# INSTRUCTIONS

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| The following document should be used in conjunction with a full Mitacs Program application in order to **identify a change to the Partner Organization** associated with a Mitacs application for Approved projects with **no changes in original Research Project Scope.**   * If applicable, proposals with a not-for-profit partner must seek partner and project eligibility approval before proceeding. Please contact a [Mitacs Advisor](https://www.mitacs.ca/about/mitacs-advisors/) to discuss the eligibility of an NFP organization **BEFORE** submitting your application (see section 2.1).   **NOTE:** Changes in Partner Organization **with** changes in original Research Project Scope require a full revised proposal. |

# APPLICATION CHECKLIST

# for New Partner Organization and no change in Project Research Scope

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| **In addition to an approved Mitacs application, Mitacs requires the following information for the new Partner Organization:**  This *New Partner Organization Profile* form completed  Updated Memorandum (signature required)  Updated Excel budget spreadsheet: *Accelerate Budget and Invoice Schedule*.  Any supplementary documents (as applicable)  Letter or email from previous Partner Organization acknowledging that they have left the project and agree to have the intern continue the proposed work with a new partner organization.  **\*Mitacs will evaluate the eligibility of the Partner Organization. Please note that all awards are subject to the receipt of funds from the partner organization.** |

Please submit completed form to [grants-subventions@mitacs.ca](mailto:grants-subventions@mitacs.ca) with your Project Identification (IT) # in the subject line.

**Mitacs Accelerate – New Partner Organization Profile**

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| * 1. **Title of project:** | Title |
| * 1. **Project identification (IT) Number:** | IT# |
| * 1. **Academic Supervisor(s):** | Supervisor name |
| * 1. **Intern(s):** | Intern name(s) |
| * 1. **Previous Partner:** | Previous partner organization(s) |

* 1. **New Partner organization:**

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| **Legal business name** (*required*)**:**  A legal name is what has been registered with the Government of Canada (e.g., Mitacs Inc.) | Partner Legal Name |
| **Operating name** (if applicable)**:**  An operating name is what is used in day-to-day activities and advertising (e.g., Mitacs) | Partner Operating Name |
| **Date of incorporation** (if applicable): | mm-yy |
| **Address:** | Enter the street number and street name |
| Enter the city, country, province, postal code |
| **Website:** | Add link to partner Website |
| **Partner size:**  Number of employees | Select No. employees |
| Exact number (if under 50): Enter # of employees |
| **Partner size in Canada:**  number of employees | Select No. employees |
| Exact number (if under 50): Enter # of employees |
| **Is your organization:** | A parent company?   |  | | --- | | Select Yes or No |   A subsidiary?   |  | | --- | | Select Yes or No |   If **YES** to either of the above, please provide the information that applies below:   * Main subsidiaries * Name of the parent company/holding company * City and country where the headquarters of the parent company/holding company are located   Click or tap here to enter text |
| Does the organization have an **R&D department in Canada**? | Select Yes or No |
| If **NO**, does it undertake R&D on the organization’s premise?   |  | | --- | | Select Yes or No | |
| **Number of R&D staff**: | Enter exact # of R&D staff |
| **Legal status:** | Select Legal Status |
| IF not-for-profit Canadian corporation**:**   |  | | --- | | Select NFP Type | |
| **NAICS code** (*required*)**:**  [Click here for a list of North American Industry Classification System codes](https://www.statcan.gc.ca/en/subjects/standard/naics/2022/v1/index) | Select a NAICS code |
| Is this the **first time** **the partner has collaborated** with the academic institution? | Select Yes or No |
| Is this the **first time** **the partner has collaborated** with the academic supervisor? | Select Yes or No |
| Have the funds committed by the Partner Organization identified in this application been leveraged against other federal or provincial programs? | Select Yes or No |
| If you have responded **YES** to the question above, please provide details:   |  | | --- | | Enter a detailed description | |

* 1. **Partner Organization Contact(s):**

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| Contact name: | Contact Name |
| Position: | Position |
| Department: | Department |
| Phone: | Phone Number |
| Email: | Partner Email |

* 1. **Partner Organization Invoicing Information:**
* Partner contributions must be received by Mitacs **BEFORE** any funds are awarded to the academic institution.
* Costs can only be incurred after research approval of the proposal and the receipt of the partner funds at Mitacs.
* Please note that the financial contribution of organizations with permanent establishments in Canada may be subject to any applicable Goods and Services Tax (GST), Harmonized Sales Tax (HST) and/or Quebec Sales Tax (QST) (collectively VAT).
* Mitacs will not send invoices for to be determined (TBD) internship units.
  1. **Partner Organization Invoicing Contact:**

