**INSTRUCTIONS**

1. To fill out this template, download a copy to your computer and save as a Word document. You may need a copy of your completed proposal in Word format if your proposal requires any revisions, so make sure to save two versions: a Word version alongside a PDF copy.
2. Your project content should be at least 3-5 pages in length for one 4-6 month internship unit. Larger projects may exceed this page count.
3. Once complete, upload the PDF version of your completed proposal to the Mitacs online [Registration and Application Portal](https://apply.mitacs.ca/) (RAP).
4. **Do not modify or remove** **text or instructions** in each section/subsection **or reformat** this form in any way. A modified form will result in a delay in the internship evaluation process.
5. **All sections of the proposal form must be complete to be considered for the program.**
6. **Read the Application Guide (Appendix A) starting on page 4** and **Appendix B on page 6** to learn more about the selection criteria that will be used to evaluate your proposal.

|  |
| --- |
| **DECLARATIONS** |
| Mitacs **will not approve a BSI application** if the intern listed on the proposal has a position of ownership, employment, or influence over the daily operations of the partner organization. Interns with close family or intimate relationships with academic supervisors or employees of the partner organization are also ineligible. Any other real or perceived conflict of interest (COI) - for example, **past intern employment at the partner organization** - **must** be disclosed to Mitacs during the application process usingthe [Intern Eligibility and Conflict of Interest Declaration Form](https://www.mitacs.ca/wp-content/uploads/2022/02/Mitacs_Intern_COI_Form.zip). Academic supervisors must disclose any COIs through the [Academic Institution Acknowledgement of COI(s) Form](https://www.mitacs.ca/wp-content/uploads/2022/02/Mitacs_Academic_Institution_Acknowledgement.zip), and submit this documentation on behalf of their post-secondary institution when applying through the [Registration and Application Portal (RAP)](https://apply.mitacs.ca/). Mitacs will first determine if BSI program rules are satisfied, and if so Mitacs will then review the COI to determine whether mitigations can be enacted to manage the COI. If a COI does exist, we suggest that you contact your [Mitacs Advisor](https://www.mitacs.ca/en/contact-us/business-development) prior to starting an application to ensure that the participants in this project are eligible for the program. Please view the [Mitacs Conflict of Interest Policy](https://www.mitacs.ca/en/conflict-interest-policy) for more information. **PLEASE NOTE: Failure to disclose a COI will**: * **Delay the project evaluation process**.
* **Require submission of a COI mitigation approach** satisfactory to Mitacs before project work initiates or continues.
* **Risk forced withdrawal from the BSI program**, should a satisfactory mitigation plan not be reached.

**Have any applicants declared a COI via the appropriate documentation?** [ ]  **Yes, an intern** [ ]  **Yes, an academic supervisor** [ ]  **No**  |
| Please indicate if any of the below statements are true.[ ]  One or more named interns self-declares as an Indigenous person.[ ] The partner organization is a for-profit organization with self-identifying Indigenous persons who hold 50% or greater ownership shares.[ ]  The partner organization is a not-for-profit with board membership consisting of 50% or greater self-identifying Indigenous persons.[ ]  The partner organization is a not-for-profit whose core mandate includes Indigenous community impact or serving Indigenous communities.*\* If any of the above statements are true, your organization may be eligible for enhanced leveraging via the* [Mitacs Indigenous Pathways Initiative](https://www.mitacs.ca/about/indigenous-pathways/)*. Please check with your* [*Mitacs Advisor*](https://www.mitacs.ca/en/contact-us/business-development) *for more information.*  |
| Please select all the types of innovation you will significantly impact through your project. Refer to the following definition of innovation for further information: [Defining innovation - OECD](https://www.oecd.org/site/innovationstrategy/defininginnovation.htm).[ ]  Product innovation [ ]  Process innovation [ ]  Marketing innovation [ ]  Organizational innovation |

**2. Project Details**

**2.1 PROJECT DESCRIPTION**

**2.1.a. Background (What problem needs to be solved?)**

*Provide an overview and describe the main activities of the partner organization. Explain the innovation challenge or improvement priority that the partner needs to solve. Specify how this project will help the partner organization address those challenges in a way that goes beyond day-to-day business operations/activities. Describe what kind of expertise is required to solve the problem.*

**2.1.b. Objectives and Approach (How will the problem be solved?)**

*State the objectives for this project and explain how you plan to accomplish them. Enough detail should be provided so that it is clear whether the described approach is appropriate to achieve each objective. For projects with more than one intern, clearly explain which objective(s) each intern will work on.*

Click or tap here to enter text.

