

**2022-2023 CALL FOR PROPOSALS**

uOTTAWA–MITACS

INTERNATIONAL RESEARCH AWARD

**GUIDELINES**

*(aussi disponible en français)*

**OBJECTIVE**

Managed by International Research and Experiential Learning (IREX), the International Research Award (IRA) program supports research collaborations between uOttawa and partners in priority countries. The IRA is a one-year joint program funded through an investment of \$100,000CAD by the Office of the Vice-President, Research and Innovation, and \$200,000CAD from Mitacs.

The 2022-2023 call for proposals has been designed with a dual focus: i) to nurture and grow the uOttawa’s presence in priority countries; and ii) to respond to each uOttawa Faculty’s specific research goals and priorities.

**OVERVIEW**

Under the joint supervision of a home and host professor, uOttawa senior undergraduate students (third or fourth year), graduate students, and postdoctoral fellows may apply to receive a \$6,000CAD award to conduct a 12- to 24-week research project in one of the following priority countries:

| Americas                                    | Asia and Oceania  | Europe   | Africa and Middle East        |
|---|---|--|-------------------------------|
| Argentina, Brazil, Mexico and United States | Australia, India, Japan (*), Korea, Singapore, Taiwan (*) | Belgium, Denmark, Finland, France, Germany, Sweden, United Kingdom | Israel, Morocco, South Africa |

(\*) Travelers with proof of full COVID-19 vaccination are not able to enter the country at the time of the creation of these guidelines.

The IRA program also allows international students from these priority countries to conduct research on campus under the academic supervision of a uOttawa faculty member.

A total of 50 inbound and outbound students are expected to be supported through the IRA program.

**ELIGIBILITY**

**Mitacs eligibility criteria:** To be considered eligible for the IRA program, the student, institution, and supervisors applying to the program must meet all of Mitacs’ eligibility requirements found on [their page](#).

**uOttawa supervising professors:** Supervisors must hold a full-time tenure or tenure track position at uOttawa or a permanent research position at one of the uOttawa’s affiliated research institutes.

**Eligible countries:** Outbound student researchers can participate in a research project in the countries listed above. Inbound student researchers must be registered in institutions from these countries.

Students or professors wishing to participate in a research project in a country not on the IRA priority list may i) submit a proposal directly to the Mitacs Globalink Research Award program instead; or ii) contribute \$2,000CAD towards the proposed research project and receive up to \$4,000CAD in IRA support if successful. The latter will count as one of the faculty’s yearly allocated awards.

## VISIT REQUIREMENTS

All visits must take place within one year upon receiving an Award Outcome Letter from Mitacs confirming the candidate’s successful submission.

Outbound awardees must attend all mandatory pre-departure sessions given by IREX.

Inbound awardees must register via IREX’ Visiting Student Researcher (VSR) process. IREX will provide an orientation guide to inbound students.

It is the responsibility of all student researchers to obtain appropriate immigration documentation such as a work visa, work permit, insurance and other related documentation.

uOttawa supervising professors are responsible for verifying the most up-to-date travel restrictions and related health considerations at the time of application and during the stay abroad. Up to date information on travel restrictions, quarantine mandates, and other COVID-19 related considerations based on departure and arrival locations can be found at [International SOS](#).

## SELECTION PROCESS

The IRA awards are distributed proportionally to the number of enrolled students of each uOttawa faculty to ensure a fair allocation. The allocation is presented below.

| Faculty             | Enrolled Students (*) | % per Faculty | Number of IRA awards for 2022-23 |
|---------------------|-----------------------|---------------|----------------------------------|
| Arts                | 5,151                 | 11%           | 6                                |
| Education           | 2,819                 | 6%            | 3                                |
| Engineering         | 6,758                 | 14%           | 7                                |
| Health Sciences     | 5,208                 | 11%           | 6                                |
| Law (both sections) | 2,047                 | 4%            | 2                                |
| Medicine            | 2,540                 | 5%            | 3                                |
| Science             | 5,866                 | 13%           | 6                                |
| Social Sciences     | 11,219                | 24%           | 12                               |
| Telfer              | 5,176                 | 11%           | 6                                |
| <b>Total</b>        | <b>46,784</b>         | <b>100%</b>   | <b>50</b>                        |

(\*) Based on 2022 data provided by Institutional Research and Planning.

Faculties are encouraged to promote actively the IRA program to their students and professors. Faculties are responsible for reviewing and pre-selecting applications before submitting their projects to IREX. Each faculty can decide to allocate its awards to either outbound or inbound students and select projects that align best with their disciplinary and geographic priorities.

