc. **Program** to which they are applying.

Please select the Program that you are applying for

DEFINITIONS

For the purpose of this Terms and Conditions document, the following terms shall have the meanings described below:

“Academic Institution” means an eligible university, college, or qualifying research institution in Canada or abroad (outside of Canada).

“Academic Supervisor” means a faculty member at a Canadian Academic Institution, or appropriate research staff at a college who will provide supervision to Project(s) and Participant(s).

“Award Letter” means a letter sent to Participants by Mitacs, detailing the funding they will receive (may be titled “Notice of Award”).

“Host Organization” means a non-academic organization in Canada or abroad (outside of Canada) that contributes funds to Project(s) and/or hosts Participant(s).

“International Academic Supervisor” means a faculty member at an Academic Institution abroad (outside of Canada) who will provide supervision to Project(s) and Participant(s).

“Outcome Letter” means a letter a of acceptance or notice of approval.

“Participant” means an intern or fellow who participates in Project(s) or any other recipient of an award or travel grant from Mitacs.

“Participant Expectations” means procedures and rules that Participants will follow to succeed as a Program Participant.

“Program” means a Mitacs funded or organized program.

“Project” means an internship, fellowship, travel grant, or award provided through a Mitacs Program.

“Proposal” means an application for funding which describes a Project.

1. PROJECT PARTICIPATION

- 1.1 The International Academic Supervisor will supervise the Project based on the approved Proposal and confirms that the information contained therein accurately represents their involvement in the Program.
- 1.2 The International Academic Supervisor understands and agrees to the Project plan and its timelines and expectations, as outlined in the approved Project.

- 1.3 The International Academic Supervisor agrees to provide supervision, resources, and information to the Participant, as outlined in the approved Project.

2. PROPOSAL SUBMISSION

- 2.1 The International Academic Supervisor acknowledges that submission of a Proposal constitutes a request for funding and that Mitacs provides funding for the Project at its discretion following a review process that is carried out or approved by Mitacs.

3. PROGRAM RULES AND REQUIREMENTS

- 3.1 The International Academic Supervisor is a faculty member at an International Academic Institution listed in the Proposal and will remain as such for the entirety of the Project as outlined in the approved Proposal.
- 3.2 The International Academic Supervisor will adhere to Canadian Tri-Agency federal granting agencies' requirements regarding appropriate certification or approval for the use of humans, animals, and/or biohazards, and obtain any required environmental permits in accordance with the requirements of the Canadian Academic Institution.
- 3.3 The International Academic Supervisor will comply with Ownership, Control, Access and Possession (OCAP™) standards for conducting research with Indigenous communities.
- 3.4 The International Academic Supervisor will obey federal, provincial, or territorial, municipal, and other applicable laws that govern the Project, including, without limitation, statutes, regulations, by-laws, rules, policies, ordinances, and decrees.

4. LIABILITY FOR ACCIDENTS, ILLNESS, OR LOSSES

- 4.1 The International Academic Supervisor acknowledges that Mitacs cannot assume liability for accidents, illnesses, or losses that occur during or as a result of the Academic Supervisor's Program participation.
- 4.2 The International Academic Supervisor agrees to adhere to any institutional policies regarding health, safety, and/or travel requirements.
- 4.3 The International Academic Supervisor acknowledges that they are responsible for obtaining appropriate insurance coverage during the Project, as required.

5. PAYMENT OF PROGRAM AWARD

- 5.1 The International Academic Supervisor acknowledges that payment of the Program's financial award can only be made after all the following conditions are met:
 - 5.1.1 Mitacs's approval of the Proposal and eligibility of Project(s).
 - 5.1.2 Continued support from Mitacs's funders, including Academic Institutions in Canada and abroad (if applicable).

5.1.3 Mitacs's receipt of payment from the Host Organization (if applicable).

5.1.4 Mitacs's receipt of the signed documents as requested in the Award Letter.

6. PROJECT STARTING CONDITIONS

6.1 The International Academic Supervisor will not begin the Project until the following conditions have been met:

6.1.1 Mitacs's approval of the Proposal and eligibility of Project(s).

6.1.2 Mitacs's receipt of payment from the Host Organization or Academic Institution (if applicable), the signed Ethics form (if applicable), the International Pre-Departure form (if applicable), and any supplementary documents as requested in the Outcome Letter.

6.1.3 Payment of the Program's financial award to the Canadian Academic Institution (if applicable).

6.2 The Participant must not travel until Mitacs has issued both an Outcome Letter and an Award Letter. Projects must begin within one year of the Outcome Letter being issued.

7. INTERNATIONAL ACADEMIC SUPERVISOR ASSISTANCE

7.1 Where applicable, the International Academic Supervisor will assist the Participant in meeting all Academic Institution's requirements pertaining to Project activities.

8. CANCELLATION POLICY

8.1 The Project requires the active participation of the Participant, Academic Supervisor (if applicable), International Academic Supervisor (if applicable), and Host Organization (if applicable). If all parties agree, a Project may be terminated. Other cancellations must adhere to the rules of the specific Program. Any funds remaining after a cancelled Project must be returned to Mitacs.

9. SIGNIFICANT CHANGES

9.1 The International Academic Supervisor agrees to notify Mitacs, the Canadian Academic Supervisor (if applicable), and the Host Organization (if applicable), immediately upon the occurrence of significant changes to the Participant, the Proposal, or the Project budget (if applicable).

10. INTELLECTUAL PROPERTY

10.1 Mitacs does not claim any ownership of Intellectual Property developed through projects 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).

11. PUBLICATIONS

11.1 The International Academic Supervisor will acknowledge Mitacs and its funders in any publications resulting from the Project.

12. DELIVERABLES

12.1 The International Academic Supervisor will provide the following to Mitacs:

12.1.1 A signature (if applicable) on the final report that is assembled and submitted by the Participant (if applicable).

12.1.2 An exit survey no later than 30 days after the Project ends.

12.1.3 Any information required by Mitacs to fulfill the monitoring, reporting, and compliance requirements of its funders.

13. PRIVACY CONSENT

13.1 All personal information collected is subject to privacy legislation and [Mitacs Privacy Policy for Program Participants](#).

13.2 All the information supplied in the 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.