



# Globalink Research Award (GRA)

PROGRAM GUIDE



## About the award

The Mitacs Globalink Research Award (GRA) supports research collaborations between Canada and participating Canadian universities, as well as eligible countries and regions.

Under the joint supervision of a home and host supervisor, successful senior undergraduate students, graduate students, as well as postdoctoral fellows will have the opportunity to participate in research project(s) in a different country. Interns are eligible for up to two internships during their lifetime as either two 12-24 weeks internships for \$6,000 each, or one 24-48 weeks internship for \$12,000.

### What is the allocation stream?

- Research projects can be in all research disciplines
- Participating Canadian universities receive an allocation of project units

### What is quantum technologies stream?

- Research projects must be related to quantum technologies
- Open to all universities in Canada and is excluded from the university's allocation

## How to apply

1. Review all eligibility and award guidelines on the [Mitacs website](#).
2. Academic supervisors at Canadian institutions obtain endorsement from their institution before preparing the application. Please contact your local [Mitacs Advisor](#) for more information on how to obtain endorsement and how to receive the link to the application portal.
  - a) Then, all participants (academic supervisors and intern(s)) must log in and fill in their personal information. There is a research security question that is visible to each participant separately, and which they all must log in and respond to themselves.
3. Participants complete and then approve the application on the application portal.
4. The [Mitacs Advisor](#) collects the required signatures from the Canadian institution to complete the application. Mitacs recommends allowing 1–3 weeks to secure institution signatures and confirm internal deadlines; participants are responsible for confirming any applicable deadlines with the Canadian institution.
5. Submit your project at least **16 weeks** prior to your proposed project start date

## Globalink Research Award Application Portal (GRAAP) Instructions

### *Create your application*

- Log in to the [portal](#)
- From the Dashboard, select 'Create New Application' and follow the prompts on screen.
- Complete your participant profile by selecting 'Edit' from the Actions menu. Mandatory fields are marked with an asterisk (\*).
- Once your profile is complete, please add the other participants on the project by clicking the 'Add Intern' or 'Add Canadian/International Academic Supervisor' and complete the required information.

Ensure you are inviting co-applicants with the **correct email addresses**. This will send an email to the other participants to confirm their participation in the project. As invited participants, these individuals can have access and contribute to the steps listed below. Ensure the **Editor box** is checked to grant your co-applicants full access to the proposal.

### *Research Proposal and Budget*

- Proceed to the Proposal screen and follow the prompts. Please see the 'How to write your research proposal' section below for more information on how to complete the research proposal section.
- Proceed to the Internship Budget and Schedule screen and click 'Add Internship' and complete the required fields.
- If creating an application for 2 internship units (24- 48 weeks), you must enter and budget each internship units (12-24 weeks) separately. Please note, the internship units cannot overlap

### *Submission*

- Sign-off
  - Click 'Review Application' to download PDF and ensure all information is correct and then click 'Sign Off Request'
  - Each applicant will have to login to the portal and sign-off on the application
  - Once sign-off is completed by all participants, the application is ready for **Institutions Sign-Off**.
  - Mitacs Advisor will download your application by clicking 'Create ORS Approval Document' and send to the Canadian institution
  - Mitacs Advisor will upload the signed application once signatures have been received
- Predeparture Form

- Each intern is required to download, complete the form, and submit it. They have the option to either submit the form(s) at time of the application submission or after the outcome letter is received (please ensure you keep a copy of the downloaded application to submit later if applicable).
- The Mitacs Advisor will submit the project
- All participants will receive a confirmation email once the application is submitted by the Mitacs Advisor

### How to write your research proposal

\*Important: Incomplete or modified research proposal including deleting any instructions or sections in this form will result in a delay in the proposal evaluation process or rejection\*

If your project has multiple interns (up to five), be sure to list all of them in section 1, provide their project dates, and specify the portion of the project each intern will spend at the home institution (max. 25%). Describe the research that they will each do in section 2.

