

INSTRUCTIONS

- Please make sure you are using the latest version of this form posted on **www.mitacs.ca/en/programs/accelerate/apply-now**
- Please do not modify or reformat this form in any way. A modified form will result in a delay in the internship evaluation process.
- Detailed information on how to write your proposal can be found [here](#).
- Send your draft proposal to your Mitacs Business Development Representative **prior** to obtaining all signatures and submitting.
- The proposal should be written and submitted **at least eight (8) weeks prior to the planned start date of the internship**.
- The start date of the internship has to be **after** scientific approval and the **receipt** of the partner funds at Mitacs.
- Partner funds can be sent directly to Mitacs prior to approval to expedite the process or upon approval.
- If applicable, proposals with a not-for-profit partner must seek partner and project eligibility approval before proceeding. Please submit a [pre-assessment](#) form **BEFORE** submitting your application (see section 2.7).
- If applicable, [conflict of interest declarations](#) must be received by Mitacs **before** submitting your application (see section 4.1/4.3).
- If you cannot see the items listed in the drop downs, please refer to the Appendix A: Options and type the corresponding answer on the space provided.

Please note:

If required, your **Mitacs Business Development Representative** can assist you with:

- Identifying your Office of Research Services (ORS) representative.
- Facilitating non-disclosure agreements or intellectual property arrangements.
- Assessing the eligibility and completeness of the proposed research.

APPLICATION CHECKLIST

A complete internship application package must include the following :

- The proposal application **completed and signed** by all parties. The memorandum (see Section 7) with signatures must be submitted as a scanned PDF file.
- List of six external experts, arms-length reviewers and their contact information
- Intern(s) CV (a [CV template](#) is available on the Mitacs website)
- Excel budget if this is an Accelerate cluster proposal
- Any supplementary documents (as applicable)

*** An incomplete application or a modified form will result in a delay in the internship evaluation process.**

For more information, contact a **Business Development representative**
(www.mitacs.ca/en/contact-us/business-development).

Mitacs Accelerate Proposal Application

1. Research Proposal Summary

1. Title of project:	Transforming Wheelchair Accessibility in Airports with a Mobile App		
2. Type of project: Please indicate (x)	<input checked="" type="checkbox"/> Standard		
	<input type="checkbox"/> Cluster (minimum of 6 internships and 3 interns)		
3. Number of Internship units:	1		
4. Keywords to identify reviewers: (3-10 specific keywords; 50% technically related, 50% discipline-related)	Accessibility; airports; mobile app; mobility; inclusive design		
5. Academic discipline:	Digital Media		
6. Project priority sectors: Please rank up to three top priority sector(s) of your project:	1st Priority Sector	2nd Priority Sector	3rd Priority Sector
	1	2	3
7. Project purpose: Please indicate (x) the advancement you want to achieve with this internship	<input type="checkbox"/> Creation of new materials, devices, or products		
	<input type="checkbox"/> Creation of new processes or services		
	<input type="checkbox"/> Improvement of existing materials, devices, or products		
	<input checked="" type="checkbox"/> Improvement of existing processes or services		

8. List of participants:

Supervisor(s)	Department	University	
Alex Ferworn	Digital Media, Yeates Graduate Studies	Ryerson	
Partner organization(s)	Contact name at partner organization	Province of organization	Partner Legal Status
Savaria Corporation	John Doe	Ontario	For Profit Canadian Public Corporation
			Select Legal Status

of many public discussions of the need for more effective wheelchair services in airports, highlighting the real outcomes of a disabled person having to choose between waiting for service or attempting to catch their flight, risking bodily harm. The implementation of this project will facilitate the reduction of such scenarios by allowing a customer to plan and book their mobility options within the airport before and after their flight, as well as, during connections when time is crucial for the traveller.

The development of mobility/accessibility apps, like “WheelMate” and “Wheelmap.org ” focused on informing those with accessibility needs of the specific accommodations of businesses within urban areas is on the rise. These often have a user-generated, social element to them that make the applications interactive and the information more reliable. A less number of mobile apps which offer a personal reservation service, much like a car rental service, can be found. During our research period, no existing app specifically geared toward improving accessibility to mobility services within airports could be found despite the obvious need.

