**INSTRUCTIONS**

* Only use this template when instructed to do so by Mitacs. Please check with your Mitacs Advisor to make sure you have the latest version of this form before beginning your application.
* **Do not modify, reformat, or delete instructional content from this application form**. Doing so will result in delays in processing your application.
* To be eligible for the Mitacs-NSERC Streamlined Joint Application process, **this Mitacs Part 1 application form must be submitted to NSERC along with the related NSERC application.**
* **For Mitacs-NSERC Alliance Applications:**
	+ Once all application information has been completed in the NSERC Online System, you must invite Mitacs staff to access the joint application in the NSERC Online System. To do this, add Mitacs as a Joint Call Funding Partner in the NSERC Online System using the email address: **signoff@mitacs.ca****.** This will generate an access link to be sent to Mitacs, that will allow Mitacs to verify the completeness of the Mitacs Part 1 form. **Failure to complete this step will result in the Part 1 no longer being eligible for Mitacs’s streamlined joint application process.** Once verification is complete, Mitacs will sign-off on the joint application in the NSERC Online System **and notify the applicants of the sign-off. Once the joint application has been signed off in the NSERC Online System, it is ready to be submitted to NSERC**. **Please note that Mitacs sign-off does not mean Mitacs has approved funding for the project.**
	+ Once Mitacs has signed off on the joint application in the NSERC Online System, **applicants must not modify the Mitacs Part 1 application form in any way**. Modifying the Part 1 after the sign-off has occurred will result in the Part 1 no longer being eligible for Mitacs’s streamlined joint application process. **If edits are required, applicants must repeat the process of adding Mitacs as a Joint Call Funding Partner to generate a new access link, as described above.**
* **For Mitacs-NSERC CCI Applications:**
	+ **Once all application information has been completed in the NSERC Convergence Portal, Mitacs will verify the completeness of the Mitacs Part 1 form. Once verification is complete, Mitacs will inform NSERC that the Joint Application is complete. Please note that Mitacs’s verification does not mean Mitacs has approved funding for the project.**
	+ Once Mitacs has verified the joint application, **applicants must not modify the Mitacs Part 1 application form in any way**. Modifying the Part 1 after verification has occurred will result in the Part 1 no longer being eligible for Mitacs’s streamlined joint application process. **If edits are required on the Mitacs Part 1 form, applicants should request an application return through NSERC to update the Mitacs Part 1 form. Once an updated Mitacs Part 1 form has been submitted to NSERC, the above verification process will be repeated.**
* If the NSERC portion of the joint application is approved by NSERC, applicants may then proceed to submit an **unedited** **copy of the Mitacs Part 1 along with a copy of the NSERC NOD to Mitacs**. This must be the same version of the Mitacs Part 1 that was included in the NSERC Online System/Convergence Portal and signed off/verified by Mitacs. **An edited or otherwise modified application form will result in the Part 1 no longer being eligible for Mitacs’s streamlined joint application process. No exceptions will be made.**
* Part 1 applications must be submitted to Mitacs. **No exceptions will be made.**
* The Part 1 will be assessed by Mitacs and applicants will receive a separate decision from Mitacs regarding the requested Mitacs internships.
* Note that the Part 1 must be approved by Mitacs prior to submitting any Part 2 – Internship Activation Forms.
* No project-level details are required for a Part 1. Rather, Part 1 forms should provide an overview of the Mitacs internships and how these internships will complement and build from the NSERC application. **Note that at the point of Part 2 – Internship Activation Forms, unique objectives and deliverables are mandatory for each Mitacs internship and that these activities cannot duplicate activities that are already being supported by the NSERC grant.**

# Summary

## Consent to share information:

By submitting an application to the NSERC/Mitacs joint funding opportunity, you consent to the sharing among these two organizations of information contained in the application, including personal information, or related to the administration of a resulting grant/award, which may include project reports required as a condition of the award. You also confirm that you have obtained the consent of any individuals whose personal information is contained in such documents, to share this information in the same manner.

|  |  |
| --- | --- |
| **1.1 Title of proposal:**This should be the same as the title of the project on the NSERC application. |  |
| **1.2 Name of primary applicant on NSERC application:** |  |
| **1.3 Estimated Number of internship units (IUs) requested:** | Accelerate IUs: ( ) |  |
| **1.4 Anticipated level(s) of interns:**Select all that apply for interns who are expected to participate in the project. If the anticipated number of interns is known at each level, you may specify that in the brackets. This is a non-binding estimate. | [ ]  **College ( )**[ ]  **Undergraduate ( )**[ ]  **Master’s ( )**[ ]  **PhD ( )**[ ]  **PDF ( )** | [ ]  **Recent graduate – college ( )** [ ]  **Recent graduate – undergraduate ( )**[ ]  **Recent graduate – master’s ( )**[ ]  **Recent graduate – PhD ( )** |
| **1.5 Academic discipline:**Select the most appropriate response | Select Discipline |
| **1.6 Priority sectors:**Select the most appropriate responses | 1st Priority Sector | 2nd Priority Sector | 3rd Priority Sector |

**1.7 List of participants:**

|  |  |  |
| --- | --- | --- |
| **Academic supervisor(s)** | **Academic institution** | **Program/Department/Centre** |
|  |  |  |
|  |  |  |
| **Partner organization(s)** | **Partner legal status** | **Contact name** |
|  |  |  |
|  |  |  |

