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**INSTRUCTIONS**

1. To fill out this template, download a copy to your computer and save as a Word document. You may need a copy of your completed proposal in Word format if your proposal requires any revisions, so make sure to save two versions: a Word version alongside a PDF copy.
2. Your project content should be 2-3 pages in length for one 4- to 6-month internship unit. Larger projects may exceed this page count.
3. Once complete, upload the PDF version of your completed proposal to the Mitacs online [Registration and Application Portal](https://apply.mitacs.ca/) (RAP).
4. **Do not modify or remove** **text or instructions** in each section/subsection **or reformat** this form in any way. A modified form will result in a delay in the internship evaluation process.
5. **All sections of the proposal form must be complete to be considered for the program.**
6. **Read the Application Guide (Appendix A) starting on page 6** and **Appendix B on page 8** to learn more about the selection criteria that will be used to evaluate your proposal.

|  |
| --- |
| **DECLARATIONS** |
| *Mitacs****will not approve an application*** *if the intern listed on the proposal has a position of ownership, employment, or influence over the daily operations of the partner organization. Interns with close family or intimate relationships with academic supervisors or employees of the partner organization are also not eligible.*  Any other Conflicts of Interest (COI) must be disclosed to Mitacs during the application process to be sent for review by Mitacs’s COI committee. This may delay the review process. Academic supervisors will be required to submit COI documentation when applying through the RAP. Please visit the [Mitacs Conflict of Interest Policy](https://www.mitacs.ca/en/conflict-interest-policy) for more information. If a COI exists, we suggest that you contact your [Business Development representative](https://www.mitacs.ca/en/contact-us/business-development) prior to starting an application to ensure that the participants in this project are eligible for the program. |
| Please indicate if any of the below statements are true.  One or more named interns self-declares as an Indigenous person  The partner organization is a for-profit organization with self-identifying Indigenous persons who hold 50% or greater ownership shares  The partner organization is a not-for-profit organization with board membership consisting of 50% or greater self-identifying Indigenous persons  The partner organization is a not-for-profit organization whose core mandate includes Indigenous community impact or serving Indigenous communities  *\* If any of the above statements are true, your organization will be eligible for a contribution discount. Please check with your* [*Business Development representative*](https://www.mitacs.ca/en/contact-us/business-development) *for more information.* |
| **This question applies to BSI-Law projects only.** Please indicate if this proposal includes any work on Intellectual Property (IP) for the partner organization.  Yes  No  *\*Projects that have a connection to IP are eligible to be funded. Please note that law students can provide legal information, but* ***not legal advice****. Projects that require legal advice will require that the student be supervised by a lawyer in good standing with a provincial law society.* |
| Please select all the types of innovation you will significantly impact through your project. Refer to the following definition of innovation for further information: [Defining innovation - OECD](https://www.oecd.org/site/innovationstrategy/defininginnovation.htm).  Product innovation  Process innovation  Marketing innovation  Organizational innovation |
| Please indicate where the intern will be working.  **☐** Partner organization office  **☐** Remotely/virtually  **☐** Hybrid |

1. **Application summary**

|  |  |
| --- | --- |
| * 1. **Project title:** |  |
| **1.2. Academic supervisor name(s):** |  |
|  |  |
| * 1. **Partner organization name(s):** |  |
|  |  |
| * 1. **Intern name(s):** |  |
|  |  |

**2. Project details**

Your project content should be 2-3 pages overall for one 4- to 6-month internship unit. Larger projects may exceed this page count.

**2.1 PROJECT DESCRIPTION**

**2.1.a. Background (the why)**

*Provide some background on the partner organization and their challenges or opportunities. How will this project help the partner organization address those challenges? Feel free to provide links to articles, reports or other useful information.*

Click or tap here to enter text.

**2.1.b. Objectives and approach (the what and the how)**

*For projects with more than one intern, clearly explain which objectives each intern will work on.* ***List 2-3 objectives*** *for your project and explain how you plan to accomplish those objectives. For example, will you use established business methods like Agile project management, Lean Six Sigma, Design Thinking, or a specific type of technology?*

Click or tap here to enter text.

**2.1.c Timeline (the when)**

*Insert a timeline showing the main project tasks and the timeframe for accomplishing them. Show* ***which task(s****) will be performed* ***when*** *to achieve the objectives listed above. Include* ***which intern*** *will be performing each task.*

Click or tap here to enter text.

