

GRAAP USER GUIDE

FOR GLOBALINK RESEARCH AWARD PROJECT APPROVAL

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STEP 0a: USE CHROME OR EDGE BROWSER

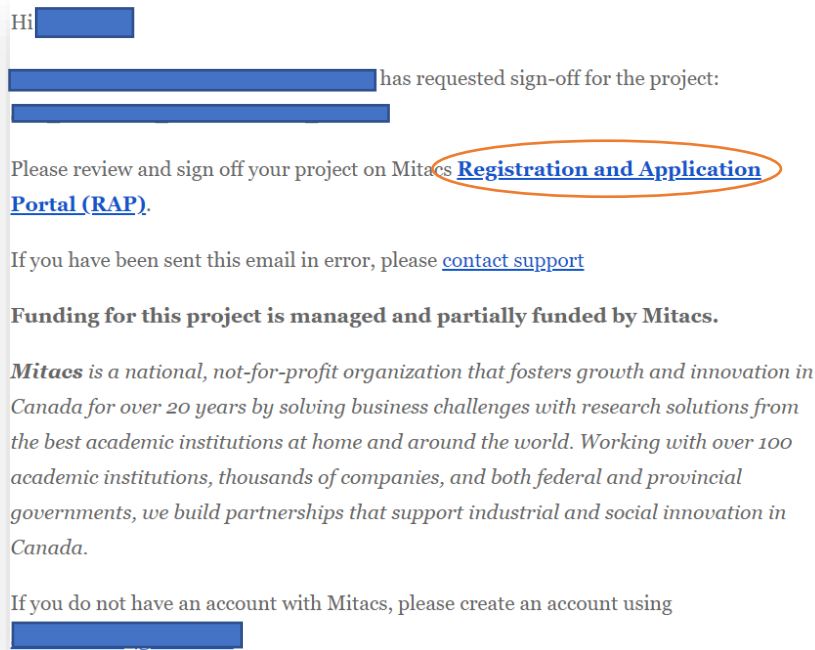
Use Chrome or Edge browser. Safari and Firefox browsers do not allow optimal use of the platform.

STEP 0b: ADD NOREPLY_RAP@MITACS.CA TO YOUR FAVOURITES

To ensure that emails sent by the platform don't end up in your spam folder, add the platform's email address to your favourites.

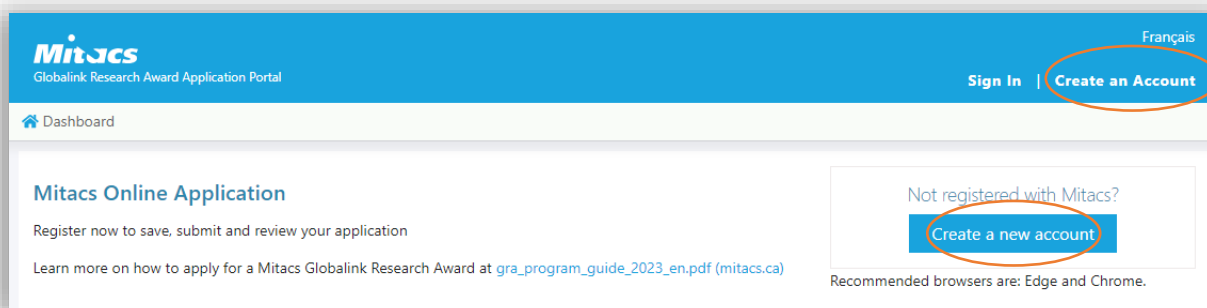
STEP 1: RECEIVE AN APPLICATION FOR APPROVAL

You will receive an application for approval by email. Click on "Registration and Application Portal (RAP)" to access the portal.



