

# VI ERI/Mitacs BSI Timeline Checklist for MBA Employers

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## APPROVAL ONE: VIU MBA TEAM

- Submit VI ERI Internship Application** to [MBASIntern@viu.ca](mailto:MBASIntern@viu.ca)
- Receive** email regarding funding decision

**ORGANIZATION IS NOW APPROVED BY THE VIU MBA TEAM**

## INTERVIEW & SELECT AN INTERN

- Receive posting applications from students (If funding approved)
- Carry out hiring process
- Inform VI ERI team of successful candidate

## APPROVAL TWO: VIU ORSCA

- Assist successful candidate with completion of the Mitacs Business Strategy Internship proposal form
- Await ORSCA approval email from Cynthia Lange
  - ORSCA review time: approximately 1 week*

**STUDENT'S PROPOSAL ARE NOW APPROVED BY VIU ORSCA**

## APPROVAL THREE: MITACS

- Receive email invitation** from student/Mitacs to register in Mitacs RAP portal
- Register in Mitacs RAP portal** as instructed & enter partner organization information
- Sign off on successful candidate's proposal** in Mitacs RAP portal
  - You will receive an email from Mitacs letting you know you've been invited.*
  - You will see the project listed with a "Ready for Sign Off" status. Please note that you may not be able to sign off right away, even if you see this status, as a student may still be in the process of completing their application.*
  - If you see a project listed with a "Draft" status, it is not yet ready for you to sign off on it. Please check back later to for the change in status.*
  - You will receive an email from Mitacs letting you know when the application has been submitted.*
- Await Mitacs Outcome Letter notification email** from Mitacs (via Mariam Ladha).
  - Mitacs review time: approximately 1-2 weeks*
- Receive invoice from Mitacs for \$2500 contribution towards student remuneration (invoice will arrive **prior** to proposal being approved by Mitacs)
- Remit \$2500 to Mitacs

**STUDENT'S PROPOSAL IS NOW APPROVED BY MITACS**

## VIU MBA INTERNSHIP TEAM SIGN OFF

- Confirm official start date** with student
  - Student will update appropriate VIU systems with official start date.*
- Sign** Vancouver Island University Internship Work Term Agreement
- Receive call** from VIU MBA internship work-integrated learning faculty member to discuss remote-work requirements

**STUDENT'S INTERNSHIP IS NOW FULLY APPROVED AND INTERN MAY START**