



GRI Partner Guide

2024-2025



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Timeline GRI 2024-2025

Please note that these dates are subject to slight changes. You will be notified of the accurate dates before each stage.

Dates	Milestone
April 17 – June 4, 2024 (7 weeks)	Faculty application call
May 1 – May 24, 2024 (3 weeks)	Partner eligibility requirements collection Partners to provide student eligibility requirements to Mitacs. Mitacs will review and contact you if any further clarification is required. The review process may take approximately 3 weeks.
June 10 – June 17, 2024	Partner information is added to Mitacs website. Mitacs will contact partners to review accuracy of information on the English and French web pages. Edits must be submitted before the deadline to be accepted.
June 20, 2024	Mitacs will share promotional materials with partners.
August 7 – September 17, 2024 (6 weeks)	Student application call opens No late submissions will be accepted, and students will not be able to access the platform after it closes. During this time, if students have any inquiries regarding their application or submission process, they may contact helpdesk@mitacs.ca . Partners can reach out to your Mitacs contact for further assistance. Please see Appendix A for more information on student documentation required in the application.
September 19, 2024	Partner will receive an email from Mitacs stating the call is closed, a summary of total number of applications submitted, and information on next steps.
September 18 – October 1, 2024 (2 weeks)	Student application vetting by Mitacs Once the student application has closed, Mitacs will begin reviewing applications. At this stage, Mitacs screens all applications for the minimum eligibility criteria and partner eligibility criteria.
October 2-22, 2024 (3 weeks)	Student application vetting by partner Mitacs will upload a list of students who meet the basic eligibility criteria to a secure folder (FileDepot) for partners to review. This list includes the student's name, email, gender, home institution, department of study, level of study and GPA. Partners will review the list of shortlisted candidates and have 2 weeks to confirm that all applications are eligible. Partners are asked to enter a decision for each student (approve or decline) and re-upload that file to the same folder. IMPORTANT: This will be the only opportunity for partners to review the list of eligible applicants. Any candidates that partners approve at

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	this stage could receive an internship. The GRI timelines are very tight and there will not be another opportunity for partners to approve before Mitacs makes internship offers to students.
November 1, 2024	Notify students of status update Mitacs will send a status update to all applicants: eligible (and moving forward in the process) and ineligible (because they did not meet one or more of Mitacs's or the partner's eligibility criteria). Due to the high volume of communication with applicants at this stage, partners will not be CC'd on this correspondence.
November 2024 – February 2025	Matching Phase During this phase, students and faculty are matched to each other. Eligible students can expect to receive correspondence at any time during this period. They could receive updates about their status that may include being invited to interview with potential professors or being waitlisted. See "Student Communication Overview" in Appendix B for more details.
November 6-26, 2024 (3 weeks)	Round 1 Matching Partners will receive an email with an update that students are receiving notifications and can expect more updates in December
November 11- December 2, 2024 (3 weeks)	Partners will be sent a draft of the Award letter template for approval. Any required changes must be submitted during this time.
December 9-16, 2024 (6 business days)	Round 1 offers made to students. Students must provide a decision to accept or decline the offer.
December 17, 2024	Mitacs to send partners a list of confirmed matches so far
January 8-21, 2025 (2 weeks)	Round 2 Matching Partners will receive an email with an update that students are receiving notifications and can expect more updates in February. Note that, depending on internal timelines, not all partners will participate in Round 2 of matching.
January 27- 31, 2025 (4 business days)	Round 2 offers made to students. Students must provide a decision to accept or decline the offer.
February 7, 2025	Mitacs to send partners final list of confirmed matches for GRI 2024 Once Mitacs offers a match to a student, they must accept or decline the offer. If accepted, Mitacs will send a confirmation email to the student and the professor. This can take place at any point between November and February. Mitacs will then send a final list of confirmed matches to each partner. Any students who are not matched to a project by the end of February will receive a rejection email.

