



Banting 2024-2025 Postdoctoral Fellowships

Internal Application Process: Guidelines for Faculties

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). In order 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 faculties:

- **May 1, 2024 (4:00 pm MDT)** – [Banting LOI online application](#) deadline
- **May 6, 2024** – RSO 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.
 - Along with the names of the candidates the faculty is forwarding, please provide a short description of how equity, diversity, and inclusion (EDI) factors into the faculty's selection process.
 - Faculties who wish to forward strong applications in excess of the quota are asked to contact vprawards@ucalgary.ca with the justification for forwarding additional applicants. Final decisions regarding quotas will be made by Katrina Milaney, Associate VP (Research).
- **Late June, 2024:** Following LOI review by the Banting PDF committee, Faculties and applicants will be notified which applicants are invited to submit a full proposal.

Applicant eligibility

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 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.

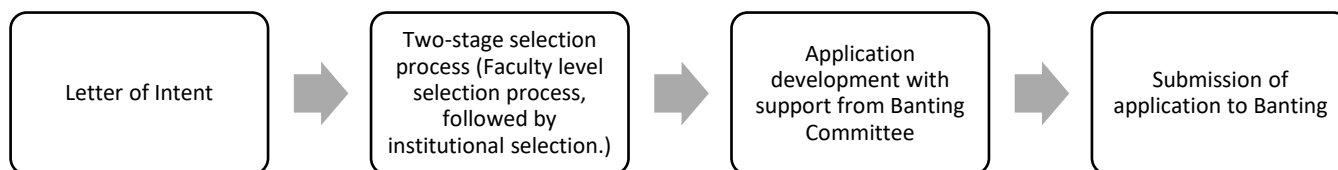
For other professions that require post-degree, non-research-related training to be certified by a professional body, please consult the [Vanier-Banting Secretariat](#) to confirm whether an extension to the eligibility window is allowable.

Internal Application Process

All applicants to the Banting Postdoctoral Fellowship must follow the internal application process set by the Postdoctoral Office and Research Services Office. Institutional support is a key element of the Banting application process. 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. Invited applicants will receive a letter of institutional support from the President's Office.



Stage 1 – Letter of Intent

Requirements for the Letter of Intent are specified in the “*Internal Application Process Guidelines*” for Applicants.

Stage 2 – LOI Review (Two-stage selection process)

A) Faculty LOI Review

Each faculty must conduct its own review and ranking of LOIs prior to forwarding a limited number to the Research Services Office for review by the university's Banting Selection Committee. Please visit the [Banting Postdoctoral Fellowships](#) website for more information, or contact Banting at Banting@cihr-irsc.gc.ca for inquiries on applicant eligibility. Research Services will not forward LOIs from ineligible applicants to the Banting Selection Committee.

Equity, Diversity and Inclusion

Equity and diversity must be considered at all levels of the selection/recruitment, endorsement and review processes of a Banting application. The Vanier-Banting Secretariat is actively engaged in promoting equity and diversity, as well as in increasing awareness of implicit (or unconscious) bias with everyone involved in the selection of a Banting Fellow.

Faculties are asked to provide a description of how equity, diversity and inclusion have been considered in:

- the faculty's decision-making processes and criteria for selecting candidates;
- how the faculty manages its selection process, and who is involved in the decision (e.g., committees, associate deans, deans / department heads);
- measures to ensure that individuals from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) are not disadvantaged or overlooked in cases where they have career gaps due to parental or health-related leaves, the care and nurturing of family members, or community-based responsibilities; and
- training and development activities related to [unconscious bias](#), equity, diversity and inclusion for administrators and faculty involved in the nomination.

Please visit the [Banting guide for Host Institutions](#) to review Banting's information for Host Institutions and to access a [list of resources to consult regarding equity, diversity and inclusion](#).

Faculty LOI Quota

Each faculty may forward only a limited number of LOIs to the Research Services Office. This quota is based on the current number of postdoctoral fellows within the faculty.

Faculty	Quota
Cumming School of Medicine	8
Faculty of Science	5
Faculty of Arts	4
Schulich School of Engineering	5
Faculty of Kinesiology	2
Faculty of Veterinary Medicine	2
School of Architecture, Planning & Landscape	1
Haskayne School of Business	1
Faculty of Law	1
Faculty of Nursing	1
Faculty of Social Work	1
Werklund School of Education	1
Total	32

Requests to Exceed Quotas:

Faculties are asked to contact vprawards@ucalgary.ca before **May 31, 2024** if the faculty wishes to exceed the stated quota due to the strength of applicants in the review pool. The Director of the Postdoctoral Office will make final decisions regarding requests to submit applications in excess of each Faculty's quota.

Each LOI must strictly follow the requirements specified in the Guidelines for Applicants. Research Services will review the LOIs to ensure compliance with these guidelines, including applicant eligibility, and will not forward ineligible LOIs to the Banting Selection Committee.

B) University Banting Selection Committee Review

The University's Banting Selection Committee is comprised of leading academics with expertise across the mandates of the three federal granting agencies (CIHR, NSERC, and SSHRC).

LOIs will be reviewed by committee members, whose research expertise falls within the relevant granting agency, using the Banting Selection Criteria. Each committee member will independently score LOIs assigned to them, after which the committee will meet to discuss the LOIs and select the candidates who will be approved to prepare a final application to Banting. While the university will endeavor to support applications that fall under the mandate of all three federal granting agencies, only those judged nationally competitive will be supported.

Applicants, supervisors, and each faculty's Associate Dean (Research) will be notified of the decision of the Banting Selection Committee.

Stage 3 – Full Application

Once the Banting Selection Committee has selected which applicants will receive institutional support, applicants and supervisors will be provided further with further application information.

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

Successful applicants will receive a \$5,000 salary top-up per year for the duration of their Banting Fellowship from the University of Calgary 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 Postdoc Office will coordinate institutional requirements and letters of endorsement with the relevant offices at the University of Calgary.

Contact:

Caitlin Janzen, Postdoctoral Program Specialist, Fellowships

Email: vprawards@ucalgary.ca

Banting Postdoctoral Fellowship Letter of Intent Assessment Criteria

Criterion	Indicators	Score
Applicant's research excellence and leadership in the research domain	Clearly demonstrated capacity for research excellence based on track record as defined by quality research contributions, and demonstrated capacity for leadership in their 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.	7.5-9.0 (Recommended)
	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.	5.1-7.4 (Could be recommended)
	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.	0.1-5.0 (Not recommended)
Quality of the applicant's proposed research program	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.	7.5-9.0 (Recommended)
	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.	5.1-7.4 (Could be recommended)
	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.	0.1-5.0 (Not recommended)
Demonstrated synergy between applicant and institutional strategic priorities	<i>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.</i>	7.5-9.0 (Recommended)
	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.	5.1-7.4 (Could be recommended)
	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.	0.1-5.0 (Not recommended)

Adapted from 2020 Banting Selection committee guide: http://banting.fellowships-bourses.gc.ca/en/rev-eval_guide.html