

**Mitacs Research Award**

 **Proposal – Part B**

**INSTRUCTIONS**

|  |
| --- |
| * Complete this application form in English
* 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.
* **All sections of the proposal template must be complete to be considered for the research award**
 |

**4. DECLARATIONS**

**4.1 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.

**4.2 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.

 **4.3 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.

 **4.4 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.

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

**5. PARTICIPANT INFORMATION**

**5.1. Lead academic supervisor:**

|  |  |
| --- | --- |
| Name: |  |
| Academic institution: |  |
| Department: |  |
| Address (at academic institution): |  |
| City, province/territory, postal code: |  |
| Phone: |  |
| Permanent email: |  |
| Alternative email:  |  |

**5.2 Intern**

|  |  |
| --- | --- |
| Name: |  |
| Full-time degree program during internship (college/master’s/PhD/postdoctoral): |  |
| Expected year of graduation: | MM | YYYY |
| If postdoctoral, indicate month/year PhD received: | MM | YYYY |
| Academic institution: |  |
| Department: |  |
| Address at academic institution: |  |
| City, province/territory, postal code: |  |
| Country: |  |
| Phone: |  |
| Permanent phone or cell phone |  |
| Permanent email: |  |
| Alternative email: |  |
| Citizenship: | Select Citizenship | If Foreign, please indicate citizenship: |
| Gender: | Select Gender |  |

**6. Mitacs Research Award Memorandum**

The participants listed below have agreed to set in place a research training project based upon the attached proposal. Upon project approval and receipt of relevant contributions, Mitacs shall award a research grant to the academic supervisor through the Canadian academic institution Office of Research Services, or equivalent thereof, to be administered according to the institution’s policies and procedures. The full amount of the research grant must be expended towards student stipend as approved by Mitacs.

The participants further agree to adhere to the requirements of the award as outlined below:

1. A minimum of one weekly meeting (using an online meeting tool) between student and supervisor during the funded

period.

2. The student has access to academic institution resources to do the project including online library access and access

to software tools when needed.

3. Student to provide a weekly report on progress to supervisor.

4. Supervisor to provide feedback on work done and provide guidance on how to move the project forward.

5. Student to submit a final report and a final project presentation to take place during the last week of the funded period.

6. Student and supervisor to complete survey requirements as communicated by Mitacs.

The participants listed below agree that Mitacs can disclose the provided personal information included in this proposal (e-mail, LinkedIn, Twitter, Facebook, etc.) to the program's funding partners and that Mitacs can use them for the purpose of communication and to evaluate the program and its outcomes during and after participants' program tenure.

The participants also agree that Mitacs will post the title of the project, the public project overview, the name of the student(s), the name of the supervisor, involved academic institution on www.mitacs.ca/en/projects and may be used by Mitacs to publicize. Mitacs' Privacy Policy can be found at www.mitacs.ca/en/privacy-policy.

Please note that the following information including the title of the project, description of project, name of student(s), name of supervisor and involved universities may be posted on www.mitacs.ca/research and may be used by Mitacs to publicize the Mitacs Award.

**6.1. Title of the project (same as 1.5):**

**6.2. Public project overview:**

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

**6.3. Participant signatures:**

Please sign, scan, and save in PDF format

**6.3.1. Intern:**

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

**6.3.2. Lead academic supervisor:**

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

 **6.3.3. Office of Research Services representative or equivalent:**

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

**Appendix A — 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:

a. Enable Mitacs to report on funding contract commitments; and

b. 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.

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 Intern Name Signature Date