# INSTRUCTIONS

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| * Please make sure you are using the latest version of this form posted on  [**www.mitacs.ca/en/programs/accelerate/apply-now**](http://www.mitacs.ca/en/programs/accelerate/apply-now)**.** This link also provides an Accelerate Guide with detailed information onhow to write your proposal. * Please **do not modify, remove** text or instructions in each section/subsection **or reformat** this form in any way. A modified form will result in a delay in the internship evaluation process. * Send your draft proposal to your [Mitacs Business Development Representative](http://www.mitacs.ca/en/contact-us/business-development) **prior** to obtaining all signatures and submitting. * The proposal should be written and submitted **at least eight (8) weeks prior to the planned start date of the internship. For international travel, a minimum 16 weeks lead time is required.** * The start date of the internship has to be **after** research approval and the **receipt** of the partner funds at Mitacs. * Partner funds can be sent directly to Mitacs in Canadian dollars prior to approval to expedite the process. * If applicable, proposals with a not-for-profit partner must seek partner and project eligibility approval before proceeding. Please contact a [Mitacs Business Development Representative](http://www.mitacs.ca/en/contact-us/business-development) to discuss the eligibility of an NFP organization **BEFORE** submitting your application (see section 2.7). * If applicable, academic supervisor conflict of interest documentation must be submitted with your application (see section 4.1.1 for details). For more information, see Mitacs’ Conflict of Interest policy: <http://www.mitacs.ca/en/conflict-interest-policy>. If applicable, intern conflict of interest declarations must be received by Mitacs before submitting your application (see section 4.3.2). * If you cannot see the items listed in the drop downs, please refer to Appendix C: Options and type the corresponding answer in the space provided. |

**Please note:** If required, your **Mitacs Business Development Representative** can assist you with:

* Identifying your Office of Research Services (ORS) or equivalent representative.
* Assessing the eligibility and completeness of the proposed research.

# APPLICATION CHECKLIST

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| **A complete internship application package must include the following:**   * The proposal **completed and signed** by all parties in Word form   + *The Mitacs Accelerate Memorandum* (Section 7) with signatures must be submitted as a scanned PDF   + Appendix A - Accelerate Intern Consent Form signed * Intern(s) CV (Any format is allowed. A [CV template](https://www.mitacs.ca/sites/default/files/uploads/page/mitacs_accelerate_intern_cv_template_2018.doc) is available on the Mitacs website) * Lead Academic Supervisor's CV **only** for projects with **6+ IUs** (CCV as per Tri-Council or other CV format) * Accelerate budget and invoicing schedule (excel spreadsheet) * Any supplementary documents (as applicable)   **If your application involves an Accelerate International component please note:**   * You must complete Appendix B – *Accelerate International* in addition to this entire application * International Pre-Departure Form and Code of Conduct and Ethics form may be forwarded to Mitacs after submission of your application; however, funds cannot be released and internship may not begin until Mitacs receives these forms * Indemnity Agreement (as applicable) \*Please contact your Business Development representative to find out whether this document is required. * Visit the [Accelerate International website](https://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international) to determine if there is any additional required documentation for the country you intend to work with   \* **An incomplete application or a modified form will result in a delay in the internship evaluation process.** |

**Mitacs Accelerate Proposal**

### Research Proposal Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * 1. **Title of project:** |  | | | |
| * 1. **Type of project:** Please indicate (x)   Select all that apply | (\_) Accelerate | | | |
| (\_) Accelerate Fellowship | | | |
| (\_) Accelerate Entrepreneur | | | |
| (\_) Accelerate International (Please also complete Appendix B) | | | |
| * 1. **Number of Internships:** |  | | | |
| * 1. **Keywords to identify reviewers:** (5-10 specific keywords; 50% technically related, 50% discipline-related) |  | | | |
| * 1. **Academic discipline:** | Select Discipline | |  | |
| * 1. **Project priority sectors:** | 1st Priority Sector | 2nd Priority Sector | | 3rd Priority Sector |