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February 11 – April 30, 2025	Online platform launched and internship preparation commences Once the matching phase has ended in February, Mitacs will issue a formal Award Letter that outlines the terms and conditions of the internship and details of funding. Mitacs asks all confirmed interns to wait until they receive their Award Letter to make any travel arrangements. They will receive additional information about their internship, including immigration, accommodation, travel, dates, banking, Globalink mentors and more. They will also be asked to submit personal and logistical information on the student platform.
May 1 – October 31, 2025	Internships take place Internships can start anytime between May 1 and July 31, and they must be 12 weeks in duration.
December 1, 2025	Certificate of Completion issued

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Program

Globalink Research Internship (GRI) is a highly competitive 12-week program for talented international undergraduates to complete an internship in Canada. The interns are under the supervision of Canadian university faculty members in a variety of academic disciplines.

The purpose of this document is to provide you with an outline of how GRI works. It explains the eligibility criteria Mitacs collects, the process and more information on student communication.

Definitions

“Academic Supervisor” - a faculty member at a Canadian academic institution who will provide supervision to project(s) and intern(s).

“Award Letter” - a letter sent to confirmed interns by Mitacs, detailing the terms and conditions of the GRI award, and the funding they will receive.

“Participant” - a student or professor who participates in a GRI project.

“Intern” - a student who has received a confirmed GRI project match.

“Platform” - Mitacs’s online system is used to collect applications and participant information.

“Program” - a Mitacs-funded or organized program.

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

Eligibility Requirements

Mitacs eligibility

To qualify for GRI, Mitacs requires the following eligibility:

- Be at least 18 years of age at the time of application.
- Be enrolled in a full-time undergraduate or combined undergraduate/master’s program with one to three semesters remaining in their academic program after the internship.
- Apply to a minimum of three and a maximum of seven projects and ensure selections are from at least three different Canadian provinces.
- Be fluent in the oral and written language of the project (English and/or French).
- Be available to complete a 12 consecutive week internship between May 1 and October 31.

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Partner Eligibility

Partners also have their own eligibility requirements for students. At the beginning of each GRI cycle, Mitacs will send you a document to confirm your specific eligibility requirements.

This step is crucial as the information will be included on our website and the student application platform. Mitacs will also use it to screen applications. We must receive accurate information at this stage.

If you are an existing GRI partner, you will re-confirm the information from last year and inform us of any changes. If you are a new partner, Mitacs will send you a new document to fill out. See below for a breakdown of each question.

Requirements	Explanation
Eligible universities	Do you have specific universities students must come from to be eligible? If so, please provide us with a list of universities in an Excel file. Please ensure the list is submitted in English or French only and is easily recognized by students, as they must select their correct university from a dropdown list when completing their application.
Eligible academic discipline	Are you open to support students from all disciplines, or only specific disciplines?
Grade Point Average (GPA)	Mitacs recommends a minimum GPA of 80%. Students will be asked to enter a number on a scale of 100 for consistency. Please provide the GPA that is appropriate for your students, including instructions for students to convert their GPA to a scale of 100.
Graduation dates	According to Mitacs's standard eligibility, students must have 1-3 semesters remaining in their program by the end of their internship in the summer of 20245. This helps ensure they are senior undergraduate students, but still have to return to their home institution after the internship. Please specify if you would like exceptions to the graduation timeframe. Please provide a specific graduation date Mitacs should look for when vetting. Format MMM/DD/YYYY to prevent confusion.
Citizenship specifications	Do students need to have specific citizenship to be eligible for GRI?
Partner call for applications	Partner may choose to run a call in parallel to collect expressions of interest or additional documentation or approval. Please inform Mitacs if you wish to run your call for applications simultaneously so that we can include this information on our website.
Internship numbers	How many interns will you be co-funding this year?