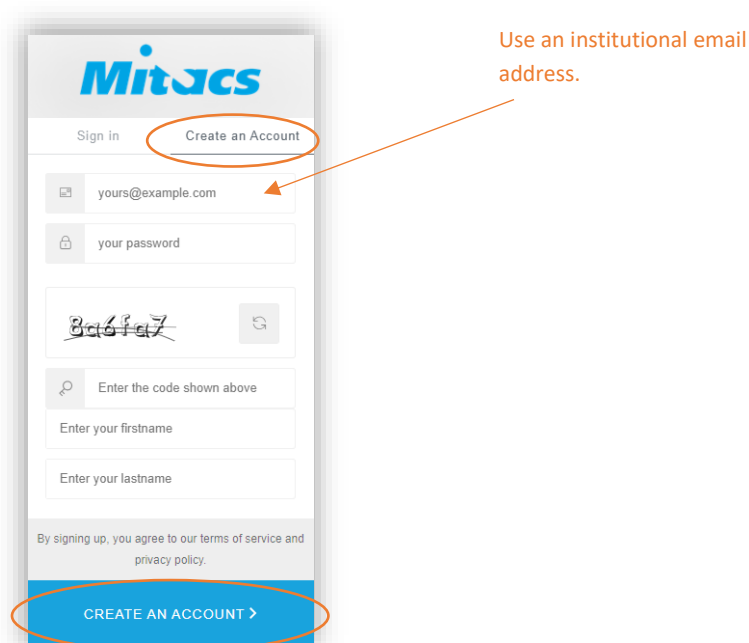
STEP 2: CREATE AN ACCOUNT

A) Click on "Create an account".



B) Choose the "Create an account" tab.

Fill in the 4 fields, then click "Create an account".

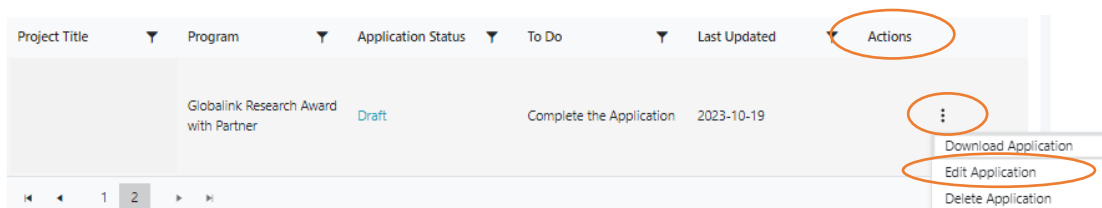


If you are unable to access your account again:

- Clear your browsing history (including cookies) and start again.
- Open the platform on your Chrome or Edge browser. Safari and Firefox browsers do not allow optimal use of the platform.

STEP 3: ENTER YOUR INFORMATION

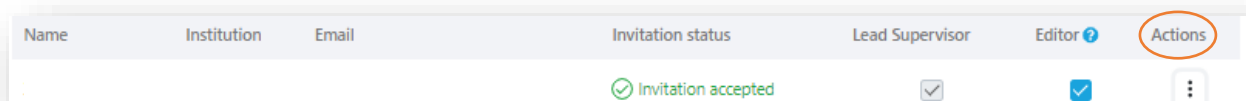
A) Locate your project in your dashboard and click "Edit" under "Actions".



The screenshot shows a table with columns: Project Title, Program, Application Status, To Do, Last Updated, and Actions. The first row contains the text "Globalink Research Award with Partner", "Draft", "Complete the Application", and "2023-10-19". The "Actions" column has a dropdown menu open, showing three options: "Download Application", "Edit Application", and "Delete Application". The "Edit Application" option is highlighted with a red circle.

Project Title	Program	Application Status	To Do	Last Updated	Actions
Globalink Research Award with Partner	Draft	Complete the Application	2023-10-19		<div>Download Application Edit Application Delete Application</div>

