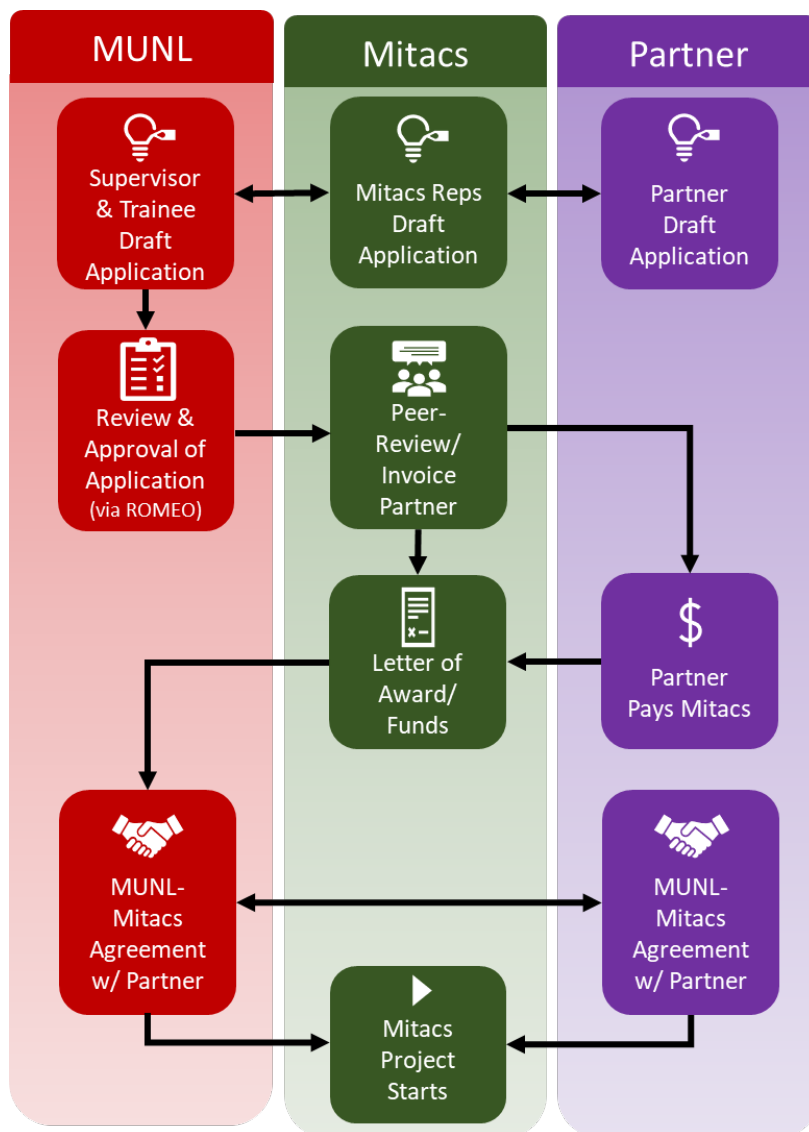


Guide to Mitacs Accelerate Application Procedures and Processing Times

The purpose of this document is to provide a realistic timeframe for the start date of Mitacs Accelerate Internships.

New Requirement: The FoS now requires the start dates for all Mitacs internships to be no earlier than 12 WEEKS from the time a complete application is submitted to ROMEO (Researcher Portal).

Partners and interns should also be made aware of this timetable to avoid any miscommunications. Please see below for more information on the Mitacs Accelerate program and detailed timeline/ process information.



***12 weeks is an average minimum timeline as there is no guarantee for individual application turnaround.**

What is Mitacs Accelerate?

It is the [flagship program](#) from the not-for profit Mitacs organization. For this program, Mitacs matches a business partner's contribution (starting at \$7500/per 4–6-month internship) towards a collaborative internship research project. You can apply anytime to Mitacs Accelerate.

