Banting Postdoctoral Fellowship 2017

The Banting Postdoctoral Fellowships program provides funding to the very best postdoctoral applicants, both nationally and internationally, who will positively contribute to the country's economic, social and research-based growth. 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 environment with which the applicant is to be affiliated (including synergy with the host institution’s strategic priorities).

The objective of the Banting Postdoctoral Fellowships program is to:

- attract and retain top-tier postdoctoral talent, both nationally and internationally
- develop their leadership potential
- position them for success as research leaders of tomorrow

The awards are a maximum amount of $70,000/year (taxable) for up to 2 years, and 70 fellowships are awarded annually. Fellowships are distributed equally among:

- Canadian Institutes of Health Research (CIHR)
- Natural Sciences and Engineering Research Council (NSERC)
- Social Sciences and Humanities Research Council (SSHRC)

Host institutions play a critical role in the Banting Postdoctoral Fellowships Program. Institutions are asked to endorse only their highest-caliber postdoctoral researchers, and Letters of Endorsement from the host institution are required for complete applications. At Memorial University, applications are submitted via Research Grant and Contract Services for internal review by a selection committee developed through the School of Graduate Studies. Only those applications recommended by the committee to go forward into the competition will be provided a Letter of Endorsement by the institution.

Candidates who are successfully funded in the Tri-Agency Banting Post-doctoral Fellowship Competition 2017 will be eligible to receive a research grant to be jointly funded by the Vice-President (Research) and the School of Graduate Studies

Process/Opportunity Details

We encourage interested persons to please read this information package and all associated instructions before contacting RGCS for any required clarifications (contact information below).

Timelines/Deadlines:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2017 - August 2017</td>
<td>Applicant to connect with their proposed supervisor, and seek endorsement from host institution, to prepare and submit application by internal review deadline. Coordinate with faculty to obtain the signed faculty approval form to include in the internal submission package (see #5 below for details)</td>
</tr>
<tr>
<td>August 16, 2017, Noon</td>
<td>Deadline for submission of application package to RGCS for review by internal selection committee (contact info below)</td>
</tr>
<tr>
<td>September 6, 2017 (anticipated)</td>
<td>Results of committee review available; comprehensive feedback provided</td>
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<tr>
<td>September 13, 2017</td>
<td>Deadline for selected applicants to submit updated applications to RGCS for co-ordination of Letter of Endorsement</td>
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<tr>
<td>September 18, 2017 (anticipated)</td>
<td>Letters of Endorsement provided to selected applicants</td>
</tr>
<tr>
<td>September 20, 2017</td>
<td>For individuals selected for endorsement by the institution, deadline for submission of application to the funding agency via ResearchNet</td>
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</table>
Other timelines to consider:

1. The final applications are submitted through the Canadian Institutes of Health Research’s (CIHR’s) application portal, ResearchNet (https://www.researchnet-recherchenet.ca/rnr16/htdocs/login/splash.jsp). If you have not used this system before, you will need to allow time to request an account and familiarize yourself with this online system.

2. The application uses the Canadian Common CV (https://ccv-cvc.ca/indexresearcher-eng.frm) [formatted for the Vanier-Banting Academic template]. If you do not have a current CV on this system, we strongly advise that you allow adequate time to prepare.

3. **Fulfillment of Degree Requirements** form: The applicant must arrange for the appropriate Authorized Official of the academic institution at which they completed (or will complete) the required degree, to sign this form. Applicants should take into consideration that institutions will require sufficient time to process this form. The form can be downloaded from the Banting website (http://banting.fellowships-bourses.gc.ca/en/documents/banting-degree-dip-form_eng.pdf)

4. Three **Referee Assessments** are NOT REQUIRED FOR THE INTERNAL REVIEW. However, applicants who are selected by the committee for institutional endorsement to go forward into the competition, will not be able to submit an application to the funding agency via ResearchNet until these referees assessments are uploaded (They are a required element of the final application). These assessments are confidential and submitted by the referee directly to ResearchNet. (Reminder: at least one of the referees must be at arm’s length - see application guide for details). Applicants are encouraged to contact referees well in advance to ensure that referees have adequate time to prepare and upload their assessments to ResearchNet (see full instructions, link below, for how to invite your referees). If you are selected by the committee to go forward in the competition, there is roughly a two-week window between notification of candidates by the internal committee and the final deadline for submission, which should be sufficient time for referees to upload their assessments.