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Other information	<p>Is there any other information you would like to include for students? Would you like to include any exceptions to Mitacs’s standard eligibility criteria? This may include additional language requirements (TOEFL), website information, etc.</p>
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Marketing and Promotion

In June, Mitacs will send an email template you can forward to your students to encourage them to sign up for our GRI mailing list. Students on this mailing list will receive notifications when the platform is live, and reminder emails to submit their applications. During the promotion, we also recommend telling students they should start getting their transcripts and reference letter ready to avoid any delays.

Mitacs will also provide digital content to help your promotion of GRI. We rely on partners to implement their own marketing plans to target students. When posting on social media, we encourage partners to tag Mitacs so that we can amplify.

Funding

Your specific funding details are outlined in our MOU.

IMPORTANT: Please keep in mind that the **value** of the award is approx. CAN\$12,000. However, the money disbursed to the student is typically around CAN\$9,000. The overall award value includes non-financial benefits such as Canadian medical insurance policy, Globalink mentor services, immigration fees, events and professional development opportunities and overall support to the intern throughout the program. Therefore, the award should **not be advertised** as CAN\$12,000 to students.

Exact funding details will be provided to students when they receive their GRI Award Letter. All students must open a bank account in Canada to receive payments from Mitacs and will be sent instructions on how to do so. Students should consult their Award letter for the full breakdown of funds.

Partners will receive a draft of the Award letter to review in December. Below is a general breakdown of funds, but please be advised that each partner’s funding is different, and funding amounts are subject to change.

- An airfare stipend of CAN\$1,500 (CAN\$1,800 for Asia and Australia)
- A stipend of CAN\$175 to contribute to the cost of transportation from the Canadian airport to accommodation unless otherwise arranged by the intern’s host institution

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- A living stipend of CAN\$200 per week, for the duration of the research internship, up to a maximum of 12 weeks
- A housing allowance of CAN\$350 per week, for the duration of the research internship, up to a maximum of 12 weeks
- Mitacs pays the full amount of administrative fees for students directly to the Canadian host institution through direct billing.
- Reimbursement of immigration document application fees (as required to participate in the research internship — up to a maximum of CAN\$240)
- Ensuring interns receive Canadian medical insurance

Review of applications

When vetting applications, Mitacs will review the following:

- Application is complete at the time of call close, including having uploaded transcripts, a reference letter and CV, and filling in all required fields.
- Please note that to maintain fairness and transparency, incomplete applications will not be considered and exceptions to the advertised eligibility criteria will not be considered.
- Applicants meet the minimum age of 18 at the time of application.
- Applicants have not completed a GRI program before.
- Home institution is eligible.
- GPA meets requirements.
- There is no obvious indication of plagiarism in any of the free-text answers.

Applications that meet the above requirements will be included in the shortlist for your review. Partners will then review for any other additional criteria previously outlined. For example:

- Citizenship requirements.
- Language proficiency score.
- Check that the graduation dates fall in line with your requirements.

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Pre-internship preparation

In February we will provide the interns with a link to comprehensive information about immigration, housing, insurance, banking, etc. Here is the link to the previous cohort information: [Information for 2024 Mitacs Globalink Interns](#). Please note that the interns themselves are responsible for obtaining the required immigration documents and booking their accommodations and flights.

We will provide the final list of confirmed interns to the host Canadian institutions who will contact students to collect and provide university-specific information.

We will also connect interns with ambassadors (past GRI alumni who can provide students with information specific to their home countries) and mentors (students at the host institution who will help them prepare for the arrival and help them settle into their new home in Canada).

