

UNIVERSITY OF ALBERTA **GUIDE FOR SUPERVISORS FOR APPLICATIONS TO** **THE 2017-18 BANTING POSTDOCTORAL** **FELLOWSHIPS COMPETITION**

The objective of the [Banting Postdoctoral Fellowships Program](#) is to attract and retain top-tier postdoctoral talent, both national and international, to develop their leadership potential and to position them for success as research leaders of tomorrow, positively contributing to Canada's economic, social and research-based growth through a research-intensive career. **The supervisor's statement, the professional development opportunities, and the description of the research environment coming from proposed supervisors are very influential in the selection committee's consideration of the candidates, and we appreciate your taking the time to provide this information.** The University of Alberta uses a two-part process for determining applications that will be submitted to the Banting competition.

1) Preparation of Preliminary Packages for Internal Adjudication

For the 2017 competition, preliminary packages will be due at the Faculty/Schools level by June 12. This package will consist of the CVs of both the applicant and yourself; along with the complete [University of Alberta 2017 Banting PDF Assessment Form](#)

Those preliminary packages going forward for internal institutional review are due at the PDF Office from Faculties/Schools by June 19. At this point, the PDF Office will prepare a spreadsheet documenting the applications for each agency and will forward that information to the appropriate Agency-based subcommittee by June 30.

By July 21 the Agency-based subcommittees will select the applicants to prepare full packages for submission. Feedback will be provided by the subcommittee for those applications going forward; those candidates not invited to prepare a full package will be advised and will also be given the subcommittee's feedback.

2) Preparation of Full Applications

The **primary responsibilities** for completion of the full application elements are as follows:

Administrative form, research contributions, leadership contributions, CV, degree confirmation, special circumstances (if applicable) – Nominee
Proposal, summary, bibliography, names and contact information of referees – Nominee and Supervisor
Supervisor's statement (see below) – Supervisor (maximum 5 pages)
Draft Institutional letter of endorsement (including synergy) – Associate/Vice Dean (Research) and Supervisor
Completion of Proposal on the Researcher Home Page - Supervisor
Signature on letter of endorsement – V-P (Research)
Submission of all documents via ResearchNet – Nominee
Submission of all documents to PDF Office for forwarding to Research Services Office – Nominee

In accordance with Banting regulations your [Supervisor Statement](#) should address the following:

i) Biography

This document must provide evidence that you are well-positioned to provide the required support to the applicant in relation to the research proposed. It must include a description of your academic and research background, key contributions/accomplishments and funding to date (please note that a full CV is not required). A contribution is understood to be a publication, literary or artistic work, conference, patent or intellectual property rights, contract or creative activity, commission etc. A complete description may include the organization, position or activity type and description, from and to dates, and the basis on which this contribution is significant (i.e., relevance, target community and impact).

ii) Appropriateness of the supervisor

You must clearly discuss the significance of the applicant's contributions and proposed research. 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 on-going projects or new research directions.

iii) Research Environment section should address the following:

This document should provide details concerning the applicant's proposed research environment. These details should clearly state the supervisor's and laboratory/department/institution's commitment. Examples may include (but are not limited to) funding, facilities/resources and personnel that will be available to support the applicant as they carry out their proposed research and develop their leadership potential.

iv) Professional Development: example provided

Describe the institution's commitment to the applicant's professional leadership development, clearly indicating the resources and/or mentoring activities that are available through the institution to support career development. These could include, but are not limited to:

- career counselling
- training in preparation of grant proposals, publications and presentations
- training in knowledge translation/mobilization
- training in intellectual property regulations
- guidance on ways to improve teaching and mentoring skills
- guidance on how to effectively collaborate with researchers and knowledge users from diverse backgrounds and disciplinary areas
- opportunities for collaboration and networking
- training in responsible professional practices
- teaching opportunities

See attached Sample

v) Synergy

And finally, the statement must describe the institution's documented strategic priorities and illustrate the synergy between these priorities and the applicant's proposed research program. Clearly justify the institution's endorsement of the applicant in light of the institution's strategic priorities and articulate how the institution and applicant will benefit from this engagement.

This document will be used to assess the degree to which the institution and supervisor are committed to the applicant, their capacity to enable the applicant to become a future leader in their chosen field and their potential to build upon the institution's strategic priorities.

Supervisors should be highly selective and only recommend the highest-calibre postdoctoral researchers.

This document must be on the institution's letterhead and signed by the supervisor.

This application element speaks directly to the following selection criterion:

[Institutional commitment and demonstrated synergy between applicant and institutional strategic priorities](#)

For further information, please contact:

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Please note: Applications for and awards provided through the Banting Postdoctoral Fellowships Program are subject to the policies and guidelines for awards programs as outlined by each funding agency.
Sample text discussing professional development opportunities at the U of A.

Please **edit** and **customize** as appropriate. (DO NOT SIMPLY CUT AND PASTE)

PROFESSIONAL DEVELOPMENT

The University of Alberta, through the Faculty of Graduate Studies and Research and other campus units, provides a series of Professional Development opportunities for graduate students and postdoctoral fellows. Professional Development programs through the Faculty of Graduate Studies and Research focus on three key categories: Communication, Career Development, and Professional Practice. Topics offered in the Communication development workshops include grant writing, how to develop and prepare research presentations for scientific and general audiences, and effective teaching techniques. Career development sessions cover topics such as networking, exploring non-academic career options, researching and contacting potential academic, government, and industry employers, how to choose references for various job applications, and aspects related to preparing for job interviews. Sessions on Workplace professionalism teach students and fellows how to determine workplace behaviours that are acceptable across disciplines and include topics related to managing conflict in the workplace, stress, budget and time management, dealing with office politics, and workplace etiquette. The University of Alberta also has a Postdoctoral Fellows Office that provides professional development workshops and seminars specifically for postdoctoral fellows. These workshops fall into three broad development categories: Career Development (self-assessment, goal identification, planning, and career advancement), Communication (competence in communication in teaching and research), and Professional Practice (intellectual property rights, research and workplace ethics, curriculum development, E-learning, integration of teaching and learning, mentoring others, university governance, and supervision).

Specific courses related to strengthening teaching abilities for faculty, graduate students, and postdoctoral fellows are offered by E-Learning and the Centre for Teaching and Learning. For example, sessions on how to incorporate technology into the classroom, instructional strategies, workshops concerning teaching and learning theory, how to develop a new course, and how to develop a teaching philosophy and portfolio are all offered through these two centres. The Teaching Enhancement Series is offered at no cost to postdoctoral fellows.

Several external funding agencies also have a strong presence on-campus and provide various workshops that are accessible to postdoctoral fellows. For example, NSERC, Alberta Innovates, CIHR and MITACS offer on-campus grant writing workshops tailored to their specific programs. Other programs (MITACS, Alberta Innovates) offer courses on project management, budget management, knowledge translation training, and how to form and maintain research collaborations.

The University of Alberta Career Centre provides career-specific information for graduate students and postdoctoral fellows. The Career Centre provides much needed information for postdoctoral fellows once they finish their programs, on topics such as: resume and C.V. writing workshops for holders of advanced degrees, interview procedures for academic and non-academic employers, negotiating and evaluating job offers and assessing career options outside of academia. The Career Centre, in conjunction with Environment Canada, also have a yearly employment recruitment session.