

University of Alberta

Banting PDF Proposal Development Process for 2017

ENDORSED BY URPC on May 19, 2017

The following is the timeline and procedure endorsed by URPC for developing and reviewing nominations for the Banting Postdoctoral Fellowships at the University of Alberta for 2017-18. The University uses a two-part process to select a limited number of individuals who will be invited to prepare a full application. **The deadline date for the submission of the Preliminary Package, which will be used in the University's internal adjudication, is June 12. For those applicants selected to prepare a full submission following the internal adjudication, the deadline date for receipt of those applications is 20 September.** All details about the program are available at: [Banting PDF Fellowships 2017](#). Potential applicants are encouraged to read all the information on the Banting PDF website prior to preparing a preliminary package.

Timeline:

January - May 2017– Competition results from 2016 were announced on 14 February 2017. The University of Alberta had one successful application - in the SSHRC area. The 2017 Banting competition was launched on 19 April. An institutional point person is identified to field all questions and to give advice about questions and issues arising from the faculties, departments, or individual professors. Diane Rogers, Advisor in the Postdoctoral Fellows Office, will serve as the institutional point person for the Banting process. Diane's email address is diane.rogers@ualberta.ca and her phone number is 492 5079. Faculty level point people are identified (often Associate/Vice Deans (Research)), and Diane Rogers is advised by 1 June about who is handling this role in each Faculty/School. URPC signs off on the internal process to be used in 2017.

May - June 12 – Participants on agency-based subcommittees (NSERC, CIHR, SSHRC) identified and their availability for key adjudication periods (see below) is verified. Call is sent to all Faculties/Schools for nominations accompanied by detailed timelines and procedures. Information about the competition is posted on the [PDFO website](#).

June 12 – Preliminary package (CVs of applicant and supervisor, plus completed form on page 3) due at Faculty/Schools level. Form identifies applicant, proposed supervisor, relevant agency (NSERC, CIHR, SSHRC), gender, date of PhD, location of PhD, proposed start date, confirmation that person is not currently a Tri-Council PDF award holder, title of proposal, 500 word lay description of proposed research, succinct explanation (500 words) of U of A special fit and why the candidate merits a Banting award, and the names and contact information of three referees.

June 19 – Preliminary packages due in PDF Office from the Faculties/Schools. Late applications will not be accepted directly from a researcher and must go through the Faculty point person. The PDFO prepares a spreadsheet documenting the applications for each agency (applicant name, supervisor, department, faculty, title of proposal) and forwards to appropriate Agency-based subcommittee along with preliminary packages by **June 30**. Institutional signatures are not required for preliminary packages.

July 4 - 21 – Agency-based subcommittees meet and select applicants to complete full proposals. Catherine Anley, the University's Equity, Diversity and Inclusion (EDI) Advisor will be involved in the final review of the applications prior to selection for submission, and the Chairs of the Agency-based subcommittees are responsible for contacting Catherine (catherine.anley@ualberta.ca) to arrange her involvement in the selection process. Feedback is provided for those applications going forward to further strengthen them.

Primary responsibilities for completion of the full application elements are as follows:

- 1) Administration (Tasks 1 through 9 in the [Application Guide](#)) – Nominee
- 2) Proposal, summary, bibliography, selection of referees – Nominee and Supervisor
- 3) Supervisor's Statement - Supervisor
- 4) Draft Institutional letter of endorsement - Associate/Vice Dean (Research) and Supervisor
- 5) Signature on Institutional letter of endorsement – Vice-President (Research) Office
- 6) Submission of complete nomination via ResearchNet – Nominee

The Associate/Vice Dean (Research) of the corresponding Faculty/Schools will be responsible for ensuring the entire package is reviewed and polished by the final deadline. Referee letters would be solicited if not already done, and points to address in the letter provided to referees. The Associate/Vice Dean (Research) must clearly explain to referees the requirement that all references must be uploaded to ResearchNet by the referee by the deadline or the entire application cannot be submitted electronically.

July 24 – Vice-President (Research) Office will be advised by the subcommittee Chairs of the names of applicants, as well as the associated proposed supervisor, who are invited to prepare full applications. The V-P (Research) Office will notify RSO of the applicants' names and their proposed supervisor; V-P(R) Office will share all the names with the subcommittee chairs.

August 30 – Full package submitted to relevant Associate/Vice Dean (Research) for final review. Required signatures of applicant, supervisor, Chair and Dean will be in place. In order to do so, the proposed supervisor should create the Proposal on the [Researcher Home Page](#) and must choose "Request Type: Studentship" (even though the applicant is applying for a Fellowship) [Request for New Application/Proposal/Project](#)

September 6 – Final draft of Institutional synergy letter submitted to V-P (R) Office. The V-P(R) Office will forward the signed letter electronically to the nominee for submission along with the rest of the application.

September 20 – Full proposals submitted by the nominees to the Banting Secretariat via ResearchNet. Reference letters must also be submitted by the referees by this date.

Applicants will also submit to the PDF Office a complete PDF copy of their applications. PDF Office to forward a copy of complete applications to Research Services Office.

Mid February, 2018 – Results announced.

April - October – Banting PDFs take up their appointments.