**1. Intern summary**

**1.A.** **Proposed workplan for internship unit(s) (IU):**  
  
Please state the name of each intern (enter ‘TBD’ if unknown), the intern’s academic level, and the number of internship units (IUs) associated with each intern. This table provides a high-level overview of the proposed research project and information about intern(s). Note that each IU corresponds to one 4 or 6-month internship. Please refer to the [**Accelerate Guide: Writing your proposal**](https://www.mitacs.ca/wp-content/uploads/2023/12/Mitacs_Accelerate_Guide_to_Writing_your_Proposal_July-2024.pdf) for assistance.

Projects submitted on this template are limited to a combined maximum of 3 IUs in total. These can be allocated to a single intern or divided among a maximum of 3 interns.

| **Intern(s) name** | **Academic level** | **Number of internship units** | **Internship duration (indicate total number of months)** |
| --- | --- | --- | --- |
| Name | Select | ## | Click or tap here to enter text |
| Name | Select | ## | Click or tap here to enter text |
| Name | Select | ## | Click or tap here to enter text |

### **2. Description of proposed research**

## **2.1 Project summary:**

Please provide:

1. an overview of the research problem
2. a detailed description of the main activities of the partner organization and the challenge(s) the partner aims to solve through this project, and
3. an outline of the anticipated social or economic benefits of the project for the partner organization(s).

Please note that this section will be used to recruit reviewers. (Maximum 300 words)

Click or tap here to enter text.

2.2 Project context:

1. **Research problem or question**: Clearly state the research problem or question your project is attempting to investigate, solve, and/or answer. (Maximum 50 words)

Click or tap here to enter text.

1. **Background and review of relevant prior work:** Provide a literature review sufficient to contextualize the importance/significance of the research problem or question, incorporating relevant citations. References to academic literature must be cited in the text in a style typical to your field and compiled in the “References” section below. Reviewers should understand the state of the art and knowledge gaps in the research area that will be addressed through the objectives of the research project. (Minimum 500 words)

Click or tap here to enter text.

## **2.3 Overall project objectives**:

State the overall goal of the project.

Click or tap here to enter text.

2.4 Project sub-objectives & timeline:

Based on the duration of your project (1 year or shorter, or longer than 1 year), please complete the appropriate table below and delete the other.

**Project timeline for single-year projects (1 year or less):**

1. Provide a list of sub-objectives and respective tasks that you have planned to achieve the overall project objective(s).
2. Indicate when each task will be performed and by which intern. State the name of each intern or enter the degree level and number in case unknown. For e.g., if you have two PhD students, label them as “PhD 1” and “PhD 2”)
3. Mark the intended week(s) with an ‘x’ or highlight the appropriate boxes.
4. Ensure there are no gaps in the timeline and that the effort required to complete each task matches the amount of time allocated for each intern.
5. Ensure that there are tasks allocated to each intern.
6. You may add or remove rows/columns from the table as necessary, depending on the number of sub-objectives, specific tasks and the duration of your project.

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|  | | **Year 1** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 |
| **Sub-objectives & Specific tasks** | **Intern(s)** | *Mark the intended week(s) with an ‘x’ or highlight* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Write the sub-objective here.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Write the sub-objective here.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Write the sub-objective here.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Write the sub-objective here.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3 - Specific task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*↖ Use the + button (hover over bottom left corner of any row) to add a new sub-objective or Specific tasks*

**Project timeline for multi-year projects (over 1 year):**

1. Provide a list of sub-objectives, broken down by month, that you have planned to achieve the overall project objective(s).
2. Indicate when each task will be performed and by which intern. State the name of each intern or enter the degree level and number in case unknown. For e.g., if you have two PhD students, label them as “PhD 1” and “PhD 2”).
3. Mark the intended month(s) with an ‘x’ or highlight the appropriate boxes.
4. Ensure there are no gaps in the timeline and that the effort required to complete each task matches the amount of time allocated for each intern.
5. Ensure that there are tasks allocated to each intern.
6. You may add or remove rows/columns from the table as necessary, depending on the number of sub-objectives, specific tasks and the duration of your project.

