



## Program Guide

### Mitacs Globalink Research Award

#### About the award

The Mitacs Globalink Research Award (GRA) supports research collaborations between Canada and select partner organizations, as well as eligible countries and regions.

Under the joint supervision of a home and host professor, successful senior undergraduate students, graduate students, as well as postdoctoral fellows will receive a \$6,000 research award to conduct a 12- to 24-week research project in the other country. Awards are offered in partnership with Mitacs's Canadian academic partners (and, in some cases, with Mitacs's international partners) and are subject to available funding.

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#### How to apply

1. Review all eligibility and award guidelines on the [Mitacs website](#). If you work with one of Mitacs's international partners, make sure to verify the specific eligibility under the "International partners information" tab
2. Academic supervisors at Canadian institutions obtain endorsement from their institution before preparing the application. Please contact your [local Mitacs business development representative](#) for more information on how to obtain endorsement and how to receive the application package.
  - a. **Projects that are being proposed with a Mitacs international partner** do not require co-funding from the Canadian institution. The Vice-President, Research (VPR) or designate signature is not required.
  - b. **Projects that are being proposed without a Mitacs international partner** must be co-funded by the Canadian institution, which must contribute \$2,000 towards the GRA. The VPR or designate signature is required.
3. Collect all required signatures on sections 5 and 6 of the application form: intern, home supervising professor, host supervising professor, and Canadian institution offices. Signatures can be electronic or a scanned image. Contact Mitacs at [international@mitacs.ca](mailto:international@mitacs.ca) if you require clarification.
  - a. Mitacs recommends allowing 1-2 weeks to secure institution signatures and confirm internal deadlines; interns are responsible for confirming any applicable deadlines with the Canadian institution.
4. Email all application materials to your local [Mitacs business development representative](#).

### Application package

The following documents must be submitted in order for the application to be deemed complete. All application documents must be submitted in English or French. Please number the file names accordingly.

1. Globalink Research Award application form (you may require the latest version of Adobe Reader)
2. Research proposal (on Mitacs template)
3. Intern Code of Conduct and Ethics\*
4. International Pre-Departure Form\*

*\*These forms can be submitted after the application; however, funds will not be released until Mitacs receives these forms.*

### How to fill out the application form

- The application form should not be scanned and must be submitted in its original, fillable format
- Sections 5 and 6 may be submitted as a separate scanned PDF, if digital signatures cannot be obtained
- Please include the total budget for the project (\$6,000 x the number of interns) in the addendum if there is more than one intern
- **All applicants must be named to complete the application. If name(s) are not provided, participants will not be able to sign sections 3, 5, and 6, and the form will be incomplete.**

## How to write your research proposal

If your project has multiple interns (up to five), be sure to list all of them in section 1, provide their project dates, and specify the portion of the project each will spend at the home institution. Describe the research that they will do in section 2.

Your proposal will be evaluated by a multidisciplinary panel of reviewers. It should provide enough details to describe the research challenges associated with the project. However, not all reviewers will be expert in the specific area of your project, so all information provided should remain easily understandable. The proposal should make a clear case for the value and feasibility of the research project. Abbreviations should be explained the first time they are presented, and jargon should be avoided as much as possible. Please keep in mind that your proposal will be evaluated according to the following criteria:

1. Quality of the research proposal
2. Quality of the intern supervision and training opportunity
3. Benefits to industry, society, and Canada

For each section of the research proposal, refer to the directions provided in the template. Please find below additional information about what details to include in each section:

- **Section 1:** Provide an overview of the project to the reviewers, so they can quickly identify the number of interns involved, whether they will be travelling to or from Canada, their travel dates, and degree level. Also indicate the percentage ( %) of the research that will be conducted at the home institution.
- **Section 2.1:** Provide a review of the literature pertaining to the subject of the project and explain the contribution of the project to this literature.
- **Section 2.2:** Present the objectives of the project. If multiple interns are participating in the project, the overarching objectives should be described, as well as the sub-objectives planned for each intern, and how they contribute to the general objectives. The distribution of the tasks and activities among the interns should be clear and explained. If the objectives will contribute to the intern's thesis, this should be explained.
- **Section 2.3:** Provide the timeline of the project and describe when tasks and activities will be conducted to achieve each objective. The travel dates should also appear in the timeline so that the reviewers understand where each task will take place. We suggest using a Gantt chart to help the reviewers understand the structure and management of the project. It should also be clear which tasks and activities will be assigned to each intern.
- **Section 2.4:** List all the references cited in the proposal.

- **Section 3.1:** Describe how the Mitacs Globalink project will help the participating researchers develop or further their collaboration and how the project aligns with the researchers' expertise and research interests.
- **Section 3.2:** Explain the potential impact of your project on society, economy, or industry in Canada and the partner country. Explain how your project will help address specific challenges that society or industry are facing.
- **Section 3.3:** Explain how this project will help strengthen Canada's innovation capacity by bringing in new skills and expertise or original data, accessing innovative ways of thinking to provide a new perspective on Canada's scientific and research challenges, enhancing the impact of Canadian research, etc.
- **Section 4:** Follow the instructions on the application form to describe the research environment in which the intern(s) will be working and the support that will be offered to them so they can successfully achieve their objectives and leverage the experience gained through this internship.

### What happens next

1. Mitacs will contact participants about their proposal outcomes by issuing an Outcome Letter
2. The intern provides the completed Mitacs *Code of Conduct and Ethics* and *International Pre-Departure forms* to Mitacs
3. Once all documents have been submitted, Mitacs will issue an Award Letter highlighting the funding details
4. Mitacs forwards the GRA funds to the Canadian institution's Office of Research Services. With certain Mitacs international partners, funds may be forwarded to interns directly, in some cases upon their arrival in the other country.
5. The intern travels to the destination and begins the research project. Travel must take place within 12 months from the date of the Outcome Letter.)

### **Participants cannot travel until Mitacs has issued both an Outcome and an Award Letter.**

For more information on the program, please refer to our webpage:

<https://www.mitacs.ca/en/programs/globalink/globalink-research-award>