

## Banting 2024-2025 Postdoctoral Fellowships Internal Application Process: Guidelines for Applicants

**PLEASE NOTE:** These guidelines are provided in advance of the Banting Secretariat's official launch of the 2024 - 2025 Postdoctoral Fellowship program. These guidelines (including dates and eligibility criteria) are subject to change.

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 objectives of the Banting Postdoctoral Fellowships program are 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 Banting Postdoctoral Fellowships Program differs from traditional funding programs in its emphasis on synergy between the applicant (their respective merits and potential to launch an international-level, research-intensive career), and the institution (its commitment to the research program/environment in which the candidate will operate, and how this will lead to a successful academic career). To ensure that applications are of the highest quality, the following internal application and selection process has been instituted.

The University of Calgary will not endorse any applications for a Banting Postdoctoral Fellowship that do not follow this internal application and selection process.

### Important dates for Applicants:

- **April 9, 2024 at 1:00 pm MDT** - [Online Banting Workshop](#)
- **May 1, 2024 (4:00 pm MDT)** – [Banting LOI online application](#) deadline
- **May 6, 2024** – Postdoctoral Office forwards all LOIs to a designated representative from each Faculty. Representatives are selected by each Faculty's Associate Dean (Research).
- **May 31, 2024** – Faculties confirm which LOIs will be forwarded to the Banting PDF Committee based on a quota.
- **June:** Following LOI review by the Banting PDF committee, Faculties and applicants will be notified which applicants are invited to submit a full proposal.
- **July – August:** Applicants invited to submit a full application will work closely with the Banting PDF Committee on two drafts of their application. (Dates and deadlines will be circulated to selected applicants).
- **September 17, 2024 (18:00 MDT):** Banting Secretariat deadline for submissions

### Internal Application Process

All applicants to the Banting Postdoctoral Fellowship must follow the internal application process set by the Postdoctoral Office and Research Services Office. A key part of the Banting application is the institutional support letter. Applicants that do not follow this process will not receive institutional support.

Each faculty will review and rank LOIs and forward a limited number to the Research Services Office, for review and adjudication by the university's Banting Selection Committee. The strongest applicants will be invited to prepare and submit a full application to Banting, with support from the Banting Selection Committee and Research Services Office and receive the institutional Letter of Endorsement.

## Applicant eligibility

**PLEASE NOTE:** The degree completion dates below are presumed. These guidelines are provided in advance of the Banting Secretariat's official launch of the 2024 - 2025 Postdoctoral Fellowship program. These guidelines (including dates and eligibility criteria) are subject to change.

Canadian citizens, permanent residents of Canada and foreign citizens are eligible to apply, provided they meet the following conditions:

- 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.
- 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.

### Eligibility window for degree completion

Applicants to the 2024-25 Banting Postdoctoral Fellowships program must fulfill or have fulfilled all degree requirements for a PhD, PhD-equivalent or health professional degree:

- between September 15, 2021 and September 30, 2025 (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, 2025.

For applicants who have completed more than one PhD, PhD-equivalent or health professional degree, the eligibility window applies to the most recent of these degrees.

### Allowable extensions to eligibility window

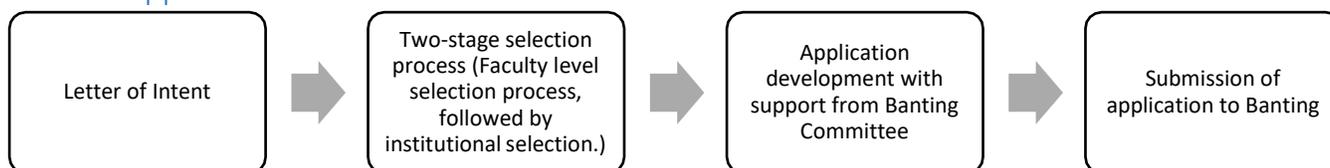
The window of eligibility can be extended by a cumulative maximum of three (3) years if the applicant had their career interrupted for one or more of the following reasons:

- parental leave
- illness
- health-related family responsibilities
- mandatory military service
- disruptions due to war, civil conflicts and/or natural disasters in the country of residence

"Career interruption" refers to a period when the applicant was not working (full-time or part-time) and when their research output was completely interrupted. 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.

For other professions that require post-degree, non-research-related training to be certified by a professional body, please consult the [Vanier-Banting Secretariat](#) to confirm whether an extension to the eligibility window is allowable.