Your proposal will be reviewed by a multidisciplinary panel of reviewers. It should provide enough details to describe the research challenges associated with the project. Please note that not all reviewers will be expert in the specific 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 reviewed according to the following criteria:

1. Quality of the proposed research
2. Benefits to industry, society, and Canada
3. Opportunities and benefits to the intern(s)

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

- **Section 1:** Provide information about interns, so the reviewers can quickly identify the number of interns involved, whether they will be travelling to or from Canada, their travel dates, and degree level. Also indicate the percentage (%) of the research that will be conducted at the home institution (to a maximum of 25%).
- **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. After reading this section, the reviewers should understand the state of the art and knowledge gaps in the research area that will be addressed by the intern(s), and be prepared to understand the objectives of the research project.

- **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. Provide enough details so the reviewers can understand what each intern will be focusing on and assess the feasibility. The distribution of the tasks and activities among the interns should be clear and explained. If the objectives will contribute to a bigger initiative (e.g., intern's thesis/dissertation or team project), this should be explained.
- **Section 2.3:** If your project involves or impacts Indigenous people or communities, ensure your project complies with [Mitacs Indigenous Research Policy](#). If applicable, you must provide information on i) Indigenous community support for the project, and their role in shaping its objectives and approach, ii) plans for Indigenous community access, use, and governance of resulting knowledge/data, and iii) the team's background in Indigenous research, including any planned training/mentorship the intern(s) will receive to address deficits in experience.
- **Section 2.4:** Provide the timeline of the project and describe when and where tasks and activities will be conducted to achieve each objective. 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 2.5:** List all the references cited in the proposal.
- **Section 3.1 (a):** Explain how the proposed project and objectives align with the host and home supervisors' expertise and their respective research work, and how the project outcomes are expected to support their existing research.
- **Section 3.1 (b):** We ask you to describe how the proposed project will strengthen existing collaboration, if applicable, or how it will support the development of future novel research collaboration between the home and the host research teams.
- **Section 3.2 (a):** In this section, you should describe what specific contributions or benefits the outcomes of your project are expected to provide to the industry or society in general.
- **Section 3.2 (b):** You should explain what challenges facing the society or industry you believe this project will address or try to address. Explain what this internship is expected to bring to Canada as well as its anticipated impact on Canada's capacity to innovate, such as missing skills, techniques or expertise, new or original data that will be collected by accessing specific sites or populations, innovative ways of thinking that will provide another perspective to solve Canada's and/or the partner country's challenges, enhancing the impact of Canadian research, etc.
- **Section 4.1(a):** In this section, you should provide details on the interaction between the host supervisor(s), the research team and the intern(s) that has been planned during the project or internship preparation. Explain how each intern will be supervised and mentored on a day-to-day basis and by who. The nature, frequency, and location of these interactions must be clearly explained
- **Section 4.1(b):** Provide detailed information on the training opportunities offered **by the host institution**, and on the research environment in which the intern(s) will be working, so they can successfully achieve their research objectives and leverage the experience gained

through this internship (e.g., facilities and equipment, available expertise, research network, opportunities for fieldwork or data collection, etc.).

- **Section 4.2:** This section **must be complete by each intern themselves**. Each intern must explain how participating in this internship will benefit their academic studies and how they anticipate it will impact their research career. Each intern should describe here how they have prepared or are preparing themselves to successfully conduct this research project.

### What happens after submission

1. Mitacs will contact participants about their proposal outcomes by issuing an Outcome Letter after the preliminary and scientific reviews.
3. The intern provides the completed Mitacs *International Pre-Departure form* to Mitacs (if not provided at submission) and confirms project dates. Mitacs cannot issue an Award Letter highlighting the funding details without reception of the *International Pre-Departure form*.
4. Mitacs forwards the GRA funds to the Canadian institution's Office of Research Services. The Canadian institution will release the funds to the student
5. The intern travels to the destination and begins the research project. Travel must take place within 12 months from the date of the Outcome Letter. If applicable, the second IU must finish within 2 years after the start of the first IU project

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

For more information on the program, please refer to our [webpage](#)

Thanks to our funding partners.  Merci à nos bailleurs de fonds.