

## Fostering Policy Leadership in Canadian Researchers

### Applying to the fellowship

The call for fellow applicants is typically open for eight weeks. Prospective fellows should consult the Mitacs website for exact competition details, including opening and closing dates and times of the competition. Prospective applicants must upload and submit a complete application in the requested format and word limit by the competition deadline. Letters of reference can be emailed to Mitacs separately and prospective fellows must ensure their referees submit their letters by the close of competition. Applications received in any other format will not be accepted.

A complete application includes the following:

- Online web form
- Part One of the application
- Part Two of the application
- Two letters of reference
- Signed consent form

#### ***How do I prepare a competitive application?***

Mitacs encourages applications to read all sections of this website to ensure an understanding of the available projects, eligibility requirements, and application process. Applicants should allow enough time to develop comprehensive, well-presented statements and other documents that are free of errors and typos. We suggest contacting references as early as possible so that they have time to prepare thoughtful letters of reference. Any submitted documents should not exceed the mandated page or word limit.

#### ***Can I apply to the fellowship if I am finishing my degree after the application deadline but before the fellowship starts?***

You are eligible to apply as long as all the requirements of your PhD are complete before September of the fellowship year. In certain cases, a successful fellow may negotiate a later start date with the host office if a thesis defense is scheduled in early September.

#### ***Can I apply to more than one project?***

You can apply to up to six fellowship projects, or be considered for any available project. Should you select the latter, Mitacs may consider you for any number of suitable additional projects. Mitacs accept one application per applicant, regardless of the number of projects.

#### ***Can I contact project supervisors?***

No. Host offices provide all the information required for the application process in their project submissions. Prospective fellows can learn more about individual projects during the interview process, as applicable.

#### ***How will I know that Mitacs has received my application?***

Applicants who have submitted a complete application will receive an acknowledgement of submission from Mitacs within one week of the competition's close.

#### ***What happens if one or both of my letters of reference arrive late or do not arrive at all?***

All required documents must be submitted by the competition deadline. Applications with one or no letters of reference are considered to be incomplete.

#### ***Can I reapply for a fellowship?***

Yes. Mitacs does not impose a limit on the number of times an eligible candidate may apply to the program.

### Adjudication



## ***How does Mitacs evaluate my application?***

Each application is reviewed by multiple reviewers. Prospective fellows are evaluated based on points-based criteria and receive a final score. In addition to an applicant's research distinctions, the adjudication process also seeks individuals who demonstrate a combination of leadership attributes, communication skills, and a commitment to the fellowship's professional development opportunities and objectives. Candidates should show how the sum of their experiences and interests — research and otherwise — make them a good fit with the project(s) to which they are applying.

## ***Will I receive a higher score for my public policy experience?***

Applicants who demonstrate an understanding of the societal impacts of science may receive a high score for their commitment to the objectives of the fellowship. Experience in public policy is one way applicants can highlight this trait in their applications.

## ***Can I receive feedback on my application?***

No. Mitacs does not provide written or verbal feedback on applications.

## ***When will I know the status of my adjudication?***

Due to the individualized nature of the adjudication and matching processes, Mitacs cannot provide timelines about application status. All candidates will be informed as to whether or not they have been shortlisted as soon as practicable.

## ***To what projects have I been shortlisted?***

To minimize applicant queries to host offices, Mitacs will not disclose the projects for which you have been selected. Not all candidates will be contacted for an interview by the host offices to which they have been put forward.

## Candidate interviews

### ***How can I prepare for an interview with a host office?***

The interview is the opportunity to learn more about the host office project; prospective fellows who are contacted for an interview(s) should thoroughly review or request a copy of the project description of the host office, prepare to discuss how their expertise relates to policy, and prepare any questions they may have about the project. Depending on prior progress, dedicated resources, or awareness of a project, a varying degree of ambiguity and flexibility may be inherent to a project. Applicants should be prepared to gauge how these factors may influence the state of a project and determine whether they are prepared to balance any uncertainty through their broader interests and goals for the fellowship. Candidates should treat the interview process as they would any professional interview. As each host department has their own HR processes, the interview process will vary from host to host.

### ***Does Mitacs pay for travel costs for interviews?***

Travel is not required for interviews, as they can be conducted remotely.

### ***After the interview process, do I have a say in where I am placed?***

No, final project matching is a joint decision between the host office and Mitacs (see Matching Process below). Final candidates can withdraw from the competition if they no longer wish to be considered for a project.

## Matching of fellows (June)

### ***Who is responsible for the employment agreement?***

The host office is responsible for the administration of the fellowship employment agreement, including the fellow salary and any benefits. Fellows are responsible for negotiating the employment agreement directly with the host office. Mitacs does not participate in the negotiation of the individual agreements.

### ***Does Mitacs cover the costs of relocation?***

No. Successfully matched fellows are responsible for relocation arrangements and costs at their discretion. Fellowship salaries consider the associated costs of relocation.

### ***What should I do if I have been matched to a fellowship project but have scheduled my PhD defense in September?***

Fellows should inform their host office of dissertation defense and/or convocation dates, as well as any required leave that may delay or disrupt the start date of the fellowship.

***I have been matched to a host project but am not sure I can participate in fellowship.***

Successfully matched fellows should communicate any impediments to their full participation to Mitacs as soon as possible. Should you choose to not accept the fellowship, it may still be possible for Mitacs to provide an alternative match to the host office.