Contact

- If students have any inquiries regarding their application or submission process, they may contact helpdesk@mitacs.ca.
- If you have any questions about your partnership, agreement and/or internship numbers please contact your International Partner Officer.
- If you have any questions or issues relating to your eligibility requirements form, the website and/or program logistics, please contact Karen Ilkanic (kilkanic@mitacs.ca)

FAQ

Application

- 1. What transcripts are required, the most recent or from all academic years?**
All post-secondary transcripts should be included so that Mitacs and professors can see all the students' scores and courses.
- 2. Are online transcripts acceptable?**
Provided they display all necessary grades and indicate that they are from a reputable source (e.g., letterhead or official digital university stamp), online transcripts are accepted.
- 3. Can applications be completed in their preferred choice of English or French, or must they choose according to the language of their desired internship?**
Applications can be done in the language of preference, either FR or EN.
- 4. Is there a list of criteria used to select students?**

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Yes, please see [our website](#) for more details. We will use the standard Mitacs GRI eligibility criteria as well as the partner-specific eligibility criteria when determining if applicants are eligible.

5. Can a deadline extension be requested for the student application?

Unfortunately, we cannot accept applications after the deadline and extensions will not be granted. The Globalink Research Internship is a very competitive program that receives a high volume of applications, and we strive to keep the process as fair and transparent as possible.

Students

6. Will interns earn university credits for their research internships in Canada?

Students must remain enrolled full-time at their home university during their research internship, so it will be up to the home university to determine if and how this translates into university credits.

7. What is the earliest and/or latest a student can start and/or finish their internship?

The 12-week internships can start as early as May 1 and as late as July 31. This gives the students some flexibility with their start dates depending on their home institution's academic calendar and the preferred dates outlined by the host academic supervisor.

8. Can an internship be 10 or 11 weeks, instead of the standard 12?

Mitacs can allow projects for 10-11 weeks, so long as the professor agrees and Mitacs has approved in advance.

9. What is the intern's status when at the Canadian host institution?

GRI interns at a Canadian host institution would typically be classed as "Exchange/Visiting Students". However, this varies from university to university - they may also be classed as visiting researchers, or some may be fully enrolled as students. The exact status is defined at the university's discretion.

10. How can students pay the Canadian host institution administrative fees?

Canadian host institutions directly bill Mitacs for student administrative fees and Mitacs will pay the administrative fees.

11. Can a professor or student extend the duration of their Globalink Research Internship, or combine it with another internship?

Mitacs cannot accommodate longer internships or combine GRI with another internship. However, interns and professors can make arrangements outside of the GRI program; this arrangement would be outside of Mitacs's purview.

Canadian university partners would be responsible for all aspects of the extension.

Professors/universities must assume responsibility for the financial, administrative, and logistical adjustments related to an extension (e.g., living stipend, health insurance coverage, immigration, etc.). If the extension request occurs before the intern's arrival, the host institution needs to issue its own Letter of Invitation.

12. Do students need to purchase health insurance when coming to Canada?

No, Mitacs will purchase health insurance on their behalf before they arrive in Canada. Health insurance covers 2 days before the internship start date and 2 days after the internship end date.

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13. What company will be providing health insurance?

Health insurance is purchased based on where the GRI's host (Canadian) institution will be and differs by province. Interns will receive more information about their policy in April of their internship year.

14. What happens if a student decides to drop out?

If a student declines their GRI after receiving a match, their internship will be cancelled. Depending on when the student notifies us and if they have already started their internship, their withdrawal/cancellation may have financial implications. Unfortunately, it is not possible to replace the intern on the project.

15. Is there an option for virtual internships?

Mitacs only allows in-person internships.

16. How does Mitacs decide how to select students?

Just because a student meets the eligibility criteria, does not guarantee that an internship will be awarded. GRI is a highly competitive program, and we often receive a much larger number of eligible applications than the number of spots available. We are also mindful of the professors' capacity to interview many applicants for a limited number of spots. During our matching process, we keep in mind various factors including, but not limited to funding allocations (by Canadian province, by a Canadian university, by partnership agreements, by partner university limits, etc.), student suitability (CV, GPA, reference letters, prior knowledge or experience in the topic of research, if applicable), ranking of the professor and student, and other factors.