**2.1.c. Timeline (Who will solve the problem and how much effort will be required?)**

*Insert a timeline showing* ***which task(s****) will be performed* ***when****, and by* ***which intern*** *in order to achieve the objectives stated above (consider breaking this down by week for shorter projects or by month for longer projects via a Gantt chart). Ensure there are no gaps in the timeline and that the effort required to complete each task matches the amount of time allocated for each intern.*

Click or tap here to enter text.

**2.1.d. Deliverables (What does success look like?)**

***List the deliverables or tangible results*** *you expect from the project and identify which intern is responsible for it. For example, will you develop a new patent/prototype/product/service, business model, business process, or will you access new markets? Will the intern be expected to produce a report, evaluation, presentation, etc.?*

Click or tap here to enter text.

**2.2 INTERNSHIP BENEFITS**

**2.2.a. Benefits and Impacts to Canada**

*If this project potentially impacts broader challenges that society or the industry faces, please describe how the project will help address these challenges. Why are these contributions important?*

Click or tap here to enter text.

**2.2.b. Benefits to the Intern(s)**

*Explain how participating in this project aligns with the academic studies of the intern(s). How is participating in the project expected to benefit their future career(s)? For example, will they expand their professional network, gain knowledge in a business context, or develop skills in problem-solving, communication, project management, creative thinking, etc.?*

Click or tap here to enter text.

**2.3 INTERNSHIP ENVIRONMENT**

**2.3.a. Description of the Academic Internship Environment**

*i. Please describe the nature of academic supervision during the internship period. Explain the* ***type and frequency of interactions*** *(e.g., meetings, phone calls, etc.) between the intern and academic supervisor.*

*ii. Will the project make use of the resources and/or facilities of the academic institution? If so, please describe.*

1.

**2.2.b. Description of the Partner Internship Environment**

*i. Please state the nature of the partner interaction:* [ ]  *Onsite* [ ]  *Virtual* [ ]  *Hybrid*

*ii. Describe the working environment at the partner organization and the type and frequency of interactions between the intern(s) and employees. For example, what resources, facilities/equipment, and specialized training will the intern(s) have access to? If the intern(s) will work virtually, how will they be exposed to the activities and culture of the partner organization?*

Click or tap here to enter text.

**2.4 PAST/OTHER MITACS PROJECTS**

*Is this application related to, or a continuation of, any previous or current Mitacs projects?* [ ]  *Yes* [ ]  *No*

*If* ***Yes****, provide specifics about the relationship(s), including relevant project IT#(s). If the current project is a continuation of prior work, briefly describe how it meaningfully furthers what has been previously achieved.*

Click or tap here to enter text.

**2.5 ENGAGEMENT WITH INDIGENOUS COMMUNITIES OR PARTNERS (IF APPLICABLE)**

*Projects that involve or impact Indigenous communities must comply with the* [*Mitacs Indigenous Research Policy*](https://www.mitacs.ca/en/indigenous-research-policy)*. Describe (1) Indigenous community support for the project, and their role in shaping its objectives/approach, (2) plans for Indigenous community access, use, and governance of resulting knowledge/data, and (3) the team background in Indigenous research, including planned training/mentorship the intern(s) will receive to address deficits in experience.*

*You may also submit 1-2 letter(s) of support from Indigenous Elders who are members of the partner community/communities and possess the authority to speak on community interests.*

Click or tap here to enter text.

**2.6 INTELLECTUAL PROPERTY (IF APPLICABLE)**

*Explain how this project supports the* ***creation and/or ownership of IP*** *for the partner organization. If the project provides* ***education or training about IP*** *for any of the participants, explain here.*

Click or tap here to enter text.

**2.7 REFERENCES / SOURCES (IF APPLICABLE)**

*List any references you have cited in your proposal.*

Click or tap here to enter text.