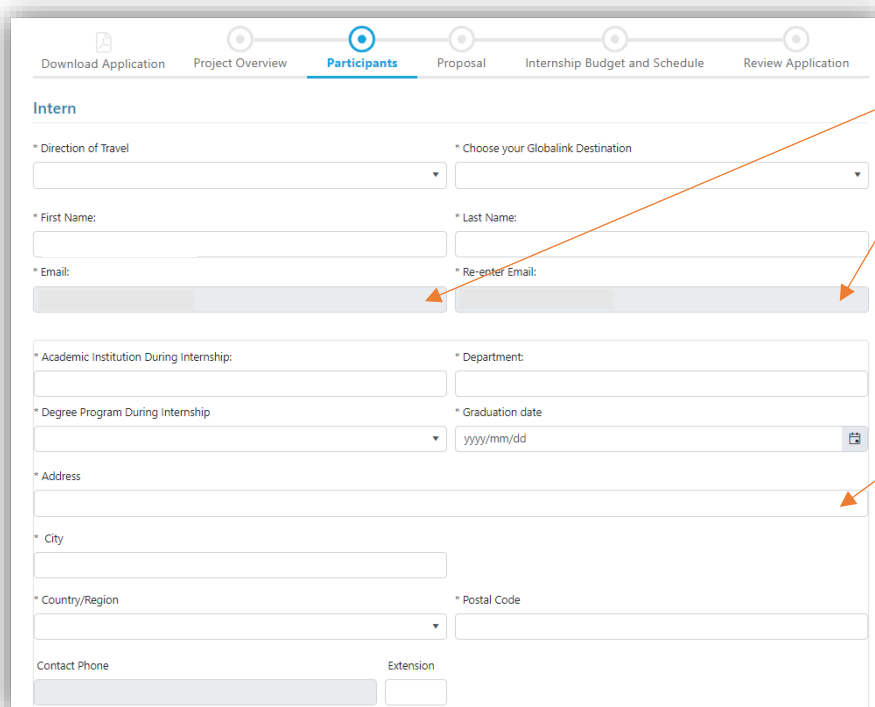
B) Click "Edit" under "Actions", next to your name.



The screenshot shows a table with columns: Name, Institution, Email, Invitation status, Lead Supervisor, Editor, and Actions. The first row contains a green checkmark, "Invitation accepted", a checkmark, a blue checkmark, and a dropdown menu. The dropdown menu has three options: "Download Application", "Edit Application", and "Delete Application". The "Edit Application" option is highlighted with a red circle.

Name	Institution	Email	Invitation status	Lead Supervisor	Editor	Actions
			✓ Invitation accepted	✓	✓	<div>Download Application Edit Application Delete Application</div>

C) Enter the required information.



The screenshot shows the "Participants" form with the following fields:

- * Direction of Travel
- * Choose your Globalink Destination
- * First Name:
- * Last Name:
- * Email:
- * Re-enter Email:
- * Academic Institution During Internship:
- * Department:
- * Degree Program During Internship
- * Graduation date
- * Address
- * City
- * Country/Region
- * Postal Code
- Contact Phone
- Extension

Orange arrows point from the text "Enter an institutional email address." to the "Email" and "Re-enter Email" fields. Another orange arrow points from the text "Enter the address of the home university." to the "Address" field.

Enter an institutional email address.

Enter the address of the home university.

D) Answer the military affiliation question, check the declaration, and answer the question about citizenship.

* Do you have any current/past affiliations with military or government organizations?

☐ Yes ☐ No

☐ * I hereby certify that, to the best of my knowledge, all of the provided information is true and accurate, including my first and last name. I acknowledge that knowingly submitting false, incomplete or inaccurate information could subject me to legal actions for fraudulent misrepresentation and/or any other applicable legal measures.

The following data is collected for Mitacs to help report on key demographic information. This data is not shared with any of the participants (including academic supervisors) on the project.

* Citizenship

STEP 4: SAVE THE APPLICATION AND COMPLETE ANY MISSING INFORMATION

A) Any missing information will be listed in the "Review application" tab. You must return to the appropriate sections to complete them. You can also download the application for review in PDF format.

! You must complete a proposal with the following sections:

- At least 5 keywords
- You must upload a proposal document

Go to Proposal

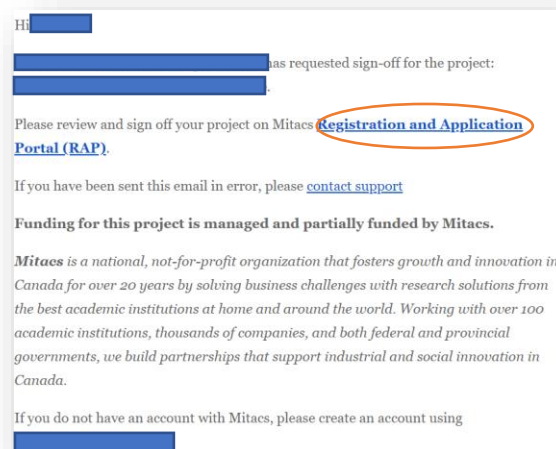
[Review Application \(PDF\)](#) [Cancel Application](#) [Send Sign-off Request](#)

STEP 5: OBTAIN PARTICIPANTS APPROVAL (IF NEEDED)

A) If the approval request hasn't been sent yet, send it once the application is complete.