*\*Note that the same intern(s) could be involved in more than one sub-objective(s) and that more than one intern(s) could be involved in the same sub-objective(s).*

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|  | | **Year 1** | | | | | | | | | | | | **Year 2** | | | | | | | | | | | | **Year 3** | | | | | | | | | | | | **Year 4** | | | | | | | | | | | | **Year 5** | | | | | | | | | | | |
| **Months** | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **Sub-objectives** | **Intern(s)** | *Mark the intended month(s) with an ‘x’ or highlight* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Write the Sub-objective here. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Write the Sub-objective here. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*↖ Use the + button (hover over bottom left corner of any row) to add a new sub-objective*

## 2.5 Methodology/Approach:

Describe the method(s) that will be used to achieve the project objectives, including technical details such as equipment, procedures, and/or study participants.

Provide enough detail so that reviewers can determine if the proposed methodology is appropriate and sufficient to achieve the objectives/sub-objectives.

Click or tap here to enter text.

2.6 Deliverables:

Which of the following results do you expect the project to produce?

Please select all that apply. At least one deliverable must be selected.

Reports for the partner organization

Presentations to the partner organization's staff

Patent applications

Conference presentations

New research tools or methods

Other intellectual property claims (copyrights, trademarks, industrial designs)

Plans to commercialize a new technology

New products or services

Opportunities for the partner organization to hire new staff

Expansion to new markets

Publication in peer-reviewed journals, book chapters or technical publications

Thesis chapter(s)

Other (if other, please specify): Click or tap here to enter text.

2.7 Partner interaction:

Please select only one option below to indicate the nature of the partner interaction:

Onsite  Virtual  Hybrid

1. Describe:
   1. the activities the intern(s) will perform with the partner organization
   2. the individuals the intern(s) will interact directly with and how the partner organization’s staff will support and champion the project
   3. the resources (e.g., tools, data, facilities, etc.) provided to support the intern(s), and
   4. information about the partner’s physical premises (location) and/or virtual platform(s) where work will be conducted.

Click or tap here to enter text.

1. 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. Describe the nature of academic supervision during the internship period. Explain the type and frequency of interactions (e.g., meetings, phone calls, etc.) between the intern and academic supervisor.

Click or tap here to enter text.

1. Describe how the project aligns with the interns(s) academic studies and supports their future career development. For example: expanding their professional network, gaining knowledge in a business or applied research context, developing skills in problem-solving, project management, creative thinking, communication, etc.

Click or tap here to enter text.

## 2.8 Benefit to the partner organization and to Canada:

Explain how the project addresses the needs of the partner organization and benefits Canada. Please select all that apply. At least one option must be selected.

Research and Development (R&D) to improve a product, process or market innovation

Improved productivity for partner organization

Contribution to the development of skilled talent in Canada

Use of project results to address a societal challenge

Fostering new collaborations (e.g. with the academic institution, academic supervisor)

Other (if other, please specify): Click or tap here to enter text.

Based on the option(s) selected above, please describe how the benefit(s) is/are expected to be realized through this project.

Click or tap here to enter text.

## 2.9 Indigenous community involvement or impact (if applicable):

Internships that involve or impact Indigenous communities must comply with Mitacs’s [Indigenous Research Policy](https://www.mitacs.ca/wp-content/uploads/2024/12/Mitacs-Indigenous-Research-Policy.pdf).

Please provide information on:

* + - 1. Indigenous community support for the project, and their role in shaping its objectives & approach
      2. plans for Indigenous community access, use, and governance of resulting knowledge / data, and
      3. the team’s background in Indigenous research, including any planned training / mentorship the intern(s) will receive to address deficits in experience.

You may also submit 1-2 letter(s) of support from Indigenous Elders, Knowledge Keepers, or Indigenous scholars who are members of the partner community / communities and possess the authority to speak on community interests.

Click or tap here to enter text.

## 2.10 Relationship with past/present Mitacs projects:

* 1. Do any project participants (i.e. academic supervisor and/or partner organization) have other current or upcoming submissions to Mitacs (submitted recently, concurrently with this application, or planned for the near future)?

Yes      No

**If yes**, please explain whether the current application is related to other submissions and provide details on how they are connected (e.g., if unrelated due to different research areas; or if related, how they complement each other, how the tasks will be distributed, how communication and supervision will be organized, and what resources will be shared, etc.). Please also share any relevant project IT#(s), if known.

Click or tap here to enter text.

* 1. Has your project team submitted any applications to Mitacs in the past?

Yes     No

**If yes**, please describe whether the current project is related to any past projects, and provide specifics about the relationship(s), including relevant project IT#(s). For example, explain if the projects are unrelated due to different research areas, or if related, outline the achievements of past projects and how the current application builds upon previous results.

Click or tap here to enter text.

## 2.11 References:

Please provide a list of academic references cited in this proposal.

Click or tap here to enter text.