* 1. **List of participants:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Supervisor** | **Department** | **Academic Institution** | **City and Country location of academic institution** |
|  |  |  |  |
|  |  |  |  |
| **Partner organization(s)** | **Contact name at partner organization** | **City and Country location of organization** | **Partner Legal Status** |
|  |  |  | Select Legal Status |
|  |
|  |  |  | Select Legal Status |
|  |

* 1. **Proposed work plan for internship unit(s) (IU):**

Please summarize the work plan for the project by showing which intern will work when. Each IU corresponds to one 4-6 month internship. This table provides a high level overview of the proposed research project and information about intern(s) to the reviewers. Please refer to the [**Accelerate Guide: Writing your proposal**](https://www.mitacs.ca/sites/default/files/uploads/page/guide_to_writing_your_proposal_2019.pdf)to assist you.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Years** | | | | **Year 1** | | | | | **Year 2** | | | **Year 3** | | | **Year 4** | | | **Year 5** | | |
| **Months** | | | | **1-4** | **5-8** | | **9-12** | | **1-4** | **5-8** | **9-12** | **1-4** | **5-8** | **9-12** | **1-4** | **5-8** | **9-12** | **1-4** | **5-8** | **9-12** |
| **Intern Name** | **Degree Program** | | **IU** |  | | | | | | | | | | | | | | | | |
|  |  | |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Total Internships** | | |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Project Funding** | | **$** | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |

### Description of Proposed Research

* 1. **Project title:**
  2. **Research Abstract** (Approx. 200 words):

Please include: Research problem to be addressed and its significance, objectives, and proposed methodology. This section will be used to recruit reviewers; it differs from section 7.2. (Public Project Overview) and must clearly summarize the research proposed.

* 1. **Background** and review of relevant prior work (minimum 500 words):
  2. **General objective** of the research project broken down into sub-objectives, activities, themes, or subprojects, as applicable:
  3. **Details of internships or subprojects:**

**For each intern or subproject, provide the following mandatory information:**

* + 1. **Name of intern.**
    2. **Specific objectives of the internship or subproject**. Clearly state your [sub-] objectives so reviewers can assess if they are achievable.
    3. **Methodologies**. Provide enough detail so reviewers can determine if the proposed methodology is appropriate and sufficient to achieve the [sub-] objectives.
    4. **Timeline**. We suggest using a Gantt chart to provide a timeline showing which task will be done when to achieve each objective.
    5. **Expected deliverables.** Each project requires the submission of a completed Mitacs Final Report and Mitacs survey at the end of the project**.** Please describe the additional expected deliverables of the project i.e. expected outcomes, results, documents (intern’s thesis, peer-reviewed journal, conference presentation).
    6. **Benefit to the intern.**
    7. **Interaction**. Indicate the percentage (%) of time during the project that the intern will spend on-site at the partner’s location and at the academic institution(s). Research should be carried out equally (50%) in the premises of the partner and the academic institution(s), if different, please include a **justification**. NOTE: Theminimum interaction at either site is 25% with a maximum of 75%.

% of partner interaction: \_\_\_\_ % **+** % of academic interaction: \_\_\_\_ % = 100%

* + 1. **Partner Interaction.** 
       1. Provide a detailed description of the activities that will be performed on-site at the partner organization and the expected interaction with and supervision by employees of the partner organization.
       2. Indicate the resources the partner organization will be providing to support the intern’s work at their premises. Include information about (1) space, (2) resources and (3) expertise that will be provided by the organization to the intern.
  1. **Relevance to the partner organization and to Canada**:  
     Describe (1) the partner’s proposed role in the project, (2) how the partner will benefit from participating, and (3) how the Canadian community will benefit from this research.
  2. **Project economic orientation (for submissions with an NFP organization ONLY):**Describe the economic or productivity orientation of the project. NOTE: if any partner listed in this proposal is a not-for profit (NFP) organization, please contact a [Mitacs Business Development representative](https://www.mitacs.ca/contact-us/business-development) to discuss its eligibility before proceeding with your proposal submission.
  3. **Relationship (if any) to past/other Mitacs projects:**    
     Describe whether or not the current project is related AND provide specifics about the relationship (e.g. not related because it refers to a different research area OR if related: provide information about what has been achieved in past projects and how the current application complements other submissions)
  4. **References:**

