

**Western Postdoctoral Fellowship**

**Application Form**

**Application Instructions**

Before completing this application, please read the *Western Postdoctoral Fellowship Program Guidelines*.

Applicants must abide by all rules, guidelines, and instructions included in that document, in addition to instructions provided in this application form.

**Applicant Deadline: Individual Faculty Deadline**

**Submit this form and all required attachments to your Faculty Dean’s Office.**

**Faculty Research Office Submission to Western Research Deadline: February 27, 2024 by 3pm ET**  
*Note: Up to three proposals may be submitted by the faculty-level research office to Western Research for final adjudication by the deadline via the online submission portal. Accompanying ROLAs for these three applications are also due at this time by the faculty supervisor.*

Incomplete applications may be excluded from the competition.

Applications received after the deadline will be excluded from the competition.

(Extensions – if any – will only be granted in extreme circumstances and with the approval of an Associate Vice-President Research or their designate.)

# Postdoctoral Fellow Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | |
| **Address** |  | | | | |
| **Email** |  | | **Phone** |  | |
| **Citizenship** |  | | **Are you eligible to obtain a**  **Citizen and Immigration Canada (CIC) Work Permit?** | | Yes  Don’t Know  No |
| **Do you self-identify as a member of an equity-deserving group?** *(*[*See Glossary of Terms here*](https://www.edi.uwo.ca/resources/glossary-of-terms/)*)* | | | Yes  No  Prefer not to answer | | |
| **Do you have an existing affiliation with Western University?** | | Yes  No | *If yes, please briefly describe affiliation:* |  | |
|  | | | | | |

# Postdoctoral Research Project Overview

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Proposed Postdoctoral Research Project:** | |  | | | | | |
| **Postdoctoral Supervisor(s)** | | *(Primary Supervisor, Department and Faculty)* | | | | | |
| *(Co-supervisor – if applicable)* | | | | *(Co-supervisor – if applicable)* | |
| **The primary supervisor named above has agreed to supervise this postdoctoral project:** | | | | | | | Yes  No |
| **Have other internal or external sources of funding been sought or will you be applying next round (e.g., Banting, Tri-Agencies, etc.)?** | | | | |  | | |
| **Anticipated Start Date:** |  | | | | | | |
| **Descriptors/Key Words:** |  | | | | | | |
| **Is the proposed project interdisciplinary?** | Yes  No | | **If yes, please list relevant discipline areas:** |  | | | |
| **Lay Abstract**  *Describe your research using lay terminology. If awarded, this description may be used in communications for promotional purposes. Maximum: 3000 characters including spaces (Approximately 400 words)* | | | | | | | |
|  | | | | | | | |

# Postdoctoral Fellow Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PhD Status** | Granted  In Progress | | **PhD Institution** |  |
| **Date PhD Started** | *(MM/YYYY)* | | **Date PhD Granted**  *If “in progress” indicate* ***expected*** *end date.* | *(MM/YYYY)* |
| **Title of PhD Dissertation** |  | | | |
| **PhD Supervisor(s)**  *Name*  *Institution* | *(Primary Supervisor)* | | *(Co-Supervisor if applicable)* | *(Co-Supervisor if applicable)* |
| **Dissertation Abstract**  *Maximum: 3000 characters including spaces (Approximately 400 words)* | | | | |
|  | | | | |
| Link to Dissertation (if available): | |  | | |

# Research Ethics

Please indicate all relevant kinds of ethical certification that will be required to carry out your project.

Human Ethics

Animal Use

Biohazard

Indigenous Research (compliance with [TCPS 2 - Chapter 9](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter9-chapitre9/) and/or [First Nations Principles of OCAP](http://fnigc.ca/ocap.html))\*

\*If you indicated “Yes” for ethical considerations related to research involving Indigenous peoples, please explain your engagement with the community required by [TCPS 2 - Chapter 9](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter9-chapitre9/) and/or [First Nations Principles of OCAP](http://fnigc.ca/ocap.html) guidelines. Please be sure to indicate whether the engagement activities discussed are completed, ongoing, or planned for the future.

(*Maximum 3000 characters – Approximately 400 words.)*

|  |
| --- |
|  |

**Please note**: All ethics certifications will have to be secured through the postdoctoral scholar’s host supervisor.

# Letters of Support

Each applicant is required to submit Letters of Support from two referees as part of their application.

Letters should:

* + Be a maximum of 2 pages in length (minimum font size 11 pt);
  + Provide a description of how the referee knows the applicant and, for non-academic partnered research references, a summary of the role of the referee in their organization/community);
  + Address the Postdoctoral Fellowship Program evaluation criteria. Referees may consider discussing:
    - **Academic References**
      * The applicant’s research excellence as demonstrated so far.
      * The time and effort dedicated to service and/or leadership by the applicant.
      * The applicant’s potential for future research excellence and leadership.
      * The quality of the applicant’s postdoctoral research project (as outlined in their application to this competition) and the importance of this project in terms of potential academic or social impacts.
      * The appropriateness of Western University as the primary academic site for this research project.
      * The appropriateness of the proposed supervisor for this research project.