Professors

17. What happens if a professor withdraws after an offer has been made?

If a professor withdraws from the program after an offer has been made to the student, Mitacs cannot guarantee a new match will be possible. However, we will make all possible efforts to try and rematch the students with a new professor.

18. Can someone other than a professor write a letter of recommendation (for example, an employer, or a tutor)?

No, all letters of recommendation must come from a professor who has supervised or co-supervised the student's work and can speak on behalf of their academic and research experience. The letter of recommendation must be signed and provided on university letterhead.

19. Interns are asked to rank their selected projects. Can host professors see the candidates' priorities on the projects?

The professors will not be able to see how the interns ranked their projects. Interns also will not see how the professors ranked them. However, note that not all interns who applied to a specific project will be shown to the professor. Applications are assessed based on multiple factors, including all eligibility criteria, the Grade Point Average (GPA), the quality of their statement of interest, the quality

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of their reference letter, and how well their research interests and experience match the research focus of the project or professor.

20. If partners do not require language tests, how would the professors assess the student's language proficiency?

Mitacs does not require students to have a language test, but they are expected to have proficient levels of English or French (depending on the language in which the project will be conducted). They should be able to conduct an interview successfully in their specified language, and the professors are encouraged to assess their language skills through the interview.

Funding

21. Does GRI funding cover all associated costs for the 12 weeks? Are there other costs to be covered by the student?

Mitacs allocates a breakdown of funds to cover as many reasonable costs as possible. However, anything over and above the award will be the responsibility of the student. For example, Mitacs will pay for administrative fees for students through direct billing from the Canadian host institution.

22. Will students receive the whole award amount at once?

Students will receive their award amount in three installments one for each month of their internship. The installment amounts will vary but generally, the first installment will be larger to help reimburse costs of flight, visas and accommodation. Students do not need to send invoices to receive these installments. Mitacs will send students more details on specific installment dates in April.

23. What is the maximum amount students can be reimbursed for flights?

For most partnerships, the maximum stipend for flights is CAN\$1,800 for interns from Asia and Australia, or CAN\$1,500 for interns from all other eligible regions (although the exact amount will differ for each partnership). Students do not need to submit receipts to Mitacs. Please note, no additional funds will be provided over what is outlined in the Award letter.

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Appendix A: Student Documents Overview

Students will need to submit a complete online application which requires the following information and documents to be deemed eligible. The application is subject to changes as we set up the year ahead. The updated versions will be made available on our website when the application cycle opens.

You can click here to view previous versions:

- English version: [video guide](#).
- French version: [video guide](#).

Sections	Additional details
Personal information	Name, email, gender, date of birth, citizenship, the country where you are enrolled full-time at a university, and preferred language of correspondence (English or French).
Valid passport	Students are welcome to apply if they currently don't have a valid- passport. However, they will need to provide a copy of their passport in February if they have accepted an offer. Placements will not be confirmed until they can provide proof of a valid passport.
Education	<p>Students must state:</p> <ul style="list-style-type: none"> • Home institution – the name of the university where they are enrolled. Please note that students will be asked to select their university from a drop-down menu, which we populate from the list of eligible universities that partners provide us.) • Department – students should enter what academic department they fall under (for example, Science, Arts and Humanities). • Province/state of the home university. • Discipline Category – students must choose from a dropdown menu: their options include, Business, Life Sciences, Computer Science, Social Sciences, Arts and Humanities, Earth Sciences, Physical Sciences, Engineering, and Mathematical Sciences. If students cannot find their exact category, they should select the closest match. • Enrolled Program Type – what level the student is at (i.e. full-time undergraduate or combined undergraduate/Master).