### 3. Declarations

**3.1 Will the proposed research be taking place outside of the lab or normal business environment?**

Yes\_\_\_ No\_\_\_

If yes, please complete the following section to indicate what (if any) impact there may be on the environment.

a. Main characteristics of the location (i.e. physical description & coordinates)

b. Principal activity(ies): for each activity, list the environmental elements affected

c. Are authorizations, permits, or licenses required to undertake any activity during the internship?

Yes\_\_\_ No\_\_\_ If yes, please list

Please note: Mitacs may request a copy of the report to ensure compliance.

**3.2**  **Does the proposed research involve living human participants whose data, or responses to interventions, stimuli or questions by the researcher, are relevant to answering the research question?** Yes\_\_\_ No\_\_\_

**Does the proposed research involve human biological materials, human embryos, fetuses, fetal**

**tissue, reproductive materials or stem cells\*\*?** Yes\_\_\_ No\_\_\_

\*\* This applies to materials derived from living and deceased individuals.

If yes to either of the two questions above, the proposal must be approved by the participating academic institution’s Research Ethics Board\*, and a valid Ethics approval is required for the duration of the research project. Access to funding may be denied for projects that do not have Ethics approval.

Please note: Mitacs may request a copy of the report to ensure compliance.

**3.3 Does the proposed research involve animal subjects?** Yes\_\_\_ No\_\_\_

If yes, the proposal must be approved by the participating Institution’s Animal Care Committee\*, and a valid approval from the committee is required for the duration of the research project.

Please note: Mitacs may request a copy of the report to ensure compliance.

**3.4 Does the proposed research involve the use of biohazards?** Yes\_\_\_ No\_\_\_

If yes, the necessary review/report must be conducted in accordance with your academic institution’s policies\*, and a valid biohazards approval is required for the duration of the research project.

Please note: Mitacs may request a copy of the report to ensure compliance.

**3.5 Have any academic supervisors declared a Conflict of Interest (COI)\* as part of this application?**

Yes\_\_\_ No\_\_\_

If yes, please attach the appropriate documentation outlined in section 4.1.1

**3.6 Have any interns declared a Conflict of Interest (COI)\* as part of this application?** Yes\_\_\_ No\_\_\_

If yes, please attach the signed conflict resolution letter.

*\* if you have any questions about the requirement for Research Ethics/Animal Care/Biohazards review or Conflict of Interest Policies at your institution, please contact your corresponding institution's research office.*

### 4. Participants

### If you are participating in Accelerate International, and your academic supervisor and/or partner organization is overseas, please complete Appendix B

**4.1. Lead academic supervisor in Canada:**

|  |  |
| --- | --- |
| Name: |  |
| Academic Institution: |  |
| Department: |  |
| Address (at academic institution): |  |
| City, Province, Postal Code: |  |
| Phone: |  |
| Permanent Email: |  |
| Alternative E-mail: |  |

**4.1.1. Is the academic supervisor:**

1. An owner or a co-owner (including owning shares) of the partner organization: Yes\_\_\_ No\_\_\_
2. A relative of an owner or co-owner (including owning shares) or a relative of a participant in the day to day management of the partner organization: Yes\_\_\_ No\_\_\_
3. An employee of and/or a participant in the day-to-day management of the partner organization: Yes\_\_\_ No\_\_\_
4. A relative of the intern and/or partner supervisors of the proposed project: Yes\_\_\_ No\_\_\_

**If yes** to any of the above, please provide a copy of your approved academic institution’s Conflict of Interest declaration, or other appropriate documentation such as a letter or email from your Dean, with your application. The documents must describe the nature of the conflict and the measures in place to manage the conflict. Generally, Mitacs will accept the mitigation measures put in place by your academic institution. However, when the conflict is considered significant, Mitacs may require that the academic institution appoint an independent administrator to hold the award and to be responsible for ensuring the best interests of the intern. In such cases, the independent administrator must be included as an applicant, and must submit a declaration that they will act in the best interests of the intern(s).