**Appendix A: Application Guide**

**Introduction**

All applicants must complete all sections of the application form. Please contact your [Mitacs Advisor](https://www.mitacs.ca/en/contact-us/business-development) if you have questions. The approval criteria can be found in **Appendix B**. Individual projects are not expected to meet all the criteria. As you write your application, be sure to include information about those criteria that do apply to your project.

**Application checklist (what you need to apply)**

* This application form **completed and uploaded** to the RAP.
* All participants (intern, partner organization, academic supervisor) must create accounts in RAP and sign off on the project within RAP.
* Office of Research Services (ORS) or equivalent signature on the proposal.
* A signature template is provided as part of the RAP application process. The lead applicant on the proposal will be responsible for collecting the ORS or equivalent signature and uploading the signature page to RAP.
* Your academic institution must sign off on this proposal once all sections of the RAP are complete and all participants have signed off on the application. Instructions are provided in RAP.

**Eligibility**

Mitacs funds **research** and **innovation** projects. The BSI program focuses on **innovation projects**. Innovation projects are expected to lead to changes or improvements for the partner and/or community through exploration, design, and implementation of efficiencies in business models, products, processes, or services. Proposals should describe how the project will lead to economic, health and/or social benefits for the partner organization and/or the community and society at large.

**Intern eligibility**

Eligible interns for projects involving non-academic (industry or NFP) partners are:

* college students (any program) who may do up to **three** four- to six-month internships
* undergraduate students (any program) who may do up to **three** four- to six-month internships
* university master’s students who may do up to **four**four- to six-month internships
* PhD students who may do up to **eight** four- to six-month internships
* postdoctoral fellows (at colleges or universities) who may do up to **nine** four- to six-months internships (a full three years of funding)

**Academic supervisor eligibility**

Eligible academic supervisors are:

* professors at Canadian universities who are eligible to receive Tri-Agency funds
* faculty or appropriate research staff at Canadian colleges

The academic supervisor who signs the proposal may choose to involve other qualified staff individuals at the academic institution, such as program or research staff or senior graduate students and/or postdocs in the hands-on supervision of interns. Any such collaborators or informal co-supervisors do not need to be listed on the application form as supervisors, but their roles in supporting the intern(s) should be described in the proposal.

**Partner organization eligibility**

Eligible partner organizations are:

* for-profit corporations in Canada
* NFP organizations in Canada
	+ Eligible NFPs include charities, economic development organizations, industry associations, social welfare organizations, health organizations, foundations, and research centers/institutes.
	+ Projects with an NFP partner must demonstrate an economic or productivity orientation, which must be described in the proposal.
* municipalities
* hospitals

**Collaboration**

Collaboration is an essential feature of many Mitacs projects. BSI projects may involve a collaboration between:

* an **academic institution** and a **non-academic partner organization** that participates in and contributes funds to the project.
* These projects may be built in four- to six-month internship units, each valued at:
	+ $10,000 with a $5,000 contribution from the partner organization; or
	+ $15,000 with a $7,500 contribution from the partner organization.

*Collaboration with non-academic organizations*

Projects involving non-academic partner organizations (i.e., companies, eligible not-for-profits [NFPs]) require a true collaboration between the intern, their academic supervisor and institution, and the partner organization. The non-academic partner organization is not just a financial sponsor of the project; they are expected to participate in the development and completion of the project alongside the intern(s). In-person interaction at the partner’s location is required when feasible, but we recognize that due to pandemic restrictions, many organizations began working virtually, and that this mode of work continues in some fields as part of the new normal. If the non-academic partner organization does not have a physical location where the intern can interact with their staff, be sure to clearly describe plans for virtual interaction. It is also important to note that Mitacs projects are not work placements or traditional co-ops. Academic supervisors (and/or other members of the supervisory team at the academic institution) are expected to play an active role in advising the intern throughout the project.

**Appendix B: Selection Criteria**

Mitacs will review applications to ensure that minimum requirements for completeness and project eligibility are met. For information about this, please refer to the submission checklist below.

