



# IZAAK WALTON KILLAM MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP

## Guide for Fellows

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## 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 the [Postdoctoral Fellows website](#).

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

## OVERVIEW OF RESPONSIBILITIES

The responsibilities of the applicant, the UBC department or unit receiving the application, and the Faculty of Graduate and Postdoctoral Studies (G+PS) are summarized below:

### New Killam Postdoctoral Research Fellow

1. If successful in the competition, you, the successful candidate, will be offered a Killam Postdoctoral Research Fellowship by G+PS. You must respond to the offer in writing prior to a specified deadline.
2. You must complete all requirements for your PhD prior to starting the fellowship.
3. You will arrange relocation/[immigration](#), which may include the following:
  - a. applying for a Canadian work permit and temporary resident visa from Citizenship and Immigration Canada (with guidance from the host department or unit and Graduate and Postdoctoral Studies), and
  - b. arranging basic medical and hospital insurance to cover British Columbia Medical Services Plan's (MSP) three-month waiting period (see [Appointment at UBC](#)).
4. Once in British Columbia, you will apply for the following, if applicable:
  - a. Canadian Social Insurance Number (SIN), and
  - b. MSP coverage.
5. Prior to the end of the first year of your Killam Fellowship, you will be required to submit all required documents (as per instructions from Graduate and Postdoctoral Studies) for renewal for a second year.

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

### Transcripts for all University-level Studies

Once you have accepted the Killam Fellowship offer, you must have your institutions provide official academic records in sealed and endorsed envelopes, sent directly to the Faculty of Graduate & Postdoctoral Studies, attention **Killam Postdocs**, 6371 Crescent Road, Vancouver BC V6T 1Z2.

Transcripts for all undergraduate and graduate-level studies must be provided, even if a degree was not obtained. These may be unofficial transcripts.

If your PhD is not complete when you accept the Killam Fellowship, have your other transcripts sent, and have your PhD confirmation sent once it is available.

If you wish to deliver the transcripts in person, please do not break the seal of any envelopes issued by educational institutions. We will not accept any materials that have been opened.



## 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 G+PS in sealed envelopes endorsed by your university

If the home university does **not** provide an English translation of transcripts, you must:

- obtain a copy of your transcripts (do not open a sealed, endorsed envelope containing transcripts intended for submission to the UBC department or unit)
- take the copy to a certified translator and ask them to provide a complete, word-by-word, literal English translation
- tell the translator to put both the original language photocopy and the literal English translation into a sealed envelope, and endorse the envelope by signing across the seal
- submit the translations in sealed, endorsed envelopes from the translator
- submit the original transcripts in the original language

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 or non-literal translations, which were accepted for the competition only

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## UBC Department or Unit

1. Each department or unit provides the successful fellow with support and facilities to conduct research as outlined in the fellow's research proposal.
2. Three months prior to the end of the fellow's first year, the supervisor provides a letter of support to G+PS confirming satisfactory progress and that the facilities and support will be available for a second year.

## Faculty of Graduate and Postdoctoral Studies

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.

G+PS also administers the following for Killam Fellows:

- The Killam Travel and Research Allowance
- Re-appointment for a second year

## LOCATION OF TENURE AND START DATES

Fellowships are tenable only at UBC, and fellows are expected to make UBC their base while holding the fellowship, apart from necessary research trips (no more than three months in each year of the fellowship).



Fellowships starting in the 2019 cycle may not begin earlier than May 1, 2019 and no later than January 2, 2020. Most fellowships commence between May and October.

## 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.

If the external funding agency offers a range of funding start dates, the Killam Fellow must take up the external award within six months of the earliest possible external award start date.

### 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 Graduate and Postdoctoral Studies. Further information about the Killam Travel and Research Allowance is available online at: <https://www.grad.ubc.ca/awards/killam-fellowship-travel-research-allowance>

## APPOINTMENT AT UBC

Upon acceptance of the fellowship offers, successful candidates will be jointly appointed by the UBC host department/unit and Graduate and Postdoctoral Studies as postdoctoral fellows with term appointments (non-continuing, non-tenure track).

Appointments are made initially for one year and are renewable for a second year upon satisfactory review (see [Renewal for a Second Year](#) later in this section). Killam Fellows are eligible for health and welfare benefits. Important information (such as obligations while at UBC and the benefits and amenities of the campus and surrounding area) are available online at:



<http://www.hr.ubc.ca/faculty-relations/recruitment/titles-ranks-descriptions/postdoctoral-fellows/>.

Please note in particular the information specific to Postdoctoral Fellows as Award Recipients.

Host departments or units will be responsible for providing supervision, research and administrative support, and research facilities for successful candidates. Graduate and Postdoctoral Studies is responsible for coordinating offer letters, faculty appointments, and the Killam portion of funding for successful candidates. Any subsidies provided by the department or unit to the candidate must be specified on the departmental nomination form included in the nomination package.

As new employees of UBC, successful candidates are required to present to the host department/unit and Graduate and Postdoctoral Studies original documentation to confirm identity and eligibility to be employed in Canada. It is the candidates' responsibility to ensure that they are legally entitled to work at UBC pursuant to Citizenship and Immigration Canada's requirements. The immigration process for foreign postdoctoral fellows is outlined at:

<http://www.hr.ubc.ca/faculty-relations/immigration/postdoctoral-fellows/>.

## **KILLAM AWARDS CEREMONY AND CELEBRATORY RECEPTION**

New Killam Fellows are welcomed and inaugurated into the Killam Family at the Killam Awards Ceremony each Fall. New fellows, and those who were unable to attend during the year of their commencement, will receive an invitation to meet the Killam Trustees, invited members of the UBC community, and fellows and scholars of other UBC Killam awards.

## **RENEWAL FOR A SECOND YEAR**

Fellows will receive renewal notices from Graduate and Postdoctoral Studies three months before the end of their first year. In order to successfully renew the fellowship for a second year, fellows must submit the following documents by a requested deadline:

- an updated curriculum vitae
- a brief report of progress to date
- a short statement of plans for the year of renewal

Each fellow's supervisor must also provide a letter of support confirming satisfactory progress and that the facilities and support will be available for a second year.

Fellows who are not Canadian citizens/permanent residents will then be guided through the process of renewing their Canadian work permit and Social Insurance Number (SIN) prior to reappointment.

## **RESIGNATION**

Graduate and Postdoctoral Studies requires fellows who leave UBC prior to the end of the 24-month fellowship period to submit a letter of resignation indicating the last day of appointment. Fellows must submit this letter to Graduate and Postdoctoral Studies 30 days prior to their last day, and send a copy to their supervisor.

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