



# IZAAK WALTON KILLAM MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP

## Application guide for the 2021 competition

Please enquire with individual departments and units regarding internal deadlines.

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## ACKNOWLEDGEMENTS

The prestige of the UBC Killam Postdoctoral Research Fellowships Program, one of the top postdoctoral fellowship competitions in Canada, is due in large part to the participation of departments and units in soliciting applications from outstanding candidates, bringing their nominees to the attention of the adjudication committee at the Faculty of Graduate and Postdoctoral Studies (G+PS), and guiding successful candidates during the 24 months of their fellowship.

G+PS greatly appreciates the work that the staff and faculty of all participating departments and units invest in the competition and thanks them for their continued involvement in the program's success.

## ABOUT THE PROGRAM

The Killam Scholarship and Prize Programs were established in memory of Izaak Walton Killam through the will of his wife, Dorothy Johnston Killam, and through gifts made during her lifetime. The primary purpose of the programs is to support advanced education and research at five Canadian universities and the Canada Council for the Arts.

The UBC Killam Postdoctoral Research Fellowships are provided annually from the Izaak Walton Killam Memorial Fund for Advanced Studies and are available for most fields of research. It was Mrs. Killam's desire that those selected to receive fellowships:

*"...be likely to contribute to the advancement of learning or to win distinction in a profession. A Killam scholar should not be a one-sided person... Special distinction of intellect should be founded upon sound character."*

Postdoctoral applicants are selected based on high academic achievement, personal qualities, and demonstrated aptitudes. Consideration is also given to their proposed program of study. The fellowships are awarded for a maximum of two years, subject to review at the end of the first year, and include a stipend of CAD \$50,000 per annum and a travel and research allowance of CAD \$4,000 over the tenure of the award. The number of new awards offered presently varies between three and five per year.

More information about the UBC Killam Postdoctoral Research Fellowships may be found on our [website](#).

Please direct questions to [killam.fellowships@ubc.ca](mailto:killam.fellowships@ubc.ca).

## OVERVIEW OF RESPONSIBILITIES

The application process and requirements are explained in detail in this document. The responsibilities of the applicant, the UBC department or unit receiving the application, and G+PS are summarized below.

### Postdoctoral Applicant

List of [departments and units at the Vancouver Campus](#).

[UBC policies and procedures](#) may be amended from time to time and such amendments are binding upon successful candidates.

### Vancouver Campus: UBC Department or Unit

1. The applicant completes and submits an application form and arranges delivery of all required documents to the UBC department or unit to which the application is being made. Please note that each UBC Vancouver department or unit sets its own deadline for receipt of applications.
2. Each department or unit informs potential applicants about the Killam Postdoctoral Research Fellowships competition and the department or unit's related deadlines.
3. Each department or unit vets the application packages received for eligibility and completeness and convenes a committee to review applications received.
4. **Applicants must submit their documents to their proposed departments by early-to-mid-October to leave time for internal adjudication. Contact your proposed department to obtain their deadline.** Each department or unit at the Vancouver campus may forward **one** nominee to the Faculty of Graduate and Postdoctoral Studies **by Friday, November 13, 2020**.



5. Each department or unit must notify applicants who were **not** recommended to G+PS of their status.
6. UBC host department or unit (with guidance from G+PS) prepares formal letters of offer and, if necessary, letters of invitation to initiate immigration paperwork. New fellows are jointly appointed by the host department or unit and G+PS.

### **Okanagan campus nomination process**

1. **Notice of Intent (NOI)** - Applicants must complete the [NOI Competition Submission Form](#) by **Tuesday, September 1, 2020 12:00 p.m. (noon)**. The NOI should include applicant information, supervisor's information, project title, a brief summary of the program of research and a [Vanier-Banting CCV](#). The [Office of Research Services \(ORS\)](#) will use the NOI to determine eligibility and to inform Deans, Associate Deans of Research, and support personnel of eligible applicants.
2. **Thursday, September 3, 2020**. ORS will review the NOIs and share list applicants with Deans, Associate Deans of Research, and support personnel of eligible applicants.