Mitacs will also assess the benefits of the project in terms of: the economic and societal impact; the development and deployment of talent; and the establishment and support of collaborations. A project does not need to demonstrate benefits in each category (project, talent, and collaboration) since strength in one category can make up for weakness in another. Projects that demonstrate little or no benefit across all categories will not be approved by Mitacs.

In addition to assessing the benefits of a project, each project will also be reviewed to ensure that it does not contain any unmanageable risks in the categories of: feasibility, loss of talent or international assets from Canada, economic and national security risks, and adverse effects on humans, animals, and/or the environment. Projects with high risks must demonstrate correspondingly high benefits to Canada and risk mitigation measures should be included in the proposal to justify approval by Mitacs.

While the selection process is not currently competitive, if funding does become limited, Mitacs will prioritize approval based on the potential cumulative benefits of the project.

*Requirements for all projects*

* The description of the why (the background), the what (the objectives), the how (the approach), the when (the timelines), and the project outputs (the deliverables), must be clear for all projects.

*Requirements for all collaborations*

* Objectives must be aligned with the knowledge, skills, expertise, and needs of all participants.
* Each party’s roles and responsibilities must be clear to all signatories on the application.
* Each party’s expectations on deliverables, priorities, and time sensitivities must be clear to all signatories on the application.
* Agreement on intellectual property rights, ownership, royalties must be clear to all signatories on the application.

*Requirements for all internships*

* A structure must be in place to provide academic support that is appropriate to the level of the intern(s).
* There must be sufficient support / supervision from the internship host at the partner organization.
* There must be sufficient capacity at the internship host to manage the planned number of interns.

*Requirements for all projects involving Indigenous peoples or communities*

* Project must have the support of the affected communities and those who have rights or a stake in the endeavor.
* Indigenous communities must have been involved in shaping the project from inception, and Elders and Knowledge Holders must have been directly engaged.
* There must be clear agreement on Indigenous communities’ access, use, and governance of resulting knowledge and data.
* The project team must demonstrate the capacity to engage with Indigenous communities or partners in line with appropriate guidelines, principles, and policies (for more information please refer to our [Indigenous Research Guidelines](https://www.mitacs.ca/en/indigenous-research-policy)).

**Project**

Examples of how a project can demonstrate potential economic and societal impacts include, but are not limited to:

* creating or commercializing Canadian technology/intellectual property
* discovering new and broadly applicable knowledge
* enhancing Canadian productivity by developing new and improved processes
* supporting the entry of Canadian businesses into new domestic/international markets
* developing new business models for Canadian companies
* improving public services (e.g. transportation infrastructure, utilities, healthcare) in Canada
* contributing new solutions to community challenges in Canada
* addressing social or environmental issues important to Canadian society
* advancing new approaches to include under-represented groups in the knowledge economy
* working towards a more equal and equitable Canada
* implementing evidence-informed strategies to address a specific challenge

**Talent**

Examples of how a project can demonstrate the potential for supporting the development of a talented and skilled population include, but are not limited to:

* interns gaining specialized technical skills through access to and training on the use of specialized equipment and facilities
* training interns in research skills
* training interns in interdisciplinary teamwork
* training interns in community-based methodologies
* training interns in entrepreneurial/professional skills through structured activities
* creating opportunities for interns to apply their knowledge / skills and solve industry/real-world problems
* re-skilling/up-skilling interns to pursue new and emerging opportunities in Canada
* placing interns in positions (at Canadian companies or organizations) appropriate to their training/skills
* interns being introduced to new professional experiences/environments/contacts/networks in Canada
* supporting individuals from under-represented groups in the knowledge economy

**Collaboration**

Examples of how a project can demonstrate the anticipated benefits associated with collaboration include, but are not limited to:

* bringing people together to solve problems through complementary skills and expertise
* sharing access to data, facilities, instruments for mutual benefit
* exchanging knowledge among academia, industry, communities
* moving tacit knowledge into practice through interdisciplinary teamwork
* supporting long-term relationships between academia, industry, communities
* establishing new collaborations between academia, industry, communities
* attracting foreign investment, talent, and innovative companies to Canada
* creating partnerships with communities that are under-represented in the knowledge economy
* linking Canadian researchers to prominent research groups globally