**2.1.d. Deliverables (the project outputs)**

***List the deliverables or tangible results*** *you expect from the project and the intern. For example, will you develop a new patent/prototype/product/service, business model, business process, or will you access new markets? Will the intern be expected to produce a report, evaluation, presentation, etc.?*

Click or tap here to enter text.

**2.1.e. Benefits and impacts to Canada**

*If this project potentially impacts broader challenges that society or the industry faces, please describe how the project will help address these challenges. Why are these contributions important?*

Click or tap here to enter text.

**2.2 INTERNSHIP EXPERIENCE**

**2.2.a. Benefit to the intern(s)**

*Explain how participating in this project aligns with the intern(s)’ academic studies. How does participating in the project benefit their future career? For example, will they expand their professional network, gain knowledge in a business context, or develop skills in problem-solving, communication, project management, creative thinking, etc.?*

Click or tap here to enter text.

**2.2.b. Description of internship environment**

*Describe the intern’s working environment and expected type of work. For example, what resources, facilities and equipment, specialized training will the intern have access to? If the intern is working remotely, how will they be exposed to the activities and culture of the partner organization?*

Click or tap here to enter text.

**2.2.c. Location of internship activities**

*Explain which activities will take place at the partner organization and which will take place at the intern’s academic institution. If the project is taking place onsite (in person), the project work should be carried out equally (50%) on the premises of the partner organization and the academic institution(s). If different, please include a* ***justification****. NOTE: the minimum interaction at either site is 25% with a maximum of 75%.*

% of project spent at the partner organization location: Click or tap here to enter text.

% of project spent at the academic institution: Click or tap here to enter text.

Click or tap here to enter text.

**2.3 COLLABORATIONS**

**2.3.a. Collaboration history**

Has the intern or academic supervisor worked with the partner organization before?

Yes

No

*If Yes, please provide details here:* Click or tap here to enter text.

**2.3.b. Description of collaboration**

*i. Will the project make use of the resources and/or facilities of the academic institution? If so, please describe.*

*ii. Explain the* ***type and frequency of the interactions*** *(e.g., meetings, phone calls, access) between the intern, the partner organization supervisor, and the academic supervisor. If there are other people involved in the supervision of the intern, please list their roles in this section.*

Click or tap here to enter text.

**3. Requirements for proposals that include engagement with Indigenous communities or partners (if applicable)**

**3.1. SUPPORT OF INDIGENOUS COMMUNITY INVOLVED**

*Describe how Indigenous communities, Elders, and Knowledge Holders have been involved in developing the project proposal.**What is planned for the Indigenous communities’ access, use, and governance of knowledge and data resulting from the project? You may also want to include a letter of support with your application from 1-2 Indigenous Elders in the community who are authorized to speak on behalf of the community’s interests.*

Click or tap here to enter text.

**3.2. PROJECT TEAM EXPERIENCE WITH INDIGENOUS COMMUNITIES**

*What is the* ***project team’s experience with Indigenous research or projects****? Please include plans to address any deficiencies in the project team’s skill set including the training, guidance, and mentorship the intern will receive.*

Click or tap here to enter text.

**4. Intellectual property (if applicable)**

*Explain how this project supports the* ***creation and/or ownership of IP*** *for the partner organization. If the project provides* ***education or training about IP*** *for any of the participants, explain here.*

Click or tap here to enter text.

**5. Relationship to past/other Mitacs projects (if applicable)**

*This section should be filled out if anyone involved in the project has done a Mitacs internship in the past or if someone working on the project team has participated in other Mitacs programs. If yes, describe whether the current project is related to any other Mitacs project AND provide specifics about the relationship between the two projects (e.g., they are not related because the current project refers to a different area of work OR, if related, explain what was accomplished in past projects and how this new project proposal builds on that work).*

Please indicate if this application is related to any previous or current Mitacs projects.

Yes

No

*If yes, include the intern name and program title in this section and explain the relationship between the two projects. If you or your group are currently submitting other applications to Mitacs, please note that in the explanation section below.*

**Intern name**:Click or tap here to enter text.

**Program title**:Click or tap here to enter text.

**Explanation**:Click or tap here to enter text.

**6. Project economic orientation (for proposals with a not-for-profit (NFP) organization ONLY)**

*This section should be filled out if any partner listed in this proposal is an NFP organization. Please contact a* [*Mitacs Business Development representative*](https://www.mitacs.ca/en/contact-us/business-development) *to discuss eligibility before proceeding with your proposal submission. They will also be able to help you describe the economic or productivity orientation of the project.*

Click or tap here to enter text.

