Banting Postdoctoral Fellowship Applications Sponsored by McGill
Responsibilities and Procedures for Completing Applications

This document outlines the major elements of the fellowship competition and the responsibilities of the applicants, proposed supervisors, Units, Faculties and Graduate and Postdoctoral Studies (GPS) in the application process.

Fellowship Overview

Announced in the 2010 Federal Budget and officially launched on July 6, 2010, the objective of the Banting Postdoctoral Fellowships program is to attract and retain top-tier postdoctoral talent, both nationally and internationally, to develop their leadership potential and to position them for success as research leaders of tomorrow, positively contributing to Canada's economic, social and research-based growth through leadership in a research-intensive career. Canadian and international candidates are eligible to apply for a Banting Postdoctoral Fellowship.

Prospective candidates wishing to apply for a Banting Postdoctoral Fellowship must do so in close collaboration with the host institution at which they seek to conduct their postdoctoral training. In light of the small number of awards in the program, and the demands of both the application process and the review process, institutions have been asked to be highly selective in the applicants they endorse, as Banting Postdoctoral Fellowships will ultimately be awarded to an elite group of researchers who have demonstrated both research excellence and leadership, and synergy with the institution's strategic plans. Once in full operation, this program will support 140 successful international and Canadian awardees with highly prestigious fellowships. Banting Postdoctoral Fellowships awards *must* be taken up and held at the host institution that provided the initial endorsement.

Unique Application Requirements:

The Banting Postdoctoral Fellowships Program is distinguished from existing postdoctoral fellowships programs by its emphasis on:

- The synergy between an applicant's individual merit and potential to launch a successful research-intensive career; and

- The host institution's commitment to the research program and alignment with the institution's strategic priorities. An application to the Banting Postdoctoral Fellowships Program must be completed in full collaboration with the proposed host institution.

(Please consult the (Banting Postdoctoral Fellowship) for full details)

Program Details:

- 70 new two-year fellowships will be awarded annually.

- The value is $70,000 per year (taxable) for two years; award must begin no earlier than 01 April and no later than 01 October following the application year. The fellowships are tenable **ONLY** at the institution that supported the original application for the program.

- These fellowships are for **new recruits**, who have obtained their PhD, PhD-equivalent or health professional degree *from universities other than McGill*. While it is not impossible for a McGill graduate to apply for a Banting Fellowship to be held at McGill, a solid justification – related, for

example, to availability of highly unique equipment – will be an absolute requirement. Such special circumstances are expected to be exceptionally rare in the context of the Banting Postdoctoral Fellowships Program.

Without exception, Banting Postdoctoral Fellowships:

- are tenable **only** at the institution which supported the original application for the program
- must be taken up no earlier than April 1 and no later than October 1 following the year of application
- are for two years (non-renewable)
- can only be held once in a lifetime

Eligibility Window (2014–15)

No exceptions will be allowed for these eligibility criteria other than those listed below:

- Applicants to the 2014–15 Banting Postdoctoral Fellowships program must fulfill or have fulfilled all degree requirements for a PhD, PhD-equivalent or health professional degree before the start date of their award and:
- On a date within the eligibility window of September 24, 2011 through August 15, 2015. Applicants who have not fulfilled all requirements for their degree at the time of application must do so prior to August 15, 2015 and submit proof no later than September 1, 2015. Applicants who do not submit such proof will be automatically withdrawn from the competition.
- The window of eligibility can be extended if the applicant had their career interrupted or delayed for the purpose of childrearing, illness, or health-related family responsibilities. The interruption(s)/delay(s) in the applicant's career must have occurred after the applicant fulfilled all the requirements of his/her degree. Note that the eligibility window will only be extended by the duration of the delay(s)/interruption(s), **to a maximum of 2 years.**
- Additionally, for health professionals who have engaged in post-degree non-research related clinical training (i.e. residency) - the eligibility window can be extended by the duration of the training **to a maximum of 2 years**.
- Justification for extensions must be provided in the Special Circumstances attachment.
- "Fulfilled all requirements of the degree" refers to the date that the applicant completed all the steps required for obtaining their degree. Although these requirements may vary by institution and degree type, they normally include thesis defence corrections and final thesis deposition. It is **not** the convocation date.

Other eligibility restrictions

Responsibilities and Procedures for Applications Sponsored by McGill

"Applicant" refers to the proposed postdoctoral fellow.

"Supervisor" refers to the proposed supervisor.

"Unit" refers to the supervisor's McGill Department/Unit/School/Institute/Centre with responsibility for postdocs.