**For any additional academic co-supervisors in Canada, copy and paste Section 4.1. and 4.1.1 below:**

**4.2. Partner organization in Canada:**

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name: |  | | |
| Operating name (if different): |  | | |
| Contact name: |  | | |
| Position: |  | | |
| Department: |  | | |
| Address: |  | | |
| City, Province, Postal Code: |  | | |
| Phone: |  | | |
| Email: |  | | |
| Website: |  | | |
| Partner size (number of employees): | Select No. employees |  | |
| Legal status: | For Profit Canadian Private Corporation |  | |
| If Not for profit Canadian Corporation | Select NFP Type |  | |
| **NAICS Code** (First three digits)\*: |  | | |
| \* [Click here for a list of North American Industry Classification System codes.](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVDPage1&db=imdb&dis=2&adm=8&TVD=118464) | | | |
| Is this the **first time** the partner has collaborated with the academic institution? : | | Select yes/no |  |

**For any additional partner organization in Canada copy and paste Section 4.2. below:**

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).

**4.2.1 Invoicing Partner Contact**

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 describe any applicable **invoicing requirements** (vendor setup, PO, etc.):

|  |  |
| --- | --- |
| Invoicing contact name: |  |
| Email: |  |

**Invoicing Partner address**:

|  |  |
| --- | --- |
|  | Address same as filled in Section 4.2. |
|  | Address same as filled in Appendix B (Section 4.2) |
|  | If invoicing address different than Section 4.2 or Appendix B (Section 4.2), please fill out the following: |

|  |  |
| --- | --- |
| Legal name: |  |
| Address: |  |
| City, country, postal code: |  |
| Name of contact: |  |
| Phone: |  |
| Email: |  |

Have these funds been leveraged against other federal or provincial programs? Yes\_\_\_ No\_\_\_

**If yes,** please provide details:

**4.2.2 Partner Funds at academic institution. *IF APPLICABLE***

To be completed only if Partner funds were sent as an exception to the academic institution**. If no** please proceed to section 4.3.:

1. Is there a **research agreement** in place with the academic institution that governs the use of these partner funds?

Yes\_\_ No\_\_\_

**If yes** please speak with your BD representative, fill out the *addendum to research agreement document*, and submit that document with your completed application.

**If no** pleasecomplete the following:

1. ORS/UILO or equivalent agrees to send these funds to Mitacs: Yes\_\_\_ No\_\_\_

**If yes**, please provide:

|  |  |
| --- | --- |
| Academic institution account number: |  |

1. The partner agrees by signing this application that the funds can be forwarded: Yes\_\_\_ No\_\_\_

**If yes**, please provide:

|  |  |
| --- | --- |
| Name of the consenting partner representative |  |

1. **Invoicing academic institution contact** to receive Mitacs invoice:

