

## Mitacs Project Cancellation Policy

Each Mitacs Project requires the active participation of all Participants, as applicable. All parties must fulfill their Project obligations and must contact Mitacs via the application portal or in writing, immediately, if they foresee a change in circumstances or that a cancellation might occur. If a resolution between the Participants cannot be achieved, Mitacs's program-specific cancellation rules are outlined below. Participants will not hold Mitacs liable for any losses due to a cancellation. Any rules and policies of the Academic Institution or signed agreements between the Academic Institution and Partner Organization (if applicable) take precedence and must be followed.

In accordance with these rules, Mitacs reserves the right to terminate and/or cancel the Participant's Mitacs Project in the following situations (with respect to all programs):

- (a) If the Partner Organization or their designate does not submit payment to Mitacs prior to the internship start date; and after Mitacs has sent two (2) written notices to the Partner Organization and the Partner Organization has not made payment within thirty (30) days of receipt of the last written notice or arranged an agreement to pay;
- (b) For non-compliance with [Mitacs's Program Terms & Conditions](#), as posted on Mitacs's website, and/or the terms and conditions in the award letter and/or Mitacs's [program policies](#) including start and end date policies;
- (c) A situation occurs which, for reasons of public interest, calls into question the appropriateness of the Project;
- (d) If there is a determination of a national security risk, as outlined in the [Mitacs Research Security Plan](#);
- (e) Umbrella proposals are approved for a period of two years. During this period, Mitacs reserves the right to cancel an umbrella if the quality assessments of projects submitted under the umbrella are unsatisfactory. At the end of the two-year period, the remaining unused internship units under the umbrella will be cancelled unless a renewal or extension of the umbrella is granted;
- (f) Any other reason as set out below (per program) or for other issues that may arise.

## Accelerate, BSI and Elevate

Accelerate, BSI and Elevate projects are flexible in length and may be made up of one or more 4-6 month internships. Individual internships only begin after all the conditions listed in the [Mitacs's Program Terms & Conditions](#) are met.



If a Project or individual internship (i.e. after Mitacs issues a confirmation of payment release) is terminated early or cancelled, the following cancellation rules apply.

- If all parties are in agreement, a Project or individual internship may be terminated by notifying Mitacs via the application portal or in writing of the desired end date and agreement of all the parties.
- If the intern wants to leave the project and there is consensus amongst the remaining parties that the intern may be replaced by another intern, this is not considered a cancellation.
- If one party wants to cancel the internship without the other parties' agreement, they must first notify the other parties and Mitacs via the application portal or in writing and allow thirty (30) days for resolution of outstanding issues, as this constitutes a significant change in the [Mitacs's Program Terms & Conditions](#). During this thirty (30) day period, the intern may continue to work on the project at the discretion of the Academic Supervisor and Partner Organization. The intern will continue to be paid their stipend or salary during the thirty (30) days. If after thirty (30) days, one or more parties still want to cancel, the project or individual internship will be cancelled immediately. The party who requests to cancel must inform Mitacs via the application portal or in writing whether they are supportive of the project continuing without their involvement.
- Any funds remaining after a cancelled internship must be returned to Mitacs with a signed Form 300 within sixty (60) days, including confirmation of the end date of the internship, and a proportionate amount may be refunded to the Partner Organization. The amount of funds remaining will vary depending on the academic institution's policies for paying interns and any research expenses that may have been incurred to date.
- Mitacs may still send requests for the exit survey and any information required by Mitacs to fulfill the monitoring, reporting, and compliance requirements for funders. In addition, the intern shall agree to completing all closing formalities as requested by the Academic Supervisor and Partner Organization.
- Cancellations cannot be appealed but new applications may be submitted by one or more parties, provided that all eligibility requirements are met. The same application or an application for the same project may not be resubmitted without the consent of the original parties.



## International Programs

### Globalink Graduate Fellowships (GGF)

If a GGF recipient ends their graduate studies prior to commencing their second term of study, they must notify Mitacs in writing immediately. The fellowship will be cancelled, and they will not receive the second installment.

### Globalink Research Awards (GRA)

Project cancellations are reviewed by Mitacs on a case-by-case basis and Mitacs may require all or a pro-rated portion of the funds to be returned. Cancellations are subject to Mitacs's policies and any relevant international partner policies, if applicable. Individuals are limited to two GRA internships per lifetime; projects that are cancelled after at least 50% is complete will be considered complete.

### Globalink Research Internships (GRI)

Despite Participants' best intentions, Mitacs recognizes that unforeseen circumstances may result in a student or faculty member withdrawing from the program.

Only Mitacs has the authority to offer, terminate or cancel a Globalink internship. Academic Supervisors are required to advise Mitacs immediately, in writing, of any concerns relating to the ability or performance of the student in relation to the research. Upon receiving written notice expressing concerns about the intern, Mitacs will investigate the matter with the affected parties. If this inquiry results in the termination of the internship by Mitacs, Mitacs will notify the administration of the Canadian university and any other authorities, as required, and will coordinate the completion of the termination.

Similarly, if Mitacs receives written notice expressing concerns about a project or Academic Supervisor, Mitacs will investigate the matter and, as appropriate, refer it to university authorities according to that university's policies.

Refer to the [Mitacs Globalink Withdrawal Policy](#) for full details of withdrawal procedures and classification of withdrawals as voluntary or involuntary.

### Mitacs Entrepreneur International (MEI)

Given that a cancellation of a trip constitutes a significant change in the [Mitacs's Program Terms & Conditions](#), it is important to notify Mitacs in writing immediately to note that you have cancelled your participation in the program. Mitacs may ask for unspent funds to be returned.