"Postdoctoral Administrator" refers to the staff person in the Unit dealing with postdoctoral registration.

"Director of Postdoctoral Affairs" refers to the faculty member in the Unit who is responsible for academic oversight of postdoctoral fellowship applications and for drafting of institutional professional development and research environment statements. This person may be the Chair/Director or another designated faculty member.

"GPS" refers to McGill Graduate and Postdoctoral Studies

Overview of Internal Process

From now until September 8, 2014: Units will identify applicants and sponsoring supervisors; identify a faculty member (Director of Postdoctoral Affairs) and administrator (person currently handling postdoc registration) to oversee/assist with preparation and processing of applications in the Unit; review and identify outstanding applications to endorse for GPS Institutional Review, and provide documents for applicant to submit as specified by the Faculty. **Sponsoring supervisors and/or Units are expected to work closely with the applicants to ensure the best possible submissions.**

Faculties will undertake their own Internal Review, select and submit recommended applicants to GPS by September 8, 2014 and notify applicants of the outcome of the faculty internal review.

September 8 - September 19, 2014: GPS adjudication and selection of final nominated applicants.

September 22 - 23, 2014: GPS will undertake the drafting of the institutional endorsement letters and send them electronically to nominated applicants for submission on ResearchNet.

September 24, 2014: Deadline for nominated applicant to submit the complete application, including institutional components, through ResearchNet.

Applicant's Responsibilities

Before beginning your application please read the Application guide carefully. You should also consider the [Selection committee guide](), which lists the three evaluation criteria and has useful information on how the criteria are evaluated. The Banting Postdoctoral Fellowships selection committee is a multidisciplinary committee, and applications should be written with a non-specialist research audience in mind. Please refer to the Banting Postdoctoral [Application Guide]() before starting:

(Consult the Banting web pages for details on applying) [APPLICATION GUIDE]()

- Familiarize self with eligibility requirements ([Banting Postdoctoral Fellowship Eligibilty Requirements](#)).

- Obtain agreement from a supervisor to sponsor the application.

- Register for access to [ResearchNet](#) and to the [Canadian Common CV](#) site.

- Become familiar with all the components of the application and the guidelines/process for their completion.

- Complete the applicable sections of the application form on ResearchNet in close consultation with the proposed supervisor. Ensure that someone has edited/proofread the application.

- Consult with the supervisor and the academic Unit on procedures for completion of the faculty letter of endorsement, the section on Research Environment, and the section on Professional Development for the application – *procedures will vary with the Unit and Faculty*. Provide an electronic copy of the application and any other documents to the Unit or Faculty according to their internal procedures and deadlines.

- Provision of the University's endorsement is not automatic. These fellowships are highly competitive and prestigious; award winners are selected according to criteria beyond the typical postdoctoral fellowship competition. An Institutional Review will be conducted to select the applications that McGill will endorse for final submission. ***Consult the table on the last page of this document for Faculty-specific contact information for Internal Faculty Review by the deadline determined by each Faculty.*** Applicants and Units will be informed of the decision of the Review Committee.

- The signed Institutional Letter of Endorsement and final versions of any other Institutional components will be sent to you electronically if your application is selected to go forward. Make sure to upload these to ResearchNet to complete your application.

Endorsed applicants must ***submit their final applications to ResearchNet on or before the September 24, 2014 deadline.***

Supervisor's Responsibilities

(see [Banting home page](#) and [Information for Host Institutions](#)):

- Solicit/respond to eligible prospective postdoc(s) and agree to sponsor the application (see Program description for eligibility).

- Assist the postdoc in completing the application, particularly the research proposal, and provide careful editorial input.

- Provide guidance in the use of [ResearchNet](#) and the [Canadian Common CV](#) Prepare the Supervisor's Statement (Max 4 pages); see description below.

- Consult with the Postdoc Administrator, Chair, or Director of Postdoctoral Affairs in the Unit to be informed of the internal procedures for endorsing applications, for preparing the sections on Research Environment and Professional Development, for drafting the Faculty Letter of Endorsement, and for submitting the required materials for Institutional Review; communicate these procedures to the applicant – *procedures will vary with the Unit and the Unit's Faculty*. ***Consult the table on the last page of this document*** for contact details within your Faculty.

Accordingly, assist in completing the application and ensuring that the applicant follows the prescribed procedures by the specified deadline.

- Ensure that the applicant, if selected for endorsement by the Institutional Review process, uploads the Institutional Letter of Endorsement and other supporting documents to ResearchNet and submits the complete application by the final deadline of September 24, 2014.

