

## 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. Please note, Mitacs offers two speciality calls led in partnership with selected international partners during the Fall months: the [Thematic Call](#) and the [Mitacs-JSPS](#) call. Other initiatives for this program may occasionally occur, if so, our Mitacs representatives will keep prospective applicants informed.

#### About the calls

##### Key components of the GRA Thematic Call

- Applications must be related to one or more of the themes outlined on the [website](#)
- Interested participants should first contact their local [Mitacs Advisor](#) to assess eligibility and discuss next steps. The link will be shared by the Mitacs Advisor after this discussion.
- All applications are submitted to Mitacs directly through the portal by the Mitacs Advisor.
- The call is launched during specific call dates (typically in the fall)

##### Key components of the GRA Mitacs-JSPS Call

- Applicants must be either graduate students or postdoctoral fellows
- All applications are with the JSPS and submitted to Mitacs directly on the Globalink Research Award Application Portal (GRAAP), through the local [Mitacs Advisor](#).
- Projects must take place during a set period defined by JSPS (typically in the summer)
- The call is launched during specific call dates (typically in the fall)

## 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" section. For the:
  - a. Thematic Call: visit the Mitacs [website specific](#) to this call
  - b. Mitacs-JSPS Summer Program: visit the Mitacs [website specific](#) to this call
2. Academic supervisors at Canadian institutions obtain endorsement from their institution before preparing the application. Please contact your local [Mitacs Advisor](#) for more information on how to obtain endorsement and how to receive the application.
  - a. **Projects that are being proposed with a Mitacs international partner** (International Partner stream) 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** (Allocation stream) must be co-funded by the Canadian institution, which must contribute \$2,000 towards the GRA. The VPR or designate signature is required.
  - c. **Projects that are being proposed through the Quantum stream** do not require co-funding from the Canadian university. The Vice President Research (VPR) or designate signature is not required. Projects that are being proposed through the Quantum stream do not require the participation of a Mitacs international partner. If a project is being submitted in collaboration with a participating Mitacs international partner, this will increase the overall award.
3. Collect all required signatures to complete the application: intern, home academic supervisor, host academic supervisor, and Canadian institution offices. Contact your local [Mitacs Advisor](#) or Mitacs at [international@mitacs.ca](mailto:international@mitacs.ca) if you require clarification.
  - a. Mitacs recommends allowing 1–3 weeks to secure institution signatures and confirm internal deadlines; interns are responsible for confirming any applicable deadlines with the Canadian institution
4. Consult your local [Mitacs Advisor](#) to confirm your project readiness
5. Submit your project at least **16 weeks** prior to your proposed project start date

## Application

- A complete application must include:
  1. Your online application submission
  2. The international pre-departure form (located directly on the Globalink Research Award Application Portal (GRAAP). It can be provided after submitting your application (Please confirm this with the Canadian institution). *The form must be submitted within the 6 months preceding the project start date. Funds will not be released until Mitacs receives the form.*
- Applicants (student or postdoctoral fellow, home and host supervisors) submit their application to Mitacs at least 16 weeks prior to the project start date for processing.
- Please consult your Mitacs Advisor to ensure you select the correct funding model for your project.

## Globalink Research Award Application Portal (GRAAP) Instructions

*Create your application.*

- Log in to the [portal](#)
- From the Dashboard, select 'Create New Application' and follow the prompts on screen.
- Complete your participant profile by selecting 'Edit' from the Actions menu. Mandatory fields are marked with an asterisk (\*).
- Once your profile is complete, please add the other participants on the project by clicking the 'Add Intern' or 'Add Canadian/International Academic Supervisor' and complete the required information.

Ensure you are inviting co-applicants with the **correct email addresses**. This will send an email to the other participants to confirm their participation in the project. As invited participants, these individuals can have access and contribute to the steps listed below. Ensure the **Editor box** is checked to grant your co-applicants full access to the proposal.

*Research Proposal and Budget*

- Proceed to the Proposal screen and follow the prompts. Please see the ‘How to write your research proposal’ section below for more information on how to complete the research proposal section.
- Proceed to the Internship Budget and Schedule screen and click ‘Add Internship’ and complete the required fields.
- If creating an application for 2 internship units (24-48 weeks), remember to budget for 1 internship unit (12-24 weeks). The portal will double the amount automatically.