|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Email: |  |

1. Is the GST or HST, and QST (if applicable) to be included with invoice to academic institution? Yes\_\_\_ No\_\_\_

**If no**, tax(es) will be invoiced directly to the industry partner.

**4.3. Intern(s) identified:**

**4.3.1. Intern #1 information *\* MANDATORY \****

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Full-time degree program during internship (college/masters/PhD/PDF): |  | | |
| Expected year of graduation: | MM | | YYYY |
| If PDF, indicate month/year PhD received: | MM | | YYYY |
| Academic institution: |  | | |
| Department: |  | | |
| Address at academic institution: |  | | |
| City, Province, Postal code: |  | | |
| Country: |  | | |
| Phone: |  | | |
| Permanent phone or Cell phone |  | | |
| Permanent email: |  | | |
| Alternative email: |  | | |
| Citizenship: | Select Citizenship | If Foreign, please indicate citizenship: | |
| Gender: | Select Gender |  | |
| *For internships with international travel only (please complete Appendix B in addition to the full application):* | | | |
| Will this intern conduct any internship units at a partner organization outside Canada? | Select yes/no | | |
| OPTIONAL: If known, please indicate anticipated **travel** dates | Start Date: DD/MM/YYYY  End Date: DD/MM/YYYY | | |

**4.3.2. Conflict of interest. Is the intern:**

1. An owner or a co-owner (including owning shares) of the partner organization: Yes\_\_\_ No\_\_\_
2. A relative of an owner or co-owner (including owning shares) or a relative of a participant in the day to day management of the partner organization Yes\_\_\_ No\_\_\_
3. An employee of and/or a participant in the day-to-day management of the partner organization:

Yes\_\_\_ No\_\_\_

1. A relative of the academic and/or partner supervisors of the proposed project: Yes\_\_\_ No\_\_\_

**If yes** to any of the above, please [click here](https://www.mitacs.ca/sites/default/files/resources/COI_Template_Intern_2019.docx) to complete the **Conflict of Interest Declaration** and send it to [accelerate@mitacs.ca](mailto:accelerate@mitacs.ca) **BEFORE** submitting your application.

**4.3.3. Demographic information.**

**Please indicate (x):**

|  |  |  |
| --- | --- | --- |
| Do you identify as an Indigenous person based upon your cultural and/or ancestral background? | | |
| Yes ( ) | No ( ) | Prefer not to answer ( ) |
| Do you identify as belonging to a visible minority group (other than an Indigenous one)? | | |
| Yes ( ) | No ( ) | Prefer not to answer ( ) |
| Do you identify as a person with a disability? | | |
| Yes ( ) | No ( ) | Prefer not to answer ( ) |
| Do you identify as francophone? | | |
| Yes ( ) | No ( ) | Prefer not to answer ( ) |
| Are you the first in your family to attend college or university? | | |
| Yes ( ) | No ( ) | Prefer not to answer ( ) |

**For any additional interns copy and paste Section 4.3. below:**

**4.4. Intern(s) to be determined (TBD):**

**TBD#1**

|  |  |
| --- | --- |
| Degree program during internship  (college/masters/PhD/PDF): |  |
| Academic institution: |  |
| Department: |  |
| *For internships with international travel only (please complete Appendix B in addition to the full application):* | |
| Will this intern conduct any internship units at a partner organization outside their home country? | Select yes/no |
| OPTIONAL: If known, please indicate anticipated **travel** dates | Start Date: DD/MM/YYYY  End Date: DD/MM/YYYY |

**For any additional TBD interns, copy and paste Section 4.4. below:**

### 5. Budget and Invoicing

All Accelerate projects are required to include a complete Accelerate Budget and the invoicing schedule on the Excel Budget spreadsheet template must be confirmed. Please refer to the [**Accelerate Guide: Writing your proposal**](https://www.mitacs.ca/sites/default/files/uploads/page/guide_to_writing_your_proposal_2019.pdf) to assist you

### 6. Suggested Reviewers

* 1. **Reviewer’s comments.** Please select ONE of the following:

\_\_\_ We consent to receive reviewer’s comments in either official language (French or English).

\_\_\_ We request to only receive reviewer’s comments in the language in which this proposal is submitted.

* 1. Please provide the names and contact information of at least **SIX (6)** **arms-length** reviewers.

An arms-length reviewer must:

* Be a recognized expert in the research topics and technical aspects covered by the proposal;
* NOT be from the same academic institution as the intern(s) or the academic supervisor(s); and
* NOT have had any collaboration with the intern(s) or the academic supervisor(s) or the partner(s) during the past five (5) years or planned for the near future.

