

**Western Postdoctoral Fellowships**

**Application Form**

**Application Instructions**

Before completing this application, please read the *Western Postdoctoral Fellowships Program Guidelines*.

Applicants must abide by all rules, guidelines, and instructions included in that document, in addition to instructions provided in this application form.

**Deadline: November 9, 2021 by 4:00p.m. (Eastern Time)**

**Submit this form and all required attachments to:** [**intgrant@uwo.ca**](mailto:intgrant@uwo.ca)

*(Please note: Do not combine the documents. All files will be combined for reviewers by Research Western.)*

Incomplete applications may be excluded from the competition.

Applications received after the deadline will be excluded from the competition

(Extensions – if any – will only be granted in extreme circumstances and with the approval of an Associate Vice-President Research or their designate.)

# Postdoctoral Fellow Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | |
| **Address** |  | | | | |
| **Email** |  | | **Phone** |  | |
| **Citizenship** |  | **Are you eligible to obtain a**  **Citizen and Immigration Canada (CIC) Work Permit?** | | | Yes  Don’t Know  No |
|  | | | | | |

# Indigenous Postdoctoral Fellowship

Through a partnership with the Office of Indigenous Initiatives and in support of the goals of Western’s [*Indigenous Strategic Plan*](https://indigenous.uwo.ca/initiatives/docs/Indigenous-Strat-Plan---Final.pdf), at least one of the fellowships awarded will be an Indigenous Postdoctoral Fellowship. Please consult the Program Guidelines for further details.

Applications eligible for the Indigenous Postdoctoral Fellowship will be forwarded to the Office of Indigenous Initiatives for adjudication. Any additional documentation supporting the eligibility of the application for the Indigenous Postdoctoral Fellowship should be sent in confidence directly to [indigenousinitatives@uwo.ca](mailto:indigenousinitatives@uwo.ca) at the time of application.

Eligible applications not selected for the Indigenous Postdoctoral Fellowship will remain in the applicant pool for assessment by Faculties. *Note: the “Indigenous Postdoctoral Fellowship” page of each application form will be removed by Western Research staff before application materials are forwarded to Faculties*.

|  |  |
| --- | --- |
| **Applicant is eligible for consideration for the Indigenous Postdoctoral Fellowship based on one or more of the following criteria:**   * Scholar who self-identifies as Indigenous and provides supporting documentation, as outlined in the Program Guidelines; * Scholar who will complete the Fellowship under the supervision of an Indigenous faculty member; or, * Scholar who will undertake Indigenous Research during the Fellowship. | Yes  No |
| **Applicant Statement:**  This space may be used to provide a brief explanation of the alignment of the application with the eligibility criteria for the Indigenous Postdoctoral Fellowship. *Maximum: 3000 characters including spaces (Approximately 400 words)* | |
|  | |

# Postdoctoral Research Project Overview

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Proposed Postdoctoral Research Project** | |  | | | | | |
| **Postdoctoral Supervisor(s)** | | *(Primary Supervisor and Department)* | | | | | |
| *(Co-supervisor – if applicable)* | | | | *(Co-supervisor – if applicable)* | |
| **The primary supervisor named above has agreed to supervise this postdoctoral project:** | | | | | | | Yes  No |
| **Have other internal or external sources of funding been sought (e.g. Banting, Tri-Agencies, etc.)?** | | | | |  | | |
| **Descriptors/Key Words** |  | | | | | | |
| **Is the proposed project interdisciplinary?** | Yes  No | | **If yes, please list relevant discipline areas:** |  | | | |
| **Lay Abstract**  *Maximum: 3000 characters including spaces (Approximately 400 words)* | | | | | | | |
|  | | | | | | | |

# Postdoctoral Fellow Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PhD Status** | Granted  In Progress | | **PhD Institution** |  |
| **Date PhD Started** | *(MM/YYYY)* | | **Date PhD Granted**  *If “in progress” indicted* ***expected*** *end date.* | *(MM/YYYY)* |
| **Title of PhD Dissertation** |  | | | |
| **PhD Supervisor(s)**  *Name*  *Institution* | *(Primary Supervisor)* | | *(Co-Supervisor if applicable)* | *(Co-Supervisor if applicable)* |
| **Dissertation Abstract**  *Maximum: 3000 characters including spaces (Approximately 400 words)* | | | | |
|  | | | | |
| Link to Dissertation (if available): | |  | | |

# Research Ethics

Please indicate all relevant kinds of ethical certification that will be required to carry out your project.

Human Ethics

Animal Use

Biohazard

Indigenous Research (compliance with [TCPS 2 - Chapter 9](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter9-chapitre9/) and/or [First Nations Principles of OCAP](http://fnigc.ca/ocap.html))\*

\*If you indicated “Yes” for ethical considerations related to research involving Indigenous peoples, please explain your engagement with the community required by [TCPS 2 - Chapter 9](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter9-chapitre9/) and/or [First Nations Principles of OCAP](http://fnigc.ca/ocap.html) guidelines. Please be sure to indicate whether the engagement activities discussed are completed, ongoing, or planned for the future.

(*Maximum 3000 characters – Approximately 400 words.)*

|  |
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**Please note**: All ethics certifications will have to be secured through the postdoctoral scholar’s supervisor.

# Letters of Support

Each applicant is required to submit Letters of Support from three referees as part of their application.