**Please note that units will send their best applicant to the UBCO internal competition.**

3. **Prepare Killam Application** – Friday, September 4, to Wednesday, October 14, 2020: Applicants from each unit work in collaboration with their proposed supervisor on preparing the application and communicate with their Associate Dean Research, or Awards Committee Chair of the Faculty/Department. Please note that each Faculty/Department may set its own deadline for an internal review of applications. Please consult with your supervisor. Each Faculty/Department will check the application packages for completeness, and applicants will invite their referees to provide a letter.
4. **Applicant ORS Killam Deadline** - Thursday, October 15, 2020 12:00 p.m. (noon): Applicants must submit full application to [ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca). Combine all documents into one pdf file in the following order: Application Form, research proposal; ancillary material (optional); personal statement; special circumstances, a [Vanier-Banting CCV](#); one letter of support from the proposed supervisor, and unofficial electronic transcripts. (If a PhD transcript is unavailable, please provide a PhD degree confirmation of conferral or a confirmation of enrollment and progress, with the anticipated date of completion).
5. **Referee ORS Killam Deadline** - Thursday, October 15, 2020 12:00 p.m. (noon): Referees must submit letters of references addressed the UBC Killam Selection Committee via email at [ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca)
6. **ORS Killam Committee Selection** - Monday, October 19, to Friday, October 30, 2020: ORS will convene the Standing Review Committee, chaired by the Associate Vice-Principal Research, to review nominations received and select the 4 UBCO finalists.
7. **Notification of Nominee** - Tuesday, November 3, 2020: For the 4 selected UBCO finalists, the supervisor, Associate Dean Research, and Dean will be informed. At this time the relevant Associate Deans of Research and/or UBCO School or Department will be required to complete the Nomination Form for each of the 4 finalists.
8. **UBC Okanagan Killam Deadline** - Thursday, November 12, 2020 9:00 a.m.: Deadline for the relevant Associate Deans of Research and/or UBCO School or Department's head to submit their completed Nomination Form for the four UBCO finalists to [ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca)
9. **UBC Killam Deadline** - Friday, November 13, 2020 4:00 p.m.: Office of Research Services' deadline to forward its nominees' applications to UBC Vancouver for consideration
10. ORS will notify applicants and their supervisors who were not recommended to Graduate and Postdoctoral Studies of their status on Wednesday, November 4, 2020.

### **Faculty of Graduate and Postdoctoral Studies – Vancouver campus**

1. The Faculty of Graduate and Postdoctoral Studies (G+PS) provides information about the Killam Postdoctoral Research Fellowships competition on its website and makes an announcement to UBC departments and units.
2. G+PS receives departmental nominations until **4:00 p.m. Friday November 13, 2020**. **Applicants must have already sent documents to their proposed departments by early-to-mid-October.**



3. G+PS convenes the Killam Postdoctoral Fellowships and Prizes Committee to adjudicate nominations received from departments or units.
4. G+PS notifies nominees (both successful and unsuccessful) and departments or units about competition results (in late February/early March of the next year).
5. UBC host department or unit (with guidance from G+PS) prepares formal letters of offer and, if necessary, letters of invitation to initiate immigration paperwork. New fellows are jointly appointed by the host department or unit and G+PS.

## ELIGIBILITY CRITERIA

Please refer to the Killam Postdoctoral Research Fellowship [webpage](#) for eligibility criteria.

## SELECTION CRITERIA

Please refer to the Killam Postdoctoral Research Fellowship [webpage](#) for selection criteria.

