Direction des affaires internationales
Université de Montréal

PROGRAM GUIDE

MITACS GLOBALINK RESEARCH AWARD

****Please make sure to use the latest version of the application package available here****

About the Award

The Mitacs Globalink Research Award provides $6,000 for senior undergraduate and graduate students and postdoctoral fellows in select Mitacs partner countries to conduct 12–24-week research projects at a Canadian university.

This is a competitive opportunity and a limited number of awards are available.

How to Apply?

1. Review all eligibility and award guidelines
2. Obtain endorsement from the Canadian university. All Globalink Research Award projects must be co-funded by the Canadian university. It is the responsibility of the Canadian academic supervisor to seek their university's endorsement before preparing the application. Contact your local Mitacs Business Development representative for more information on how to obtain your Canadian university's endorsement.
3. Collect all required signatures on sections 6 and 7 of the application form: intern, home supervising professor, host supervising professor and Canadian university offices. Signatures can be electronic or a scanned image. Contact Mitacs at international@mitacs.ca if you require clarification.
   a. Mitacs recommends allowing 1-2 weeks to secure university signatures and confirm internal deadlines; interns are responsible for confirming any applicable deadlines with the Canadian university.

Application Package

The package must be submitted in English OR in French. Please name and number the documents as such :

1. FAMILY NAME_Application (you may require the latest version of Adobe Reader)
   - The application form should not be scanned and must be submitted in its original, fillable format;
   - Question 3.2: the amount of $6,000 CAD must be indicated on line A. Stipend. Line B and C should remain empty.
   - Sections 6 & 7 may be submitted as a separate scanned PDF, if digital signatures cannot be obtained.
2. FAMILY NAME_Proposal
   - Please use Mitacs template without modifying or erasing any part.
3. FAMILY NAME_CV intern :
   - Interns may use Mitacs's optional template.
4. FAMILY NAME_ Letters of support professor home
5. FAMILY NAME_ Letters of support professor host
   - Letters 4 & 5 must :
     o Be written on university letterhead and be signed by the professor;

o Provide the supervisor's title and department;
o Outline supervisory and/or financial support for the intern and project;
o Describe the intern's academic and research qualities, outstanding achievements, and ability to complete the project.

6. FAMILY NAME_CV host supervisor
   - In English or French;
   - Must include funding history, publications, and graduate interns supervised.

11. FAMILY NAME_Code of ethics

12. FAMILY NAME_Pre-departure Form

   - Forms 11 & 12 can be submitted after the submission of the application; however, funds will not be released until Mitacs receives these forms.

100. FAMILY NAME_Ethics Certificate of Université de Montréal (if needed)
   - As indicated in section 4.0., it is the student's responsibility to obtain appropriate ethics approval for research with human subjects, animals or requiring biohazards review, prior to the beginning of the research project, when required by UdeM and/or Mitacs rules. The ethics approval document must clearly indicate the name of the student researcher and Mitacs funding. For more information or to apply for a an ethics approval, contact the relevant Human Research Ethics Committee or the relevant Animal Ethics Committee.

101. FAMILY NAME_ Letter of commitment cofunding

What Happens Next?

1. The completed application must be submitted by email to Anaïs Détolle, Business Development Specialist, Mitacs: adetolle@mitacs.ca who will conduct a pre-screening to ensure that the application meets Mitacs' expectations. She will send it back to the students and supervising professors for corrections if necessary, to increase the chances of success at Mitacs, and will acquire signatures from the UdeM.
2. Mitacs and the UdeM will communicate with the participants about the results of their proposal;
3. The intern will send Mitacs the pre-departure form and the code of ethics duly completed and signed;
4. The intern/prof will send the UdeM his or her certificate of ethics, if applicable;
5. Mitacs will transfer the funds to the UdeM Research Services Office;
6. The intern will travel to the destination and begin the research project and the scholarship will be paid once in Montreal.

