

Globalink Research Award (GRA) program guide for international partners

Welcome to Mitacs! We look forward to partnering with you for Mitacs's GRA program and have prepared this document to provide a detailed description of our program delivery processes.

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Application submission

As of September 2023, Mitacs application submission has been updated to an **online application portal**, called Globalink Research Award Application Portal (GRAAP). Listed below is an overview of the portal and information applicants are expected to submit.

The new portal will be launched on September 13, 2023, at the same time as the GRA thematic call. All standard and thematic call applications must go through the new portal.

Applications submitted via the old PDF will only be allowed **for applications already started under the standard GRA only** until November 30. We strongly encourage all applicants to use the online portal when possible, during this time. No PDF applications will be accepted after **November 30, 2023**.

Portal submission

The link for the portal can be accessed through your local Mitacs Advisor attached to the selected Canadian institution. A full list of all Business Development (BD) representative names and associated institutions can be found [here](#).

These changes will streamline our application process while retaining mostly similar questions and requirements from the previous PDF iteration. Notable improvements allow applicants to directly include the name of their international partner in the portal. This ensures accurate identification and notification of international partners upon successful applicant's Outcome Letters.

Note: The supervisor and the applicant who created the application (if applicable) are the only participants who can submit the application. Applicants (student or postdoctoral fellow, home and host supervisors) must submit their application to Mitacs at least 16 weeks prior to the project start date for processing.

The participant's Code of Conduct is now integrated into the online platform (participants' Terms & Conditions and Memorandums of Understanding). Applicants will need to sign off that they have read and agreed to these terms.

A complete application must include:

- **An online application submission:** Applicants will fill out details pertaining to their project such as title, collaboration with an international partner, the applicant's role, location, the Mitacs business development representative (Advisor), etc. The Research proposal is now a template built into the portal that applicants can download. They can download, fill it out, and re-upload it to the portal.
- **The International Pre-departure Form** (located directly on the portal) can be provided after submitting their application. The form must be submitted within the six months preceding the project start date. Funds will not be released until Mitacs receives the form.

Definitions

“Application” a collection of GRA documents needed to submit a project proposal.

“Applicant” may be a student, postdoctoral fellow, home and/or host supervisors applying for the Mitacs award.

“Award Letter” a letter sent to interns by Mitacs, detailing the funding they will receive (may be titled “Notice of Award”). It is the second letter they will receive, after the Outcome Letter.

“Home academic supervisor” a faculty member at the institution where the intern is enrolled who will provide supervision to project(s) and intern(s).

“Host academic supervisor” a faculty member at the institution where the project is taking place, who will provide supervision to project(s) and intern(s).

“Outcome Letter” a notice of decision or notice of revisions request. The Outcome Letter includes the intern acceptance form (Appendix B) that interns must sign and return to formally accept the award. Then they will be issued the Award Letter.

“Intern” a student and/or postdoctoral fellow who participates in a GRA project.

“Prime” Mitacs’s peer-review management system, used by partners to review applications.

“Program” a Mitacs funded or organized program.

“Project” an internship, fellowship, travel grant, or award provided through a Mitacs program.

“Research proposal” a component of the application which describes the project.

GRA PROCESS

Orientation meeting

Your contact from the Mitacs International Partnerships team will schedule an orientation meeting including a member from our Programs team. During the call, Mitacs staff will talk you through the program logistics of GRA and answer any questions you may have. Mitacs will send you a follow-up email requesting the following information.

- **Program contact person/email:** your designated person/people that Mitacs will regularly email and talk with for program implementation. This is for our internal communication only and will not be shared publicly.
- **Person to be notified/cc’d on Award and Outcome Letters – name/email:** usually the same as the program contact, but you may assign someone else if needed. This person will be cc’d on all Award Letters and/or Outcome Letters.
- **Research review process:** (if needed) we will confirm if you wish to review applications in addition to Mitacs’s review.

