UK-Canada Globalink Doctoral Exchange Scheme

The following application form must be completed in full and submitted with the other supporting documentation. All signatures must be present, or the application may be office rejected and not be considered for funding. **This form will not be used as part of the assessment.**

Please note data will be shared between UKRI and Mitacs to allow assessment and monitoring of the scheme. All data will be handled securely and in accordance with all legal requirements including GDPR. Please see the [UKRI Privacy Notice](https://www.ukri.org/privacy-notice/) and the [Mitacs Privacy Notice](http://www.mitacs.ca/en/privacy-policy) for further information.

The UK-Canada Globalink Doctoral Exchange scheme is administered jointly by UKRI and Mitacs. Please note that the scheme is part of the Mitacs Globalink Research Awards Program. By signing this application form, you are also signing off on the Mitacs Globalink Research Award Memorandum on page 4 of this document.

Mitacs International ([international@mitacs.ca](mailto:international@mitacs.ca)) can assist you with identifying your host university office representative.

## DECLARATIONS

1. **Will the proposed research take place outside of the lab or normal business environment? Choose an item.**

If yes, please complete the following section to indicate what (if any) impact there may be on the environment.

* 1. Main characteristics of the location (i.e., physical description and coordinates)
  2. Principal activity(ies): for each activity, list the environmental elements affected
  3. Are authorizations, permits, or licenses required to undertake any activity during the internship? **Choose an item.** (If yes, please list)

*Please note: Mitacs and/or UKRI may request to receive a copy of the report.*

* 1. **Does the proposed research involve living human participants whose data, or responses to interventions, stimuli, or questions by the researcher, are relevant to answering the research question? Choose an item.**
  2. **Does the proposed research involve human biological materials, human embryos, fetuses, fetal tissue, reproductive materials, or stem cells\*?** **Choose an item.**

\* This applies to materials derived from living and deceased individuals.

If yes to either of the two questions above, the proposal must be approved by the participating academic institution’s Research Ethics Board, and a valid Ethics approval is required for the duration of the research project. Access to funding may be denied for projects that do not have Ethics approval.

*Please note: Mitacs and/or UKRI may request to receive a copy of the report.*

1. **Does the proposed research involve living animal subjects? Choose an item.**

If yes, the proposal must be approved by the participating institution’s Animal Care Committee, and a valid approval from the committee is required for the duration of the research project.

*Please note: Mitacs and/or UKRI may request to receive a copy of the report.*

1. **Does the proposed research involve the use of biohazards?** **Choose an item.**

If yes, the necessary review/report must be conducted in accordance with your academic institution’s policies, and a valid biohazards approval is required for the duration of the research project.

*Please note: Mitacs and/or UKRI may request to receive a copy of the report.*

## PROJECT DETAILS

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| --- | --- |
| Project Title: |  |
| Name of host institution: |  |
| Proposed period of placement | start date dd/mm/yyyy  end date dd/mm/yyyy |
| **Participant information** | |
| Student name: |  |
| Degree programme: |  |
| Expected year of graduation: |  |
| Student university: |  |
| Student department: |  |
| Student address at university: |  |
| Student email: |  |
| Alternate student email (option) |  |
| Student phone number (optional): |  |
| Confirmation that student is of legal age of majority (18) in Canada: | Y/N |
| **Home supervisor information** | |
| Home supervisor name: |  |
| Home supervisor university: |  |
| Home supervisor department: |  |
| Home supervisor address at university: |  |
| Home supervisor email: |  |
| **Host supervisor information** | |
| Host supervisor name: |  |
| Host supervisor university: |  |
| Host supervisor department: |  |
| Host supervisor address at university: |  |
| Host supervisor email: |  |

## BUDGET

**Award allocation and breakdown**

Funding in the region of £10,000 - £15,000 can be requested per placement which includes $3,000 (CAD) (*c.* £1780) from Mitacs. Applicants should utilise the $3,000 CAD in their application.

Mitacs will award $3,000 CAD (*c.* £1780) to the Canadian host university (via the Canadian host supervisor) which will be made available to the student following their arrival in Canada (providing all required documents are returned in a timely manner). The Mitacs funds should be used for in-Canada expenses; for example, research costs, host university administration fees, in-Canada travel, networking events, and training.