Please note that neglecting to suggest reviewers who qualify as arms-length will delay the review of your application.

**Reviewer 1:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 2:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 3:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 4:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 5:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Reviewer 6:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Email: |  |

**Potential conflict of interest. *\*OPTIONAL\****

Please list reviewers you would prefer Mitacs not to contact.

|  |  |
| --- | --- |
| Name: |  |
| Academic institution / Research Group: |  |

|  |  |
| --- | --- |
| Name: |  |
| Academic institution / Research Group: |  |

### 7. 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 the intern will provide Mitacs with a final report and that all participants will complete an exit survey within one month of project 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 he/she is 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](https://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international" \t "_blank). 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 sponsor 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 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, supervising professor, and partner) further agree to the following addendum(s):

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

**7.1. Title of the Project:**

**7.2. Public Project Overview:**

Using simplified language understandable to a layperson; provide a general, one-paragraph description of the proposed research project to be undertaken by the intern(s) as well as the expected benefit to the partner organization. **(100 - 150 words)**

### 7.3. Participant Signatures:

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

**7.3.1. Intern:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Academic institution: |  | |
|  | *For interns participating in international travel:* The intern acknowledges that additional [Project Responsibilities](https://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international) found at [www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international](http://www.mitacs.ca/en/programs/accelerate/mitacs-accelerate-international) apply to Accelerate International travel (as outlined in the Memorandum above) and agrees to abide by these additional program rules. The intern also acknowledges that they are aware of and agree to any IP agreements related to this project. | |
| Signature: |  | Date: |

**7.3.2. Academic Supervisor in Canada:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Academic institution: |  | |
| Signature: |  | Date: |

**7.3.3. Academic Supervisor abroad (if applicable):**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Academic institution: |  | |
| Signature: |  | Date: |

**7.3.4. Partner Organization in Canada (if applicable):**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Title/Position: |  | |
| Organization: |  | |
| Financial Commitment: | $ | |
|  | The partner organization commits to the funding contribution specified directly above and the payment schedules outlined in the attached *Accelerate Budget and Invoicing* schedule. These are key conditions of the application and by signing below this proposal, 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). | |
| Signature: |  | Date: |

**7.3.5. Partner Organization abroad (if applicable):**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Department: |  | |
| Title/Position: |  | |
| Organization: |  | |
| Financial Commitment: | $ | |
|  | The partner organization commits to the funding contribution specified directly above and the payment schedules outlined in the attached *Accelerate Budget and Invoicing* schedule. These are key conditions of the application and by signing below this proposal, the partner organization agrees to these conditions. Please note that the financial contribution of organizations may be subject to applicable taxes. | |
| Signature: |  | Date: |

**7.3.6. Office of Research Services Representative or equivalent:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Title/Position: |  | |
| Academic institution: |  | |
| Signature: |  | Date: |

**For any additional participants include corresponding details and signature line below:**

### Appendix A – Accelerate Intern Consent Form

**USE AND DISCLOSURE OF PERSONAL INFORMATION PROVIDED TO MITACS**

1. All personal information collected is subject to privacy legislation and Mitacs Privacy Policy for Program Participants. For a description of Mitacs’ commitment to protect the personal information provided by program applicants, please see <http://www.mitacs.ca/en/privacy-policy>.
2. All the information supplied in this 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.
3. Information supplied in this application will be made available to internal and/or external reviewers, being composed of experts recruited from the academic, public and private sectors. All reviewers are required to commit to keep the application information confidential.
4. Contact information in this application may be used by Mitacs staff to contact you in future for:
   1. Invitations to be profiled in stories or news items, to speak at or attend events, to provide a spotlight story and/or blog post;
   2. Communications about opportunities for Mitacs alumni; and
   3. Research surveys for Mitacs alumni.

You will have the opportunity to unsubscribe from emails sent to you, once all commitments regarding the internship that is the subject of this application are complete.