## OTHER SOURCES OF FUNDING

### External Awards

Postdoctoral applicants are encouraged to apply for other research awards tenable at UBC (e.g., [Banting](#), [NSERC](#), [SSHRC](#), [CIHR](#), and [Michael Smith Foundation for Health Research](#)). In the event applicants are successful in obtaining both a Killam Postdoctoral Research Fellowship and other external postdoctoral awards, they are required to accept the external funding, and **take up the external award within six months of the earliest possible external award start date**. A stipend covering the difference between the regular Killam stipend and the other award (if the latter carries a lower dollar value) will be offered, provided that this protocol is in keeping with the regulations of the agency granting the other award. These Killam Fellows will still be considered Killam scholars, and will remain eligible for the Killam Travel and Research Allowance.

### Teaching and Other Academic Duties

Fellows are permitted to undertake teaching or other academic duties for up to a maximum of six credits, i.e., one six-credit course in either of the two years OR one three-credit course in each of the two years of the fellowship. Any teaching arrangements must be made with the department concerned and remunerated by the department as appropriate.

### Killam Travel and Research Allowance

The UBC Izaak Walton Killam Memorial Fund for Advanced Studies provides current Killam Postdoctoral Fellows with an expense allowance to promote travel for research to attend and/or present at academic meetings. The allowance may also be used for one-time relocation to Vancouver or Kelowna to commence the fellowship and small, discretionary expenses for minor supplies and consumables required for research studies and presentations. All claims from the Killam Allowance are subject to UBC's financial policies and the approval of G+PS. Further information about the [Killam Travel and Research Allowance](#) is available online.



## APPLICATION PROCESS AND DEADLINES

### Preparing the Application

Applicants must complete the application form and append the documents indicated under “Attachments”. You are responsible for submitting a complete application to the department or unit before the internal deadline.

### Application Form

The application form for the 2021 competition is available at:

<http://www.postdocs.ubc.ca/award/killam-postdoctoral-research-fellowship>. The form is designed to be completed on your computer using the “TAB” key to navigate through the document. **Once you have completed and saved your application, please “save as” a PDF before submitting to your proposed department.**

You are asked to include a copy of the checklist with your application so that the department or unit receiving your application may verify the contents of the application package.

### Attachments

In addition to the application form, please submit the following materials to the department or unit to which you are applying:

- Research proposal (maximum of two pages)
- Ancillary materials (optional, maximum of one page)
- Personal statement (maximum of one page)
- Special circumstances (optional, maximum of one page)
- Curriculum vitae from the [Canadian Common CV](#) site. The Vanier-Banting CCV template was designed to cover the breadth of applicants. Feel free to include hyperlinks to provide links to additional information.
- One letter of support from your proposed supervisor
- Three letters of reference
- Official, up to date electronic transcripts and translations for all undergraduate and graduate studies, including studies that did not lead to a degree (ex. exchange terms), are required.

*Feel free to include hyperlinks in your text, to lead adjudicators to online resources with further information on an activity, project, or other resources.*

### Formatting Requirements for Attachments

Attachments must adhere to the formatting requirements below:

- Pages must be 8.5” x 11” (216 mm x 279 mm)
- Margins must be set at a minimum of 0.75” (191 mm) on all sides
- Body text must be in a minimum 12-point font, either a font face of Arial or Times New Roman
- Body text **must be double-spaced** for the following attachments:
  - Research proposal (maximum of two pages)
  - Ancillary materials (optional, maximum of one page)
  - Personal statement (maximum of one page)
  - Special circumstances (optional, maximum of one page)

**Please save your documents as PDFs before submitting to your proposed department.**

### Research proposal (maximum of two pages)

The proposal should be written in clear, non-technical language that allows a non-specialist to comprehend the overall content and importance of the work. Members of the Killam Postdoctoral Fellowships and Prizes Committee are from a broad range disciplines and may not have expertise in your area of study.



Although the fellowship may be used to extend or expand upon doctoral work, it must be made clear that you are not intending to use the award to wrap up a thesis. While it is expected that a postdoctoral fellow will be taking the next step beyond the PhD thesis, you must differentiate clearly between the postdoctoral project and the thesis research. Feel free to include hyperlinks to provide links to additional information.