- **Research review person/email:** this may be the same contact as above, but the assigned review person will be responsible for logging into Prime and reviewing applications.
- **Finance person/email:** your designated person/people that we should contact regarding finance details. May be the same person/people as above.
- **Website:** your institution's website advertising the GRA program.
- **Timelines: GRA is open for applications all year around.** We will confirm if you want to accept applications throughout the year, or if your organization has certain operational dates and/or timelines to adhere to. It is imperative that you communicate these dates to us so that we can publish them accordingly. If you are unsure of the exact dates, you may provide an approximate timeline and update us accordingly.
- **List of eligible institutions:** confirming if there is a specific list of eligible institutions interns must come from/travel to.
- **Name, spelling, and language of your organization:** we will confirm how you would like the name of your organization displayed on Mitacs's website and all official documentation, and in which language.

Standard GRA process

Step 1. Identify the home and host supervisors and discuss project details

Before beginning an application, it is important to note that applicants (prospective interns, home, and host professors) must find each other and develop their research and project plan together.

Please note that Mitacs is unable to assist interns with identifying professors in Canada. However, if a project is deemed strategic or of particular importance by the international partner, Mitacs may be able to help identify a suitable Canadian partner institution. To do so, you may contact the Director, International Business Development, Étienne Pineault (epineault@mitacs.ca).

Step 2. Submitting applications

All applications will first go through the local Mitacs Advisor at the Canadian institution (list [here](#)).

- Canadian or international professors should consult with the chosen Mitacs Advisor to speak about the project, eligibility requirements, and the specific process for that chosen academic institution, as every academic institution will manage the program differently.
- If applicable, the local Advisor will share the application with the professor (Canadian or international). Please note that interns cannot request this package directly.
- Applicants must fill in all mandatory fields and additional information where required, and add additional participants to the project where appropriate.
- Professors will fill out the application in conjunction with the intern and proceed with obtaining a signature from the Canadian institution (Office of Research Services/International Office). Note: Only the ORS/International office signature. The Vice-President Research (VPR) signature is not required.
- We recommend that participants apply at least 16 weeks before the planned project start date.

Step 3. Adjudication (review process)

All proposals undergo a two-stage review process. The purpose of the administrative review is for Mitacs to confirm basic eligibility. The purpose of the research review is to evaluate the quality of the proposal and ensure the overall timeline and project duration are appropriate, according to the following:

- a) Quality of the research project
- b) Benefits to Canada through the collaboration of participants and the project's significance
- c) Opportunities for the interns through their support and interaction with participants as well as their statements of interest

Administrative review

Mitacs will process all GRA submissions coming from your institution(s) and/or travelling to your institution.

- If an application does not satisfy Mitacs's eligibility criteria, a letter of decline (Outcome Letter) will be sent to the intern along with an explanation of why. You will be cc'd on this correspondence.
- If an application needs revision, Mitacs will contact the intern and/or the Advisor to obtain the additional documentation.
- If an application passes the administrative review, it will move to the review process (see next step).

Step 4. Partner review

Review of the research project

If applicable, we will send eligible applications for you to review via Prime. You will be given login details for Prime prior to receiving the first application to review and will be notified every time you receive a new application.

- Mitacs and you (the partner) will conduct the review of applications in parallel.
- You can access the Prime system at any time. When there is a new application for you to review, you will receive a notification by email which also contains a deadline by which you must send your review (usually three weeks).
- If you need more time to review or missed the initial deadline, please reply to the original email sent from Prime to request an extension.
- If you approve the application in the system, the Mitacs review team will be notified.
- If you would like to request revisions, there is an option to do so on Prime. If Mitacs needs to request revisions (on your behalf or otherwise), we will contact the intern directly. You may then receive the revised proposal as soon as Mitacs receives it, to assess if the revised version is acceptable.
- If you decline, Mitacs will be notified and will reach out to the participants to notify that the application is not successful.
- Please note, the travel dates applicants submitted as part of the application are tentative dates and can be changed later if needed. An application should not be declined solely because of travel dates.
- Note that when the GRA proposal includes several interns, the decision must include and apply to **all** of them. No partial acceptance of a sub-group of interns will be allowed.

Step 5. Approved applications next steps

Mitacs will provide next step instructions for successful applicants.

