

Program Guide

Globalink Research Award

The Mitacs Globalink Research Award (GRA) supports research collaborations involving Canada and eligible countries.

Under the joint supervision of a home university and host university professor, successful senior undergraduate students and graduate students will receive a \$6,000 research award to conduct a 12- to 24-week research project in the other country. Awards are subject to available funding.

Please note that postdoctoral fellows are not eligible for a Mitacs Globalink Research Award at the Université de Montréal.

Applications for Globalink Research Awards can be submitted at any time, before the deadlines listed below.

Specialized Calls

Please note that Mitacs also offers two specialized calls, in partnership with selected organisations during the fall: the [Thematic Call](#) and the [Mitacs-JSPS call](#). Both calls are launched during specific periods (usually in the fall), which are listed Mitacs' website.

Key components of the [Thematic Call](#)

- Applications must be related to one or more of the themes outlined on Mitacs' website.
- Academic supervisors must fill out the online form on Mitacs' website to receive an application file.
- All applications are submitted to Mitacs directly, through the GRAAP portal.

Key components of the [Mitacs-JSPS Call](#) (Japan Society for the Promotion of Science)

- Applicants must be graduate students.
- All applications are submitted directly to Mitacs, through the local Mitacs Advisor, and then forwarded to JSPS.
- Projects must take place during a period defined by JSPS (usually during the summer).

Guide – Globalink Research Award Application

To submit an application

DEADLINE: The complete application must be submitted and approved on the GRAAP portal **at least 16 weeks before the start date if the project is at UdeM and 12 weeks before the start date if outside UdeM** (see step 3). To meet these requirements, ensure that you start the application process as early as possible.

Step 1. Download the application kit

****ALWAYS** use the latest version of the kit available on UdeM international's website ([projects at UdeM](#) and [projects outside UdeM](#)).**

Step 2. Fill out and send application for pre-assessment

Please read the information below which outlines how to complete the necessary documents. Please name your documents according to the following order and titles. Once completed, email them to your local Mitacs Advisor, Visou Ady (vady@mitacs.ca), Senior Advisor at Mitacs, who will carry out a pre-assessment.

IMPORTANT

- The application must be submitted in either English or French. Make sure you complete the form in the correct language.
- Allow one or two weeks to obtain signatures from the academic institution and to confirm internal deadlines. Interns are responsible for confirming any applicable deadlines with the Canadian institution.
- You must submit only one application per project, even if it involves more than one intern.

DOCUMENTS

1. FAMILY NAME_Research proposal

To complete this document properly, please take note of the following points:

- Use the Mitacs template, without erasing or editing anything.
- Your proposal will be evaluated by a multidisciplinary committee. The proposal must contain adequate details to describe the research challenges associated with the project. However, the evaluators will not necessarily all have expertise in your project's field, so the information provided must be easy to understand. The proposal must clearly demonstrate the value and feasibility of the research project. Abbreviations should be explained the first time they are included, and jargon should be avoided where possible. Bear in mind that your proposal will be evaluated based on the following criteria:
 1. The quality of the research proposal.
 2. The quality of the intern supervision and the training opportunity.
 3. The advantages for the private sector, society, and Canada.
- For each section, refer to the guidelines provided in the template. You will find below additional information on the details to provide in each section:
 - **Section 1.9:** Submit to the evaluation committee a project table that allows them to quickly understand its structure. If your project involves multiple interns (a maximum of five) enter their names in Section 1. Indicate if they will be traveling to Canada or departing from Canada, and provide their travel dates and academic level. Please also indicate the percentage of research that will be undertaken at the home institution.
 - **Section 2.1:** Summarize the existing literature about your project and explain how your project will contribute to the knowledge in this field.