However, evidence of a “one-stop shop” pilot program at the Trudeau Airport, Montreal is mentioned in Pearson Airport VP Predicted... an article by CBC Investigates which looks into the issue of wheelchair access and highlights the “gaps” which exist in the service in terms of proper staff training, company accountability and responsibility, and other pertinent issues. The program was considered “successful” but future and wider implementation will require full buy-in from all the stakeholders, especially from the airlines. Similarly, this will be a necessity for our specific project, though the existence of this effort to centralize the services implies the future support from the GTAA customer and terminal services for our product.

4. **General objective** of the research project broken down into sub-objectives, activities, themes, or subprojects, as applicable:

The project will involve researching UI/UX practices as well as the technological components involved in developing an app (deciding on the hosting service and the programming language). It will also involve researching the current ways in which wheelchairs move throughout the airport. The objective would be to gain in-depth knowledge of the airport’s accessibility issues. A secondary objective involves creating and maintaining relationships with airport management. This will help designing the application as well as launching it.

5. Details of internships or subprojects: TO COMPLETE

For each intern or subproject, provide the following mandatory information:

- a. **Name**
Leslie Feist
- b. **Specific objectives of the internship or subproject.**
Create a mobile application to increase accessibility in airports (Toronto Pearson Airport)
- c. **Methodologies.** Provide enough detail so reviewers can determine if the proposed methodology is appropriate and sufficient to achieve the [sub-] objectives.

- d. **Timeline.** We suggest using a Gantt chart to provide a timeline showing which task will be done when to achieve each objective. 6–10 weeks (Requirement analysis, UX/UI designing, Coding, Testing and modifications, Launching)
- e. **Expected deliverables.** Please describe the expected deliverables of the project (including the submission of a completed Mitacs Final Report and Mitacs survey at the end of the project).
- f. **Benefit to the intern.**
Fame and fortune
- g. **Interaction.** Indicate the percentage (%) of time during the project that the intern will spend on-site at the partner's location. The expected minimum interaction is 50%, if different, please include a **justification**.
% of partner interaction: 50 % + % of academic interaction: 50 % = 100%
- h. **Justification** of interaction (if applicable).
- i. **Partner Interaction.** Indicate what activities will be performed on-site at the partner organization.
- Weekly progress business meetings
 - Wireframe design for mobile application

6. Relevance to the partner organization and to Canada:

The partner organization will provide insight into the accessibility industry. As industry leaders in North America, they will contribute to the mobile applications development and design.

7. Project economic orientation (if applicable):

The project is a for-profit endeavour.

8. Relationship (if any) to past/other Mitacs Accelerate internships, Mitacs Elevate fellowships, or current applications in submission to any Mitacs program:

None

9. References:

John Appleseed (416-321-3231)

Justin Trudeau (416-434-4394)

3. Declarations

1. Will the proposed research be taking place outside of the lab or normal business environment?

Yes___ No X

If yes, please complete the following section to indicate what (if any) impact there may be on the environment.

- a) Main characteristics of the location (i.e. physical description & coordinates).
- b) Principal activity(ies): for each activity, list the environmental elements affected.
- a) Are authorizations, permits, or licenses required to undertake any activity during the internship?
Yes___ No___

If **yes**, please list and include copies with your application.

2. **Does the proposed research involve living human subjects (including conducting interviews) or human remains, cadavers, tissues, biological fluids, embryos, or fetuses?**

Yes___ No X

If **yes**, the proposal must be approved by the participating University Research Ethics Board, and a valid Ethics approval is required for the duration of the research project. Access to funding may be denied for projects that do not have ethical approval.

Please note: Mitacs may request a copy of the report to ensure compliance.

1. **Does the proposed research involve animal subjects?**

Yes___ No X

If **yes**, the proposal must be approved by the participating University Animal Care Committee, and a valid approval from the committee is required for the duration of the research project.