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	<ul style="list-style-type: none"> • Graduation date – Students will be asked to provide the anticipated month and year of graduation. • GPA – students should check with the university what the specifications are, available on our website. To calculate your average, add up all final grades on your transcript and divide that figure by the number of grades awarded. If your university does not grade on a scale out of 100, please convert your GPA to a percentage. • English or French proficiency exam – This is an optional question, as some partners require this. If yes, the student will have to enter the name of the exam and score.
Research	<ol style="list-style-type: none"> 1. Students will need to submit a summary of each of the following: <ul style="list-style-type: none"> • General description of skills, background knowledge and research interests (100 words max) • Notable achievements (100 words max) 2. They will need to answer a short survey to indicate what their ideal project would comprise, e.g. analyzing data, reading research literature, writing reports, etc. 3. Students will be asked to provide details on any previous research completed outside of their degree coursework, if applicable.
Academic reference letter from a professor	One reference letter is required as part of the application form. Students can either upload a reference letter themselves or send an invitation to their professor to submit confidentially directly into the platform. We recommend students try to pre-arrange this before the call opens in August, as many professors may be on summer break.
Projects	Students will be able to search through all research projects available. They must select a minimum of 3 and a maximum of 7 projects and rank them in order of preference. Projects should be selected from at least three different Canadian provinces.
Academic transcripts (either English or French)	If their university or institution cannot provide transcripts in either language, students are responsible for getting them translated and notarized.
Student's CV detailing research experience	Students can use their CVs or fill out Mitacs's template

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Appendix B: Student Communication Overview

Throughout the GRI lifecycle, students will receive many different communications emails from our Programs team at helpdesk@mitacs.ca. Please note, we are providing approximate timeframes to our regular schedule, but these may be subject to change.

Approx. timeline	Type of communication	Details
Early August	Student application launch email	Students who signed up for the GRI mailing list will receive an email that the application platform is now open, and they can submit applications. They have 6 weeks to apply.
Early September	Reminder: platform closing	Approx. 2 weeks and 1 week before the platform closes, any student who created an account on the platform but has not completed an application will receive a notification that it will soon be closing and remind them to submit.
Late September	Platform closed	All students will receive an email to confirm the platform is closed and no late submissions will be accepted. They will be informed that application review will begin now and will continue for another month.
Early November	Ineligible applications	Students who did not meet Mitacs's and/or the partner's eligibility requirements, or who were not approved by the partner will be notified that their application has been deemed ineligible.
November – February	Matching phase	The matching of eligible students to research projects takes place from November through February. Please note students can expect to receive correspondence from Mitacs at any time during this period. They may receive communication in several scenarios, including: <ol style="list-style-type: none"> <u>Being invited to interview with potential professors:</u> Students whose applications are being actively shown to professors will receive a notification email. Some professors may wish to interview potential candidates. If this is required, students will be contacted directly by the professors. Students have the opportunity to re-rank their projects. Note that professors are also ranking the students at this stage and ranking from both parties will be considered by Mitacs when finalizing matches.

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		<p>b) <u>Confirmation of a match</u>: Students who are offered a match will receive an email notification from Mitacs to accept or decline the offer. If they accept, they will receive an email confirmation of their match.</p> <p>c) <u>Waitlisted</u>: Students who are not actively being considered by professors will receive a status update that they are still in the pool of applicants and that they may receive a status update at any time between November and February.</p> <p>Note: not all students in the eligible candidate pool are invited to interviews. Not all who are invited to interviews will receive a match. Eligible students can remain in the pool of candidates/waitlist throughout the matching phase without being invited to interviews or considered by professors.</p>
Mid-February	Final unsuccessful student status updates	By mid-February, all students who have not received a match will receive a notification that their application was not successful.
Mid-February to May	Successful candidates' updates	<p>Students who were successful and received a confirmed match will receive an Award Letter, which will contain details of their internship, terms and conditions, and funding details.</p> <p>They will also be provided information about travelling, accommodation, immigration, mentors, banking, and other pre-departure logistics. Closer to the start of the internship, students will receive information about professional development courses, networking events, and social activities they will have access to during the course of their internship.</p>

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