**Research costs are limited to a maximum of $1,500 CAD (*c.* £890), but there are no other restrictions on how funds can be allocated. Students should allocate non-research funds to the travel and living expenses categories**. However, some Canadian universities will ask these funds to be allocated to the stipend category. Regardless of the category used, the Mitacs funds should be used as outlined above. Remaining funds may be used to pay for any outstanding accommodation or travel costs. Please fill out the table below to indicate how you anticipate using your Mitacs funds.

|  |  |  |
| --- | --- | --- |
| Award Allocation | Allocation of Mitacs Funds for the Research Project ($) | |
| **A. Stipend** *(student payment\*)* |  |  |
| **B. Research Costs**  *(Example: equipment, materials)* |  |  |
| **C. Travel and Living Expenses** (*Example:* airfare, insurance,accommodations, food) |  |
| ***Total: (A+B+C) - this total must match the Total Mitacs Funds as shown below*** |  | |
| ***Total Mitacs Funds:*** | **3,000** | |

\*The student must be paid the stipend amount indicated in the budget. If the intern is paid less, this will be indicated on the university report to Mitacs and the difference must be returned to Mitacs.

The UKRI funds will be awarded by NERC, on behalf of UKRI, to the home Research Organisation as a 12-month research grant starting in August 2022; this will allow maximum flexibility on when the placement is taken. UKRI funds will cover the student’s standard stipend and fees level, including London Weighting where applicable, for the duration of the placement. Funds can be used to pay for all directly incurred costs, for example, travel, accommodation, medical and travel insurance, visas and entry permits, networking events and training. Please enter the UKRI funds on the Je-S application form. You must justify both the Mitacs and UKRI funds in the Justification of Resources.

MITACS GLOBALINK RESEARCH AWARD MEMORANDUM

The participants listed have agreed to set in place an international research project based upon the attached proposal. Upon research approval, Mitacs shall forward its funds to the Office of Research Services, or equivalent thereof, at the Canadian university to be administered as a research grant according to the university's policies and procedures in care of the identified Canadian academic supervisor. The full amount of the research grant ($3,000 CAD) must be expended towards: 1) direct student travel and accommodation costs, 2) student stipend, 3) research related costs as approved by Mitacs.

In acknowledging that international exposure can greatly enhance a student's learning and experience, Mitacs will approve international travel provided that participation does not impact the safety and security of the student and meets the policies outlined by the home university. By signing this memorandum you are acknowledging that the home university agrees to assist the student in meeting all university requirements pertaining to research abroad and provide the student with a pre-departure orientation, and that the student understands that he/she is responsible for obtaining insurance appropriate for the travel destination. Mitacs is unable to assume liability for any losses including - but not limited to - accidents, illness, flight cancellation, loss of baggage, illegal acts and vandalism that may occur during the internship period. All parties also agree that the student is expected to provide Mitacs with a final report, and all participants will complete an exit survey within one (1) month of project completion.

All parties involved with Mitacs Globalink are bound by the standard intellectual property (IP) terms of the home participating university, except where intellectual property is covered by separate agreements to which the Canadian university and international university are parties and that are active during the dates of the internship. By signing this memorandum, you are acknowledging that you agree to the terms of the home participating university.

The participants listed below agree that Mitacs can disclose the provided personal information included in this proposal (e-mail, LinkedIn, Twitter, Facebook, etc.) to the program's funding partners and that Mitacs can use them for the purpose of communication and to evaluate the program and its outcomes during and after participants' program tenure. The participants also agree that Mitacs will post the title of the project, the public project overview, the name of the intern(s), the name of host supervisor(s), the name of the home supervisor(s), and the involved host and home universities on www.mitacs.ca/en/projects and may be used by Mitacs to publicize Mitacs Globalink. Mitacs' Privacy Policy can be found at [www.mitacs.ca/en/privacy-policy](http://www.mitacs.ca/en/privacy-policy).

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| **Title of Project:** |
| **Project overview:** Using simplified language understandable to a layperson, provide a general, one-paragraph description of the proposed research project to be undertaken by the student(s) as well as the expected outcomes. **(Approx. 150 words)** |

## REASONABLE ADJUSTMENT

Everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to thrive and succeed in an environment that enables them to do so. Students should be supported by their home and host supervisors to complete their application.

