



MITACS RESEARCH INTERSHIP – SCHOLARSHIPS GRADUATE STUDENT APPROVAL FORM

RESET

FIRST NAME:				LAST NAME:			
EMPLOYEE NUMBER:				STUDENT NUMBER:			
INTERNSHIP START DATE:				DEPARTMENT NAME:			
TOTAL RESEARCH STIPEND*				INTERNSHIP END DATE:			
*Lump sum to be paid							
ACCOUNT NUMBER				DEGREE LEVEL		NATURAL (select one)	
FUND	DEPARTMENT	PROGRAM	PROJECT	Graduate		81330 (Canadian)	
				Doctorate		81330 (International)	

NOTE: ALL STUDENTS RECEIVING THE ABOVE SCHOLARSHIP MUST BE SET UP AS A SUPPLIER. IF THIS IS THEIR FIRST RESEARCH SCHOLARSHIP PLEASE SUBMIT A TICKET TO SET UP THE STUDENT AS A SUPPLIER. [\(Knowledge Based Article: How can I add a new Supplier?\)](#)

ATTENTION: This form should only be submitted after approval has been received from MITACS regarding the industry project, and the corresponding grant account has been generated. All training listed below must be attached to the payment requisition prior to the start of the student's placement with the industry partner. \$4.20 is to be deducted once from the total research stipend during the May to April 30 coverage period.

As the academic supervisor for this MITACS research internship, please verify the completion of the following by checking the boxes of the below requirements:

- I verify I am the academic supervisor for this approved MITACS research internship and the student provided with this internship is a Masters/PhD student.
- I verify the student is aware that the cost of the Accidental Injury Coverage will be deducted from the research stipend.
- I have attached the confirmation training email (student to provide each training email confirmation) marking the completion of the below training:

- Health & Safety Orientation
- WHMIS
- Violence & Harassment Prevention
- Accessible Customer Service Training
- AODA and Human Rights Training
- Cybersecurity Training

Date

Grantee Name

Grantee Signature

All amounts paid from this form are considered scholarship funds. Since no employment insurance premiums are paid, no insurance benefits can be claimed. Scholarships are considered T4A income. No tax will be deducted. All amounts will be paid in a lump sum, not bi-weekly. Students may wish to consult with Payroll to amend their TD1 form depending on individual circumstances. **The processing timeline for scholarship payments is approximately two (2) weeks.** Approval from AAU and Research Finance will be handled within UWinsite Finance through automated approval routing, triggered when the Payment Requisition is submitted. **Once the Scholarship Payment Requisition has received all necessary approvals, the payment will be included in the next scheduled bi-weekly pay run through Accounts Payable.**

PRINT

Please submit a copy of this form within the payment requisition to initiate payment.