- Mitacs will send an Outcome Letter to the intern.
- Your assigned contact(s) will be cc'd on the Outcome Letter.
- The intern must follow the instructions in the Outcome Letter to accept (or decline) the GRA. Interns should submit the "acceptance form" on page 3 of the Outcome Letter to accept their GRA placement. Their application will not be processed further unless this is submitted.
- Once the GRA has been accepted, the intern will be asked to send the International Pre-Departure Form to Mitacs directly.
- Interns must submit this documentation within 6 months of the travel date listed on their International Pre-departure Form, and not before.
- If an intern submits these too early (for example, 8 months before departure) they will be contacted again and asked to resubmit closer to the date.
- Under no circumstances should the intern travel before submitting these documents. Doing so could risk the intern's eligibility for the GRA program.
- After submitting these documents, the intern will receive an Award Letter. Response times for receiving the Award Letter can vary, depending on the volume of applications Mitacs is processing. To ensure they receive the award ahead of travel, we recommend that participants apply at least 16 weeks before the planned project start date.
- As with the above, under no circumstances should the intern(s) travel before receiving the Award Letter.
- Your assigned contact person/people will be cc'd on all Outcome and Award Letter notifications to applicants.

Step 5. Travel requirements

Once the intern has completed all the above steps, they should begin the process of obtaining visas if needed. Unfortunately, Mitacs cannot advise how to obtain the correct visa/work permit. Each intern's immigration situation is unique depending on their citizenship, travel history, and destination country or region. GRA applicants coming to Canada should contact the Canadian consulate or embassy in their country as soon as possible to determine the appropriate immigration channel. They should also immediately contact the host Canadian institution to obtain more information, as each academic institution handles GRA immigration cases through their own individual process. Interns may also email Mitacs's international@mitacs.ca for information on how to contact Canadian institutions for immigration purposes.

For more information on GRA, please visit [Globalink Research Award | Mitacs](#).

Funding

Structure

Mitacs GRA provides a minimum of \$6,000 for senior undergraduate, graduate, and postdoctoral fellows to conduct a 12 to 24-week research project. The exact funding agreement will be outlined in our MOU. The grant is designed to support the costs of travel, research, housing, and other expenses as needed. The maximum amount for research expenses should be no more than \$1,500. The remainder must be

allocated to a stipend, travel costs, and living expenses as outlined in the budget section of the application form.

Release of funds

Mitacs forwards its share of the GRA funds to the Canadian institution's Office of Research Services. With certain Mitacs international partners, all funds may be forwarded to interns directly, in some cases upon their arrival in the destination country. Specific details about payment are included in the Award Letter issued to the interns and on which your contact is copied. Funds will not be released until all final documents are received.

The Canadian institution attached to the project will disburse the funds to the interns. The Award Letter includes the Canadian institution and as such they will be notified to set up an account for the intern, if applicable.

Frequently asked questions

Application

1. How long will it take to review and process the application?

Once an application is submitted, the process can take up to **12 weeks**, to account for administrative processing and research review. However, we strongly advise prospective applicants to submit their applications as soon as possible, and at least 16 weeks in advance of their proposed project start date to allow for pre-travel preparations.

2. How can we review applications coming from Canada to our country?

Mitacs will send you exact instructions on how to access our review system, Prime, so you can review applications when they are submitted.

Eligibility

3. Is there an age limit for interns?

No, but applicants must be at least 18 years old. There is no maximum age.

4. Postdoctoral fellows can apply if their date of graduation is not more than 5 years in the past. Can a researcher who has a PhD from the last 5 years apply if they do not have any other links with a university or institution?

No. In order to be eligible, postdoctoral interns must have status as a postdoctoral fellow and have a home academic supervisor at their academic institution for the duration of their internship.

5. (France) Are ATERs (attachés temporaires d'enseignement et de recherche / temporary teaching and research associates) eligible as postdoctoral fellows?

An ATER is a temporary teaching and research associate and is a teacher researcher employed on a fixed-term public law contract. ATERs are therefore not eligible as postdoctoral fellows for GRA.

6. Can an applicant from one of our host institutions apply if they are already in Canada?

If they are from a host partner country but already in Canada, they would not be eligible. Part of GRA funding includes an allocation for travel, and the program is designed to facilitate international internships between Canada and partner countries and regions. Therefore, an applicant can only

apply from outside Canada to conduct a GRA in Canada. However, depending on their eligibility they may be able to apply for a different program. Please contact Mitacs with the intern's specific details and we can advise further.

Research review

7. How can I log into Prime?

You will be sent a separate guide that explains how to log into Prime (available in English and French), as well as your unique username.

