As a general rule, **Mitacs cannot support an internship in which the intern is doing work they are currently or were previously doing as an employee**

**Exceptions** are allowed under the following conditions and reviewed case-by-case:

|  |  |
| --- | --- |
| **Students** | **Postdoctoral Fellows** |
| * The intern has gone back to school to pursue a new post-secondary diploma or degree following their employment * The proposed internship is substantially different than the work they were doing as an employee * The intern is not an employee during the internship | * **Accelerate,Elevate and BSI**: The postdoctoral fellow was only previously employed part-time and/or for a very short time * **Accelerate, Elevate and BSI**: The postdoctoral fellow is not an employee during the internship * **Elevate**: The postdoctoral fellow must not have received an offer of employment from the partner organization except an offer of this fellowship or short-term employment of up to six months while awaiting a decision on the fellowship |

**Applicants must also disclose any conflict of interest (COI)** with the partner organization or with other participants in the application to Mitacs, and each case will be reviewed individually for eligibility by the Mitacs internal COI committee. The Mitacs internal COI Committee cannot approve cases where a COI is deemed to be not sufficiently mitigated.

A COI is a situation in which an individual holds competing interests or loyalties that could potentially affect their decision-making. Please refer to the [Mitacs COI Policy](https://www.mitacs.ca/en/conflict-interest-policy) for more information

**Please review the completed form with your** [Mitacs Advis](https://www.mitacs.ca/en/contact-us/business-development)or **prior to submitting your application.**

1. **Project Description**

**1.1. Project title:**  Enter title.

**1.2. Mitacs program:** Choose an item.

**1.3. Name of intern:** Enter name

**1.4. Intern contact details (email):** Enter email address

* 1. **Partner organization:** Enter name of the partner organization
  2. **Partner organization website (if available):** Enter URL
  3. **Mitacs advisor:** Enter name
  4. **Intern diploma or degree level during the project:**

*Current:*  College  Undergraduate  Master’s  PhD PDF  Other university program

*Recent grad:*  College  Undergraduate  Master’s  PhD Other university program

1. **Conflict of Interest Declaration(s)**
   1. Indicate your previous/present relationship with the partner organization or other program participants:

|  |  |
| --- | --- |
| Employment (previous or current) at the partner organization |  |
| Non-paid positions (e.g. Volunteer, board member, other) |  |
| Percentage (%) ownership in the partner organization |  |
| Familial or intimate relationship with other program participants (e.g. Academic Supervisor) |  |
| Familial or intimate relationship with an individual who works at or has influence or ownership in the partner organization |  |
| Other (please specify):  Click or tap here to enter text |  |

* 1. Please describe in more detail your current and/or previous relationship with the partner organization or other program participants. Include the following in your description, if applicable:
* Percentage (%) of ownership in the partner organization
* Your role and responsibilities at the partner organization
* Whether your role has influence on day-to-day operations
* Time spent in this position (if part time please provide the number of hours per week and number of weeks).
* Your relationship with other program participants or someone who works at the partner organization (e.g. Spouse, child, parent, partner, other)
* If you have familial or an intimate relationship with an employee or owner/co-owner at the partner organization, what is their role/ownership percentage (%), and what is your relationship to them?
* Mitigation measures that can be implemented to minimize any conflicts

|  |
| --- |
| Click or tap here to enter text |

* 1. Will you be employed at the partner organization during the time of your research internship? Note, Mitacs program rules do not allow interns to maintain employee status at the partner organization during their internship. To be eligible for a Mitacs internship, an employee must leave their position at the partner organization for the duration of the internship.

Yes

No

* 1. If you are/were employed at the partner organization, please describe how your work is/was different than your research internship. Note, Mitacs program rules require that work to be conducted on Mitacs-funded projects be substantially different than the work the proposed intern conducted as an employee.

|  |
| --- |
| Click or tap here to enter text |

1. **Signature**

The information provided is true and accurate. Mitacs reserves the right to contact you should we require any further clarification. Note, digital signatures must include a date and time stamp.

|  |
| --- |
| **Name of intern:** Enter name  **Signature:** A picture containing white, design  Description automatically generated  **Date:** Click or tap to enter a date |

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Section to be completed by Mitacs:

Approved – attach this form to your application for submission

Declined

Enter name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mitacs Programs Representative Name