

Request for Postdoctoral Scholar Offer Letter Form

SUPERVISOR INFORMATION

Supervisor First Name	Supervisor Last Name	
Supervisor Email	Supervisor Position Number ("Reports-to" Number) <i>not UCID</i>	
Supervisor Job Title		
Faculty / Unit	Department	Department ID
*Administrative Assistant / Onboarding Coordinator Name	Administrative Assistant / Onboarding Coordinator Email	

* If no administrative assistant contact information is available, provide contact information for an Onboarding Coordinator

POSTDOCTORAL SCHOLAR INFORMATION

Postdoctoral Scholar First Name	Postdoctoral Scholar Last Name	
Appointment Start Date (mm/dd/yyyy)	** Appointment End Date (mm/dd/yyyy)	Personal Leave Days per year

** Project end dates on PAGE 2 must be dated after the Appointment End

^**See [PDAC Collective Agreement](#)

RESEARCH ACTIVITIES AND REQUIREMENTS

Please provide a description of research activities which the PDS will be involved with as well as any other responsibilities:

Will the PDS have contact with patients or research participants?
If yes, please give details:

Yes No

Please list the experience and skills required for this position:

FOR INTERNATIONAL POSTDOCS - the following information is required for the Citizenship and Immigration Canada Offer of Employment Form completed by HR Immigration Services:

Will the PDS work at locations outside the UofC Main Campus or Foothills Campus?
If Yes, please specify address and location:

Yes No

FOR ALL POSTDOCS - registration is required for all Postdocs travelling on University Business. The following information is required for University of Calgary Risk Management purposes :

Will the PDS be required to travel to national or international locations for conferences or fieldwork ?
If Yes, please specify the location, purpose of travel, and dates (if known):

Yes No

Annual salary/stipend amount:

Minimum stipend recommendation:

In order to keep our academy competitive, the minimum salary/stipend required at the University of Calgary is \$40,000 per year plus Plan C extended health and dental benefits. Please enter the appropriate Research Project Accounting Information "Fund" Code(s) to which the salary/stipend and benefits will be charged.

Plan C Health Benefits and Statutory Deduction Costs:

In addition to the Annual Salary amount you recorded above, the project budget must be able to pay for CPP, EI, WCB premiums and Plan C benefits. The budgeting requirement for this expense amounts to approximately 14% of the Postdoc's Annual Salary.^{^^}

There must be sufficient funds in all sources to cover the full duration of the appointment

FUNDING SOURCE 1

Fund: Dept ID:

Project: Activity Code:

Percentage Charged:

From (mm/dd/yyyy):

To (mm/dd/yyyy):

FUNDING SOURCE 2

Fund: Dept ID:

Project: Activity Code:

Percentage Charged:

From(mm/dd/yyyy):

To (mm/dd/yyyy):

****IMPORTANT ****

- ✓ The request for offer letter may be rejected if funding sources are not available to cover the entire duration of the appointment.
- ✓ The length of the appointment may be adjusted to accommodate the availability of funding

Additional Funding:

(Include as applicable any other funding available, such as for conferences, relocation costs, and other research-related expenses.

FUNDING SOURCE 3

Fund: Dept ID:

Project: Activity Code:

Percentage Charged:

From (mm/dd/yyyy):

To (mm/dd/yyyy):

FUNDING SOURCE FOR BENEFITS

Fund:

Dept ID:

Project:

Activity
Code:

Benefits will be charged to Funding Source 1 unless an alternate account is entered. Only one account may be used to cover benefits.

Cost of Plan C Benefits:

Single coverage: \$137.42/month
Family coverage: \$233.04/month

^{^^}For full details, view: [Employer Benefit Cost Calculator](#)

EMPLOYER COMPLIANCE FEE FOR INTERNATIONAL POSTDOCTORAL SCHOLARS – MANDATORY FEE: \$230

Employers hiring foreign nationals who are exempt for the LMIA process (this includes postdoctoral scholars) will be required to submit information about their business or organization, complete the Offer of Employment form, and pay a compliance fee of \$230 per work permit to Citizenship and Immigration Canada. This fee must be paid by the supervisor or department. For more information, visit <https://www.ucalgary.ca/hr/work-compensation/immigration-services-foreign-workers/postdoctoral-scholars>.

In order for HR Immigration Services to complete the Offer of Employment Form and pay the Compliance Fee, please complete the Employer Compliance Fee Payment Form (available at <https://research.ucalgary.ca/postdocs/resources>) and submit to postdoc@ucalgary.ca along with the Request for Offer Letter Form.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to process new hires and facilitate the administration of payroll and benefits information. If you have questions about the collection or use of this information, please contact 403.220.5932.