# Non-Academic Partnered Research References

* + - * The ability of the applicant to include the community’s/organization’s point of view in their research, and the collaborative model used.
      * The relevance of the applicant’s work to the organization’s need(s).
      * An example of how the organization utilized the outcomes of the applicant’s work.
      * Leadership qualities or behaviours the applicant displayed while working with the organization.
      * How the applicant’s proposed project will build upon or further disseminate the outcomes of previous collaborations.
      * How the applicant’s proposed project has the potential to impact the community/organization in the future.

Letters must be provided from the following people:

* + Referee 1: Primary Supervisor of PhD Dissertation, or someone directly involved with your dissertation research (i.e., co-supervisor, committee member, or external or internal examiner).
  + Referee 2: Someone who was not directly involved in with your dissertation research (i.e., someone who was not on your dissertation committee and was not an examiner (internal or external) of your dissertation)

*Note: If the applicant is engaging in community-based research a letter of support is required from the community partner and included as an additional (third) Referee letter*.

Referee letters must be sent directly from the Referees to the respective Dean and/or Faculty Research Office for inclusion in the Nomination Package. The Dean and/or Faculty Research Office is responsible for ensuring all referee letters are submitted along with the application package together via the online submission process by the posted deadline.

**Referee 1: Primary Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position/Affiliation** |  | | |
| **Email** |  | **Phone** |  |
| **Relationship to applicant** |  | | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position/Affiliation** |  | | |
| **Email** |  | **Phone** |  |
| **Relationship to applicant** |  | | |

**Referee 3** *(if Community-based research)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position/Affiliation** |  | | |
| **Email** |  | **Phone** |  |
| **Relationship to applicant** |  | | |

# Required Attachments – Checklist

***Formatting for Attachments:***

* Pages must be 8 ½" x 11" (216mm x 279mm)
* Insert a minimum margin of 2cm (3/4 inch) around the page (top, bottom and sides)
* Text can be either single- or double-spaced
* Use a minimum font size of 11 (Arial, Calibri or Times New Roman are acceptable)
* Condensed font spacing is not permissible

**Required Attachments**

At the top of each page: indicate the title of the attachment (top left header) and your name (top right header).

The title of each attachment is listed below.

1. **Research Project Proposal** (Up to 4 pages max.):
   * Proposal: up to four pages including graphs and images.
   * For the content of your proposal, applicants are encouraged to follow the [Banting Postdoctoral Fellowship Guidelines](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g11) quoted here:

“*All applicants, including those in the areas of applied research, research-creation, or knowledge translation, must provide a detailed description of their proposed research, addressing the following elements, as applicable:*

* + - * *the objectives of the proposed research program*
      * *the research questions and/or hypotheses*
      * *the theoretical approach or framework*
      * *the position of the proposed research within the context of the current knowledge in the field*
      * *the position of the proposed research within the context of ongoing work by the proposed supervisor*
      * *an explanation of the novelty and the potential significance of the proposed research*
      * *the methodology (including timelines) and the rationale for choosing it*
      * *the outline of any plans for collaboration*
      * *the role and impact of the applicant’s culture in knowledge production related to the proposed research*
      * *the roles and responsibilities of the applicant, the supervisor and/or other collaborators in the proposed research*
      * *the contribution that the research will make to the advancement of knowledge*
      * *any ethical considerations pertaining to the research*
      * *the plan to disseminate the findings and/or enhance the potential for impact*
      * *the rationale for selecting the proposed host institution [Western] and supervisor(s): clearly justify the choice, and highlight the anticipated benefits with respect to the applicant fulfilling their research goals and career aspirations*”
* Applicants who are currently affiliated with Western University who wish to apply to this program and remain in the same research environment, must justify their request. Applicants must describe their association with Western and provide a strong justification to support this request. Valid justifications may include (please note this is not an exhaustive list):
  + - * specialized research needs;
      * family reasons;
      * health issues;
      * community or cultural responsibilities; and
      * conducting research with Indigenous communities.

1. **Bibliography/References** (Up to **2 pages max.**)
2. **Host Supervisor Statement** (Up to **3 pages**):
   * The supervisor must include a statement regarding matching funds (see Guidelines for further details) indicating that either 1) matching funds have been secured, and identifying the source, or 2) that matching funds are not available, and providing justification for why Western Research should fully fund the application based on need.
   * For the content of the Supervisor Statement, supervisors are encouraged to follow sections 1, 2, and 3 of the [Banting Postdoctoral Fellowship Guidelines](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g11), referenced here. (Note: The institutional information outlined in Sections 4 and 5 does not need to be described for this competition.) There is also additional information required in the final section, noted below:
     + “*Supervisor's biography*

*Describe the supervisor's academic and research background, key contributions/accomplishments and funding to date. This section must be concise and include only information that is relevant to the application.*