1. Your name, academic institution and department, and the title of your project may be provided to the federal, provincial and academic institution funders of the Accelerate program, to:
   1. Enable Mitacs to report on funding contract commitments; and
   2. Allow the funders to evaluate the program.

Additional information, such as passport numbers and dates of birth, may be provided to the international funders of the program (if applicable), for adjudication and reporting purposes.

1. Your name, contact information, and other personal information as required may be provided to the academic institution(s) participating in the internship to enable the academic institution(s) to manage the award, to sign off on the pre-departure form (if applicable), and for reporting purposes.

I, the undersigned, do hereby give CONSENT to the use and disclosure of the information contained in my application for the purposes as described above.

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

Intern Name Signature Date

### Appendix B – Accelerate International

***If internship involves international travel, please complete the following:***

**B 1. Partner interaction (continued from section 2.5g)**

|  |  |
| --- | --- |
| Interaction % on site at partner location in Canada | \_\_\_\_\_ % |
| Interaction % on site at partner location abroad | \_\_\_\_\_ % |
| Interaction % at academic institution in Canada | \_\_\_\_\_ % |
| Interaction % at academic institution abroad | \_\_\_\_\_ % |
| TOTAL (must equal 100%) | 100% |

% of partner interaction: \_\_\_\_ % **+** % of academic interaction: \_\_\_\_ % = 100%

**B 1.1 Do any interns expect to spend more than 12 consecutive months outside of their home country?** Yes\_\_\_ No\_\_\_

If yes, Mitacs may request additional information.

**B 2. Does this project create new international collaborations?** Yes\_\_\_ No\_\_\_

If no, please briefly describe nature of the existing international collaboration. Include a summary of the collaboration, duration of the collaboration, and any past exchange of personnel, etc.

**B.3. IP ownership**

Any intellectual property (IP) generated from an Accelerate International project is bound by the policies of the academic institution where the student/PDF is registered, whether in Canada or abroad, unless a separate intellectual property agreement has previously been successfully negotiated between the academic institution, the industry partner, and (if applicable) the student/PDF. Mitacs makes no claim to intellectual property.

**Do the academic institution(s), partner organization(s) and/or intern (if applicable) have a separate IP agreement(s) that will be active during the dates of the internship?**

**Yes\_\_\_ No\_\_\_ In Development \_\_\_\_**

Provide an outline of the terms of any existing or planned IP agreement(s) below. A copy of the signed IP agreement must also be provided to Mitacs before a funding decision will be made about the project. Also ensure that the benefit from the project for Canada is clearly described in Section 2.6.

**B 4. Additional Participant information:**

**B 4.1 Academic Supervisor abroad (if applicable):**

|  |  |
| --- | --- |
| Name: |  |
| Academic Institution: |  |
| Department: |  |
| Address (at academic institution): |  |
| City, Country: |  |
| Postal Code: |  |
| Phone: |  |
| Permanent Email: |  |
| Alternative E-mail: |  |

**B 4.1.1 Is the academic supervisor:**

1. An owner or a co-owner (including owning shares) of the partner organization: Yes\_\_\_ No\_\_\_
2. A relative of an owner or co-owner (including owning shares) or a relative of a participant in the day to day management of the partner organization: Yes\_\_\_ No\_\_\_
3. An employee of and/or a participant in the day-to-day management of the partner organization: Yes\_\_\_ No\_\_\_
4. A relative of the intern and/or partner supervisors of the proposed project: Yes\_\_\_ No\_\_\_

**If yes** to any of the above, please provide a copy of your approved academic institution’s Conflict of Interest declaration, or other appropriate documentation such as a letter or email from your Dean, with your application. The documents must describe the nature of the conflict and the measures in place to manage the conflict. Generally, Mitacs will accept the mitigation measures put in place by your academic institution. However, when the conflict is considered significant, Mitacs may require that the academic institution appoint an independent administrator to hold the award and to be responsible for ensuring the best interests of the intern. In such cases, the independent administrator must be included as an applicant, and must submit a declaration that they will act in the best interests of the intern(s).