**7. References and/or sources (if applicable)**

*List any references you’ve cited in your proposal.*

Click or tap here to enter text.

**Appendix A: Application Guide**

**Introduction**

All applicants must complete all sections of the application form. Please contact your [Mitacs Business Development representative](https://www.mitacs.ca/en/contact-us/business-development) if you have questions. The approval criteria can be found in **Appendix B**. Individual projects are not expected to meet all the criteria. As you write your application, be sure to include information about those criteria that do apply to your project.

**Application checklist (what you need to apply)**

* This application form **completed and uploaded** to the RAP.
* All participants (intern, partner organization, academic supervisor) must create accounts in RAP and sign off on the project within the RAP.
* Office of Research Services (ORS) or equivalent signature on the proposal.
* A signature template is provided as part of the RAP application process. The lead applicant on the proposal will be responsible for collecting the ORS or equivalent signature and uploading the signature page to RAP.
* Your academic institution must sign off on this proposal once all sections of the RAP are complete and all participants have signed off on the application. Instructions are provided in RAP.

**Eligibility**

Mitacs funds **research** and **innovation** projects. The BSI program focuses on **innovation projects**. Innovation projects are expected to lead to changes or improvements for the partner and/or community through exploration, design, and implementation of efficiencies in business models, products, processes, or services. Proposals should describe how the project will lead to economic, health and/or social benefits for the partner organization and/or the community and society at large.

**Intern eligibility**

Eligible interns for projects involving non-academic (industry or NFP) partners are:

* college students (any program) who may do up to **three** four- to six-month internships
* undergraduate students (any program) who may do up to **three** four- to six-month internships
* university master’s students who may do up to **four**four- to six-month internships
* PhD students who may do up to **eight** four- to six-month internships
* postdoctoral fellows (at colleges or universities) who may do up to **nine** four- to six-months internships (a full three years of funding)

**Academic supervisor eligibility**

Eligible academic supervisors are:

* professors at Canadian universities who are eligible to receive Tri-Agency funds
* faculty or appropriate research staff at Canadian colleges

The academic supervisor who signs the proposal may choose to involve other qualified staff individuals at the academic institution, such as program or research staff or senior graduate students and/or postdocs in the hands-on supervision of interns. Any such collaborators or informal co-supervisors do not need to be listed on the application form as supervisors, but their roles in supporting the intern(s) should be described in the proposal.

**Partner organization eligibility**

Eligible partner organizations are:

* for-profit corporations in Canada
* NFP organizations in Canada
  + Eligible NFPs include charities, economic development organizations, industry associations, social welfare organizations, health organizations, foundations, and research centers/institutes.
  + Projects with an NFP partner must demonstrate an economic or productivity orientation, which must be described in the proposal.
* municipalities
* hospitals

**Collaboration**

Collaboration is an essential feature of many Mitacs projects. BSI projects may involve a collaboration between:

* an **academic institution** and a **non-academic partner organization** that participates in and contributes funds to the project.
* These projects may be built in four- to six-month internship units, each valued at:
  + $10,000 with a $5,000 contribution from the partner organization; or
  + $15,000 with a $7,500 contribution from the partner organization.

*Collaboration with non-academic organizations*

Projects involving non-academic partner organizations (i.e., companies, eligible not-for-profits [NFPs]) require a true collaboration between the intern, their academic supervisor and institution, and the partner organization. The non-academic partner organization is not just a financial sponsor of the project; they are expected to participate in the development and completion of the project alongside the intern(s). In-person interaction at the partner’s location is required when feasible, but we recognize that due to pandemic restrictions, many organizations began working virtually, and that this mode of work continues in some fields as part of the new normal. If the non-academic partner organization does not have a physical location where the intern can interact with their staff, be sure to clearly describe plans for virtual interaction. It is also important to note that Mitacs projects are not work placements or traditional co-ops. Academic supervisors (and/or other members of the supervisory team at the academic institution) are expected to play an active role in advising the intern throughout the project.

