



IZAAK WALTON KILLAM MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP

Nomination guide for the 2021 competition (deadline November 13, 2020)

Please enquire with individual departments and units regarding internal deadlines.

Nomination process at UBC Vancouver

Please see our [webpage](#) (under 'Files') for a list of units at UBC-Vancouver that can submit a Killam Postdoctoral Research Fellowship nomination.

Selecting the Nominee

After each department or unit's individual deadline has passed, the department or unit is asked to convene a local committee to review applications received.

The search is for a candidate whose work is beyond excellent, and whose research is convincingly innovative and ground-breaking. It is crucial not only to assert distinctiveness but also to show the committee at Graduate and Postdoctoral Studies how the candidate's work is exceptional.

Each [eligible department or unit](#) at the Vancouver campus may forward **one nomination** (UBC Okanagan may forward **four** nominations) to the Killam Postdoctoral Fellowships and Prizes Committee, via Graduate and Postdoctoral Studies (G+PS). Most importantly, the committee relies heavily on the department or unit's judgment to best determine the quality of the candidate and the "fit" with the department or unit's research programs.

Departments and units must notify those applicants who are not nominated to G+PS of their status in the competition.

A Note about Benefits

Killam Postdoctoral Fellows are entitled to benefits, but it will depend whether or not they receive a stipend from the Killam Trusts. If they do not receive a Killam stipend because they are also receiving a higher valued award (i.e. Banting), then it is the PI's responsibility to ensure they or their unit have the funding to cover these expenses. For more information please consult the [benefits website](#) and for sample costs please refer to the [benefits cost calculator](#).

Nomination process at UBC Okanagan

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. 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
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
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.

Nomination Form

Each department or unit is asked to complete the nomination form, which is available online on our [webpage](#) under the "Files" section at the bottom of the page. The information provided on this form is extremely important to the adjudication committee.

Preparing the Nomination Package

If you receive documents in a Word format, please convert them to PDF format. If possible, please provide the nomination files (particularly the application form and nomination form) as "true PDFs", rather than scans of printed forms. "True PDFs" allow the documents to be easily searchable in Adobe.

The nomination package must include:

1. The nomination form
2. The applicant's materials, including the following items (in the order shown):
 - a) the applicant's application form
 - b) the research proposal (maximum of two pages)
 - c) the one page of ancillary materials (if applicable)
 - d) the personal statement (maximum of one page)



- e) the one page of special circumstances (if applicable)
- f) the applicant's curriculum vitae from the Canadian Common CV site, using the Vanier-Banting CCV template.
- g) the proposed UBC supervisor's letter of support
- h) three signed letters of reference
- i) all undergraduate and graduate transcripts, degree confirmations, and English translations
 - (1) Please include the reverse side of transcripts, if applicable (ie. grading key/legend)
- j) confirmation of PhD enrollment and progress (if the applicant has not completed his/her PhD)

Submitting the nomination package

The department or unit is required to submit its nomination package to the Faculty of Graduate and Postdoctoral Studies for its nominee.

- Please submit the nomination as a single PDF with the files in the order listed above.
- File naming convention: KillamPDF_dept_lastname_firstname (ie KillamPDF_MATH_Smith_Bob)
- Completed nomination packages must be submitted online via Qualtrics by **4:00 p.m. on Friday, November 13, 2020.**

Instead of UBC Workspace, a Qualtrics survey will be set up to receive files from nominating units this year. The URL will be posted on our [webpage](#) in fall 2020.