Guide – Globalink Research Award Application

- **Section 2.2:** List the project objectives. If multiple interns are participating in the project, describe the general objectives as well as the sub-objectives planned for each intern, and how they will contribute to the general objectives. The division of tasks and activities between the interns should be clearly explained. If the objectives will contribute to the intern's thesis, explain how.
- **Section 2.5:** List all the references cited in the proposal.
- **Section 3.1:** Describe how the Mitacs Globalink project will help participating researchers to develop or deepen their collaboration, and how the project is suited to their expertise and research interests.
- **Section 3.2:** Explain the potential impact of your project on society, the economy, or the private sector in Canada, and in the partner country. Explain how your project will address specific challenges faced by society or the private sector.
- **Section 3.3:** Explain how the project will contribute to reinforcing innovation capacity in Canada by offering new skills, new expertise, or original data, by giving access to innovative ways of thinking and offering a new perspective on scientific and research challenges in Canada, by improving the impact of Canadian research, etc.
- **Section 4:** Follow the guidelines in the research proposal document to describe the research environment in which the interns will work, as well as the support they will be offered to enable them to achieve their objectives and get the most out of their internship experience.

2. FAMILY NAME_Cofunding (to provide only if required)

- Required only for students wishing to carry out an internship at UdeM.

3. FAMILY NAME_UdeM ethical approval (to provide only if required)

- Required only for students whose project involves the collaboration of living human subjects, human biological or reproductive material, human stem cells, animal subjects and/or biohazards, etc. (see the « Declarations » section in the GRAAP portal).
- Given the nature of the research, the student is responsible for obtaining the necessary approvals for research, which involves humans or animals or presents a biological risk. **Ethical approval can be submitted at the same time as the application or at a later date.** However, we strongly recommend you begin the process as soon as possible, as approval may take some time.
- In accordance with Mitacs and UdeM rules, ethical approval:
 - Must indicate the student's name.
 - Must be obtained before the start of the students' research project.
 - Must cover the whole duration of the research (confirmation of renewal must also be sent if ethical approval is not valid for the whole duration of the research visit).
 - Must necessarily come from UdeM. Ethical approvals from affiliated research centres must be recognized by UdeM. For more information, contact the [Comité sectoriel d'éthique de la recherche avec des humains](#) or the [Comité d'éthique animale](#).
- **Please note!** If the project requires ethical approval, the award will not be released before this document is obtained.
- For any questions about ethical approval, the student must contact their researcher supervisor at UdeM who will be able to guide them through the process.

Guide – Globalink Research Award Application

Step 3. Submit your application on the GRA application portal (GRAAP)

Once your Mitacs Advisor have sent you their comments, and your application is revised and complete, you can start opening a project through the GRA application portal (GRAAP) and upload your research proposal document: gra.mitacs.ca.

IMPORTANT

- You must consult the GRAAP guides available in the application kit (see step 1) in order to submit your application properly.
- If your project includes a cofunding form and ethical approval, **DO NOT upload them on the GRAAP portal**. Only the research proposal needs to be uploaded.
- Approval of professors is confirmed on the GRAAP portal.
- **Deadline:** Make sure to submit and approve your complete application on the GRAAP portal **at least 16 weeks before the start date if it is a project at UdeM and 12 weeks before the start date if it is outside UdeM**.

Disclaimer

By filling out the GRA application package, participants certify that, to the best of their knowledge, all of the provided information is true and accurate, including their first and last names. Participants acknowledge that knowingly submitting false, incomplete or inaccurate information could expose them to legal action for fraudulent misrepresentation and/or any other applicable legal measures.

Mitacs rejects all liability arising out of or related to applications. By submitting an application, participants consent to the use and disclosure of the information contained in the application for the purposes described in the Appendix A of the Globalink Research Award application form.

What happens next?

1. When Mitacs confirms receipt of the application, UdeM international sends the applicants their IT file number and important information regarding all the steps required to receive the award (immigration, admission and registration at UdeM, ethical approval, and cofunding where applicable, etc.). See online details for [projects at UdeM](#) and [projects outside UdeM](#).
2. Mitacs communicates with participants about the results of their proposal by sending them an *Application Review Result* letter. Mitacs invites them to complete the *Self-identification form* for data collection purposes by email. The collection of this data is a requirement by their funders and helps to ensure consistent funding for their programs. The intern must complete and return to Mitacs the *Intern Acceptance Form*, *Code of Ethics*, and the *International Pre-Departure Form*.
3. Once all documents have been submitted, Mitacs sends an *Award Letter* with funding details and the GRA funds to UdeM International.
4. The intern travels to the destination and begins the research project. The trip must take place within 12 months of the date of the *Application Review Results* letter.
5. Once all the necessary steps have been completed, UdeM international will inform the intern of the final details regarding the award payment.