



## Program Guidelines

### Globalink Research 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 and graduate students 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 that postdoctoral fellows are not eligible for the Globalink Research Award at the Université de Montréal.**

Applications for Globalink Research Award are accepted at any time.

Please note that Mitacs is also offering two specialized calls in partnership with selected partners during the fall: the [Thematic Call](#) and the [Mitacs-JSPS](#) call.

#### About the specialized calls

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

- Applications must be related to one or more of the [themes outlined](#).
- Academic supervisors must fill out the webform on our [website](#) to obtain an application package.
- All applications are submitted to Mitacs directly, through the local Mitacs Business Development (BD) representative.
- The call is launched during specific call dates (typically in the fall).

##### Key components of the GRA Mitacs-JSPS Call (Japan Society for the Promotion of Science)

- Applicants must be graduate students
- All applications are with the JSPS and submitted to Mitacs directly, through the local Mitacs Business Development (BD) representative.
- 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 fill out the application form

- **\*\* Please ALWAYS use the latest version of the application kit available on the [International Affairs Office's website](#). \*\***
- The package must be submitted in either English or French.
- Allow 1-2 weeks to secure institution signatures and confirm internal deadlines; interns are responsible for confirming any applicable deadlines with the Canadian institution.
- Please email all application documents to the MITACS contact person at your home institution. This person will - after a first check of the documents - send the application to MITACS. It takes approximately 16 weeks from the time of submission and the start of the stay at UdeM.

**Please name your documents according to their order, and use the following titles:**

### 1. FAMILY NAME\_Application

**Please note!** Some sections only appear when the names of the participants are entered in Section 2.0.

- You may require the latest version of Adobe Reader to fill out the form.
- The application form must be submitted in its original fillable format.
- In Section 3.0, write \$6,000 in box A. Boxes B and C should remain empty (these sections only appear once the names of the participants have been entered in Section 2.0).
- Where you see the following: "The project participants (student, host academic supervisor, home academic supervisor) also agree to the following addenda": give the total project budget (\$6,000 x the number of interns) if there are multiple interns.
- Collect all the necessary signatures in section 5 and 6 (student and both supervisors). Mitacs will obtain the signatures of the representative and the VP of UdeM. Signatures may be electronic/digital or handwritten.
- Only Sections 5.0 and 6.0 may be submitted as a scanned PDF if digital signatures cannot be obtained.

### 2. FAMILY NAME\_Research proposal

- Use the Mitacs template, without erasing or adding anything.
- Your proposal will be evaluated by a multidisciplinary committee. This committee must provide adequate details to describe the research challenges associated with the project. However, the evaluators will not necessarily all have expertise in your project's field, so the information provided must be easy to understand. The proposal must clearly demonstrate the value and feasibility of the research project. Abbreviations should be explained the first time they are given, and jargon should be avoided as much as possible. Do not forget that your proposal will be evaluated according to the following criteria:
  1. The quality of the research proposal.
  2. The quality of the intern supervision and of the training opportunity.
  3. The advantages for the private sector, society, and Canada.
- For each section, refer to the guidelines provided in the template. You will find below additional information on the details to provide in each section:

- **Section 1:** Submit to the evaluation committee a project table that allows them to quickly understand its structure. If your project involves multiple interns (a maximum of five) enter their names in Section 1. Indicate if they will be traveling to Canada or departing from Canada and give their travel dates and academic level. Please also indicate the percentage of research that will be undertaken at the home institution.
- **Section 2.1:** List the existing literature about your project and explain how your project will contribute to the knowledge in this field.
- **Section 2.2:** List the project objectives. If multiple interns are participating in the project, describe the general objectives as well as the sub-objectives planned for each intern, and how they will contribute to the general objectives. The division of tasks and activities between the interns should be clearly explained. If the objectives will contribute to the intern's thesis, explain how.
- **Section 2.4:** List all the references cited in the proposal.
- **Section 3.1:** Describe how the Mitacs Globalink project will help participating researchers to develop or deepen their collaboration, and how the project is suited to their expertise and research interests.
- **Section 3.2:** Explain the potential impact of your project on society, the economy, or the private sector in Canada, and in the partner country. Explain how your project will address specific challenges faced by society or the private sector.
- **Section 3.3:** Explain how the project will contribute to reinforcing innovation capacity in Canada by offering new skills, new expertise, or original data, by giving access to innovative ways of thinking and offering a new perspective on scientific and research challenges in Canada, by improving the impact of Canadian research, etc.
- **Section 4:** Follow the guidelines in the application form to describe the research environment in which the interns will work, as well as the support they will be offered to enable them to achieve their objectives and get the most out of their internship experience.

### Other documents to provide if required:

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#### 4. FAMILY NAME\_UdeM ethical approval

- It is the responsibility of the student to obtain the necessary approvals for research involving human beings or animals or presenting a biological risk. Ethical approval can be sent to us later. However, we strongly recommend you start the process as soon as possible, as delays can be severe.
- In accordance with Mitacs and UdeM rules, ethical approval.
  - must be obtained before the start of the students' research project.
  - must cover the whole duration of the research (confirmation of renewal must also be sent if ethical approval is not valid for the whole duration of the research visit).
  - must necessarily come from UdeM. Ethical approvals from affiliated research centres must be recognized by UdeM. For more information, contact the *Comité sectoriel d'éthique de la recherche avec des humains* or the *Comité d'éthique animale*.

## Guide - Dépôt de demande de Bourse de recherche Globalink

- **Please note!** If the project requires ethical approval, the grant will not be released before this document is obtained.
- For any questions about ethical approval, please contact your researcher supervisor at UdeM who will be able to guide you through the process.

### Disclaimer

*By filling out the GRA application package, the participants certify that, to the best of their knowledge, all of the provided information is true and accurate, including their first and last names. Participants acknowledge that knowingly submitting false, incomplete or inaccurate information could subject them to legal actions for fraudulent misrepresentation and/or any other applicable legal measures.*

*Mitacs disclaims liability arising out of or related this application. By submitting an application, participants consent to the use and disclosure of the information contained in the application for the purposes described in section 4 of the Globalink Research Award application form.*

### What happens after submission?

1. UdeM's International Affairs Office will provide you with your file number as well as important information regarding all the steps necessary for the scholarship payment (including immigration, admission and registration at UdeM, ethic approval and cofunding when applicable, etc.).
2. Mitacs will communicate with participants about the results of their proposal by sending them an "Application Review Results" letter. Mitacs will invite you to complete the self-identification form for data collection purposes by email. The collection of this data is a requirement of our funders and helps to ensure consistent funding for our programs. The intern must complete and return to Mitacs the *Code of Ethics* and the *International Pre-Departure Form*.
3. Once all documents have been submitted, Mitacs will send an Award Letter (Avis d'octroi de subvention) with funding details. Mitacs sends the GRA funds to UdeM's International Affairs Office.
4. The intern travels to the destination and begins the research project. The trip must take place within 12 months of the date of the "Application Review Results" letter.
5. Once all necessary steps are completed, UdeM's International Affairs Office will share the last details regarding the scholarship payment.