**College-level** **Research**

**Internship Award**

**Application form**

**INSTRUCTIONS**

|  |
| --- |
| * This application form must be filled in by the academic supervisor with the participation of the student who will carry out the internship.
* **Please fill in Section 4.0 ONLY IF the CEGEP student is carrying out a project with an academic supervisor from a university.**
* Please **do not modify, 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.
* Please ensure that the postsecondary institution where the student is enrolled and which will pay out the award fills out **Section 3.0 Project approval** at the end of this form.
* Once the form has been filled in, the academic supervisors must upload this form to the online [Registration and Application Portal](https://apply.mitacs.ca/) using the program option **FRQNT College-level Research Internship Award.**
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1. **PROJECT DETAILS**

|  |  |
| --- | --- |
| **1.1 Intern (name)** |  |
| **1.2. Postsecondary institution (intern)** |  |
| **1.3 Academic supervisor (name)** |  |
| **1.4 Postsecondary institution (academic supervisor)** |  |

**1.5 Confirmation of the intern’s academic discipline**

Please indicate the intern’s academic discipline: to be eligible for this award, the academic discipline must be included in one of the three boxes below:

[ ]  Natural sciences

[ ]  Mathematics

[ ]  Engineering

**1.6 Internship duration**

Please confirm the duration of the research project

[ ]  Part-time (28 weeks during the academic year, beginning before September 30, 2022)

[ ]  Full-time (12-16 weeks during the summer, beginning after May 30, 2022)

**1.7 Previous participation in the Mitacs/FRQNT program**

Please confirm that the intern has not previously participated in the Mitacs/FRQNT program by ticking the box below.

[ ]  The intern has never participated in this program

**2. DESCRIPTION OF THE PROPOSED RESEARCH (2 pages with single spacing)**

**2.1 Benefits for the intern**

Please provide an overview of the way in which this opportunity will help the intern develop their capacity to carry out research in the natural sciences, mathematics, or engineering. This section may be filled in by the intern.

**2.2 Please provide a brief description of the research project and the role of the intern.**

Please indicate if this is a new or existing research project.

**2.3 Please indicate those research activities in which the intern will participate during the internship**

Please provide an overview of the planned research activities, the role of the intern in these activities, and the way in which the research activities will help them develop technical knowledge in their field.

**2.4 Intern skills**

In the drop-down menus, please select the three main skill areas that, in your opinion, the intern will have improved following the completion of the project described above.

|  |  |  |
| --- | --- | --- |
| Select an area of skill 1 | Select an area of skill 2 | Select an area of skill 3 |

**2.5 Skill improvement**

Explain how the project will give the intern the opportunity to develop the skills above. If you have selected the answer “Other” in the lists above, please give a short description of the area of skill and how it will be developed.

**2.6 Interaction and deliverables**

Provide detailed information on the interactions between you as the academic supervisor and the intern, including the supervision and mentoring the intern will benefit from, as well as the frequency and the practicalities of these exchanges. Give an overview of the institutional resources available to the intern, as well as the expectations and deliverables of the final project. Please present this information in the form of a timeline.

**3.0 PROJECT APPROVAL BY THE COLLEGE/CEGEP**

Please have your project approved by an office of research services representative (or equivalent) at your CEGEP before submitting it to Mitacs using our Registration and Application Portal. This section should be filled out by the postsecondary institution where the student is enrolled.

The participants named in this application have agreed to carry out a project corresponding to the above proposal. Once the project is approved, Mitacs will transfer the award funds to the research office (or equivalent). The funds will be administered as a research grant in accordance with the policies and procedures in place at the institution. The institutions must approve the transfer of funds as outlined in the Awards Letter. The total amount of the research grant ($5,000) must be used towards the student’s stipend in accordance with Mitacs’s terms.

By signing this form, you accept that your postsecondary institution will provide the required support to the CEGEP student named within the project, including obtaining the necessary insurance if the project is taking place at your CEGEP or at an affiliated College Centres for Technology Transfer (CCTT) and ensuring the intern is given student status for the duration of the internship.

I the undersigned hereby **AGREE** to submit this project proposal to Mitacs as a funding application. I recognize that by accepting this grant, I commit my office to putting in place the required processes for paying the student stipend.

**Office of research services (or equivalent) at the college or CEGEP where the student is enrolled:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| First name: Click here to enter text | Family name: Click here to enter text |
| Department: Click here to enter text | Academic institution: Click here to enter text |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: Click here to enter text |
|  Image:   |
| Date: Click or tap here to enter a date |  |  |

 |  |

**4.0 ACADEMIC SUPERVISOR APPROVAL\***

**\*Please complete only if the internship is taking place with a university in Quebec.**

As a university academic supervisor of this internship, please give your approval of this application form before submitting it to Mitacs using our Registration and Application Portal.

The participants named in this application have agreed to carry out a project corresponding to the above proposal. By signing this form, you agree to provide the required support to the CEGEP student named in this project, including obtaining insurance to allow the CEGEP student to undertake research at your institution.

I the undersigned hereby AGREE to submit this project proposal to Mitacs as a funding application. I recognize that by accepting this award I am obliged to ensure insurance coverage is in place for the CEGEP student who will undertake research at my institution, which may include providing the student with temporary student status at my institution.

**Academic supervisor at a university in Quebec:**

|  |  |
| --- | --- |
| First name: Click here to enter text | Family name: Click here to enter text |
| Department: Click here to enter text | Academic institution: Click here to enter text |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: Click here to enter text |
|  Image:   |
| Date: Click or tap here to enter a date |  |

**APPENDIX A: Drop-down - options**

If your drop-down menu isn’t working, please consult the skills listed below and enter the corresponding answer in the spaces supplied in Section 2.4 above.

**2.4 Skills enhancement**

|  |
| --- |
| * Knowledge in a given research area
 |
| * Methods for resolving research problems
 |
| * Research design and development skills
 |
| * Problem-solving skills
 |
| * Use of analytical and software tools to answer research questions
 |
| * Collaboration with other researchers to obtain results
 |
| * Communication skills using presentations and reports
 |
| * Project management skills
 |
| * Interpersonal skills
 |
| * Creative skills
 |
| * Critical reasoning skills
 |
| * Other
 |