As applicants must make UBC their base, it is important – particularly for applicants whose primary research materials are elsewhere – to indicate what travel is involved, to where, and for how long. You should describe how you will deal with the remoteness of the primary materials.

The adjudication committee is very interested in “fit” with the selected UBC department or unit and the university’s research programs. You must provide information on how your research relates to that of specific campus programs and advisors. If a colloquium is envisioned, a possible title should be proposed. If you will visit in classes, please suggest which ones. Since inter-disciplinarity is often a valuable dimension (the Killam Trusts declares that a candidate shall not be “a one-sided person”), specific details on proposed inter-departmental connections are welcome.

### **Ancillary Materials (optional, maximum of one page)**

You may provide up to one extra page of ancillary materials such as figures, graphs, images, works cited, and references.

Although UBC departments or units may wish to review manuscripts, artwork, videos of performances, etc., any materials in addition to the one extra page shall not be forwarded to G+PS. The extra page may not be used as a continuation of the research proposal.

### **Personal Statement (maximum of one page)**

Address the following:

- Describe your research experience and relevant work experience
- Describe your personal qualities through other activities such as athletic/artistic achievements, leadership activities, community engagements, volunteerism, etc.
- Describe your career aspirations
- Include details concerning what teaching, if any, you will be doing and how it is related to your work

### **Special Circumstances (optional, maximum of one page)**

Identify any family or health responsibilities that might have delayed or interrupted your career progress **after** the completion of your PhD requirements. Note that your eligibility window will only be extended by the duration of the delay(s) or interruption(s), to a maximum of one year. Description must include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.

For postdoctoral fellows who have already started at UBC, provide a rationale for continuing your appointment at UBC.

## **Curriculum Vitae**

Applicants are required to complete the Vanier-Banting version of the CCV from the Canadian Common CV website: (<https://ccv-cvc.ca/indexresearcher-eng.frm>) as part of their Killam Postdoctoral Fellowship application. The CCV website stores data in a secure database that you can access at any time, and from any computer. You may save your CCV in progress and return to complete it at your convenience. The data you enter can be reused in future applications which use the CCV.

Rather than linking your CCV to your application (as is the case with a Banting Fellowship application) Killam Postdoctoral Fellowship applicants are to click “History” in the top menu bar when logged into the CCV website and select the .pdf version of their CCV.

The Vanier-Banting CCV template was designed to cover the breadth of applicants. Certain fields of entry in the template may not be applicable to your specific circumstances. In those instances, the sections may be left blank.



## Letter of Support from the Proposed UBC Supervisor

The proposed supervisor should give evidence of being intellectually engaged with the applicant's project. For guidance, the supervisor may comment on the following:

- The applicant's research potential, and include information that supports the selection criteria and other personal qualities
- The quality of the proposed research [e.g., the new approach / method / knowledge the nominee will bring and the impact the applicant's research will have]
- The degree of 'match' between the applicant and the supervisor and the potential benefit to each
- The research environment (e.g., lab equipment and facilities) and/or access to resources (e.g., archival materials and academic/community networks)
- The support that is available to the applicant's career development (the opportunity to train further in the area of research)
- The benefit the applicant will bring to UBC

## Letters of Reference

Three letters of reference are required from individuals capable of making an informed assessment. (Additional letters will not be accepted by G+PS, and an application without three letters will be considered incomplete.)

Referees must be able to evaluate the applicant's research potential. For guidance, they may comment on the following:

- The applicant's academic achievement and research contributions [e.g., how valuable these have been and are expected to be]
- The applicant's other personal qualities, and provide example(s) that illustrate(s) the applicant's well-rounded, sound character
- The quality of the proposed research [e.g., how does it expand or depart from the applicant's previous research?]
- The benefit of undertaking the proposed research at the University of British Columbia

All letters of reference must be on the institution's letterhead, written in English, and signed by the referee.

