



Globalink Research Award (GRA) Thematic Call program guide

Mitacs is launching the 2021 GRA Thematic Call, in conjunction with our international partners. It is a highly competitive program which targets specific areas of strategic importance for Canadian and international research communities. In this document, you will find more details concerning the Thematic Call, how it operates and important information to note.

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Canada

Thanks to our funding partners.



Definitions

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

“Award Letter” a letter sent to participants by Mitacs, detailing the funding they will receive (may be titled “Notice of Award”).

“Home Supervisor” a faculty member at an academic institution where the participant(s) are enrolled who will provide supervision to project(s) and participant(s).

“Host Supervisor” a faculty member at an academic institution where the participant(s) will carry out the research project who will provide supervision to project(s) and participant(s).

“Outcome Letter” a letter of acceptance or Notice of approval to the GRA program.

“Participant” an intern who participates in a GRA project.

“Program” a Mitacs funded or organized program.

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

“Research proposal” an application for funding which describes the project.

Thematic Call themes

The first GRA Thematic Call was launched in 2020. The Thematic Call is organized by the same principles as standard GRA but is restricted to projects related to these specific themes below, which cover a wide range of interdisciplinary approaches and allow for projects in many areas. Please note that themes may change in future calls. For more information, please see [Mitacs’s webpage](#).

1) Advanced computing (Quantum and AI)

- Quantum computing
- Advanced materials for computing and other advanced computing technologies
- AI and health
- AI and climate change
- Cybersecurity

2) Achieving net-zero

- Sustainable technologies
- Future cities/IoT
- Environmental sustainability
- Circular economy
- Water
- Food Security

3) Global health

- OneHealth
- Innovations in therapies and prevention
- Biomanufacturing
- Healthy aging
- Mental health and wellbeing

Differences between standard GRA and Thematic GRA

The following points are the key components of the GRA Thematic Call.

- Applications must be related to one or more of the themes outlined above.
- Applicants must fill out the webform to obtain an application package (see step 3 below).
- All applications are submitted to Mitacs directly, through the local Mitacs Business Development (BD) representative.
- The application package differs slightly from the standard GRA (see Appendix A).
- Applicants have the option to add multiple participants (up to 5) to one application.
- The call is launched during specific call dates.

Thematic Call process

Promotion

Mitacs will be extensively promoting the call in Canada. We would encourage international partners to also promote on their end, as they see fit.

Matchmaking (RRIC)

Mitacs hopes to foster new relationships between researchers in Canada and its international partners. In response to this, Mitacs has created a new system to capture the interest of researchers in Canada and abroad in a standardized way. This matchmaking service is referred to as the Research Request for International Partner Collaboration (RRIC).

When a professor already has a research project in mind, an idea of a Mitacs international or Canadian partner they would like to collaborate with, and potentially an interested student but no contact with a researcher abroad yet; the RRIC can serve to fulfill this potential matchmaking.

Although we cannot guarantee a match, the purpose of this RRIC is to identify and learn about the research goals and interests so that we can effectively share and identify potential collaborators within our partner network.

The process is as follows:

1. A professor from an international country has a project in mind, but no Canadian counterpart yet. The same also applies if a Canadian professor has a project, but no international counterpart yet.
2. If the international partner supports the project: the professor can fill out the RRIC form and send it back to them.
3. The international partner sends back the completed form to Étienne Pineault, Director of International Business Development, at epineault@mitacs.ca. Please only send completed forms to this email address.
4. Mitacs contacts the appropriate Canadian academic institution so they can share the opportunity with their network. If the international partner doesn't identify a specific Canadian academic institution, the project will be shared among a large network of Canadian academic institutions.

Application submission process

Step 1. Call opens

The call will open on September 1, 2021 and will close December 1, 2021. Mitacs will have confirmed all international partner participation, and their up-to-date information will be displayed on our website. Applications are collected and submitted by Mitacs's BD representatives. See the following steps for more information on how professors should submit applications.

Step 2. Identify project and supervisors

The project should be identified in advance, and it is the responsibility of the participants to connect with one another. Home and host supervisors should be identified and discuss the project details **before** applying. If professors do not have a prior connection or are unsure how to foster these discussions, there is a possibility for Mitacs to support projects by connecting supervisors. Please see the matchmaking (RRIC) section above for more details. However, Mitacs cannot connect interested participants with supervisors.