## Internal Application Process



## Stage 1 – Letter of Intent

**Deadline: May 1, 2024 – 4:00 pm MDT**

All prospective Banting applicants must submit a Letter of Intent (LOI) for the internal review and selection. The LOI is a simplified version of the final application to Banting (see the [Banting Application Guide](#)<sup>1</sup> for more information). LOIs will be evaluated on the synergy between the applicant and the research environment, the proposed research program, and the research leadership/excellence of the applicant (see the appended Assessment Criteria). The LOI must include:

### 1) Letter of Intent form

The online [Banting LOI Application Form](#) must be submitted by **May 1st, 2024 at 4:00 pm MDT**.

### 2) Applicant's Summary - one (1) page maximum

The Applicant's summary should clearly indicate the significance of your research and leadership contributions. Clearly identify how your research aligns with the research priorities of the university, and how the research environment at the University of Calgary is **the best** place for you to conduct your research. You must also describe your career aspirations and provide a rationale for pursuing a postdoctoral appointment at the University of Calgary with your proposed supervisor.

Be sure to include all elements of the criteria evaluated by the Banting Selection Committee:

- **Significance of research contributions (33% of total score):** How have your research contributions demonstrated research excellence in your research domain? Describe their significance in terms of influence on the direction of thought and activity within the target community and in terms of significance to, and use by, other researchers and knowledge users.
- **Significance of leadership contributions (33% of total score):** Describe their significance in terms of demonstrating your leadership and sphere of influence at the institutional level and beyond. Discuss the impact and importance of these activities in terms of your career aspirations.
- **Career aspirations and choice of institution (33% of total score):** Clearly justify the choice of institution and supervisor and highlight the benefits expected with respect to fulfilling your career aspirations.

### 3) Research Proposal – one (1) page maximum<sup>2</sup>

The Research Proposal must be written by the applicant for a multidisciplinary selection committee. It should take the form of an abstract and must contain 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

<sup>1</sup> Application Guide is for 2023 – 2024 competition and may be subject to change based on the official launch by Banting in April 2023. <sup>2</sup> Adapted from Banting Application Guide: [https://banting.fellowships-bourses.gc.ca/en/app-dem\\_guide.html#a2](https://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#a2) Accessed February 19, 2024.

- the proposed research should be **positioned within the context of the current knowledge** in the field, and the **novelty** of the proposed research should be explained
- the **contribution that the research will make to the advancement of knowledge**

If the proposed research is closely related to, or a continuation of the PhD thesis, explain how it will develop and expand on the thesis. If the proposed research is outside your documented expertise, outline the steps taken to address this to ensure feasibility of the research.

You are also encouraged to indicate, when applicable, how diversity (gender, sex, age, culture, religion, etc.) has been considered in your proposed research. While accounting for diversity is not an evaluation criterion, doing so has the potential to increase the rigor and usefulness of the research.

The Banting Secretariat has curated a [list of resources](#) to help applicants, institutions, referees, and reviewers and readers consider equity, diversity and inclusion in the applications they prepare or evaluate.

If you are proposing to conduct research that respectfully involves Indigenous communities, the research proposal should reflect that you and your supervisor are aware of relevant principles and protocols established for this kind of research.

#### 4) Supervisor's Statement - one (1) page maximum

The postdoctoral supervisor must include the following information in the supervisor statement:

- **Supervisor's academic and research background:** key contributions and accomplishments, and how the applicant's research interests and background fit with the supervisor's research interests and background.
- **Research environment:** including access to research funds, unique equipment, facilities, academic networks, team members, etc.
- **Professional development plan:** outlining the resources and/or mentoring activities that will be available to the applicant during their postdoctoral appointment. Professional development activities may include, but are not limited to: career counselling, grant and proposal writing, teaching and mentoring skills, and development of "soft skills".
- **Institutional synergy:** how the applicant's proposed research aligns with the university's research priorities (see the [Ahead of Tomorrow Strategic Plan](#), and research implementation strategy available [here](#)).

In supporting an applicant's Banting application, the supervisor agrees to cover the cost of the extended health benefit plan, which is mandatory for all postdoctoral scholars.

#### 5) Vanier-Banting Common CV (CCV) or five-page free form CV from Applicant

#### 6) Brief Supervisor CV – five (5) page maximum; CIHR Biosketch accepted, if available.

The supervisor's CV must include:

- the supervisor's most significant publications
- research funding and awards received

*Presentation standards for attached documents:*

- Pages must be 8 ½" x 11"
- Minimum margin of 2cm (¾")
- Minimum font size of 12 (Times New Roman). No condensed type or spacing (single spacing or larger).

*Pages beyond the set limits for each document will be removed. Documents not meeting the specified presentation standards may be removed from the LOI.*

## Stage 2 – Review of Letters of Intent and Selection of Applicants

Each faculty will review LOIs and then forward a limited number of LOIs to the Research Services Office, for review and adjudication by the university's Banting Selection Committee. The strongest applicants will be invited to prepare and submit a full application to Banting, with support from the Banting Selection Committee and Research Services Office, and receive the institutional Letter of Endorsement.