5. **Department/Faculty approval form**: There is a RGCS approval form included with this information package. However, some faculties may require a faculty-specific checklist/approval form to be completed. All departments/faculties would also have an internal deadline to provide approvals. Please check with the academic unit so that you can accommodate these department/unit deadlines into your timeline.

6. As this application requires elements to be prepared by/in conjunction with the host institution, applicants are strongly advised to make early contact with the supervisor and academic unit to initiate preparation of these **host institution elements** (see info below).

**Information for completing your application**

1. Review eligibility requirements carefully to ensure that you are eligible to apply – see attached or link (http://banting.fellowships-bourses.gc.ca/en/app-dem_elig-adm.html)


4. Review Memorial University’s Research Strategy for information which will assist applicants in demonstrating synergy between themselves (and their research) and the institution’s strategic research priorities. (http://www.mun.ca/research/explore/framework/)

5. Complete the online application module via ResearchNet and your CV via the Common CV website

6. Attachment formatting guidelines (see below). **Please review prior to preparing your attachments:**

All attachments to your application must be prepared according to the standards provided. Applications submitted that are not prepared according to the instructions provided may be deemed ineligible.
If you have supporting documents written in a language other than English or French, you are required to submit a certified translation of these documents.

Formatting instructions to prepare your documents:

- Pages must be 8 ½” x 11” (216mm x 279mm)
- Insert a minimum margin of 2cm (3/4 inch) around the page (top, bottom and sides)
- Text can be either single- or double-spaced
- Use a minimum font size of 10 (Arial) with no condensed type
- **For documents prepared by the applicant:** At the top of each page, indicate your name and the title of the document as it appears in the instructions
- **For documents prepared by the institution:** These must all be on institutional letterhead; for signature requirements, please refer to the individual task
- For multi-page attachments, number the pages sequentially

7. The following is a list of the required attachments to be prepared by the **applicant**. Consult the step-by-step instructions (http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html) for a description of content to be included and maximum page limits:
   i. Significance of research contributions
   ii. Significance of leadership contributions
   iii. Fulfillment of degree requirements (form)
   iv. Special circumstances (if applicable)
   v. Research proposal
   vi. Bibliography

8. The following is a list of the required attachments to be prepared by the **host institution**. (Note: These requirements have changed in recent competitions - please be sure to review the required content and maximum page limits in the step-by-step instructions (http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html). As per the application instructions, it is the applicant’s responsibility to make contact with the host institution to arrange for these attachments. These host documents include:
   i. Supervisor’s statement: This must be completed by the proposed Supervisor.
   ii. Institutional Letter of Endorsement: NOT REQUIRED FOR THE INTERNAL REVIEW. On recommendation from the selection committee, RGCS will coordinate with the supervisor, unit and the Vice-President (Research) to finalize this document. The signed letter of endorsement will be provided to the selected applicants for uploading to their applications prior to submission.

**Information for submission of your application for review by internal selection committee**

9. The attached **Application Checklist** includes a list of all documentation required for submission for the internal review by the selection committee. Please complete and include a copy of this checklist as a cover page for your submission. It is important to ensure that your documentation is complete. Given the highly competitive nature of this program that seeks to provide funding to the very best post-doctoral candidates, incomplete documentation may limit the committee’s ability to review your application appropriately. Forward all documents by the internal submission deadline as noted below.

   Only type-written, electronic application packages will be accepted. Email the completed application package (electronic signatures acceptable where applicable) to internalgrants@mun.ca on or before the internal deadline of **August 16, 2017 at noon**. The email subject line must be identified as: Banting Postdoctoral Fellowship Application.

   Receipt of your application will be confirmed by email. If you have not received a confirmation of receipt within 3 business days, immediately contact Vicki Gill (vgill@mun.ca) at the Research Grant and Contract Services Office.

