

GRAAP USER GUIDE

FOR THE PERSON WHO INITIATES THE GLOBALINK RESEARCH AWARD PROJECT

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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

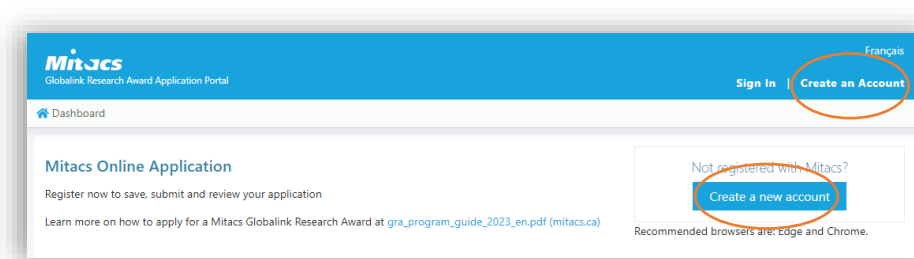
To ensure that emails sent by the platform don't end up in your spam folder, add its email address to your favourites.

STEP 1: ACCESS THE PLATFORM

Access the platform by clicking on or copying the following link into your browser gra.mitacs.ca.

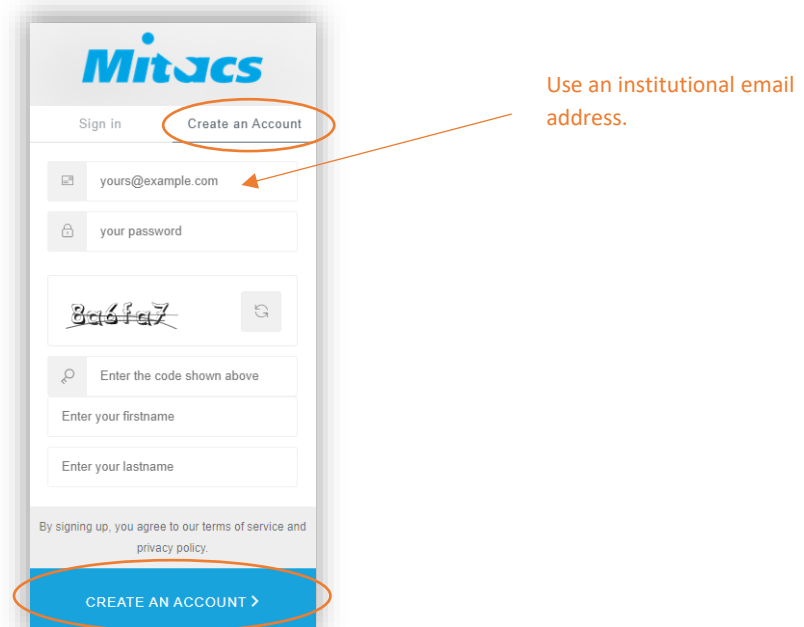
STEP 2: CREATE AN ACCOUNT

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: CREATE A NEW APPLICATION

A) Enter the title.

Follow this template: **LAST NAME OF STUDENT_LAST NAME OF CANADIAN SUPERVISOR_Title of research project**

B) Answer the question about cofunding.

To find out whether your project will be cofunded by a Mitacs international partner, visit the Mitacs website. If you aren't sure, please contact Étienne Pineault at epineault@Mitacs.ca:

- For the year-round program (answer “No”) or for projects with Mitacs international partners (answer “Yes”): [Mitacs Globalink Research Awards](#) | [Mitacs](#)

* GRA program selection:

Is your project being undertaken in collaboration with a Mitacs international partner?

☐ Yes ☐ No

C) If you answered “Yes”, choose your international partner.

* Which international partner?

Argentina, Brazil, Chile, Colombia, Mexico, United States and Ukraine: Agence Universitaire de la Francophonie (AUF)

Australia: Universities Australia

Brazil: Fundação Araucária Foundation

Chile: Consejo de Rectores de las Universidades Chilenas (CRUCH - FUDEA)

European Union: Marie Skłodowska-Curie Actions (MSCA) RISE

France: Aix-Marseille Université (AMU)

D) Select your role.

Each participant must fill out their own profile.