If you require any reasonable adjustments to enable you to participate in the application process, please contact [UKRIGlobalink@ukri.org](mailto:UKRIGlobalink@ukri.org) to make a request.

## PLACEMENT PERMISSIONS FORM

This form requires the signature of the applicant, the applicant's lead supervisor and the applicant's host supervisor, and should be completed and uploaded as part of the online application form. This form also requires the signatures of a Canadian University representative and the Canadian University Vice-President, Research. Where necessary electronic signatures (scanned copies, pasted into the relevant box) are acceptable.

I understand and agree that any information provided in this form and corresponding application may be shared between UKRI and Mitacs to allow the assessment of applications and review of the scheme. All data will be handled securely and in line with local and international laws; data will not be disclosed to any third parties without prior consent.

All data will be handled securely and in accordance with all legal requirements including GDPR. Please see the [UKRI Privacy Notice](https://www.ukri.org/privacy-notice/) further information.

**Placement permissions**

|  |  |
| --- | --- |
| **This section is to be completed by the applicant:**  I confirm that I am eligible to apply to this opportunity, the content of this application is correct and that I have obtained the appropriate permissions from my home supervisor (including non-HEI supervisors where applicable), and, where relevant, the wider supervisory partnership (e.g., industrial supervisor) or training programme (e.g., DTP or CDT) parties to undertake this 12-week research placement. | |
| **Name (please print):** | |
| **Signature:** | **Date:** |

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| --- | --- |
| **This section is to be completed by the lead home supervisor:**  I confirm that the information within this form and corresponding application is correct. If this application is successful, I give my permission for the above applicant to undertake a 12-week research placement. | |
| **Name (please print):** | |
| **Signature:** | **Date:** |

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| **This section is to be completed by the lead host supervisor:**  I confirm that the information within this form and corresponding application is correct. If this application is successful, I give my permission for the above applicant to undertake a 12-week research placement. | |
| **Name (please print):** | |
| **Signature:** | **Date:** |

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| **This section is to be completed by a Canadian university representative (Office of Research Services or the Office Responsible for International Relations):**  I confirm that the information within this form and corresponding application is correct. If this application is successful, I give my permission for the above applicant to undertake a 12-week research placement. | |
| **Name (please print):** | |
| **Signature:** | **Date:** |

## GLOBALINK STUDENT APPLICANT CONSENT FORM FOR USE AND DISCLOSURE OF PERSONAL INFORMATION PROVIDED TO MITACS

1. All personal information collected is subject to privacy legislation and Mitacs Privacy Policy for Program Participants. For a description of Mitacs' commitment to protect the personal information provided by program applicants, please see <http://www.mitacs.ca/en/privacy-policy>
2. All the information supplied in this application will be made available to Mitacs staff responsible for managing the application, for activities including identifying appropriate peer reviewers, administering and monitoring awards, compiling statistics, and evaluating the program.
3. Information supplied in this application will be made available to internal and/or external reviewers, being composed of experts recruited from the academic, public and private sectors. All reviewers are required to commit to keep the application information confidential.
4. Contact information in this application may be used by Mitacs staff to contact you in future for: a) Invitations to be profiled in stories or news items, to speak at or attend events, to provide a spotlight story and/or blog post; b) Communications about opportunities for Mitacs alumni; and c) Research surveys for Mitacs alumni. You will have the opportunity to unsubscribe from emails sent to you, once all commitments regarding the internship that is the subject of this application are complete.
5. Your name, university and department, and the title of your project may be provided to Canadian federal and provincial funders of Globalink, to: a) Enable Mitacs to report on funding contract commitments; and b) Allow the funders to evaluate the program. Note that all Canadian provincial and federal governments are bound by privacy legislation and are therefore bound to keep your personal information confidential
6. Your name, contact information, and other personal information as required may be provided to your home and/or host university, to enable the university to manage the award and to sign off on the pre-departure form, and for reporting purposes.

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| **This section is to be completed by the student applicant:**  I, the undersigned, do hereby give CONSENT to the use and disclosure of the information contained in my application for the purposes as described above | |
| **Name (please print):** | |
| **Signature:** | **Date:** |