Please note: Mitacs may request a copy of the report to ensure compliance.

1. **Is a biohazards review required?**

Yes___ No X

If **yes**, the necessary review/report must be conducted in accordance with your university's policies, and a valid biohazards approval is required for the duration of the research project.

Please note: Mitacs may request a copy of the report to ensure compliance.

3. **Have any participants declared a Conflict of Interest (COI) as part of this application?**

Yes___ No X

If **yes**, please attach the signed conflict resolution letter.

1. **How did the participants first hear about Mitacs?**

Please mark with (x)

Notification from your university department or at the university (bulletin board posting, email communication, newsletter, university website)	<input type="checkbox"/>	From the university's graduate studies offices	X
From a representative at the sponsor company	<input type="checkbox"/>	From a professor at the university	<input type="checkbox"/>
Notification from Mitacs (e-mail newsletter, social media)	<input type="checkbox"/>	From a Mitacs representative	<input type="checkbox"/>
Other (please describe):			

4. Participants

Duplicate relevant section(s) as needed for multiple interns or supervisors.

4.1. Academic supervisor:

Name:	Alex Ferworn
University:	Ryerson
Department:	Digital Media, Graduate Studies
Address (at university):	350 Victoria Street
City, Province:	Toronto, Ontario
Postal code:	M5B 2K3
Phone:	416 979 5000
Email:	alexferworn@ryerson.ca

4.1.1. Is the academic supervisor**:

An owner or a co-owner of the partner organization:

Yes___ No X

A relative of an owner or co-owner of the partner organization:

Yes___ No X

An employee of and/or a participant in the day-to-day management of the partner organization:

Yes___ No X

If yes to any of the above, please click here to complete the **Conflict of Interest Declaration** and send it to accelerate@mitacs.ca **BEFORE** submitting your application.

For any additional academic supervisors copy and paste Section 4.1. below:

4.2. Partner organization:

Legal name:	Savaria Corporation
Operating name (if different):	
Contact name:	John Doe
Position:	Vice President of Marketing
Department:	Executive
Address:	5439 Lawrence Street
City, Province:	Toronto, Ontario
Postal code:	M5J 0J3
Phone:	416 748 2940
Email:	johnthaniel_doe@savaria.com

Website:	savaria.com
Partner size (number of employees):	500 and higher
Legal status:	For Profit Canadian Public Corporation

4.2.1. NAICS Code (First three digits): 624 - Social Assistance

[Click here for a list of North American Industry Classification System codes.](#)

For any additional partner organization copy and paste Section 4.2. below:

4.3. Intern(s) identified:

4.3.1. Intern #1 information

Name:	Leslie Feist
Degree program during internship (masters/PhD/PDF):	Master of Digital Media
Expected year of graduation:	2016
If PDF, indicate mm/yy PhD received:	
University:	Ryerson
Department:	Yeates School of Graduate Studies
Address at university:	350 Victoria Street
City, Province:	Toronto, Ontario
Postal code:	M48 K3K
Phone:	416-4643-5431
University email:	lesliefeist@ryerson.ca
Alternate email:	lesliefeisty@gmail.com
Citizenship:	Canadian
Gender:	Female

4.3.2. Conflict of interest. Is the intern:

An owner or a co-owner of the partner organization:

Yes___ No X

A relative of an owner or co-owner of the partner organization:

Yes___ No X

An employee of and/or a participant in the day-to-day management of the partner organization:

Yes___ No X

If yes to any of the above, please [click here](#) to complete the **Conflict of Interest Declaration** and send it to accelerate@mitacs.ca **BEFORE** submitting your application.