* + - *Appropriateness of the supervisor(s)*

*Describe the fit between the research interests/background of the supervisor and applicant, and the anticipated mutual benefits. In the description, provide specifics about how the proposed research complements the supervisor’s ongoing projects and/or new research directions. Detail the contributions of the supervisor and applicant in the design and development of the proposed research.*

* + - *Research environment*

*Provide details concerning the applicant's proposed research environment, clearly stating the supervisor's and laboratory/department's commitment. Examples may include (but not limited to) mentorship, opportunities for collaboration, dissemination, and/or knowledge translation, resources (e.g., funding, facilities, personnel) that will be available to support the applicant as they carry out their proposed research and develop their leadership potential.*

*In the case or applications in which the proposed research respectfully involves Indigenous communities, describe how respectful relationships are being developed to engage with relevant Indigenous communities in the proposed research and to promote reciprocity in terms of the benefits derived from the research process and outcomes. Describe and support provided to facilitate collaborations between the applicant, the host institution, and Indigenous communities/partners. The supervisor must provide details corroborating information provided in the research proposal.*”

* + - *EDID statement*

*Outline the Supervisors EDID strategy by identifying specific barriers and challenges relevant to the team and research, describe intentional strategies that have been implemented in mentoring/training and research design with evidence to showcase impact.*

1. **Postdoctoral Applicant CV** (Up to **5 pages**)
   * Any standard CV format will be acceptable and can be structured based on the nominee’s discipline. CVs should include relevant data including publications, artistic contributions, funding, awards, etc. OR

* If desired, applicants may submit a narrative CV in lieu of the standard CV (max. 5 pages)
  + - Using a narrative CV, applicants can share written descriptions of their professional contributions, achievements, skills and experiences. The focus is on the quality of work and the impact of this work to both scholarly and broader societal contexts. Applicants might also choose to share details of one’s personal roles, identities and experiences to contextualize this professional work. Numbers can still be used and publications listed – however, the focus should be on the process and outcomes of research. This approach differs from the standard, metric-based CVs that list publications and employment and education history without much context.
    - Applicants may choose to combine this narrative CV with the “most significant contributions” section (max. 6 pages combined). In this instance, the section should be titled CV/Most Significant Contributions.
    - Applicants are encouraged to reference online resources to create their own narrative CV that is relevant to this competition and their discipline and that best highlights their professional identity and diverse contributions. Two resources are suggested below; however, applicants are welcome to consult other resources as well.   Applicants need not include each section listed in these examples, and each section included does not need to be the same length.
      * The NSERC Discovery Grant ran a pilot with narrative CVs and provides guidance here: <https://www.nserc-crsng.gc.ca/convergence/instructions-instructions/dhfull-hdfull_eng.asp>. Their sections are organized into a) personal information, b) personal statement, c) most significant contributions, d) other contributions to knowledge, e) supervisory and mentorship activities and f) other relevant information.
      * UK Research and Innovation has four core modules in their flexible narrative CV model: 1) Generation and flow of new ideas, hypotheses, tools or knowledge, 2) Contributions to the research and innovation community, 3) Research teams work and the development of others, and 4) Broader society. On this webpage, Imperial College London provides some definitions and guidance and links to the UKRI framework: <https://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/bibliometrics/narrative-cvs/>.

1. **Most Significant Contributions** (Up to **1 page**):
   * The applicant should identify and briefly describe ***up to*** three significant contributions related to research or leadership/service as it pertains to your proposal and professional intent. Include at least one contribution that showcases advancement of EDID within the research ecosystem.
2. **Proof of PhD:** 
   * Applicants who have already received their PhD are asked to provide documentation (original document plus translation as required) showing that the PhD has been granted. An unofficial copy is acceptable; however, official copies may be requested at Western University’s discretion.
   * For applicants with a PhD in progress, it is expected that this documentation will be provided before the start date of the award.
3. **Career Interruptions and Exceptional Circumstances *(if applicable)***
   * Applicants with exceptional circumstances or interruptions (see Program Guidelines) may include an additional attachment (max. 1 page) outlining the nature and dates of these circumstances for consideration by the adjudication committee relating to applicant eligibility and relevant research progress.
     + Relevant circumstances may include: parental leave, child-rearing, illness, disability, cultural or community responsibilities, socioeconomic context, or health-related family responsibilities.
     + Research interruptions caused by the COVID-19 pandemic are recognized as, and may be counted as, an eligible delay.
4. **Letters of Support** (Up to **2 pages** each)
   * See section above, E. Letters of Support, for specific details on letter requirements.
   * Referee letters must be sent directly from the Referees to the respective Dean and/or Faculty Research Office for inclusion in the Nomination Package.
   * The Dean and/or Faculty Research Office is responsible for ensuring all referee letters are attached along with the application package together in one file to be submitted via the online submission portal by the posted deadline.

~*END OF APPLICATION FORM~*