Step 3. Request an application package

Once a project has been identified and the necessary interns and supervisors selected, professors may request the application package. Before doing so, each person should please ensure they have reviewed the general and partner-specific eligibility rules and award guidelines outlined on Mitacs's website. Home or host supervisors need to fill out the webform to request an application package (see the How to apply tab on our [website](#)). If students from an eligible academic institution are requesting an application package, direct them to contact their professor to request an application package.

Step 4. Prepare your application

The supervisor must prepare and submit the completed application package by email to the local [Mitacs BD representative](#) depending on where they are applying to.

Step 5. Initial BD review

The BD representative will review the application – ensuring it is filled out correctly and not missing information. Once complete, the professor at the Canadian academic institution can proceed with obtaining the institution's authorized signatures.

Step 6. Submit the project to Mitacs

The BD representative will submit the complete application package to Mitacs. Responses will be available from late February to early March.

Research review process

Adjudication and review process

Proposals will be reviewed in parallel by Mitacs and the partner after the call closes. Existing partners will already have access to Prime, our research review system, which is used to review all applications. New partners will be sent a separate email containing the instructions and log in information for Prime.

All proposals undergo a two-stage review process:

Stage 1: an administrative review to confirm program and partner-specific eligibility

Stage 2: a review of the research project proposal according to:

- a) Quality of the research proposal
- b) Quality of the student supervision and training opportunity
- c) Benefits to industry, society, and Canada

Approval, after submission

Mitacs will provide next step instructions for successful applicants starting in February once the results are announced through the issuance of an Outcome Letter.

- All results (successful and unsuccessful) will be announced through an Outcome Letter. The assigned contact(s) of the international partner will be CC'd on all Outcome and Award letters. This will ensure partners are up to date on the statuses of all submitted applications.
- For successful applications, the participants will then confirm their travel dates, and send back a signed copy of the Code of Conduct and Pre-departure forms.
- The Award Letter is then issued. Travel cannot take place before this is issued.
- The Award funding amount is then released to the Canadian institution to disburse to the participant.

FAQ

Research review

1. 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 will be copied on the participant's Outcome Letter if they are successful. You can use this as an opportunity to speak with the participant about changing the dates or reach out to them directly at any stage. After participants receive their Outcome Letter, they must submit their Pre-departure and Code of Conduct forms. At this stage, they can change the dates originally submitted in their application. Please note all changes are subject to approval.

Promotion

2. 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

3. What would be the legal “status” of participants in Canada?

For immigration purposes, GRA participants entering Canada must possess a valid work permit or demonstrate that they are exempt from requiring a work permit under the [Global Skills Strategy](#), specifically the [120-day exemption for researchers](#). Please note that the Canadian institution will help to identify the immigration stream that will be used to support the applicant and will determine which option is required by the host institution. With regards to the participant’s status at the Canadian institution, this varies from institution to institution and your specific host will inform the participant.

4. Can Mitacs provide guidance to participants regarding obtaining Canadian visas and work permits?

Unfortunately, Mitacs cannot directly advise participants on how to obtain the correct visa/work permit. Each applicant’s immigration situation is unique depending on their citizenship, travel history, and destination country. GRA applicants should contact the Canadian consulate or embassy of their home country as soon as possible to determine the appropriate immigration channel. The Canadian institution will also provide more information on the required immigration documentation. Participants may also email the Mitacs Programs team at helpdesk@mitacs.ca with their immigration inquiry for more information.

5. Will the Canadian academic institutions help participants with visa applications?

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

Partners

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

The professor should be considered a faculty member by the Canadian academic institution and should be eligible to supervise graduate students, hold grants, and host international students.

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

Our program allows 12–24-week projects, so participants can undertake research projects longer than 12 weeks. However, please note that GRA provides \$6,000 for a project and no additional funds will be provided by Mitacs. Any additional time spent is on the participant’s own means. They should ensure they have the appropriate visa, funds, and approval from the Canadian academic institution to extend their stay.

