### **Mitacs Research Agreement with Institution – Terms of Engagement**

**This document outlines the expectations and commitments between Mass Culture and [Institution Name] regarding the Mitacs internship. By signing below, [Institution Name] acknowledges and agrees to the following terms:**

1. **Funds Transfer**The institution must ensure that the funds for the Mitacs internship are deposited into Mass Culture’s bank account on time. Mass Culture will only process invoices to Mitacs once these funds are received.
2. **Fee Schedule Compliance**It is critical to maintain an accurate and timely fee schedule to ensure the Mitacs researcher is paid promptly. In line with Mass Culture’s [guiding principle](https://massculture.ca/about/) on decent work, we cannot engage with institutions that are unable to meet these financial deadlines.
3. **Researcher Support**It is understood that the Mitacs researcher will have ongoing support from an academic supervisor, with regularly scheduled meetings to ensure proper guidance throughout their research process.
4. **Researcher’s Interests**The research conducted by the Mitacs researcher is their own work and must align with their research interests, supporting their career trajectory and development.
5. **Research Sharing**As part of this agreement, the Mitacs researcher will share their research findings with Mass Culture’s network (the arts community) at least once during or upon completion of the research process. Mass Culture will work closely with the researcher to ensure that the research is delivered in a way that is accessible, engaging, and relevant to the arts sector.
6. **Collaboration with Mass Culture’s Research Working Group**The Mitacs researcher will convene at least twice with Mass Culture’s Research Working Group during the research process. This collaboration will allow both Mass Culture and the researcher to understand the research’s intended impact and relevance to the arts sector.
7. **Timelines & Ethics Approval**We understand that the Research Ethics Board (REB) process may cause delays. However, we trust that all necessary preparations have been made to minimize any disruption to the research timeline.
8. **Scope of Internship Activities**The Mitacs internship activities will focus solely on the research process, attendance at research meetings, and sharing/presenting findings to the arts sector. Any activities outside this scope, such as project management or fundraising, fall outside the parameters of this agreement. If such activities occur, Mass Culture assumes that the Mitacs researcher has received prior agreement and fair compensation for these tasks outside of the Mitacs internship.
9. **Termination of Workplan**Should the workplan need to be terminated for any reason, Mass Culture will have permission to share the learnings and insights from the research process. This ensures that valuable insights are still shared, even if the project concludes early.
10. **Grievances**We understand that the institution has its own HR processes in place to handle grievances. We will honour those processes; however, should a grievance be brought to Mass Culture from the Mitacs researcher, we will address and act accordingly in alignment with our internal policies.

**By signing below, [Institution Name] agrees to the terms outlined above and acknowledges their understanding and commitment to these terms.**

**Institution Representative Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mass Culture Representative Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_