



# IZAAK WALTON KILLAM MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP

## Department or Unit Nomination guide for the 2024-2025 competition

Nomination deadline: November 9, 2023 at 4:00 pm PT

### 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.

1. UBC departments or units must **set an internal application deadline** well in advance of the departmental nomination deadline in November.
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.
  - a. 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.
  - b. 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.
4. 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 9, 2023 at 4:00 pm PT**.
5. 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. **Pre-Application Proposal** – Applicants must complete the [Pre-Application Proposal Form](#) by **Wednesday, September 6, 2023 12:00 p.m. (noon)**.
2. **Pre-Application Review** – Thursday, September 7, 2023: The College of Graduate Studies (CoGS) reviews each pre-application and shares applicant information with Deans, Associate Deans of Research, and support personnel of eligible applicants.

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



3. **Prepare Killam Application** – Friday, September 8 to Friday, October 13, 2023: Applicants work in collaboration with their proposed supervisor to prepare their 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 to CoGS. Applicants invite their referees to provide a letter of reference addressed to the UBC Killam Selection Committee via email at [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
4. **Applicant CoGS Killam Deadline** – Monday, October 16, 2023 12:00 p.m. (noon): Applicants must submit a complete application to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca). Applicants must 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 official 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** – Monday, October 16, 2023 12:00 p.m. (noon): Referees must submit letters of references addressed to the UBC Killam Selection Committee via email at [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
6. **CoGS Killam Committee Selection** – Tuesday, October 17 to Friday, October 27, 2023: 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, October 31, 2023: 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** – Wednesday, November 8, 2023 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** – Thursday, November 9, 2023 4:00 p.m.: CoGS deadline to forward its nominees' applications to UBC Vancouver's Faculty of Graduate and Postdoctoral Studies (G+PS) for consideration. CoGS notifies applicants and their supervisors who were not recommended to G+PS.

## 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, which is available online on our [webpage](#) under the “Files” section at the bottom of the page
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 official 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 (via the Qualtrics link below) 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 pm PT on November 9, 2023**.

Qualtrics nomination submission: [SUBMIT NOMINATIONS HERE](#)