Letters should:

* + Be a maximum of 2 pages in length (minimum font size 11 pt.);
  + Provide a description of how the referee knows the applicant and, for non-academic partnered research references, a summary of the role of the referee in their organization/community);
  + Address the Postdoctoral Fellowship Program evaluation criteria. Referees may consider discussing:
    - **Academic References**
      * The applicant’s research excellence as demonstrated so far.
      * The time and effort dedicated to service and/or leadership by the applicant.
      * The applicant’s potential for future research excellence and leadership.
      * The quality of the applicant’s postdoctoral research project (as outlined in their application to this competition) and the importance of this project in terms of potential academic or social impacts.
      * The appropriateness of Western University as the primary academic site for this research project.
      * The appropriateness of the proposed supervisor for this research project.

# Non-Academic Partnered Research References

* + - * The ability of the applicant to include the community’s/organization’s point of view in their research, and the collaborative model used.
      * The relevance of the applicant’s work to the organization’s need(s).
      * An example of how the organization utilized the outcomes of the applicant’s work.
      * Leadership qualities or behaviours the applicant displayed while working with the organization.
      * How the applicant’s proposed project will build upon or further disseminate the outcomes of previous collaborations.
      * How the applicant’s proposed project has the potential to impact the community/organization in the future.

Letters must be provided from the following people:

* + Referee 1: Primary Supervisor of PhD Dissertation
  + Referee 2: Someone who was not directly involved in with your dissertation research (i.e., someone who was not on your dissertation committee and was not an examiner (internal or external) of your dissertation)
  + Referee 3: Open (up to the applicant’s discretion), OR in the case of applicants for the Indigenous Postdoctoral Fellowship, a letter from a member of an Indigenous community or organization who can provide relevant and supportive information.

The applicant is responsible for ensuring referee letters are submitted to [intgrant@uwo.ca](mailto:intgrant@uwo.ca) as part of the application package.

**Referee 1- Primary Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position/Affiliation** |  | | |
| **Email** |  | **Phone** |  |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position/Affiliation** |  | | |
| **Email** |  | **Phone** |  |
| **Relationship to applicant** |  | | |

**Referee 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position/Affiliation** |  | | |
| **Email** |  | **Phone** |  |
| **Relationship to applicant** |  | | |

# Required Attachments – Checklist

***Formatting for Attachments:***

* 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 or Times New Roman) with no condensed type

**Required Attachments**

At the top of each page: indicate the title of the attachment (top left header) and your name (top right header).

The title of each attachment is listed below.

1. **Research Project Proposal** (Up to 4 pages max.):
   * Proposal: up to four pages including graphs and images
   * For the content of your proposal, applicants are encouraged to follow the [Banting Postdoctoral Fellowship Guidelines](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g11) quoted here:

“*All applicants, including those in the areas of applied research, research-creation, or knowledge translation, must provide a detailed description of their proposed research including the following elements:*

* + - * *the objectives of the proposed research program*
      * *the research question(s) and/or hypothesis(es)*
      * *the theoretical approach or framework that will be used*
      * *the proposed research should be positioned within the context of the current knowledge in the field*
      * *the novelty and the potential significance of the proposed research should be explained*
      * *the methodology (including timelines) and why it was chosen*
      * *the plans for collaboration should be outlined (as appropriate)*
      * *the contribution that the research will make to the advancement of knowledge*
      * *the plan to disseminate the findings and/or enhance the potential for impact*
      * *the rationale for selecting the proposed host institution [Western] and supervisor(s) - the choice should be clearly justified and the benefits expected with respect to applicants fulfilling their research goals and career aspirations should be highlighted*”

*[Required Attachments requirements continue on the next page.]*

1. **Bibliography/References** (up to 2 pages max.)
2. **Postdoctoral Supervisor Statement** (Up to **3 pages**):
   * The supervisor must include a statement regarding matching funds (see Guidelines for further details) indicating that either 1) matching funds have been secured, and identifying the source, or 2) that matching funds are not available, and providing justification for why Western Research should fully fund the application based on need.
   * For the content of the Supervisor Statement, supervisors are encouraged to follow the [Banting Postdoctoral Fellowship Guidelines](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g11) quoted here. (Note: Only include the information indicated in Sections 1, 2, and 3 of the Banting Supervisor Statement. The institutional information outlined in Sections 4 and 5 does not need to be described for this competition.):
     1. “*Supervisor's biography*
        + *This section should include the supervisor's description of their academic and research background, key contributions/accomplishments and funding to date.*
     2. *Appropriateness of the supervisor(s)*
        + *Discuss the significance of the applicant's contributions and proposed research. Describe the fit between the research interests/background of the supervisor and applicant, and the anticipated mutual benefits. In the description, provide specifics about how the proposed research complements the supervisor’s on-going projects or new research directions.*
     3. *Research environment*
        + *Provide details concerning the applicant's proposed research environment. These details should clearly state the supervisor's and laboratory/department's commitment. Examples may include (but not limited to) funding, facilities/resources and personnel that will be available to support the applicant as they carry out their proposed research and develop their leadership potential.*”
3. **CCV - (Vanier-Banting academic template)**: Save a pdf copy from your [Canadian Common CV](https://ccv-cvc.ca/) account using the Vanier-Banting academic template option.
4. **Most Significant Contributions** (Up to **1 page**):
   * The applicant should identify and briefly describe ***up to four*** significant contributions related to research or leadership/service. It is up to the applicant’s discretion to decide the kind and number of contributions to list.
5. **Proof of PhD:** 
   * Applicants who have already received their PhD are asked to provide documentation showing that the PhD has been granted. An unofficial copy is acceptable; however, official copies may be requested at Western University’s discretion.
   * For applicants with a PhD in progress, it is expected that this documentation will be provided before the start date of the award.
   * Applicants with exceptional circumstances or interruptions (see Program Guidelines) may include an additional attachment (max. 1 page) describing these circumstances.

~*END OF APPLICATION FORM~*