**1.8 Mitacs Budget Breakdown:**
Please provide a breakdown of the proposed Mitacs budget by listing the estimated number of Mitacs IUs using the $20K, $15k or the $10k Mitacs funding model for each year of the project. Please also provide the total estimated number of Mitacs IUs for each Mitacs funding model for the full duration of the project. The information provided below must align with the Mitacs contributions as listed in the Proposed Expenditures table in the NSERC application, and with the estimated number of IUs above.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| **Estimated # of IUs using $20K Funding Model (partner contribution of no less than $10,000 per IU). This funding model is only available for Postdoctoral Fellows (PDFs).** |  |  |  |  |  |  |
| **Estimated # of IUs using $15k Funding Model (partner contribution of no less than $7500 per IU)** |   |   |   |   |   |   |
| **Estimated # of IUs using $10k Funding Model (partner contribution of no less than $5000 per IU)** |   |   |   |   |   |  |

# Mitacs Internships Overview

## 2.1 Relation to overall NSERC project:

Describe and provide additional details on how the Mitacs internships relate to the broader NSERC submission and how the number of internships is appropriate for the scope of the project. Please outline in detail the linkages to the NSERC portion of the project, including the training modules, and please refer directly to the objectives and activities described in the adjoining NSERC project.

## 2.2 Additionality of Mitacs internships:

Describe how the Mitacs internships will contribute to advancing the outcomes of the NSERC-supported research along the continuum of innovation (i.e., towards development, proof of concept, commercialization). What will the contribution

 of Mitacs’ internships to the NSERC-supported research enable that otherwise would not occur?

### 2.3 Intern recruitment:

Explain (1) how interns will be selected and recruited, (2) the role of the primary applicant and any others in this process, and (3) the expected participation of partner organization(s) or academic institution(s). If the partner organization recruitment will drive the need for interns with specific skills, these impacts can be explained here. Elaborate on how you anticipate recruiting interns, i.e., outline your planning strategies to find interns, especially when a large number of interns is expected. Specify how sub-projects will be matched to interns.

## 2.4 Relationship (if any) to past or 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). Please include the project IT# for the previous or current project, which can be found on your Award Letter.

### 3. Participants

**3.1.** **Partner Organization(s):**

**3.1.1.** **Partner Organization Profile**

**Partner Organization**  #

|  |  |
| --- | --- |
| **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 different from legal business name)**:**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*Street number and street name* |
| Enter the city, country, province, postal code*City, country, province, and 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** (number of employees) in Canada**:**   | 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 |

**3.1.2. Partner Organization Contacts**

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

**3.2. Academic Supervisor(s):**

**Academic Supervisor #**  #

**3.2.1. Academic Supervisor Profile**

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

## 3.2.2. 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 form,](https://www.mitacs.ca/wp-content/uploads/2022/02/Accelerate-Academic-Acknowledgement-Form.zip) 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 on [this page](https://www.mitacs.ca/programs-resources/).

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 alongside the outcome letter for your application or through your Mitacs Advisor.

## 3.2.3. 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)

**For any additional academic co-supervisors, copy and paste Sections 3.2.1 to 3.2.3. below:**

**4. 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 partner 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 academic supervisor, 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 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/our-programs/accelerate-core-students-postdocs/> .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 IP 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 IP 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/our-programs/accelerate-core-students-postdocs/>/.

The participants also agree that Mitacs will post the title of the project, the summary, 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/projects](https://www.mitacs.ca/projects/) and that this information may be used by Mitacs to publicize Mitacs Accelerate. Mitacs Privacy Policy can be found at [www.mitacs.ca/privacy-policy](https://www.mitacs.ca/privacy-policy/).

Part 2s approved by Mitacs will be subject to a quality assessment. This will include considering reviews for each accepted project, which will be completed by Mitacs-selected independent experts. When the quality assessment is satisfactory, projects may continue to be submitted through the streamlined review process to activate additional internship units. If challenges are identified, Mitacs will follow up with the holder(s) of the Part 1 to help resolve any issues. If the quality assessment is unsatisfactory, Mitacs may, at its sole discretion, cancel the streamlined review for additional internship units and applicants will instead be invited to submit additional projects through the standard Accelerate submission process.

Internship participants (intern, academic supervisor, 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.

**5. Participant signatures**

Please sign, scan, and save in PDF format. Typed signatures will not be accepted. E-signature or signature images are preferred.

**5.1 Academic supervisor:**

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

**5.2 Partner organization:**

|  |  |
| --- | --- |
| Name:  |   |
| Department:  |   |
| Title/position:  |   |
| Organization:  |   |
| Signature:   |   | Date:  |

**5.3 Office of Research Services Representative or equivalent:**

By signing, the ORS or equivalent is confirming that academic supervisor(s) can hold Tri-Agency funds.

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

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

**Appendix A – Drop-down list options**

**Please delete if not applicable**

Please refer to the drop-down list of the section and type the corresponding answer in the space provided.

**1.7 Academic discipline:**

* Business
* Computer science
* Earth sciences
* Engineering
* Life sciences
* Mathematical
* Social sciences, Arts & Humanities
* Physical sciences

**1.8 Priority sectors:**

* Advanced manufacturing
* Aerospace
* Agriculture and food
* Aquaculture and fishing
* Artificial intelligence
* Automotive
* Biomanufacturing
* Biotechnology
* Cannabis
* Clean technology
* Commercial services
* Construction
* COVID-19-related research and solutions
* Cybersecurity
* Education
* Energy and utilities
* Entertainment and media
* Environmental science and technology
* Finance and insurance
* Forestry
* Green/alternative energy
* Health and related sciences and technology
* Indigenous innovation
* Information and communications technology
* Life sciences (not health)
* Manufacturing and construction
* Mining
* Nanotechnology
* Natural gas
* Natural resources
* New and digital media
* Oceanography
* Oil and gas
* Pharmaceuticals
* Public service, policy, and governance
* Quantum science
* Social innovation
* Sustainability and the environment
* Technology
* Tourism
* Transportation (excluding aerospace)
* Water
* Other (please describe)