**Appendix B: Selection Criteria**

Mitacs will review applications to ensure that minimum requirements for completeness and project eligibility are met. For information about this, please refer to the submission checklist below.

Mitacs will also assess the benefits of the project in terms of: the economic and societal impact; the development and deployment of talent; and the establishment and support of collaborations. A project does not need to demonstrate benefits in each category (project, talent, and collaboration) since strength in one category can make up for weakness in another. Projects that demonstrate little or no benefit across all categories will not be approved by Mitacs.

In addition to assessing the benefits of a project, each project will also be reviewed to ensure that it does not contain any unmanageable risks in the categories of: feasibility, loss of talent or international assets from Canada, economic and national security risks, and adverse effects on humans, animals, and/or the environment. Projects with high risks must demonstrate correspondingly high benefits to Canada and risk mitigation measures should be included in the proposal to justify approval by Mitacs.

While the selection process is not currently competitive, if funding does become limited, Mitacs will prioritize approval based on the potential cumulative benefits of the project.

*Requirements for all projects*

* The description of the why (the background), the what (the objectives), the how (the approach), the when (the timelines), and the project outputs (the deliverables), must be clear for all projects.

*Requirements for all collaborations*

* Objectives must be aligned with the knowledge, skills, expertise, and needs of all participants.
* Each party’s roles and responsibilities must be clear to all signatories on the application.
* Each party’s expectations on deliverables, priorities, and time sensitivities must be clear to all signatories on the application.
* Agreement on intellectual property rights, ownership, royalties must be clear to all signatories on the application.

*Requirements for all internships*

* A structure must be in place to provide academic support that is appropriate to the level of the intern(s).
* There must be sufficient support / supervision from the internship host at the partner organization.
* There must be sufficient capacity at the internship host to manage the planned number of interns.

*Requirements for all projects involving Indigenous peoples or communities*

* Project must have the support of the affected communities and those who have rights or a stake in the endeavor.
* Indigenous communities must have been involved in shaping the project from inception, and Elders and Knowledge Holders must have been directly engaged.
* There must be clear agreement on Indigenous communities’ access, use, and governance of resulting knowledge and data.
* The project team must demonstrate the capacity to engage with Indigenous communities or partners in line with appropriate guidelines, principles, and policies (for more information please refer to our [Indigenous Research Guidelines](https://www.mitacs.ca/en/indigenous-research-policy)).

**Project**

Examples of how a project can demonstrate potential economic and societal impacts include, but are not limited to:

* creating or commercializing Canadian technology/intellectual property
* discovering new and broadly applicable knowledge
* enhancing Canadian productivity by developing new and improved processes
* supporting the entry of Canadian businesses into new domestic/international markets
* developing new business models for Canadian companies
* improving public services (e.g. transportation infrastructure, utilities, healthcare) in Canada
* contributing new solutions to community challenges in Canada
* addressing social or environmental issues important to Canadian society
* advancing new approaches to include under-represented groups in the knowledge economy
* working towards a more equal and equitable Canada
* implementing evidence-informed strategies to address a specific challenge

**Talent**

Examples of how a project can demonstrate the potential for supporting the development of a talented and skilled population include, but are not limited to:

* interns gaining specialized technical skills through access to and training on the use of specialized equipment and facilities
* training interns in research skills
* training interns in interdisciplinary teamwork
* training interns in community-based methodologies
* training interns in entrepreneurial/professional skills through structured activities
* creating opportunities for interns to apply their knowledge / skills and solve industry/real-world problems
* re-skilling/up-skilling interns to pursue new and emerging opportunities in Canada
* placing interns in positions (at Canadian companies or organizations) appropriate to their training/skills
* interns being introduced to new professional experiences/environments/contacts/networks in Canada
* supporting individuals from under-represented groups in the knowledge economy

**Collaboration**

Examples of how a project can demonstrate the anticipated benefits associated with collaboration include, but are not limited to:

* bringing people together to solve problems through complementary skills and expertise
* sharing access to data, facilities, instruments for mutual benefit
* exchanging knowledge among academia, industry, communities
* moving tacit knowledge into practice through interdisciplinary teamwork
* supporting long-term relationships between academia, industry, communities
* establishing new collaborations between academia, industry, communities
* attracting foreign investment, talent, and innovative companies to Canada
* creating partnerships with communities that are under-represented in the knowledge economy
* linking Canadian researchers to prominent research groups globally