Inquiries regarding the program can be directed to: Vicki Gill, Grants Coordinator, Research Grant and Contract Services; Tel: (709) 864-3045; vgill@mun.ca

Memorial University is strongly committed to equity among all faculty members, staff and students, and welcomes interest from qualified candidates, including women, members of visible minorities and persons with disabilities. To ensure integrity and fairness throughout the application process, Memorial University has involved employment equity officers in the endorsement process for applicant(s).
Application Checklist - Complete Documentation for 2017 Banting Fellowship Internal Review

Only type-written, electronic application packages will be accepted. Email the completed application package (electronic signatures acceptable where applicable) to internalgrants@mun.ca on or before the internal deadline of August 16, 2017 at noon. The email subject line must be identified as: Banting Postdoctoral Fellowship Application.

Receipt of your application will be confirmed by email. If you have not received a confirmation of receipt within 3 business days, immediately contact Vicki Gill (vgill@mun.ca) at the Research Grant and Contract Services Office.

Applicant Name (Postdoctoral Fellow): ______________________________________________________

Supervisor Name: _______________________________________________________________________

Department/Faculty: _____________________________________________________________________

Please ensure that all of the items listed below have been included in your package to be provided to Research Grant and Contract Services by the internal deadline - August 16, 2017 at noon. Once received, this documentation will be provided to the Selection Committee.

☐ Copy of this completed checklist

☐ Signed RGCS or Department/Faculty Approval form (electronic signatures will be accepted)

☐ Application module (pdf of ResearchNet online application module)

☐ Canadian Common CV (Vanier-Banting Academic version, finalized and verified-no draft watermark)

☐ Attachments (formatted as per guidelines-please ensure they do not exceed page limitations)
  - Significance of research contributions
  - Significance of leadership contributions
  - Fulfillment of degree requirements
  - Special circumstances (if applicable)
  - Research proposal
  - Bibliography
  - Supervisor’s statement (letterhead and signed)

* Referees letters are confidential and submitted directly by referees to CIHR via ResearchNet, and are NOT REQUIRED for the internal review

Those applicants chosen by the Selection Committee to go forward into the competition will be provided with the signed Letter of Endorsement to include in their application submission to the funding agency.
This is to confirm that the department/faculty/school is aware of the grant application being prepared for submission for the upcoming 2017 Banting Postdoctoral Fellowship competition by:

Name of Applicant: _____________________________________________ e-mail: _______________________
Name of Supervisor: ____________________________________________ e-mail: ________________________
Department/School: ______________________________ Faculty: ______________________________
Grant Application Internal Deadline Date: Noon, August 16, 2017
Banting Postdoctoral Fellowship Research Area: □ CIHR □ SSHRC □ NSERC
Title of Proposal: _________________________________________________________________________________________
_________________________________________________________________________________________

Note: A Banting Postdoctoral Fellowship is a stipend and not a salary. Therefore, it is not eligible for:
• Canada Pension Plan (CPP)
• Employment Insurance (EI)
• other non-discretionary benefits
However, institutional policies related to the status of fellows and fellowship payments may differ according to specific legislation and/or institutional policies. Regardless, other than for taxation purposes, no part of the fellowship can be withheld by the host institution without prior written consent from the fellow. For more information on income tax related to scholarships and fellowships, please see SJ-F2-C3: Scholarships, Research Grants and Other Education Assistance published by the Canada Revenue Agency, or contact the CRA directly.

The signatures confirm that department head/director/dean is aware of terms of this funding opportunity and agrees to provide time, space, administrative support and financial resources (where noted) to carry out the proposed research should the grant application receive funding. Signed faculty-specific approval forms, provided in lieu of this form, are deemed to have the same signature meaning as required by the granting agency.

SIGNATURES:

_________________________________ ________________ ______________________________ ____________
Applicant     Date  Supervisor              Date
_________________________________ ________________ _______________________________________
Department Head                Date  Commitments (please specify, cash or in-kind)
_________________________________ ________________
Dean / Assoc. Dean (Research)/Director              Date

NOTE: Research Grant and Contract Services must be in receipt of a signed copy of this internal approval form before institutional signature is provided.

Only type-written, electronic application packages will be accepted. Email the completed, signed application documentation package (electronic signatures will be accepted) to: internalgrants@mun.ca; subject line: Banting Postdoctoral Fellowship application

Receipt of application will be confirmed by email. If you have not received confirmation of receipt within three business days of the application deadline, immediately contact Vicki Gill (vgill@mun.ca) at Research Grant and Contract Services (RGCS).

