**MITACS Accelerate Internship Application –Procedures for UL Faculty Members**

**As of August 13, 2015**

**Background:**

MITACS Accelerate Internship is continuous program and application can be submitted anytime during the year. Your industrial partner is expected to make cash contribution, **$7500/4 month intern**.

**Before apply,**

Please make sure you are using the latest version of this form posted on [MITACS website](https://www.mitacs.ca/en/programs/accelerate/apply-now).

* Send your draft proposal to your Mitacs Business Development Representative **prior** to obtaining all signatures and submitting. For UL, the MITACS contact is

**Oba Harding,** Mitacs Director of Business Development

Ph:  403-463-3134, Email: [oharding@mitacs.ca](mailto:oharding@mitacs.ca)

* The proposal should be written and submitted by the intern **at least eight (8) weeks prior to the planned start date of the internship.**
* Partner funds can be sent directly to Mitacs prior to approval to expedite the process or upon approval.
* If applicable, conflict of Interest declarations must be received by Mitacs **BEFORE** submitting your application

**Application:**

1. Application Package Checklist – to be sent to MITACS:

* The proposal application **completed and signed** by all parties. The memorandum with signatures must be submitted as a scanned PDF file.
* List of six external expert, arms-length reviewers and their contact information
* Intern(s) CV (a [CV template](http://www.mitacs.ca/sites/default/files/mitacsaccelerate-intern-cvtemplate.doc) is available on the [Mitacs website](https://www.mitacs.ca/sites/default/files/uploads/faq/mitacs_accelerate_intern_cv_template.doc))
* Excel budget if an Accelerate cluster proposal
* Any supplementary documents (as applicable according to MITACS contact)

1. Application – internal procedure

* File Proposal Approval Form on [Bridge](https://www.uleth.ca/bridge/twgkwbis.P_WWWLogin)
  + The full application package should be included in Proposal Approval Form
  + The form should be approved by 1) Chair, 2) Dean, 3) VP Research
* Send notification to School of Graduate Studies
  + Send full application package to [Deirdre Coburn](mailto:deirdre.coburn@uleth.ca), Graduate Studies Award Advisor
  + If any PDF fellow intern is involved, please provide documentation to verify PDF status
* Ensure industrial partner cash contrbution is confirmed with MITACS

**After Award:**

1. After receiving MITACS award approval, contact [University-Industry Liaison Office](mailto:mengjuan.guo@uleth.ca) in VP Research to start post-award process; copy [Deirdre Coburn](mailto:deirdre.coburn@uleth.ca), Graduate Studies Award Advisor
2. You will be provided Request for New Fund From, which should be signed by you and returned to [University-Industry Liaison Office](mailto:mengjuan.guo@uleth.ca)
3. New account for your project will be set up by Financial Services. Your financial manager will be either [Mark Sera](mailto:seramj00@uleth.ca) or [Gabe Krywolt](mailto:krywgj00@uleth.ca).
4. If your project span Fiscal Year cut off (March 31), a separate Form 300 (statement of account) is required within 30days of end date of award. *You and your financial manager both need to sign the Form 300.*
5. Final reports are to be filed on-line within 30 days of end of award. You can download a copy of the Accelerate Final Report at: http://www.mitacs.ca/accelerate/program-guide under the **Final Report & Exit Survey** section.
6. All Mitacs-sponsored results must explicitly credit Mitacs. This includes work by professors, post-docs, interns, and research associates. Specific acknowledgement language can be found on MITACS website.