[Review Application \(PDF\)](#) [Cancel Application](#) [Send Sign-off Request](#)

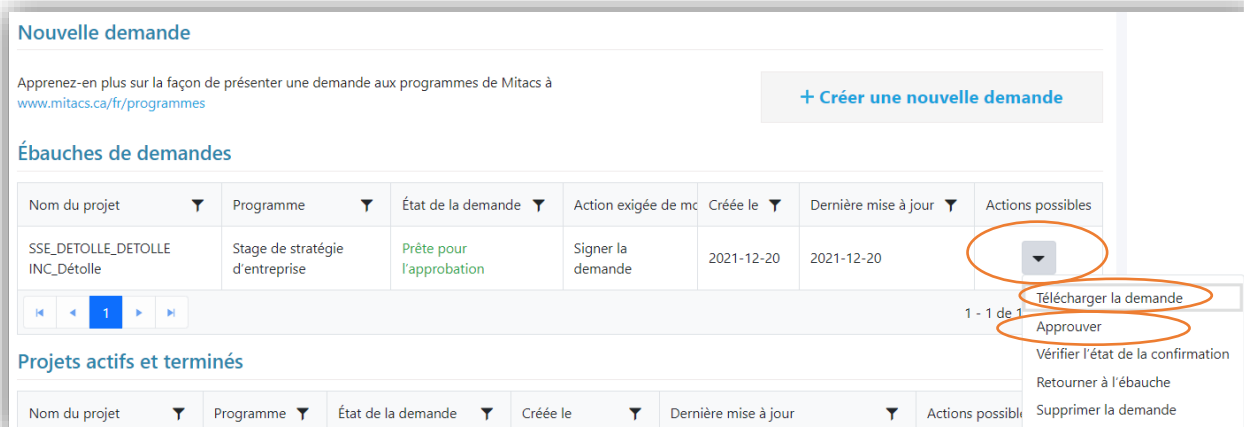
B) Participants will receive an email requesting approval of the project.



C) Even if you sent the approval request, you will also receive this email, and must sign off, then again log in the portal to approve the application.

STEP 6: APPROVE THE APPLICATION

A) By clicking on "Actions" you can download the application and review it. If you are satisfied with it, click again on "Actions" and select "Approve".



STEP 7: WAIT TO OBTAIN UNIVERSITY APPROVAL

A) Once all participants have approved the application, your Mitacs Advisor will automatically receive an email. That person will download your application and send it to the appropriate office to obtain the university's signature, before sending it to Mitacs.

Étape 2

Envoyez le document d'approbation par le BSR par courriel.
Cliquez sur le bouton « Créer un document pour approbation par le BSR ». La dernière page de ce rapport comporte le modèle d'approbation du BSR. Veuillez suivre les instructions dans le modèle pour terminer la révision par le BSR.

Représentant du BSR ou son équivalent

Créer un document pour l'approbation par le BSR

Étape 3

Télécharger et terminer
Téléchargez le modèle du document d'approbation par le BSR signé pour chaque établissement d'enseignement énuméré ci-dessous. Lorsque toutes les approbations sont téléchargées, cliquez sur « Déposer la demande » pour la déposer.

Nom	État	Date
Université de Montréal	Non téléchargée	

Télécharger un PDF

Veuillez télécharger le document pour l'approbation du BSR et obtenir les signatures appropriées. Avant de télécharger, veuillez numériser uniquement la dernière page et la convertir en PDF. Veuillez vous assurer de garder une copie de ce document Word avant de l'enregistrer au format PDF, parce que l'on pourra vous demander de faire davantage de modifications et de le retélécharger plus tard.

Note de l'éditeur ?

Annuler la demande

Retourner la demande au mode ébauche.

Déposer la demande

Mitacs Advisor section.