- **All applications must go through the internal procedures specified by the applicant's respective Faculty. GPS will <u>not</u> accept applications forwarded by applicants/ supervisors/ unit chairs without Faculty-level review and endorsement.**

Responsibilities of the Unit Chair and/or designated Director of Postdoctoral Affairs

- Identify a faculty member, if other than the Chair, to serve as Director of Postdoctoral Affairs to coordinate the applications submitted through the Unit.

- Review the information for Host Institutions on the Banting Fellowships web site [Banting home page and Information for Host Institutions](#) .

- Encourage supervisors to solicit applications from excellent prospective candidates (not McGill graduates or current postdocs).

- Establish **internal procedures to select applicants** to endorse at the Unit level and for **submitting to Institutional Review according to Faculty-specific procedures by the deadline set by each faculty.**

The University's endorsement of applicants is not automatic. **Please be highly selective in those recommended by your Unit.** These fellowships are highly competitive and prestigious; award winners are selected according to criteria beyond the typical postdoctoral fellowship competition. The Faculty review Committee will select the applications to endorse for submission to GPS and will provide a signed Faculty Letter of Nomination.

- Inform the Postdoc Administrator and potential supervisors in the Unit of the internal procedures for processing and completing applications, and your Faculty's process for their Internal Review. Designate a person to respond to inquiries from applicants and supervisors.

- For Faculty and Institutional Review, draft or assist in drafting the following Institutional components according to Faculty-specific requirements:
    - Section on Research Environment (see details below)
    - Section on Professional Development (see details and GPS support below)
    - Prepare Faculty letter of nomination (see details below)

Provide required documents to the applicant, who will submit the application for Institutional Review by the deadline outlined on page 8 of this document. GPS will provide the signed Letter of Institutional Endorsement. All other final documents must be provided by the Unit.

Responsibilities of the Associate Deans (Graduate Studies) of Faculties

- Communicate with Units within the Faculty to encourage competitive applications.

- Communicate with Units to ensure establishment of internal mechanisms for processing applications, selecting applications, preparation of the Institutional components and submission for Faculty and Institutional Review according to Faculty-defined process.

Each faculty will conduct a **Faculty Review through an internal mechanism with direct submission of applications to the Faculty office. GPS will only accept applications forwarded from the Faculty-level.**

Responsibilities of Graduate and Postdoctoral Studies

- Provide a generic document to assist Units/supervisors/applicants in drafting the Professional Development statement. GPS will provide information on SKILLSETS workshops and other opportunities.

- Provide a signed copy of the Institutional Letter of Endorsement to the applicant before the deadline of September 24, 2014 to submit complete application on ResearchNet.

Details of Institutional letter (FOR INFORMATION ONLY)

NEW: Important changes for Institutional letter of endorsement (max 1 page will be provided by GPS). **This component of the application is for administrative use to determine eligibility of applicant to apply to the program and will not be sent to the Banting selection committee for review.**

- Describe the process by which your institution chose to endorse this applicant, including providing confirmation of agreement with the supervisor's statement of synergy between the institution's strategic priorities and applicant's proposed research program.
- Confirm the institution's commitment to gender equity and involvement of institutional equity officers (or equivalent) in the endorsement of the applicant.

Faculty letter of Nomination (2 pages): GPS requirement

This is an opportunity for the faculty to highlight its reasons for nominating the student for a Banting Postdoctoral Fellowship.

1. Rationale for the choice of candidate:
Highlight the factors used to determine why the applicant is deserving of McGill's endorsement for the Banting Postdoctoral Award and provide evidence of the following:
- the institution's strategic plan of the proposed research program
- institutional support for the proposed research program
- the institution's commitment to developing the research and leadership potential of the applicant
- positioning the candidate for leadership in a successful research-intensive career

2. Research training environment:

Briefly highlight the key elements of the research training environment, such as research facilities and opportunities available to the candidate; and explain how the research interests of the student align with the university's priorities.
.

3. Potential benefits to McGill University of recruiting the candidate:
Comment on the incremental benefit the candidate will bring to McGill if awarded a Banting Postdoctoral Fellowship (e.g., role model, networking, etc.).

4. Recruitment and student mobility:
Comment on how the university's endorsement of the candidate may help to promote the recruitment of new foreign or Canadian Postdoctoral candidates to McGill.

If the candidate has completed a previous degree within your university, provide an explanation as to why the university believes it is in the candidate's best interest to stay at the same university.

