

*Congratulations! Your Mitacs Accelerate proposal has been accepted. This program helps you expand your research, develop your skills, and gain valuable experience as you look to a career in academia, industry, or the non-profit sector.*

*Our goal is to ensure that your Accelerate experience is successful. Please review the instructions below and look out for your invite to participate in the Accelerate Orientation online session.*

## Preparing for your internship

1. Confirm your start date with your professor and partner, and advise your Mitacs Grant Management Specialist.
2. Work with your professor and partner to ensure that your partner sends their contribution to Mitacs at least six weeks before your confirmed start date. Your internship should not start until your university receives the Accelerate grant. Here's how you get paid:
  - Mitacs invoices your partner organization
  - Your partner pays the invoice to Mitacs
  - Mitacs sends the Accelerate grant and award letter to your university's Office of Research Services or equivalent
  - Your university creates an account in your professor's name and pays you

**Mitacs cannot release an award until we receive partner funds and your internship should not start before the award letter has been received by your university.**

3. Prepare for working in a company setting, which is different from academia. Mitacs offers a variety of workshops, free of charge, in essential interpersonal, project management, and entrepreneurial skills that you can take before or during your internship. Choose topics and register at [Mitacs Step](#).
4. Read and follow the [Mitacs Accelerate Code of Conduct](#). Please contact [accelerate@mitacs.ca](mailto:accelerate@mitacs.ca) if you have any questions about expectations.
5. Develop a research plan with your professor and supervisor from the partner organization. Clear communication between all three parties is important for a successful internship experience.

## During your internship

1. Spend approximately 50% of your time working on site with the partner on your research project and 50% of your time at your university, receiving direction from your professor.
2. Organize monthly status meetings with your professor and partner supervisor.
3. Provide project status updates to Mitacs as necessary. If you have any questions, contact [accelerate@mitacs.ca](mailto:accelerate@mitacs.ca).
4. Ensure confidentiality of partner information as specified in the research program.
5. Maintain graduate student or postdoctoral fellow status at your university for the duration of your internship.

## Completing your internship

1. Complete the Accelerate Final Report and submit it to Mitacs:  
[http://www.mitacs.ca/sites/default/files/uploads/page/mitacs\\_accelerate\\_final\\_report\\_mar2013.zip](http://www.mitacs.ca/sites/default/files/uploads/page/mitacs_accelerate_final_report_mar2013.zip)
2. Complete the Accelerate Intern Exit Survey:  
<http://sondages.outsidesoft.com/Engine/Default.aspx?surveyID=9eff01b6-316a-49c9-b257-83aff51e497&lang=EN>
3. Add your Accelerate internship and Step workshops to your CV and LinkedIn profile.
4. [Sign up for the alumni newsletter](#). As a participant in a Mitacs program, you can receive exclusive updates on job postings, funding and research opportunities, workshops, and more.
5. Acknowledge all Mitacs-sponsored results, including work by professors, postdocs, other interns, and research associates with the following statement: *"This work was supported by Mitacs through the Mitacs Accelerate program."*

## About Mitacs

Mitacs is a national not-for-profit organization that has designed and delivered research and training programs in Canada for more than 15 years. Working with 60 universities, thousands of companies, and federal and provincial governments, we build partnerships that support industrial and social innovation in Canada. For more information, visit [www.mitacs.ca](http://www.mitacs.ca).