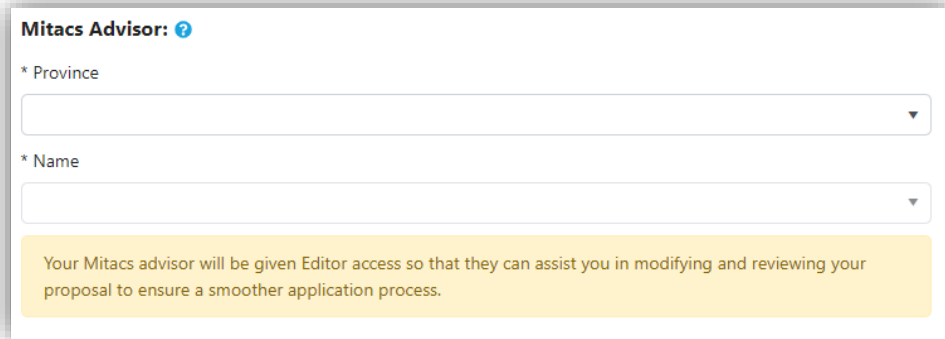
* Your role:

Intern

Canadian Academic Supervisor

International Academic Supervisor

E) Identify your local Mitacs Advisor.
At the Université de Montréal, it's Étienne Pineault.



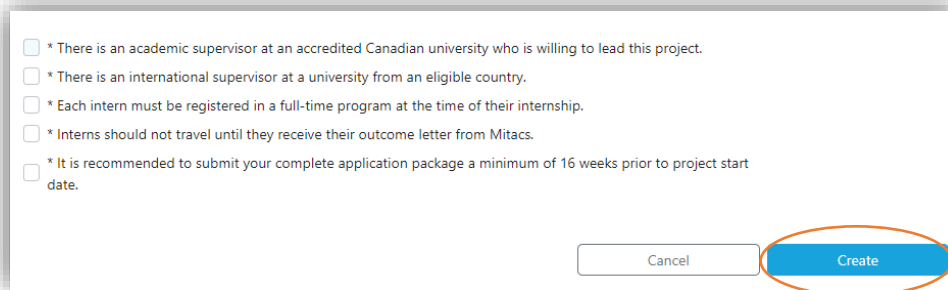
Mitacs Advisor: ?

* Province

* Name

Your Mitacs advisor will be given Editor access so that they can assist you in modifying and reviewing your proposal to ensure a smoother application process.

F) Depending on your specific role, a list of conditions will appear below. Agree to the conditions.



☐ * There is an academic supervisor at an accredited Canadian university who is willing to lead this project.

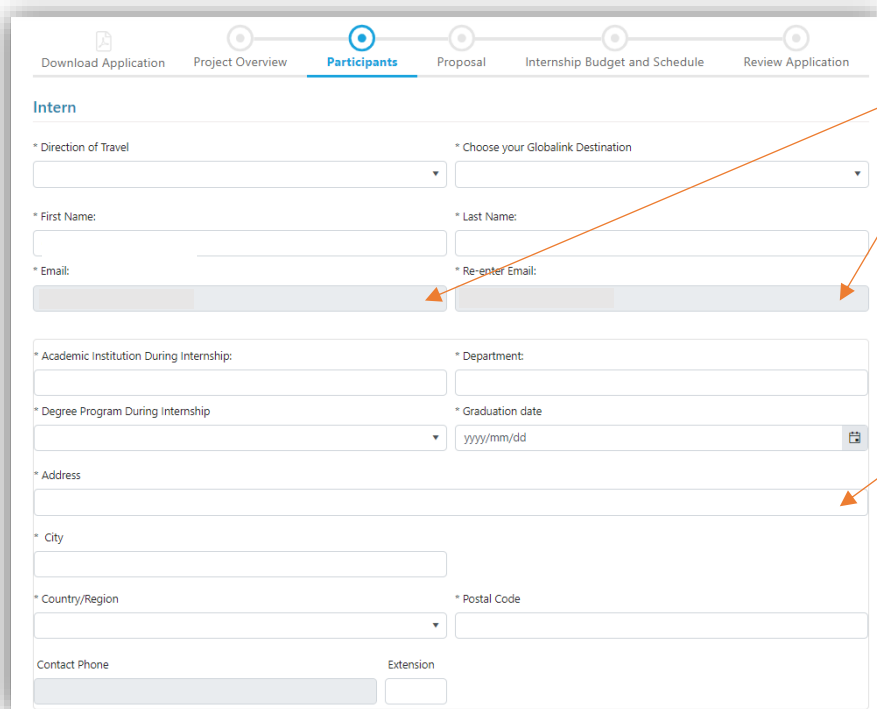
☐ * There is an international supervisor at a university from an eligible country.

