



BANTING POSTDOCTORAL FELLOWSHIPS PROGRAM Office of Research Services Guidelines – UBC Vancouver

Please familiarize yourself with the following information regarding UBC's signature policy, and Office of Research Services (ORS) internal deadlines and submission requirements.

ORS Internal Banting deadline: Monday, September 18, 2017, 4:30 PM PDT

ORS Signature Policy Information

Please refer to the ORS website for the following requirements:

- [UBC Signature Overview](#)
- [Research Project Information Form \(RPIF\)](#)
- [Obtaining a UBC Signature](#)
 - Typically, UBC requires signatures from the PI, Department Head/Director of School or Institute and Dean of Faculty in order to approve a grant application for submission
 - However, some Faculties/Schools waive the Dean's signature requirement (e.g., Applied Science, Science, Kinesiology)
- [Signature Contacts](#)
- [What a Signature Implies](#)

Documents Required by ORS:

1. Signed UBC Research Project Information Form List supervisor as the PI, fellow's name in Box B under "if this is a student or trainee fellowship, please enter recipient name"
2. Lay Abstract
3. Signed Institutional Letter of Endorsement
4. Signed Supervisor's Statement
5. Banting Application Details page
 - Download document from ResearchNet by clicking on the "Preview Application Materials" task, then on the "Preview" action for Application Details

All submitted documents are for ORS record and will not be returned to you.

It is the responsibility of nominees and supervisors to confirm and manage any additional/different Faculty and/or Department signature/deadline requirements.