4.3.3. Demographic information. *OPTIONAL*

Please indicate (x) if you are:

Francophone:	<input type="checkbox"/>	A person with a disability:	<input type="checkbox"/>
Aboriginal:	<input checked="" type="checkbox"/>	First in your family to attend university:	<input checked="" type="checkbox"/>

Social Media: Please provide usernames if you wish to connect with Mitacs by social media:

LinkedIn:	linkedin.com/lesliefeist
Twitter:	@1234Ideclareathumbwar
Facebook:	Leslie Feist

For any additional interns copy and paste Section 4.3. below:

4.4. Intern(s) to be determined (TBD):

TBD#1

Degree program during internship (Master's, PhD, PDF):	Masters
University:	Ryerson
Department:	Yeates School of Graduate Studies

For any additional TBD interns, copy and paste Section 4.4. below:

5. Funding, Budget and Invoicing

- For **Accelerate standard** projects, please complete sections 5.1 to 5.4.
- For **Accelerate cluster** projects involving a minimum of three (3) interns, at least six (6) four-month internship units, and a minimum of one (1) eligible partner, please complete section **5.3** and **5.4**.only AND the Accelerate Cluster Budget Excel spreadsheet.

1. Funding summary

For each four-month internship unit, the partner must contribute \$7,500* and Mitacs will match with \$7,500.

Source	Number of Internships	Amount (Number of internships* x \$7,500)
Total Mitacs contribution (\$7,500 per internship)	1	\$7,500
Total Partner contribution* (\$7,500 per internship)		\$7,500
Total project award (\$15,000 per internship)	1	\$15,000

* The partner's contribution is subject to tax.

2. Budget

For each four-month internship unit, the intern stipend must be a minimum of \$10,000 and the research costs must be a maximum of \$5,000.

5.2.1. Stipend expenses – details per internship unit (add extra table lines as needed)

Academic Supervisor Name	Intern Name	Estimated Start date (Month, Year)	Stipend Amount (min. \$10,000 per internship unit)
Alex Ferworn	Leslie Feist	June, 2017	\$15,000
Total Stipend (A):			\$15,000

5.2.2. Research costs, e.g. equipment, travel, conference (add extra table lines as needed).

Research Costs	Value
1. Equipment	\$1,000
2. Travel	\$1,500
3. Conference	\$2,000
Total research costs (B) - which cannot exceed \$5,000 per internship unit:	\$4,500

Total expenses [(A + B) = total project award]	\$19,500
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3. Additional resources

Please indicate if the partner will provide the intern with any of the following additional resources and indicate their estimated value:

Additional resources	Amount
Office supplies / stationery	\$200

Use of equipment or specialized equipment	\$250
Access to relevant company material, personnel	\$150
Industrial partner supervision	\$0
Other, please specify:	\$0

4. Invoicing Partner funds

Please describe any applicable **invoicing requirements** (vendor setup, PO, etc.):

Invoicing contact name:	John Doe
Email:	johndoe@savaria.ca

<input checked="" type="checkbox"/>
<input type="checkbox"/>

Address same as filled in Section 4.2.

If invoicing address different than Section 4.2, please fill out the following:

Legal name:	
Address:	
City, Province:	
Postal code:	
Phone:	
Email:	

Please note: Partner contributions must be received by Mitacs BEFORE any funds are awarded to the university. Costs can only be incurred after scientific approval of the proposal and the receipt of the partner funds at Mitacs.

Have these funds been leveraged against other federal or provincial programs?

Yes___ No__x_

If yes, please provide details:

4.1. Were partner funds sent, as an exception, to the university:

Yes___ No__x_ **If yes** please confirm that:

a) Is there a research agreement in place with the university that governs the use of these partner funds?

Yes___ No___

If yes please speak with your BD representative, fill out the *confirmation of transfer of partner funds document*, and submit that document with your completed application

b) ORS/UILO agrees to send these funds to Mitacs

Yes__x_ No___

University account number:	500895069
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c) The partner agrees by signing this application that the funds can be forwarded

Yes No

Name of the consenting partner representative	JD
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d) University contact to receive Mitacs invoice

Name:	Alex Ferworn
Department:	Yeates Graduate Students
Email:	aferworn@ryeron.ca

a)

e) Is the GST or HST, and QST (if applicable) to be included with invoice to university?