☐ * Each intern must be registered in a full-time program at the time of their internship.

☐ * Interns should not travel until they receive their outcome letter from Mitacs.

☐ * It is recommended to submit your complete application package a minimum of 16 weeks prior to project start date.

G) Enter the information about the intern.



Download Application Project Overview **Participants** Proposal Internship Budget and Schedule Review Application

Intern

* 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

Enter an institutional email address.

Enter the address of the home university.

H) Answer the sensitive technology, affiliations of concern, and citizenship questions.

International Academic Supervisor Policy on Sensitive Technology Research and Affiliations of Concern Declaration:

Are you currently affiliated with, or in receipt of funding or in-kind support from any of the listed [Named Research Organizations \(NROs\)](#)?

☐ Yes ☐ 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](#) is not eligible to participate in a Mitacs-funded project involving research that aims to advance a Sensitive Technology Research Area (STRA). Mitacs will also screen a sample of applications, selected at its sole discretion, and validate the accuracy of the completed declarations.

Mitacs reserves the right to decline funding, at any point, for a project that advances a sensitive technology research area because of affiliations of concern.

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: ENTER INFORMATION ABOUT OTHER PARTICIPANTS

A) Returning to the “Participants” tab, add supervisor information.

Download Application Project Overview **Participants** Proposal Internship Budget and Schedule Review Application

Canadian Academic Supervisors

+ Add Canadian Academic Supervisor

Please add Canadian academic supervisors

International Academic Supervisors

+ Add International Academic Supervisor

Please add international academic supervisors

B) Grant editor access to participants and invite them to approve the application.

Canadian Academic Supervisor

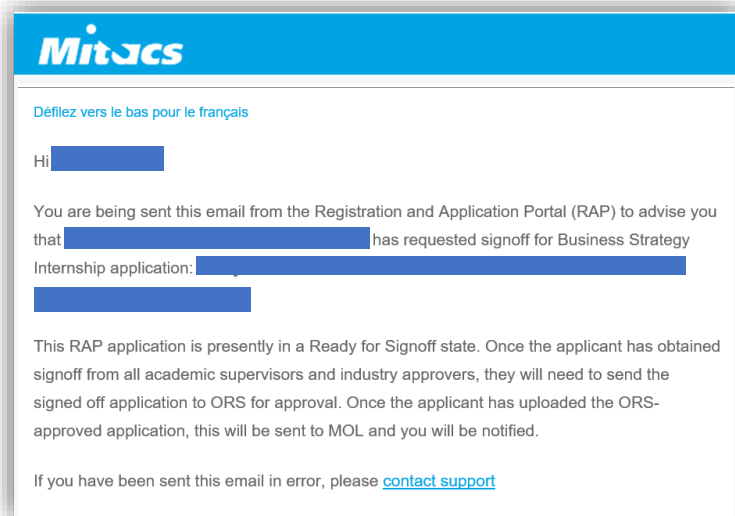
* First Name: * Last Name:

* Email: * Re-enter Email:

☒ Provide Editor Access

Cancel Send Invite

C) Participants will automatically receive an email from *NoReply Mitacs Portal* noreply_rap@mitacs.ca. They will have to complete their profile before approving the final application.



STEP 5: ENTER PROJECT INFORMATION

A) In the “Proposal” tab, provide the requested details, upload **the final version** of your proposal document, and enter the keywords. If you require cofounding (for students coming to UdeM only and without a Mitacs international partner), **DO NOT upload the cofounding confirmation letter**.

Download Application Project Overview Participants **Proposal** Internship Budget and Schedule Review Application

Proposal

Language of the proposal:
☐ English ☐ French

* Public Project Overview: ?

0/3000

* Upon submitting your application, you are agreeing that Mitacs can post the title of your project, the public project overview, the name of the partner organization (if applicable), the name of the intern, the name of the academic supervisor, and the involved academic institution on www.mitacs.ca/en/projects and this information may be used by Mitacs to publicize its programs. Mitacs Privacy Policy can be found at www.mitacs.ca/en/privacy-policy.