### *Submission*

- Sign-off
  - Click ‘Review Application’ to download PDF and ensure all information is correct and then click ‘Sign Off Request’
  - Each applicant will have to login to the portal and sign-off on the application
  - Once sign-off is completed by all participants, the application is ready for **Institutions Sign-Off**.
  - Download your application by clicking ‘Create ORS Approval Document’ and send to the Canadian institution, copying the institution’s Mitacs Advisor
  - Upload the signed application once signatures have been received
- Predeparture Form
  - Each intern is required to download, complete the form, and submit it. They have the option to either submit the form(s) at time of the application submission or after the outcome letter is received (please ensure you keep a copy of the downloaded application to submit later if applicable).
- The Mitacs Advisor, Canadian supervisor and the individual who created the application are the only participants who are able to submit the application.
- All participants will receive a confirmation email once the application is submitted

### **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 intern will spend at the home institution. Describe the research that they will do in section 2.

Your proposal will be reviewed by a multidisciplinary panel of reviewers. It should provide enough details to describe the research challenges associated with the project. Please note that 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 reviewed according to the following criteria:

1. Quality of the research proposal
2. Benefits to industry, society, and Canada
3. Opportunities and benefits to the intern(s)

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

- **Section 2.1 - Participants:** Provide information about interns, so the reviewers 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 internship that will be conducted at the home institution (to a maximum of 25%).
- **Section 2.2.1 - Background:** Provide a review of the literature pertaining to the subject of the project and explain the contribution of the project to this literature. After reading this section, the reviewers should understand the state-of-the-art and knowledge gaps in the research area that will be addressed by the intern(s), and be prepared to understand the objectives of the research project.
- **Section 2.2.2 - Objectives:** Present the research 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. Provide enough details so the reviewers can understand what each intern will be focusing on and assess the feasibility. 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 2.2.3 - Indigenous community involvement or impact:** If your project involves or impacts Indigenous people or communities, ensure your project complies

with [Mitacs Indigenous Research Policy](#). If applicable, you must provide information on i) Indigenous community support for the project, and their role in shaping its objectives and approach, ii) plans for Indigenous community access, use, and governance of resulting knowledge/data, and iii) the team's background in Indigenous research, including any planned training/mentorship the intern(s) will receive to address deficits in experience.

- **Section 2.2.4 - Timeline:** Provide the timeline of the project and describe when and where tasks and activities will be conducted to achieve each objective. 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 2.2.5 - Literature cited:** List all the references cited in the proposal.
- **Section 2.3.1 - Collaboration:** Describe how the Mitacs Globalink project aligns with the home and host supervisors' expertise and how it will help the participating researchers develop or further their collaboration between each other.
- **Section 2.3.2 - Significance:** 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 2.3.3 - Innovation capacity:** Explain how the 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 2.4.1 - Research environment:** 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.
- **Section 2.4.2 - Interaction:** Provide detailed information on the supervisions and interactions that the interns will receive, including any research that will be conducted away from primary host institution.
- **Section 2.4.3 - Statement of Interest:** Each intern must explain themselves how this award will benefit their academic studies and research career.

### What happens after submission

1. Mitacs will contact participants about their proposal outcomes by issuing an Outcome Letter

3. The intern provides the completed Mitacs *International Pre-Departure form* to Mitacs (if not provided at submission). Mitacs cannot issue an Award Letter highlighting the funding details without reception of the *International Pre-Departure form*.
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.
6. Mitacs supports collaboration between Canada and all countries except those classified as "Avoid all travel" or "Avoid non-essential travel" by the [Government of Canada](#). Please note that this list is subject to change at any time and participants are required to check the status at the time of application and prior to travel. Additionally, participants must adhere to any regional "Avoid all travel" or "Avoid non-essential" travel advisories.

**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>

For more information on the program's fall offerings, please visit:

[Globalink Research Award Thematic Call](#) | [Mitacs-JSPS Summer Program](#) | [Mitacs](#)

Thanks to our funding partners.  Merci à nos bailleurs de fonds.