**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

* 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, 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 in VP Research to start post-award process; copy Deirdre Coburn, 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
3. New account for your project will be set up by Financial Services. Your financial manager will be either Mark Sera or Gabe Krywolt.
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.