Yes No

If no, tax(es) will be invoiced directly to the industry partner.

5.4.2. Payment options

Please select (x) the preferred payment option:

Full project payment: One invoice for full project contribution to be paid in full on receipt (x)

Installments: If you choose to be invoiced in installments, please note that an installment schedule will be created by Mitacs staff and up to three invoices per year will be sent to your attention 60 days before the start date of the first internship of the installment ()

- Invoices will be issued for a minimum of one internship unit (\$7,500 for an Accelerate Standard project OR \$6,000 for an Accelerate Cluster project) and must be paid in full, partial payments of invoices will not be accepted.
- The partner's contribution is subject to tax.

6. Suggested Reviewers

Please provide the names and contact information of at least **SIX (6) arms-length** reviewers.

An arms-length reviewer must:

- Be a recognized expert in the research topics and technical aspects covered by the proposal;
- NOT be from the same university as the intern(s) or the academic supervisor(s); and
- NOT have had any collaboration with the intern(s) or the academic supervisor(s) or the partner(s) during the past five (5) years or planned for the near future.

Please note that neglecting to suggest reviewers who qualify as arms-length will delay the review of your application.

Reviewer 1:

Name:	John Smith
University:	Carleton University
Department:	Engineering and Design
Email:	johnsmith@carleton.ca

Reviewer 2:

Name:	Katie Woodstock
University:	Lakehead University
Department:	Nursing
Email:	kwoodstock@lakehead.ca

Reviewer 3:

Name:	Jamie Oliver
University:	George Brown College
Department:	Cooking and Wheelchair Accessibility
Email:	jamieoliver@food.com

Reviewer 4:

Name:	Kristie McLean
University:	Phoenix Online University
Department:	Computer science
Email:	Kraziekristie@hotmail.ca

Reviewer 5:

Name:	Jason Youngers
University:	University of British Columbia
Department:	Engineering
Email:	jasonyoungers@ubc.ca

Reviewer 6:

Name:	Julie Brown
University:	OCAD
Department:	Liberal Arts & Sciences
Email:	juliebrown@ocad.ca

Potential competing interest. *OPTIONAL*

Include potential reviewers whom Mitacs should **not** contact due to a potential competing interest in the proposed research.

Name:	Karl Wolfe
University / Research Group:	Miami University

Name:	Alison Rawls
University / Research Group:	George Mason University

7. Mitacs Accelerate Memorandum

The participants listed below confirm that the information presented accurately reflects their intention to apply to the Mitacs Accelerate program. The participants have also agreed to set in place an internship based upon the attached proposal. It is understood that the partner organization contribution shall be provided to Mitacs Inc. prior to commencement of the internship; in the event that the sponsor organization funds are at the university, the university shall forward these funds to Mitacs. Upon scientific approval, Mitacs shall forward the funds to the university as a research grant to the supervising professor, and the internship stipend will be paid to the student by the university from the grant. Costs associated with this proposal as outlined in the budget can only be incurred after scientific approval of the proposal.

Mitacs is unable to assume liability for any losses including—but not limited to—accidents, illness, travel, or other losses that may occur during the internship period. All undersigned parties agree that they are responsible for ensuring that they have appropriate insurance and meet any university policies regarding health, safety, and travel preparation requirements. All parties also agree that the intern will provide Mitacs with a final report and that all participants will complete an exit survey within one month of project completion.

All parties involved with Mitacs Accelerate are bound by the standard intellectual property (IP) terms of the university where the intern is enrolled; except where intellectual property is covered by separate agreements to which the university and the sponsor organization are parties and that are active during the dates of the internship. By signing this memorandum, you are acknowledging that you agree to the terms of the university where the intern is enrolled. University-specific IP policies regarding Accelerate internships can be found at [Accelerate Policies and Procedures](#).