APPLICATION COMPONENTS:

Research environment (2 pages)

- Provide details concerning the applicant's proposed research environment. These details should clearly state the institution's commitment. Examples may include (but not limited to) funding (e.g. research related expenses), facilities/resources and personnel that will be available to support the applicant. (This section must be written by the Unit/Faculty designate in consultation with the supervisor).

Professional development (1 page)

- Describe the institution's commitment to the applicant's professional development, clearly indicating the resources and/or mentoring activities that are available through the institution to support career development. GPS has provided generic information on workshops (SKILLSETS) and other opportunities at the university level. Unit/Faculty designates should add specific opportunities at the Unit or Faculty level, including opportunities to disseminate research, etc.

- Specific information from the Banting application instructions: Describe the Institution's commitment to the applicant's professional development, clearly indicating the resources and/or mentoring activities that are available through the institution to support career development. These could include, but are not limited to: career counselling; training in preparation of grant proposals, publications and presentations; training in knowledge translation/mobilization; training in intellectual property; guidance on ways to improve teaching and mentoring skills; guidance on how to effectively collaborate with researchers and knowledge users from diverse backgrounds and disciplinary areas; and training in responsible professional practices.

Supervisor's statement (Max 4 pages)

- To be completed by the proposed supervisor.

- Provide evidence that the supervisor is well positioned to provide the required support to the applicant in relation to the research proposed.

- Supervisor's biography:

This section should include the supervisor's description of their academic and research background, and key contributions/accomplishments to date. A contribution is understood to be a publication, literary or artistic work, conference, patent or intellectual property right, contract or creative activity, commission, etc. A complete description may include the organization, position or activity type and description, from and to dates, and the basis on which this contribution is significant (i.e., relevance, target community and impact).

There must be a clear description of the fit between the research interests/background of the supervisor and candidate, and the anticipated mutual benefits.

- Institutional synergy:

Describe the University Strategic Plan and illustrate the synergy between these priorities and the applicant's proposed research program. Clearly justify the institution's endorsement of the applicant in light of the institution's strategic priorities and articulate how the institution and applicant will benefit from this engagement. This document will be used to assess the degree to which the institution is committed to the applicant, its capacity to enable the applicant to become a future leader in their chosen field and its potential to build upon the institution's strategic priorities.

This application element should speak directly to the following selection criteria:
  - Institutional commitment and demonstrated synergy between applicant and institutional strategic priorities

Faculty	Contact	Email	Telephone	Faculty-Deadline
Arts	Sarah Kaderabek	sarah.kaderabeck@mcgill.ca	(514) 398-4400 (x094822)	August 18, 2014
Dentistry	Maria Palumbo	Maria.palumbo2@mcgill.ca	(514) 398-6699	August 15, 2014
Schulich School of Music	Helene Drouin	helene.drouin@mcgill.ca	(514) 398-4469	September 2, 2014
Agricultural and Environm. Studies	Ian Strachan / Susan Gregus	ian.strachan@mcgill.ca / susan.gregus@mcgill.ca	(514) 398-7935	August 15, 2014
Religious Studies	Francesca Maniaci	francesca.maniaci@mcgill.ca	(514) 398-5693	September 2, 2014
Law	Alison Glaser	alison.glaser@mcgill.ca	(514) 398-4400 (X 00981)	August 1, 2014
Science	Vicky Kaspi	vkaspi@physics.mcgill.ca	(514) 398-8110	August 7, 2014
Education	Vanessa Bridgman	vanessa.bridgman@mcgil	(514) 398-	August 25, 2014

		l.ca		7040	
Medicine		gradadmin.med@mcgill.ca		August 18, 2014
Engineering	Emily McHugh	emily.mchugh@mcgill.ca	(514)398-1441	July 28, 2014
Management	Stella Scalia	stella.scalia@mcgill.ca	(514) 398-4074	August 21, 2014

Important information for Faculty contacts (see above):

- ****Please ensure that the applicant has provided you with a PDF of the entire application from ResearchNet.**

Naming files:

Application: "Banting_Application_last name_first name.pdf" (e.g. "Banting_Application_Doe_Jane.pdf")

AND Draft Faculty Letter of Nomination (Word File!): "Banting_Letter_last name_first name.doc/docx" (e.g. "Banting_Letter_Doe_John.doc")

Complete package consisting of the above documents as attachments must be sent via e-mail to gradcomp.gps@mcgill.ca. (All documents for a single student in one e-mail.)

An e-mail including **FAD access details for your Faculty will be sent out separately.** Please make sure to **enter all candidates (recommended/ non-recommended) including gender information, e-mail addresses and competition (SSHRC, NSERC, CIHR).**