Agenda

1. Introductions and Mitacs team in Atlantic Canada
2. Overview of Mitacs programs
3. Discussion:
   • Program administration
   • How we communicate
   • Intern payments
Who's in the Team
Mitacs team: Atlantic Canada

Business Development

Niraj Shukla
Memorial University of Newfoundland
University of PEI

Brennan Gillis
Acadia University
Cape Breton University
Dalhousie University
Mount Saint Vincent University
Saint Mary’s University
St Francis Xavier University

Valérie Bonnardel-Vacque
University of New Brunswick
Mount Allison University
St Thomas University

Grant Management

Caroline Eastwood
Team Lead, Grant Management, Atlantic Canada and Quebec

Rani Cruz
Responsible for all Mitacs awards in Atlantic Canada
About Mitacs

- National not for profit organization that has designed and delivered research and training programs in Canada for 15 years
- Position Canada as a global innovation leader
- Build effective academic-industry partnerships
- Train the next generation knowledge workforce
- 16 years in operation
- Over 10,000 research projects
- 50+ academic partners
**Mitacs Programs**

- Collaborative innovation in Canada
  - Accelerate
  - Elevate
- Collaborative innovation abroad
  - Globalink Partnership Award
  - Globalink Research Award
- New programs
  - Canadian Science Policy Fellowships
  - Indigenous Communities Engagement (ICE)
- Joint Programs
Accelerate

- Shared time between university and partner
- Extensible duration by internship units (4 to 6 months)
- Possibility to combine multiple internship units to tackle more ambitious projects
Accelerate-funding

15,000 $ per
4-6 month internship units
7,500 $ Partner
7,500 $ Mitacs

10,000 $
Minimum stipend/salary for intern

5,000 $
Research expenses
Accelerate-cluster funding

80,000 $ for 6 segments
36,000 $ Partner
44,000 $ Mitacs

60,000 $ Minimum stipend/salary for intern

20,000 $ Research expenses
Elevate

- Postdoctoral fellowship with a customized research management training component
- Elevate fellows progress through the program as a cohort, giving them cross-disciplinary networking and peer-learning opportunities
- $55,000 minimum annual stipend/salary
Canadian Science Policy Fellowship Pilot (SPF)

- Forming mutually beneficial relationships between government decision-makers and researchers in support of addressing policy challenges in Canada
- Pilot launched in September 2016 with federal government hosts (11 fellows-Federal only-in inaugural cohort
Indigenous Communities Engagement (ICE)

- Launched 2 years ago

Program objectives
- Bridging traditional knowledge + academic research
- Topics defined by, and projects led by, the community
- Focus on capacity building and knowledge mobilization
ICE

- Seven projects fully or partially funded, spanning number of communities and provinces
- Arctic Inspiration Prize (AIP) nomination and AIP Ambassador appointment
Joint Programs

- NSERC
- CIHR
- SSHRC
- Genome Canada
**Mitacs Program Administration**

**Application**
- Process initiated by prof, partner or student
- Mitacs can be a matchmaker

**Research review**
- Most proposals are reviewed externally within 4-6 weeks of submission.
- Mitacs invoices the industry partner.
- When application has successfully passed research review and partner funds have been received, Mitacs requests confirmation of internship dates from applicants.

**Award**
- Award letter and cheque are sent to the university. Email notification sent to applicants and university.
Communication

Overview of communication with Applicants and ORS staff

- Outcome Letter and email
- Confirmation of internship dates
- Award Letter
Outcome Letter

- Inform applicants of research review results and grant total
- Referee Comments
- Conditions of award
Eligible internships

1. Mitacs must receive partner funds before each internship start date to pay the intern(s) on time;

2. Project leads must confirm intern name(s) and start date(s). No costs for an internship can be incurred prior to the research project approval and the receipt of partner funds for the internship;

3. To identify a new intern, the Intern Profile form must be submitted to Mitacs before the applicable internship’s start date and obtain Mitacs approval.
Partner Interaction

The average amount of partner interaction for each four-month internship across the project should be 50% (or minimum 25% with sufficient justification in original application)
Intellectual property (IP)

- Mitacs takes no position on intellectual property (IP).
- IP is to be shared between the university, its researchers, and the partner organization according to the university’s IP rules, unless a separate agreement is negotiated.
Award Letter

- Confirmation of the funds
- Instructions for setting up the account
- Outlines Mitacs funding per internship unit (Appendix A)
Material and Research Costs


Relevant research expenses incurred outside the indicated funding period may be approved by Mitacs on a case-by-case basis.

Any remaining research funds may be used by the academic supervisor to supplement the intern’s stipend at the Academic Supervisors discretion.
# Award Letter-Appendix A

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Internship Period</th>
<th>Funding Request Ref.</th>
<th>Mitacs Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials/Research Costs</td>
<td>Must be spent by Account End Date</td>
<td></td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**First Installment - enclosed**

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Internship Period</th>
<th>Funding Request Ref.</th>
<th>Mitacs Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials/Research Costs</td>
<td>Must be spent by Account End Date</td>
<td></td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**Second Installment - Pending receipt of partner funds and confirmation of Internship eligibility / To be released in new fiscal year**

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Internship Period</th>
<th>Funding Request Ref.</th>
<th>Mitacs Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials/Research Costs</td>
<td>Must be spent by Account End Date</td>
<td></td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**Third Installment - Pending receipt of partner funds and confirmation of Internship eligibility / To be released in new fiscal year**

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Internship Period</th>
<th>Funding Request Ref.</th>
<th>Mitacs Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**TOTAL AWARD**

$120,000.00
<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Internship Period</th>
<th>Funding Request Ref.</th>
<th>Mitacs Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials/Research Costs</td>
<td>Must be spent by Account End Date.</td>
<td></td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>First Installment - enclosed</strong></td>
<td></td>
<td></td>
<td><strong>$40,000.00</strong></td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials/Research Costs</td>
<td>Must be spent by Account End Date.</td>
<td></td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>Second Installment - Pending receipt of partner funds and confirmation of internship eligibility / To be released in new fiscal year</strong></td>
<td></td>
<td></td>
<td><strong>$40,000.00</strong></td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Intern Name</td>
<td>Start Date – End Date</td>
<td>FR00000</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>
**Intern payments**

- Strive to ensure that interns are paid in a timely manner (coinciding with internship dates)
- Partners are invoiced upon submission
- Term invoicing system
- Confirmation of internship dates once Mitacs receives partner contribution

**Term Invoicing**
## Term Invoicing

<table>
<thead>
<tr>
<th>Term</th>
<th>Internship Units Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1st - April 30</td>
<td>Internship units beginning in this time frame invoiced in <strong>November</strong></td>
</tr>
<tr>
<td>May 1st - August 30</td>
<td>Internship units beginning in this time frame invoiced in <strong>March</strong></td>
</tr>
<tr>
<td>September 1 - December 31</td>
<td>Internship units beginning in this time frame invoiced in <strong>July</strong></td>
</tr>
</tbody>
</table>
How to Reach Us

Sign up to get the latest news about Mitacs
www.mitacs.ca/signup

Follow us on Social Media

@MitacsCanada
Follow us on Social Media

@MitacsCanada