### *University Banting Selection Committee*

The University's Banting Selection Committee will review the LOIs submitted by faculties and recommend applicants to receive University of Calgary endorsement, as well as mentorship and financial support.

LOIs will be reviewed on the following selection criteria (see appended Assessment Criteria for more information):

- Research excellence and leadership in the research domain (of both the applicant and supervisor)
- Quality of applicant's proposed research program
- Institutional commitment and demonstrated synergy between applicant and institutional strategic priorities

## Stage 3 – Full application stage

Once the Banting Selection Committee has selected those applicants approved to go forward to the full application to Banting, applicants and supervisors will be provided with further information concerning the support they will receive and a schedule of mandatory deadlines. Failure to meet these deadlines will result in the rescinding of institutional support and endorsement.

The Banting Selection Committee, in conjunction with Research Services, will provide mentorship and feedback to each applicant and supervisor. This development process will ensure applications meet the high standards of this competition.

### Financial Support:

Successful applicants will receive a \$5,000 salary top-up per year they hold the Banting and a one-time \$5,000 research allowance.

### Submission of Application to Banting

Research Services will provide approved applicants and their supervisors with complete information on the requirements of the full application to Banting.

The Research Services Office will coordinate institutional requirements and letters of endorsement with the relevant offices at the University of Calgary.

### Contact:

For questions regarding the internal application process, please contact the Postdoc Office: [vprawards@ucalgary.ca](mailto:vprawards@ucalgary.ca).

## Banting Postdoctoral Fellowship Letter of Intent Assessment Criteria

Criterion	Indicators	Score
<b>Applicant's research excellence and leadership in the research domain</b>	Clearly demonstrated capacity for research excellence based on track record as defined by quality research contributions and demonstrated capacity for leadership in the research domain. One who has already made identifiable contributions to their research field and can be expected to make significant contributions to the research program, institution, research community, and society at large. A likely recipient of prestigious fellowships or scholarships.	<b>7.5-9.0 (Recommended)</b>
	Good demonstrated capacity for research excellence and for leadership in the research domain. A contributor to major publications in prestigious journals. Good potential for contributing to the research program, institution, research community, and society at large.	<b>5.1-7.4 (Could be recommended)</b>
	Minimal demonstration of research excellence and capacity for leadership. Does not demonstrate strong potential for contributing significantly to the research program, institution, research community, or society at large or whose competence and/or expected contribution to the institution is not clearly evidenced.	<b>0.1-5.0 (Not recommended)</b>
<b>Quality of the applicant's proposed research program</b>	Strength and potential of the proposed research program are clearly demonstrated and supported by excellence of proposed research environment. Strong potential of the proposed research to impact and advance knowledge in the field. Research environment position in the applicant for significant impact through a research-intensive career. The supervisor is an outstanding researcher leading one of Canada's top groups in the proposed area of research. If applicable, research respectfully involves Indigenous Peoples and community engagement.	<b>7.5-9.0 (Recommended)</b>
	Good potential of the proposed research program to contribute to the advancement of knowledge in that field. The program has merit and will be important for the institution and will contribute to on-going research. The supervisor is developing a strong track record and working with a research group that shows promise.	<b>5.1-7.4 (Could be recommended)</b>
	The program will serve a useful function and be good value, but not likely result in national or international breakthroughs. The supervisor has an adequate track record.	<b>0.1-5.0 (Not recommended)</b>
<b>Demonstrated synergy between applicant and institutional strategic priorities</b>	Strongly demonstrated commitment of the institution to support the development of the applicant's research and leadership capacity through institutional support and professional development. Demonstrated research capacity in the area of the proposed research, which will enable the institution to provide an intellectually stimulating environment to position the applicant as a research leader. Demonstrated alignment with the institution's strategic priorities and potential benefit to the institution from engagement with the applicant.	<b>7.5-9.0 (Recommended)</b>
	Reasonable demonstration of commitment of the institution to support the applicant and position him/her as a research leader. Good capacity to develop applicant's research and leadership capacity, but additional institutional support and professional development opportunities recommended for success. Well aligned to the institution's strategic priorities and some foreseeable benefit to the institution.	<b>5.1-7.4 (Could be recommended)</b>
	Synergy between applicant and institutional strategic priorities not clearly evidenced. Facilities and professional development insufficient to position the candidate as a research leader. Alignment with institutional strategic priorities and potential benefit to the institution are limited.	<b>0.1-5.0 (Not recommended)</b>

Adapted from 2023 Banting Selection committee guide: [https://banting.fellowships-bourses.gc.ca/en/rev-eval\\_guide.html#q3.1](https://banting.fellowships-bourses.gc.ca/en/rev-eval_guide.html#q3.1)