Access to Information and Protection of Privacy
The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to administer your application. If you have any questions about the collection and use of this information contact the Research Grants Coordinator, Research Grant and Contract Services, rgcs@mun.ca.
Banting Postdoctoral Fellowship - Applicant eligibility –2017 competition

Eligibility

Confirm that you and your proposed host institution meet the criteria below before you apply for a Banting Postdoctoral Fellowship. Applications that do not meet all of the eligibility criteria will not be accepted.

Applicant eligibility

Citizenship and location of host institution

Canadian citizens, permanent residents of Canada and foreign citizens are eligible to apply with the following stipulations:

• applicants who are not Canadian citizens or permanent residents of Canada may only hold their Banting Postdoctoral Fellowship at a Canadian institution,

• applicants who are Canadian citizens or permanent residents of Canada and who obtained their PhD, PhD-equivalent or health professional degree from a foreign university may only hold their Banting Postdoctoral Fellowship at a Canadian institution, and

• applicants who are Canadian citizens or permanent residents of Canada and who obtained their PhD, PhD-equivalent or health professional degree from a Canadian university may hold their Banting Postdoctoral Fellowship at either a Canadian institution or an institution outside of Canada.

For a list of eligible health professions, please see CIHR’s webpage.

The Banting PDF program previously had a limit of 25% on the number of awards granted to postdoctoral trainees for tenure abroad. This limit has been removed, effective as of the 2017-2018 competition.

Eligibility window for degree completion

Applicants to the 2017-18 Banting Postdoctoral Fellowships program must fulfill or have fulfilled all degree requirements for a PhD, PhD-equivalent or health professional degree:

• between September 20, 2014 and September 30, 2018 (inclusively), and

• before the start date of their award.

Applicants who have not fulfilled all requirements for their degree at the time of application must submit proof no later than October 15, 2018.

Allowable extensions to eligibility window

The window of eligibility can be extended by a cumulative maximum of two years if the applicant had their career interrupted for the following reasons:

• Parental leave
• Illness
• Health-related family responsibilities
• Mandatory military service

Additionally, for health professionals who have engaged in post-degree non-research related clinical training (e.g. residency) - the eligibility window can be extended by the duration of this training. No other exceptions will be allowed.
Interruptions used to extend the eligibility window for degree completion must have occurred after the fulfilment of your degree requirements and before the application submission deadline.

Justification must be provided in Special circumstances.

"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 thesis deposition. It is not the convocation date.

Other eligibility restrictions

- Applicants who currently hold or have held agency-specific (CIHR, NSERC, SSHRC) awards at the postdoctoral level are eligible to apply to the 2017-18 Banting Postdoctoral Fellowships program only if the term of that funding officially ends on or before September 30, 2018 and prior to the start of the Banting Postdoctoral Fellowship. Early termination of the agency-specific postdoctoral award for the purpose of application to the Banting Postdoctoral Fellowships program is not permitted.

- Applicants can apply for both the Banting Postdoctoral Fellowships program and other agency-specific postdoctoral fellowships programs (whether to the same or a different federal granting agency) at the same time, provided that the research proposed in each application falls within the mandate of the federal granting agency to which the application is submitted. For more information, please refer to Identify area of research.

* Applicants who are successful in both competitions will have to choose which award to accept.

- Applicants must not hold a tenure-track or tenured faculty position, nor can they be on leave from such a position.

- Only in exceptionally rare circumstances will a Banting Postdoctoral Fellowship be awarded to an applicant who is staying at the same institution or within the same research environment where they completed their PhD, PhD-equivalent or health professional degree. If an applicant chooses to apply in collaboration with the same institution (or its affiliated hospitals, research centres and other laboratories or within the same research environment) at which they obtained their PhD, PhD-equivalent or health professional degree, a solid justification must be provided in Special circumstances.

- Applicants can submit only one application per competition year to 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 1st and no later than October 1st following the year of application
- are for two years
- can only be held once in a lifetime

Footnote 1

Generally “tenure or tenure-track” refers to an open-ended academic position in which the holder can form a research group, apply for externally funded research as a principal investigator, and also teach (if unsure, please contact the Vanier-Banting Secretariat).