# INSTRUCTIONS

|  |
| --- |
| The following document should be used in conjunction with a full Mitacs Accelerate application in order to **change** a supervisor associated with an approved Mitacs Accelerate application. |

# APPLICATION CHECKLIST

# for New Supervisor

|  |
| --- |
| **In addition to an approved Mitacs Accelerate application, Mitacs requires the following information for the new supervisor:**  This *New Supervisor Profile* form completed  Lead Supervisor's curriculum vitae **only** if project has over 6 internship units  Updated Memorandum (signature required)  Updated Excel budget spreadsheet: *Accelerate Budget and Invoice Schedule*.  Letter or email from previous Supervisor acknowledging that will no longer be supervising the intern(s) of this project and agreed to have the intern(s) continue the proposed work with a new supervisor **OR** supervisor acknowledging that a new supervisor is being added to the project with the intent of supervising interns.  Letter or email from the Partner Organization that confirms support and funding following the supervisor change.  **\*Mitacs will evaluate the eligibility of the Supervisor. 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 Supervisor Profile**

|  |  |
| --- | --- |
| * 1. **Title of project:** | Title |
| * 1. **Project identification (IT) Number:** | IT# |
| * 1. **Partner Organization(s):** | Partner name(s) |
| * 1. **Intern(s):** | Intern name(s) |
| * 1. **Previous Supervisor:** | Previous Supervisor Name |

* 1. **New Academic Supervisor:**

|  |  |
| --- | --- |
| **Name:** | Full Name |
| **Academic institution:** | Academic Institution name |
| **Faculty:** | Faculty Name |
| **Department:** | Department Name |
| **Phone:** | Phone Number |
| **Permanent email:** | Permanent Email |
| Alternative email: | Alternative Email |
| *If applicable*, please include any additional administrative personnel to be copied on project outcome and award letters. | |
| Name: | Full Name |
| Email: | Email |

* 1. **Academic Supervisor Conflict of Interest Declaration:**

1. Do you have any current or previous relationships, ownership, influence, positions (whether salaried or not) or circumstances with the partner organization or other program participants that could contribute to a conflict of interest, or to the appearance of a conflict of interest? Please refer to the [Mitacs Conflict of Interest Policy](https://www.mitacs.ca/about/policies/).

|  |
| --- |
| Select Yes or No |

1. Have you disclosed a conflict of interest pertaining to this Mitacs application to your academic institution in accordance with your academic institution’s conflict of interest policies?

|  |
| --- |
| Select Yes or No |

If **YES** to either of the above, please provide a copy of your approved academic institution’s conflict of interest declaration, or Mitacs’s [Academic Institution Acknowledgement](https://www.mitacs.ca/about/policies/) form, with your application. The documents must contain confirmation that your academic institution is aware of the potential conflict of interest, describe the nature of the conflict, and detail any measures in place to manage the conflict.

Generally, Mitacs accepts the mitigation measures put in place by your academic institution. If your academic institution’s mitigation measures include the appointment of an independent administrator, please also complete the *Independent Administrator profile* for Accelerate.

In some instances, Mitacs may require additional mitigation measures to what was put in place by your academic institution. If required, Mitacs will communicate this to you through your Mitacs Advisor.

* 1. **Academic Supervisor Policy on Sensitive Technology Research and Affiliations of Concern Declaration:**

1. Are you currently affiliated with, or in receipt of funding or in-kind support from any of the listed [Named Research Organizations (NROs)](https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/named-research-organizations)?

|  |
| --- |
| Select Yes or No |

Any applicant who is currently affiliated with, or in receipt of funding or in-kind support from one or more of the institutions on the list of [NROs](https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/named-research-organizations) is not eligible to participate in a Mitacs-funded project involving research that aims to advance a [Sensitive Technology Research Area (STRA)](https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/sensitive-technology-research-and-affiliations-concern/sensitive-technology-research-areas).

### 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

* 1. **Participant Signatures:**

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

We certify that:

The New Supervisor 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 4.2. of the original proposal.

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

* + 1. **Academic Supervisor:**

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

* + 1. **Office of Research Services representative or equivalent:**

|  |  |  |
| --- | --- | --- |
| Name: | Name | |
| Title/position: | Title/position | |
| Academic institution: | Academic institution | |
| **By signing, the ORS or equivalent is confirming that academic supervisor can hold Tri-Agency funds.** | | |
| Signature: | A picture containing white, design  Description automatically generated | Signature date: yyyy-mm-dd |