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| **Billing** Legal Business name  Only needed if Parent company will be issuing the payment and the name differs from section 2.1 | | Partner Legal Name | |
| **Billing** contact name: | | Billing contact name | |
| **Billing** Address (invoicing partner): | | Street number and street name | |
| **Billing** City, province, country, postal code: | | City, country, province, postal code | |
| **Billing** phone number: | | Billing contact phone number | |
| **Billing** email address: | | Billing contact email address | |
| **Accounts payable** email address: | | Accounts payable email address | |
| If different, should they be copied on invoices?   |  | | --- | | Select Yes or No | | |
| **Invoice schedule preference:**  The partner can request to be invoiced by term, annually, or in one payment | | Select invoicing schedule | |
| Is there a **P.O. required?** | | |  | | --- | | Select Yes or No |   If **YES**, please provide the PO number: *PO#* | |
| Does the partner organization hold **tax exemption status?** | | |  | | --- | | Select Yes or No |   If **YES**, please attach proof of tax exemption with your application | |
| **Other invoicing instructions:**  For example, additional billing contact names, email addresses, etc. | | Click or tap here to enter text. | |
| **2.4.1. Provision of Research Funds to the Partnering Academic Institution** | | | |
| i) Have these **funds been sent to the academic institution** that you will be partnering with in this proposal? | | Select Yes or No | |
| If **YES**, please provide details:  Enter a detailed description | |
| *If* ***Yes*** *to i) above*:  ii) Is there a **research agreement** **in place with the academic institution** that governs the use of these partner funds and will require consent to divert the funds to Mitacs?  If **YES,** please speak with your Mitacs Advisor. You may need to fill out the *Cash Flow Statement and Certificate* document and submit that document with your completed application.  If **NO,** please note that signing of the Memorandum (Section 4) hereby acts as consent from the partner organization for the academic institution to send the funds from the academic institution to Mitacs and that the ORS/UILO or equivalent agrees to send these funds to Mitacs. | | | Select Yes or No |
| *If* ***Yes*** *to i) above*:  iii) Is the **GST or HST, and QST** (if applicable) to be included with the invoice to the academic institution?  If **NO**, tax(es) will be invoiced directly to the partner organization. | | | Select Yes or No |
| **2.4.2. Invoicing Academic Institution Contact** to receive Mitacs invoice  *Required only if research funds have been sent to the academic institution as per* ***Section 2.4.1.*** | | | |
| Contact name: | Contact Name | | |
| Department: | Department | | |
| Email: | Partner Email | | |

* 1. **New Partner’s role into the Project**

Please state the nature of the partner interaction:  Onsite  Virtual  Hybrid

Indicate (1) the activities to be performed with the partner organization, (2) who the interns will interact directly with and how these partner staff will champion the project, (3) the partner resources provided to support the interns, and (4) the partner physical premises (including location) and/or virtual platform(s) at which the interns will work.

Click or tap here to enter text.

If applicable, for **Accelerate Entrepreneur** applicants please (1) describe the activities that will be performed with the pre-approved incubator, including the expected interaction with incubator staff, and (2) indicate the resources the pre-approved incubator will provide, including information about space, resources, and expertise.

Click or tap here to enter text.

* 1. **Relevance to the Partner Organization and to Canada:**

Describe how (1) the partner and (2) Canada will benefit from this research.

Click or tap here to enter text.

### Resource Plan and Invoicing

All Accelerate projects are required to complete the Accelerate Resource Plan and confirm the Invoicing schedule on the Excel *Accelerate Budget and Invoice Schedule* spreadsheet template. Please refer to the [Accelerate Guide: Writing your proposal](https://www.mitacs.ca/wp-content/uploads/2022/02/Mitacs_Guide_to_Writing_Proposal_Jul24.zip) to assist you.

### Mitacs Accelerate 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 internship 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 academic institution. By signing this memorandum, you are acknowledging that the home academic institution agrees to assist the intern in meeting all academic 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 partner 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(s) organization(s), the name of the intern(s), the name of the 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)

Internship participants (intern, academic supervisor, and partner) further agree to the following addendum(s):

*If applicable, enter relevant addendums here*

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

* 1. **Title of Project:**

Title

### Participant Signatures:

### Please sign, scan and save in PDF format

*To duplicate any of the tables, click on any cell in the table below and then click on the "+" symbol in the bottom right corner.*

We certify that:

The New Partner Organization Profile form is complete and Mitacs Accelerate Memorandum has been reviewed and agreed upon.

The application as previously submitted to Mitacs has been reviewed and agreed upon.

This form will now replace the information previously provided in section 4.1. of the original proposal.

**Mitacs will review the eligibility of the new Partner Organization in accordance with the information provided.**

* + 1. **Academic Supervisor(s):**

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| --- | --- | --- |
| Name: | Name | |
| Department: | Department | |
| Academic institution: | Academic Institution | |
| Signature: | A picture containing white, design  Description automatically generated | Signature date: yyyy-mm-dd |

* + 1. **New Partner Organization:**

|  |  |  |
| --- | --- | --- |
| Name: | Name | |
| Department: | Department | |
| Title/position: | Title/position | |
| Legal business name: | Legal Business Name | |
| Total financial commitment: | |  | | --- | | $##,### |   Please enter the complete amount the partner will commit to before tax. For example, a total project award may be $30,000, with the partner contributing $15,000. Please enter only the partner contribution amount, which in this example is $15,000. | |
|  | The partner organization commits to the funding contribution specified directly above. These are key conditions of the application and by signing this proposal below, the partner organization agrees to these conditions. Please note that the financial contribution of organizations with permanent establishments in Canada may be subject to any applicable Goods and Services Tax (GST), Harmonized Sales Tax (HST) and/or Quebec Sales Tax (QST) (collectively VAT). | |
| *For partner organizations participating in the Indigenous Pathways program, check any that apply:*   * [] The partner organization is a for-profit organization with self-identifying Indigenous persons who hold 50% or greater ownership shares * [] The partner organization is a not-for-profit organization with board membership consisting of 50% or greater self-identifying Indigenous persons * [] The partner organization is a not-for-profit organization whose core mandate includes Indigenous community impact or serving Indigenous communities | |
| Signature: | A picture containing white, design  Description automatically generated | Signature date: yyyy-mm-dd |