Participants cannot travel until Mitacs has issued both an outcome and an award letter

Eligibility

A. Interns:

A. Must be registered as full-time undergraduates, graduate students, or postdoctoral fellows at an eligible university or institution and remain as such throughout their Globalink Research Award. Postdoctoral fellows may apply if their date of graduation from a PhD program is no more than 5 years prior to the proposed start date of the research project;
B. Cannot undertake a research project at an institution where they have previously completed a degree and/or been employed;
C. Must be the legal age of majority in Canada (18 years of age or older);

D. Must meet travel requirements for their intended destination, including visa and/or immigration requirements and associated documentation;
E. Cannot hold more than one Globalink Research Award per academic lifetime;
F. Undergraduate applicants must have completed their second year of studies prior to departure.

B. Host Supervising Professors:

- Must hold a faculty position at a Canadian university;
- Must be eligible to supervise graduate students and hold Tri-Council funding.

C. Home Supervising Professors :

- Must be recognized faculty members at their institutions;
- Must be eligible to supervise graduate students.

Award Guidelines

All parties involved with the Mitacs Globalink program must comply with the Canadian university's policies regarding the ethical conduct of research and scholarly activities. Any issues or disputes around research or academic misconduct will be subject to the Canadian university's processes following their institutional policies.

A. Intern's Responsibilities:

- Make all necessary preparations for travel abroad with the appropriate university office(s)
- Obtain appropriate work permit for Canada
- Attend any mandatory sessions as required by the home university
- Work full-time on the research project
- Submit a final report and exit survey to Mitacs at the end of the project.

B. Host Supervisor's Responsibilities:

- Adhere to institutional policies for visiting researchers;
- Provide ongoing direction and research support to the intern prior to and during the research project;
- Advise the intern on appropriate travel arrangements and accommodation;
- Provide the intern with any necessary documentation to support the visa application;
- Ensure the intern has appropriate lab and/or office space and resources during the research project;
- Assume fiduciary responsibility for the Mitacs grant;
- Submit an exit survey and sign the final report prepared by the intern.

C. Home Supervisor's Responsibilities :

- Adhere to institutional policies for research abroad;
- Provide ongoing direction and research support to the intern prior to and during the research project;
- Submit an exit survey and sign the final report prepared by the intern.

Adjudication

The Mitacs Globalink Research Award is competitive with limited awards available. All applications will undergo review by an interdisciplinary team. Proposals will be adjudicated based on the following criteria:

- Quality of the research proposal;

- Level of supervision and mentorship committed by the host supervisor;
- Strength of recommendation by the home supervisor;
- Relevance to society and industry;
- Expected benefit to Canada.

For further information, please read:

- What is eligible research?
- About Globalink Research Award adjudication

Funding

- Mitacs issues the award letter after the intern has provided their International Pre-Departure and Intern Code of Conduct forms, respectively, and confirmed their project dates. Projects must begin within one year of the outcome letter being issued.
- Approved recipients will receive funds to support intern travel and accommodation expenses, research-related expenses, and intern stipend. Mitacs funds will be sent to the host university's Office of Research Services (or equivalent) and administered as a research grant in the host supervisor's name.
- Mitacs funds must be spent according to the proposal budget and Tri-Council eligible expenses.
- Funding is based on a project duration of 12 weeks, though projects durations of up to 24 weeks are acceptable. Applicants are encouraged to seek support from other funding sources for longer durations and use prudence when allocating funds to travel and accommodations.

Intellectual Property

Intellectual property is shared between the university and their researchers, in accordance with the relevant policies of the home university, unless a separate agreement is negotiated.

Deliverables

The following deliverables must be submitted to Mitacs no later than one month after the project concludes:

1. A final report that summarizes the project;
2. The intern is responsible for drafting the final report and securing approval and signatures from the participating supervisor;
3. Exit survey from the intern;
4. Exit survey from the host academic supervisor;
5. Exit survey from the home academic supervisor.