



## IZAAK WALTON KILLAM MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP

### Nomination guide for the 2021 competition (deadline November 12, 2021 at 4:00 pm PST)

Applicants: Please enquire with individual departments and units regarding internal application deadlines.

*Revision 8/20/2021: UBC-Okanagan's Notice of Intent deadline revised from September 1 to September 8.*

### 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.

- UBC departments or units must **set an internal application deadline** well in advance of the departmental nomination deadline in November
- Each department or unit informs potential applicants about the Killam Postdoctoral Research Fellowships competition and the department or unit's related deadlines.
- Each department or unit vets the application packages received for eligibility and completeness and convenes a 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 total) to the Killam Postdoctoral Fellowships and Prizes Committee, via the Faculty of Graduate and Postdoctoral Studies (G+PS), by November 12, 2021 at 4:00 pm PST. 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 **Wednesday, September 8, 2021 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](#).
2. **Friday, September 10, 2021**. CoGS reviews the NOIs and shares applicant information with Deans, Associate Deans of Research, and support personnel of eligible applicants.



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

3. **Prepare Killam Application** – Tuesday, September 14, to Thursday, October 14, 2021: Applicants from each department work in collaboration with their proposed supervisor to prepare the application in consultation with their Associate Dean Research. The applicant submits their application to the Faculty/Department Awards Committee Chair for review. 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 reviews the application for completeness and competitiveness and nominates XXXXXX to CoGS. Applicants invite their referees to provide a letter of reference addressed to the UBC via email at [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
4. **Applicant CoGS Killam Deadline** - Friday, October 15, 2021 12:00 p.m. (noon): Applicants must submit full application to [postdoc.ok@ubc.ca](mailto:postdoc.ok@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 CoGS Killam Deadline** - Friday, October 15, 2021 12:00 p.m. (noon): Referees must submit letters of references addressed the UBC Killam Selection Committee via email at [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
6. **CoGS Killam Committee Selection** - Monday, October 18, to Friday, October 29, 2021: CoGS convenes the Standing Review Committee, chaired by the Dean, College of Graduate Studies, to review nominations received and select the 4 UBCO finalists.
7. **Notification of Nominee** - Tuesday, November 2, 2021: For the 4 selected UBCO finalists, the supervisor, Associate Dean Research, and Dean are informed. At this time the relevant Associate Deans of Research and/or UBCO School or Department is required to complete the Nomination Form for each of the 4 finalists.
8. **UBC Okanagan Killam Deadline** - Thursday, November 11, 2021 9:00 a.m.: Deadline for the relevant Associate Deans of Research and/or UBCO School or Department Head to submit their completed Nomination Form to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
9. **UBC Killam Deadline** - Friday, November 12, 2021 4:00 p.m.: College of Graduate Studies' deadline to forward its nominees' applications to UBC Vancouver's Faculty of Graduate and Postdoctoral Studies (G+PS) for consideration.
10. CoGS notifies applicants and their supervisors who were not recommended to G+PS on Wednesday, November 4, 2021.

## 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 special circumstances (one page)
  - 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, typically from the applicant's current institution graduate studies office or registrar's office (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 (link below) by **4:00 p.m. on Friday, November 12, 2021.**

**Qualtrics nomination submission: [SUBMIT NOMINATION HERE](#)**