* Academic discipline * Project priority sectors (select 3 items max)

* Download the [Proposal template](#) and complete before uploading as a PDF below. Please ensure that you also save a Word copy of the completed document before you Save As a PDF because you may be asked to edit and re-upload later.

Upload PDF

* The system can only process PDF documents. Please ensure you keep a copy of the original (MS Word).

Keywords to identify reviewers ?

+ Add more keywords

B) Fill out the declaration, save it, and go to the next tab “Internship Budget and Schedule”.

Declaration

* Will the proposed research be taking place outside of the lab or normal business environment?
☐ Yes ☐ No

* 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? (This applies to materials derived from living and deceased individuals).
☐ Yes ☐ No

* Does the proposed research involve animal subjects?
☐ Yes ☐ No

* Does the proposed research involve the use of biohazards?
☐ Yes ☐ No

* Does the project aim to advance any of the listed [Sensitive Technology Research Areas \(STRAs\)](#)?
☐ Yes ☐ No

[Save](#)

[Internship Budget and Schedule >>](#)

<< Participants

STEP 6: CONFIRM INTERNSHIP BUDGET AND TIMELINE

A) In the “Internship Budget and Schedule” tab, select the award to which you wish to apply and click on “Add internship”.

Summary of Internships

ⓘ Please note: you can only select one type of internship option per application from the list below. If you want to apply for internships of a different type, you will need to create a separate application. Each of your applications can include up to 5 internships of the same type.

Globalink Research Award: This award is valued at \$6,000 per internship unit. If the project involves an international partner, the amount might slightly vary (depending on the international partner).
☒ Globalink Research Award

Quantum Globalink Research Award: This award is available for projects in Quantum. It is valued at \$6,000 per internship unit (12-24 weeks) for up to a maximum of 2 internship units (24-48 weeks). If the project involves an international partner, the amount might slightly vary (depending on the international partner). Please, contact your Mitacs advisor for more information.
☐ Quantum Globalink Research Award

[+ Add Internship](#)

Intern Name	Start and end date	Stipend	Travel and Living Expenses	Research Costs	Total Expenses	Actions
Total		\$0	\$0	\$0	\$0	

B) Complete the section for each intern and divide the allowances. Then click on “Save”.

Important: For Université de Montréal, enter the total amount of the award (\$6,000) in “Stipend”.

Download Application Project Overview Participants Proposal **Internship Budget and Schedule** Review Application

Internship Details

* Intern Name * Degree Program During Internship

* Start Date * Duration (weeks) End Date

yyyy/mm/dd 12

*** Stipends, Travel, and Research Cost:**

ⓘ The maximum value of GRA is \$6,000 CAD per internship unit. Mitacs requires that a maximum of \$1,500 per internship unit be allocated to Research Costs. The remainder must be allocated to intern-related costs: Stipend and/or Travel and Living expenses. Please note that policies regarding the distribution of the award funds can vary according to the Canadian academic institution. Mitacs recommends consulting with the Canadian institution prior to submission for further information.

Stipend	Travel and Living Expenses	Research Costs	Total
\$ 6000	\$ 0.00	\$ 0.00	\$0

Cancel Save

STEP 7: SAVE YOUR 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](#)

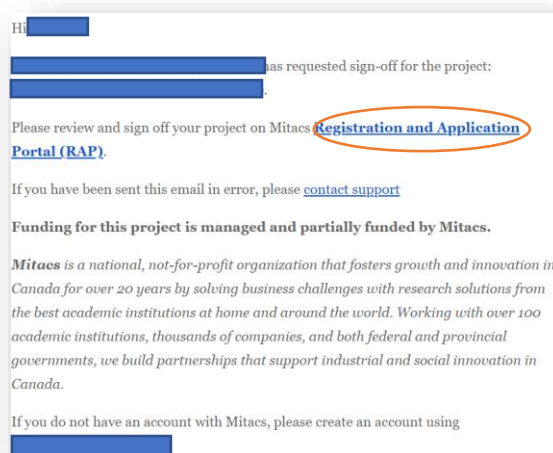
[Review Application \(PDF\)](#) [Cancel Application](#) [Send Sign-off Request](#)

STEP 8: OBTAIN PARTICIPANTS APPROVAL

A) When the application is complete, send the approval request.

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

B) Participants (including you) 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 9: 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.