**B 4.2 Partner organization abroad (if applicable):**

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name: |  | | |
| Operating name (if different): |  | | |
| Contact name: |  | | |
| Position: |  | | |
| Department: |  | | |
| Address: |  | | |
| City, Postal code: |  | | |
| Country: |  | | |
| Does the organization have a permanent establishment in Canada? | Select yes/no | | |
| Phone: |  | | |
| Email: |  | | |
| Website: |  | | |
| Partner size (number of employees): | Select No. employees |  | |
| Legal status: | Select Legal Status |  | |
| **NAICS Code** (First three digits)\*: |  | | |
| \* [Click here for a list of North American Industry Classification System codes.](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVDPage1&db=imdb&dis=2&adm=8&TVD=118464) | | | |
| Is this the **first time** the partner has collaborated with the academic institution? : | | Select yes/no |  |

### Appendix C - Drop Down - Options

### Please delete if not applicable

Please refer to the drop down of the section, and type the corresponding answer on the space provided.

**1.5. Academic discipline:**

* Business
* Computer Science
* Earth Sciences
* Engineering
* Life Sciences
* Mathematical
* Sciences Social Sciences, Arts & Humanities
* Physical Sciences

**1.6. Project priority sectors:**

|  |  |  |
| --- | --- | --- |
| * Indigenous Affairs | * Entertainment & Media | * Natural Resources |
| * Advanced Manufacturing | * Environmental Science & Technology | * New & Digital Media |
| * Aerospace | * Finance & Insurance | * Ocean Tech |
| * Agriculture & Food | * Forestry | * Oil & Gas |
| * Aquaculture & Fishing | * Green/Alternative Energy | * Pharmaceuticals |
| * Automotive | * Health and Related Sciences & Technology | * Public Service, Policy, & Governance |
| * Biotechnology | * Information & Communications Technology | * Sustainability & the Environment |
| * Clean Technology | * Life Sciences (not health) | * Technology |
| * Commercial Services | * Manufacturing & Construction | * Tourism |
| * Construction | * Mining | * Transportation |
| * Education | * Nanotechnology | * Water |
| * Energy & Utilities | * Natural Gas | * Other (please describe) |

**1.7. List of Participants:**

**Partner Legal Status:**

* For Profit Private Corporation
* Crown Corporation
* Not for Profit Canadian Corporation

**4.2. Partner organization in Canada:**

**Partner size (No. employees):**

* 1 to 49
* 50 to 99
* 100 to 499
* 500 and higher

|  |  |
| --- | --- |
| **Legal status:** | **If NFP:** |
| * For Profit Canadian Private Corporation | * Charitable Organizations |
| * Crown Corporation | * Economic Development Organizations |
| * Not for Profit Canadian Corporation | * Health Organizations |
|  | * Industry Associations |
|  | * Social Welfare Organizations * Other |
| **First time collaboration with academic institution?**   * yes * no |  |

**4.3** **Intern(s) identified:**

**4.3.1. Intern information:**

**Citizenship**:

* Canadian:
* Canadian Permanent Resident:
* Foreign:

**Gender**

* Female
* Male
* Other gender identity

**Will this intern conduct any internship units at a partner organization outside Canada?**

* yes
* no

**4.4. TBD**

**Will this intern conduct any internship units at a partner organization outside their home country?**

* yes
* no

**B 4.2. Partner organization abroad (if applicable):**

**Does the organization have a permanent establishment in Canada?**

* yes
* no

**Partner size (No. employees):**

* 1 to 49
* 50 to 99
* 100 to 499
* 500 and higher

|  |  |
| --- | --- |
| **Legal status:** |  |
| * For Profit Private Corporation |  |
| * Crown Corporation   **First time collaboration with academic institution?**   * yes * no |  |