Applicants must ensure that selected projects also meet Mitacs’ selection criteria: i) quality of the research

proposal, ii) level of supervision and mentorship, iii) strength of the recommendation by the home supervisor, iv) relevance to society and industry, and v) expected benefits to Canada. The Mitacs application package should be completed and attached with the IRA Information Sheet when submitting a project to the respective faculty Vice-Dean, Research office.

There will be two intakes over the course of the year, with internal deadlines set out in Annex A. If Faculties cannot fulfill their number of allocations by the end of the second intake, unused awards will be assigned by IREX to meritorious projects in other faculties.

## **AWARD MANAGEMENT AND REPORTING**

IRA awardees will receive \$6,000CAD to be adjudicated as a stipend during the 12-24-week research project and can set no portion of the award for research costs or travel and living expenses.

Supervising uOttawa professors will be required to complete a RE form via eAwards at the time of the issuance of the Mitacs Award Outcome Letter. Completed RE forms must be submitted to IREX to open the supervisor's research account with the Research Management Services (RMS) office.

Within one month of completing the research project, student researchers are required to submit the Mitacs exit report to IREX and Mitacs.

## **APPLICATION PROCEDURES**

Applications must be completed by an eligible uOttawa supervising professor, a host supervisor, and the participating student. The key documentation can be found below:

The IRA Information Sheet and the Mitacs Application Package can be found here (link to be created).

Application packages must be submitted by the uOttawa supervising professor to her/his respective Vice-Dean, Research office with IREX in copy. Application packages will be reviewed and pre-selected by the faculty before they are submitted to IREX. IREX and Mitacs will review the pre-selected applications and may request any changes to the application package to ensure a successful submission to Mitacs.

## **CONTACT INFORMATION**

Any enquiries about country eligibility and/or alignment of a project with Faculty priorities should be made to the respective Vice-Dean, Research office. Consult **Annex B** for a list of faculty contacts.

For any enquiries related to the IRA process and related Mitacs requirements:

Jade Fournier  
Coordinator, International Research Opportunities  
International Research and Experiential Learning  
[jfourn26@uottawa.ca](mailto:jfourn26@uottawa.ca)

For more information about other Mitacs opportunities that might be applicable for a given project:

Emille Rodrigues  
Business Development Specialist  
Mitacs  
[erodrigues@mitacs.ca](mailto:erodrigues@mitacs.ca)

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## ANNEX A – 2022-2023 IRA Calendar

| Milestones  | 1 <sup>st</sup> Intake                 | 2 <sup>nd</sup> Intake |
|---|--|------------------------|
| uOttawa-Mitacs IRA Launch   | May 25, 2022                           | September 7, 2022      |
| Internal Application Deadline   | July 18, 2022                          | November 28, 2022      |
| Completion of Internal uOttawa Selection  | July 29, 2022                          | December 16, 2022      |
| Submission to Mitacs by IREX  | Early August, 2022                     | January 2023           |
| Pre-departure Requirements (e.g. Code of Conduct and Ethics, International Pre-Departure) | September 2022                         | February 2023          |
| Mitacs Issuance of Award Outcome Letters  | October 2022                           | April 2023             |
| Earliest IRA Project Start Date   | November 2022                          | May 2023               |
| Latest IRA project Start Date   | October 2023                           | March 2024             |
| Final IRA Report  | Within one month of the end of project |                        |

## ANNEX B – Faculty Contacts

| Faculty                     | Faculty Contact                       | Email  |
|-----------------------------|---------------------------------------|--|
| Arts                        | Kelly-Anne Maddox                     | kmaddox@uottawa.ca   |
| Education                   | Marlene Hoff                          | mhoff@uottawa.ca   |
| Engineering                 | Olga Golovachova                      | ogolovac@uottawa.ca  |
| Health Sciences             | Anne-Marie Gagnon                     | anne-marie.gagnon@uottawa.ca                               |
| Law (both sections)         | Salvio Digesto                        | sdigesto@uottawa.ca  |
| Medicine                    | Mohamad Sobh                          | msobh@uottawa.ca   |
| Science                     | Jasmine Lefebvre and Harish Veeramani | jasmine.lefebvre@uottawa.ca<br>harish.veeramani@uottawa.ca |
| Social Sciences             | Sophie Letouzé                        | sletouze@uottawa.ca  |
| Telfer School of Management | Marie-Eve Girard                      | girard@telfer.uottawa.ca                                   |