The Mitacs participant completes half of their internship on-site with the industry partner and the other half at the university under faculty supervision. The Mitacs participant is responsible for completing a report about the project that is reviewed by their faculty supervisor and presented to the partner organization.

Who is involved?

Memorial University (MUNL), MUNL Research Grants and Contract Services (RGCS), MUNL Faculty of Science (FoS)/FoS Departments, MUNL Mitacs participant (student or post-doctoral fellow) and their FoS supervisor, partner organization (for-profit business, eligible not-for-profit organizations, hospitals, and municipalities), and Mitacs (their representatives to MUNL).

Applications to Mitacs are developed in collaboration with Mitacs Representatives and with the help of the FoS Grants Facilitation team.

Memorial University Processes for Mitacs Accelerate, Pre-Award

Completed applications (~1-2 weeks to draft) are deposited into the MUNL Research Portal (ROMEIO) by the faculty supervisor/participant (the applicants) to obtain Departmental/FoS/RGCS review and approval. If changes are required, the application will be routed back to the applicants to make the satisfactory changes. It is the **responsibility of the applicants to make these changes and to resubmit the application** to the ROMEIO file for further review/approval (~2-5 days for Departmental/FoS & ~2-7 days for RGCS) prior to the application being sent to **Mitacs for peer-review (6-8 WEEKS)**.

Memorial University Processes for Mitacs Accelerate, Post-Award

Once approved by Mitacs, MUNL receives an award letter and payment from Mitacs (contributions from Mitacs and partner organization). MUNL then administers the awarded funds towards the costs of the project (e.g., remunerations for the MUNL Mitacs participant/expenses related to the internship) **BUT ONLY AFTER** an agreement between MUNL and the partner is finalized (and all safety and ethical clearances are satisfied). Such agreements are designed to protect and safeguard the best interests of the MUNL Mitacs participant, the faculty supervisor, and the university (e.g., IP ownership, confidentiality, contributions). Amendments to an

agreement might be requested by the parties involved. Once all parties approve the research agreement (1-21 days), MUNL will begin the process of releasing award funds. The FoS strongly recommends that agreements and any amendments, like the application process, be reviewed and signed off on through the MUNL Research Portal in a timely manner to avoid delays.

It is also important for anyone (PI, student, post-doc, staff) conducting research outside of the university to contact the [Technology Transfer and Commercialization Office](#) (TTCO) so they can help you better understand your rights and obligations while working with a sponsor/partner as you will be required to sign a **Research Participation Agreement** (this is different than the agreement between MUNL and the partner mentioned above).

Average minimum timeframe from application to account opening:

- The PI/intern/partner prepares the application and deposited it into ROME0 (often in coordination with MITACS representatives, FoS Grant Facilitators) **~1-2 weeks**
- The application is reviewed by the applicants' Department and FoS (and any required changes are made) **~2-5 days**
- The application is reviewed by Research Grants and Contract Services (RGCS) **~2-7 days**
- The application is reviewed externally through MITACS **~8 weeks** (MUN does not participate in this process and has no control over it)

MITACS sends a letter of award to MUNL (**MUNL does not participate in this process and has no control over it or over any delays that may arise here such as the partner not paying their invoice to Mitacs on time or any conflicts of interest that need to be addressed**)

- RGCS contacts the partner to draft an (collaborative research, internship, grant) agreement **~2-7 days**
- The partner reviews the agreement/contract and agrees/signs **~1 day- 3 weeks** (MUNL has no control over how long the partner takes)
- Once the agreement is signed by all participants, RGCS will approve an account opening and submit a request to Financial and Administrative Services (FAS) (***Assuming that all safety and ethical clearances are in place- if not, this can add ~1-3 months delay***) **~ 1day**
- FAS contacts the Department administering the funds to the researcher and paperwork is done (ensure all hiring processes have been followed and to draft a job offer) **~ 1-7 days, but please contact FAS about processing time**

A FOAPAL is created, and funds are released, **please contact FAS about processing time**