## Important Notes about Submitting Letters

Each application submitted to G+PS must be accompanied by one letter of support from the proposed UBC supervisor and three letters of reference from individuals familiar with the applicant's research and other abilities.

Letters must be submitted directly to the UBC department or unit by their internal deadline

- A referee may email the letter directly to the **department** or unit.
- Due to uncertainties around COVID-19 this year and related remote work arrangements at UBC, it is not recommended that referees mail a hard copy letter to the applicant or UBC department or unit. UBC departments or units may not be able to access hard copy letters due to remote work arrangements.

Requirements for the letters:

- Only letters signed by the author are acceptable
- Emailed original and scanned letters sent by email directly to the department or unit are acceptable
- Emails not coming from the referee's educational institution, and any other letter form that is not signed by the author will not be accepted
- Letters are confidential, and the contents of the letters are not to be viewed by the applicant

## Transcripts for All University-Level Studies

Up to date, official transcripts for all undergraduate and graduate-level studies must be provided, even if a degree was not obtained. Transcripts should also be provided for studies that did not lead to a degree (ex. exchange terms).

Transcripts from each institution must be provided, including the one showing a PhD currently in progress.

Transcripts should include the grading key/legend for the institution (typically located on the back of each transcript page).



If a transcript is not available for a PhD currently in progress, the Registrar or the academic department of the applicant's home institution must issue an official statement letter confirming:

- a transcript verifying PhD enrollment is unavailable
- progress on the PhD is satisfactory
- the expected completion date of the PhD

If the transcript does not indicate the degree name and the degree conferral date, then a degree certificate is also required.

Due to uncertainties around COVID-19 this year and related remote work arrangements at UBC, it is recommended that applicants submit their transcripts to their UBC department or unit via email, rather than mailing hard copy transcripts. UBC departments or units may not be able to access mailed transcripts due to remote work arrangements.

## Translation of transcripts

If you graduated from institutions where the transcripts are issued in a language **other than English**, then in addition to the above, you must:

- arrange to have a set of all official transcripts issued in their original language
- obtain a certified literal English translation of your transcripts from your home university's translation service
- submit both the original transcripts and the literal English translation to the UBC department or unit to which you are applying

Academic records must be translated in their entirety, including any information that appears on the reverse side of any document. UBC does **not** accept unofficial and/or non-literal translations

Please direct questions to [killam.fellowships@ubc.ca](mailto:killam.fellowships@ubc.ca).

## Submission of Applications to UBC Departments and Units

To ensure that candidates will be properly supported in their research at UBC, **all postdoctoral applicants must submit their application to the UBC department or unit of their interest**. The deadline for receipt of completed applications and all supporting documents by the UBC department or unit is determined by each individual department or unit. The review committee (or the Head's designate) of each UBC department or unit is asked to vet all applications for eligibility and select **one** applicant as its nominee for the fellowship.

**Application materials sent directly by the postdoctoral applicant to G+PS will not be accepted.**

## Review of Departmental Nominees

The UBC Killam Postdoctoral Fellowships and Prizes Committee, composed of senior faculty members from various disciplines, many of them former recipients of various Killam awards, reviews the nomination packages.

Departmental nominees are judged on the basis of the [selection criteria](#) listed above.

## Selection of Successful Candidates

The UBC Killam Postdoctoral Fellowships and Prizes Committee presents the highest-ranked candidates to the UBC Killam Memorial Fellowships Committee and the Killam Trusts. G+PS then makes offers to the top two or three candidates. Candidates deemed worthy of the fellowship, but ranked lower in the competition, are informed of their wait-listed status and may be presented with an offer if a higher-ranked candidate is either unable to accept the fellowship or is able to enter UBC with external funding. Unsuccessful nominees and their UBC nominators will also be notified of the status of their nomination.

All nominees will receive notice of the status of their nomination by early March. Please direct questions to [killam.fellowships@ubc.ca](mailto:killam.fellowships@ubc.ca).