8. I have forgotten my Prime username and/or password, what should I do?

Please contact your Mitacs program contact to be resent your Prime username.

9. If we accept a proposal but have an issue with the travel dates selected, what is the process?

If you are reviewing and approve of an application but disagree with the travel dates selected, the proposal should not be rejected solely for this reason. The dates selected are tentative and can be changed. You can speak with the intern about changing the dates at any step. After interns receive their Outcome Letter, they must submit their International Pre-Departure and Code of Conduct forms. At this step, they can change the dates originally submitted in their application. Please note all changes are subject to Mitacs's approval.

10. We submitted a revision request for an application but have not received a response. Why is this, and what are the next steps?

If you requested a revision but did not receive a response from Mitacs, this is because we are following up with the intern to obtain the revisions. If there are any issues obtaining these revisions, we will contact you directly. Otherwise, once the intern has submitted the required documents, you will be notified via Prime and can review the updated application.

11. I want to review an application in Prime that we previously accepted/declined. How do I do this?

When logged into Prime, archived applications can be found using the link on the right column of the screen. Under the USER section, you will find a REVIEWER section. Click on the REVIEWER section, and you will find a link to the Active submissions. By clicking on the Archive, you should see the list of proposals previously reviewed.

12. What would warrant a revision request?

Revisions would be requested for issues such as, but not limited to, the application not being complete; the project does not involve any research activities or research content did not contain enough detail; incorrect or missing information; the length of the GRA is too short or too long; and so forth.

Promotion

13. Where can I find Mitacs's logo?

You can find a .jpg of the logo here: <https://www.mitacs.ca/en/newsroom/media-kit/mitacs-logo>

Immigration

14. What would be the legal "status" of interns in Canada?

For immigration purposes, GRA interns entering Canada must possess a valid work permit or demonstrate that they are exempt from requiring a work permit under the Global Skills Strategy.

The Canadian institution can help to identify the immigration program that will be used to support the applicant. As for academic institution status, that would be determined by the Canadian institution.

15. Will the Canadian institution help the interns with visa applications?

Canadian institutions will usually help with this. However, each academic institution's policy is unique. We encourage interns to contact the academic institution directly to find out more about their immigration policy. For more information on how to contact their selected academic institution after receiving the Award Letter, interns should send an email inquiry to international@mitacs.ca.

Partners

16. Can an adjunct professor be the host professor in Canada?

Eligibility of adjunct faculty to host GRA interns is at the discretion of the Canadian institution. At a minimum, they must be able to hold Tri-Agency funding and host international visitors.

17. Are we (the assigned review people) copied on the Outcome Letters to GRA applicants?

Yes, the assigned contact people will be copied on all Outcome Letters for GRA applicants associated with your organization.

18. Do Canadian institutions run calls for GRA at specific times, or is it open all year around?

Yes, some Canadian institutions run calls during certain dates; however, it is unique for each academic institution. Please connect with the Mitacs local Advisor of that Canadian institution to find out more. The list of Advisors can be found here: [Business Development | Mitacs](#).

Interns

19. An intern wants to undertake a research project that is longer than 12 weeks. Is this possible, and can they obtain further funding?

Our program allows for 12 to 24-week projects, so interns can undertake research projects longer than 12 weeks. However, please note that GRA provides \$6K for a 12-week project and no additional funds will be provided by Mitacs. Any additional time spent is on the intern's own means. They should ensure they have the appropriate visa, funds, and approval from the Canadian institution to lengthen their stay.

20. How long do interns have to start their internship after receiving the GRA award?

Projects must start within 12 months of the date of the Outcome Letter. The Outcome Letter is the first letter sent by Mitacs, after the application passes the review. The Award Letter is issued later, after the applicants have confirmed their travel dates. These travel dates can be amended if needed. Under extenuating circumstances, an exception request can be submitted if the intern needs more time. Please note all requests are subject to Mitacs's approval and may be subject to the submission of a revised proposal.

21. What training and/or educational activities do Mitacs interns have access to?

Mitacs interns have access to our online training courses at no cost. Each course consists of an online self-paced course in their chosen subject, followed by a facilitator-led session, with multiple dates and times to choose from. As of 2022, all training is online only. Interns can find a full list of courses and more information on how to register here: [Training Courses | Mitacs](#).