The participants listed below agree that Mitacs can disclose the provided personal information included in this proposal (e-mail, LinkedIn, Twitter, Facebook, etc.) to the program's funding partners and that Mitacs can use them for the purpose of communication and to evaluate the program and its outcomes during and after participants' program tenure. The participants also agree that Mitacs will post the title of the project, the public project overview, the name of the partner(s) organization(s), the name of the intern(s), the name of supervisor(s) and the involved university on www.mitacs.ca/en/projects and may be used by Mitacs to publicize Mitacs Accelerate. Mitacs Privacy Policy can be found at www.mitacs.ca/en/privacy-policy.

Internship participants (intern, supervising professor, and partner) further agree to the following addendum(s):

Mitacs does not require, inspect, or enforce any additional terms as outlined by participants in the above addendum.

7.1. Title of the Project:

Transforming Wheelchair Accessibility in Airports with a Mobile App

7.2. Public Project Overview:

Using simplified language understandable to a layperson; provide a general, one-paragraph description of the proposed research project to be undertaken by the intern(s) as well as the expected benefit to the partner organization. (100 - 150 words)

This project aims to develop a mobile application to facilitate the consignment and service of wheelchairs at Airports. Beginning with Toronto Pearson, this mobile application aims to streamline information between all parties involved with wheelchairs at the airport including passengers, airport staff and airline staff. With a mobile application, passengers with disabilities will be able check in and get their wheelchair right away. Airport and airline staff will be notified about a passengers arrival in order to better deliver wheelchairs.

7.3. Participant Signatures:

Please sign, scan and save in PDF format

Intern:

Name:	Leslie Feist	
Department:	Yeates School of Graduate Studies	
University:	Ryerson	
Signature:	LS	Date: February 23rd, 2017

Academic Supervisor:

Name:	Alex Ferworn	
Department:	Yeates School of Graduate Studies	
University:	Ryerson	
Signature:	AF	Date: February 23rd, 2017

Partner Organization:

Name:	John Doe	
Department:		
Title/Position:	VP of Marketing	
Organization:	Savaria	
Signature:	JD	Date: February 23rd, 2017

University Office of Research Services Representative:

Name:	Kristen Towl	
Title/Position:	Secretary of Finance	
University:	Ryerson	
Signature:	KT	Date: February 23rd, 2017

For any additional participants include corresponding details and signature line below:

Appendix A

Please delete if not applicable

Drop Down - Options

Please refer to the drop down of the section, and type the corresponding answer on the space provided.

1.5. Academic discipline:

- Business
- Computer Science
- Earth Sciences
- Engineering
- Life Sciences
- Mathematical
- Sciences Social Sciences, Arts & Humanities
- Physical Sciences

1.6. Project priority sectors:

- | | | |
|--------------------------|--|--|
| - Aboriginal Affairs | - Entertainment & Media | - Natural Resources |
| - Advanced Manufacturing | - Environmental Science & Technology | - New & Digital Media |
| - Aerospace | - Finance & Insurance | - Ocean Tech |
| - Agriculture & Food | - Forestry | - Oil & Gas |
| - Aquaculture & Fishing | - Green/Alternative Energy | - Pharmaceuticals |
| - Automotive | - Health and Related Sciences & Technology | - Public Service, Policy, & Governance |
| - Biotechnology | - Information & Communications Technology | - Sustainability & the Environment |
| - Clean Technology | - Life Sciences (not health) | - Technology |
| - Commercial Services | - Manufacturing & Construction | - Tourism |
| - Construction | - Mining | - Transportation |
| - Education | - Nanotechnology | - Water |
| - Energy & Utilities | - Natural Gas | - Other (please describe) |

1.8. List of Participants:

Partner Legal Status:

- For Profit Canadian Private Corporation
- Crown Corporation
- Not for Profit Canadian Corporation

4.2. Partner organization:

Partner size (No. employees):

- 1 to 49
- 50 to 99
- 100 to 499

- 500 and higher

Legal status:

- For Profit Canadian Private Corporation
- Crown Corporation
- Not for Profit Canadian Corporation

4.3. Intern(s) identified:

4.3.1. Citizenship:

- Canadian:
- Permanent Resident:
- Foreign:

Gender

- Female
- Male