Appendix A

Thematic Application Guide

Participants will be provided with the following Application Guide instructions:

**Mitacs Globalink Research Award
Thematic Call 2021
Application Guide**

Deadline: December 1, 2021, 5:00 p.m. PT

How to apply

1. Review all eligibility and award guidelines on the [Mitacs website](#), specifically:
 - a. All applications must include supervisors from a Canadian institution and an institution affiliated with one of Mitacs's international partners. See the International Partners tab and the specific eligibility criteria for each institution for details on eligible partner academic institutions.
 - b. All projects must be in one (or more) of the three thematic areas and/or subthemes.
2. Fill out all applicable forms and collect supporting documents (CVs and intern cover letter).
3. Collect all required signatures on sections 6 and 7 of the *Mitacs Globalink Research Award Application*: intern, home supervising professor, host supervising professor and Canadian institution office. For projects with multiple interns, sections 5 and 6 of the *GRA Supplementary Form – Intern Details* must be signed by the project participants (but not the Canadian institution office): Signatures can be electronic or a scanned image. Contact your local [Mitacs Business Development \(BD\) representative](#) if you require clarification.
4. Email all application materials to your local [Mitacs BD representative](#) in advance of the application deadline.

Mitacs recommends allowing one to two weeks to secure signatures from the participating institutions and confirm internal deadlines; interns are responsible for confirming any applicable deadlines with the Canadian institution.

Application package

The following documents must be submitted in order for the application to be deemed complete. All application documents must be submitted in English or French. Please number the file names according to the following list. See the sections below for details on how to complete each form.

1. **Mitacs Globalink Research Award application** fillable PDF (please ensure you use the latest version of Adobe Reader to view and enter details into this file)
2. **Research proposal** (on Mitacs template)
3. **GRA supplementary form – intern details**. Projects may include up to five interns. If your project has

only one intern, you do NOT need this form. If your project has more than one intern, submit the details of the first intern on the *Globalink Research Award application* fillable PDF and submit one *GRA supplementary form – intern details* for each additional intern

4. **Intern CV** (interns may use Mitacs's optional template) – one per intern
5. **Intern cover letter** – one per intern
6. **CV of supervisor at Canadian institution** in English or French, including funding history, publications, and graduate interns supervised
7. **CV of supervisor at international institution** in English or French, including funding history, publications, and graduate interns supervised

The following forms are also required from each intern prior to travel but may be submitted after approval of the application. Note that Mitacs will not award funds and travel must not start until Mitacs has received these forms.

8. Intern Code of Conduct and Ethics
9. International Pre-Departure Form

How to fill out the application form

- The application form should not be scanned and must be submitted in its original, fillable format
- Sections 6 & 7 may be submitted as a separate scanned PDF, if digital signatures cannot be obtained
- Be sure to select your project's theme (Advanced computing [quantum and AI], Achieving net-zero, Global health) in the "Priority sector" field on the application form

GRA supplementary form – intern details (for projects with multiple interns only)

You do NOT need this form if your project has only one intern. For projects with multiple interns (up to five), submit the details of the first intern on the *Globalink Research Award application* fillable PDF and ensure the direction of travel you select in the fillable PDF matches the first intern's. Submit one *GRA supplementary form – intern details* form for each additional intern. Title each form with the individual intern's first name and last name, as follows: **GRA supplementary form – intern details-intern last name.intern first name**.

For example, a project with four interns travelling from Canada will include the first intern's details on the *Mitacs Globalink Research Award application*. You can choose any of the four interns to appear on the fillable form and only their information will pertain to sections 2.3 Intern details, 3 Funding and b, 5 Memorandum, 6 Signatures and 7 Consents. Each of the three subsequent interns will fill out one *GRA supplementary form – intern details*. A total of three supplementary forms will need to be appended to your *Globalink Research Award application* and your *Research proposal*.

Home and host supervising professors must sign each supplementary form.

Information required in the addendum, section 5 of the *Mitacs Globalink Research Award application*

If your project has multiple interns, in addition to supplying the *GRA supplementary form – intern details*

for each intern, you must also ensure that a list of all supplementary forms, with intern suffixes for each item, is included in the addendum field of section 5.0 in the *Mitacs Globalink Research Award application* fillable PDF form. Also include the total budget for the project (\$6,000 x the number of interns) in the addendum if there is more than one intern.

Budget

The base value of a Globalink Research Award is \$6,000 per intern. The individual budget for each intern should be included in the *Mitacs Globalink Research Award application* in section 3. For projects with more than one intern, include each individual's budget in section 3 of the *GRA supplementary form – intern details*. If you have multiple interns, also include the total value of the project (\$6,000 x the number of interns) in the addendum field in section 5 of the *Mitacs Globalink Research Award application*.

How to write your research proposal

You must select one or more of the theme(s) and/or subthemes listed in the “How to apply” section above. If your project has multiple interns (up to five), be sure to list all of them in section 1 and describe the research that they will do in section 2.

Your proposal will be evaluated by a multidisciplinary panel of reviewers. It should provide enough details to describe the research challenges associated with the project. However, not all reviewers will have expertise in the area of your project, so all information provided should remain easily understandable. The proposal should make a clear case for the value and feasibility of the research project. Abbreviations should be explained the first time they are presented, and jargon should be avoided as much as possible. Please keep in mind that your proposal will be evaluated according to the following criteria:

1. Quality of the research proposal
2. Quality of the intern supervision and training opportunity
3. Benefits to industry, society, and Canada

For each section of the research proposal, refer to the directions provided in the template. Please find below additional information about what details to include in each section:

- **Section 1:** Provide an overview of the project to the reviewers, so they can quickly identify the number of interns involved, whether they will be travelling to or from Canada, their travel dates and degree level.
- **Section 2.1:** Provide a review of the literature pertaining to the subject of the project and explain the contribution of the project to this literature.
- **Section 2.2:** Present the objectives of the project. If multiple interns are participating in the project, the overarching objectives should be described, as well as the sub-objectives planned for each intern, and how they contribute to the general objectives. The distribution of the tasks and activities among the interns should be clear and explained. If the objectives will contribute to the intern's thesis, this should be explained.
- **Section 2.3:** Provide the timeline of the project and describe when tasks and activities will be conducted to achieve each objective. The travel dates should also appear in the timeline so that the

reviewers understand where each task will take place. We suggest using a Gantt chart to help the reviewers understand the structure and management of the project. It should also be clear which tasks and activities will be assigned to each intern.

- **Section 2.4:** List all the references cited in the proposal.
- **Section 3.1:** Describe how the Mitacs Globalink project will help the participating researchers develop or further their collaboration and how the project aligns with the researchers' expertise and research interests.
- **Section 3.2:** Explain the potential impact of your project on society, economy or industry in Canada and the partner country. Explain how your project will help address specific challenges that society or industry is facing.
- **Section 3.3:** Explain how this project will help strengthen Canada's innovation capacity by bringing in new skills and expertise, or original data, accessing innovative ways of thinking to provide a new perspective on Canada's scientific and research challenges, enhancing the impact of Canadian research, etc.
- **Section 4:** Follow the instructions on the application form to describe the research environment in which the intern(s) will be working and the support that will be offered to them so they can successfully achieve their objectives and leverage the experience gained through this internship.

What to include in the intern's cover letter

Each intern must provide a cover letter. In the cover letter, the intern should:

- Explain how participating in Mitacs Globalink Research Award will benefit their academic studies and research career
- Provide details about the opportunity offered to them (e.g., working with internationally renowned experts, unique opportunities for fieldwork or data collection, access to facilities, or expertise not available at their home institution) and how they will leverage that opportunity to maximize the benefits gained through this project
- Explain why this international travel and research experience are timely and justified to help with the advancement of their studies and career
- Describe their background (skills and experience) and explain why they will be able to successfully conduct this research project
- Explain how they are prepared or preparing themselves to undertake the project

What happens next

1. Mitacs will contact participants about their proposal outcomes by the end of February 2022
2. The intern must provide the completed Mitacs Code of Conduct and Ethics and International Pre-Departure forms to Mitacs prior to travel. Interns have up to 12 months from the date of the Outcome Letter to travel
3. Mitacs will forward the Globalink Research Award funds to the Canadian institution's Office of Research Services
4. The intern departs to the destination and begins the research project

Participants cannot travel until Mitacs has issued both an Outcome Letter and an Award Letter.