



# IZAAK WALTON KILLAM MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP

## Application guide for the 2024-2025 competition

Please enquire with individual departments and units regarding their internal application deadlines.

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## ACKNOWLEDGEMENTS

The prestige of the UBC Killam Postdoctoral Research Fellowships Program, one of the top postdoctoral fellowship competitions in Canada, is due in large part to the participation of departments and units in soliciting applications from outstanding candidates, bringing their nominees to the attention of the adjudication committee at the Faculty of Graduate and Postdoctoral Studies (G+PS), and guiding successful candidates during the 24 months of their fellowship.



G+PS greatly appreciates the work that the staff and faculty of all participating departments and units invest in the competition and thanks them for their continued involvement in the program's success.

## 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. The Killam Postdoctoral Fellowship now offers an annual stipend of \$60,000 over the tenure of the award; the travel and research allowance has been discontinued and will no longer be offered to future recipients.

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 our [website](#).

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

## OVERVIEW OF APPLICATION AND NOMINATION PROCESS

The application process and requirements are explained in detail in this document. The responsibilities of the applicant, the UBC department or unit receiving the application, and G+PS are summarized below.

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

## UBC-Vancouver Campus: Application and Nomination Process

1. To ensure that candidates will be properly supported in their research at UBC, all postdoctoral applicants must submit their application to the UBC department or unit of their interest. List of [departments and units at the Vancouver Campus](#). The deadline for receipt of completed applications and all supporting documents by the UBC department or unit is determined by each individual department or unit. **Applicants should check with their UBC department or unit to find out their internal application deadline.** Application materials sent directly by the postdoctoral applicant to the Faculty of Graduate and Postdoctoral Studies (G+PS) will not be accepted.
2. Each department or unit informs potential applicants about the Killam Postdoctoral Research Fellowships competition and the department or unit's related deadlines.
3. Each department or unit vets the application packages received for eligibility and completeness and convenes a committee to review applications received.
4. Each department or unit at the UBC-Vancouver campus may forward **one** nominee to G+PS by Thursday, November 9, 2023 at 4:00 pm PT (Reminder: This is the department nomination deadline – applicants apply by their UBC department's earlier internal application deadline).
5. Each department or unit must notify applicants who were **not** recommended to G+PS of their status.
6. In February/March, G+PS will inform all department postdoctoral nominees of their results in the competition (offered, waitlist, or not offered).



7. 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.

## **UBC-Okanagan Campus: Application and Nomination Process**

1. **Pre-Application Proposal** – Applicants must complete the [Pre-Application Proposal Form](#) by Wednesday, September 6, 2023 12:00 p.m. (noon).
2. **Pre-Application Review** – Thursday, September 7, 2023: The College of Graduate Studies (CoGS) reviews each pre-application and shares applicant information with Deans, Associate Deans of Research, and support personnel of eligible applicants.

**Please note that departments will send only their best applicant to the UBCO internal competition.**

3. **Prepare Killam Application** – Friday, September 8 to Friday, October 13, 2023: Applicants work in collaboration with their proposed supervisor to prepare their application in consultation with their Associate Dean Research. The applicant submits their application to the Faculty/Department Awards Committee Chair for review. Please note that each Faculty/Department may set its own deadline for an internal review of applications (please consult with your supervisor). Each Faculty/Department reviews the application for completeness and competitiveness and nominates to CoGS. Applicants invite their referees to provide a letter of reference addressed to the UBC Killam Selection Committee via email at [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
4. **Applicant CoGS Killam Deadline** – Monday, October 16, 2023 12:00 p.m. (noon): Applicants must submit a complete application to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca). Applicants must combine all documents into one pdf file in the following order: Application Form, research proposal; ancillary material (optional); personal statement; special circumstances, a [Vanier-Banting CCV](#); one letter of support from the proposed supervisor, and official electronic transcripts. (If a PhD transcript is unavailable, please provide a PhD degree confirmation of conferral or a confirmation of enrollment and progress, with the anticipated date of completion).
5. **Referee CoGS Killam Deadline** – Monday, October 16, 2023 12:00 p.m. (noon): Referees must submit letters of references addressed to the UBC Killam Selection Committee via email at [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
6. **CoGS Killam Committee Selection** – Tuesday, October 17 to Friday, October 27, 2023: CoGS convenes the Standing Review Committee, chaired by the Dean, College of Graduate Studies, to review nominations received and select the 4 UBCO finalists.
7. **Notification of Nominee** – Tuesday, October 31, 2023: For the 4 selected UBCO finalists, the supervisor, Associate Dean Research, and Dean are informed. At this time the relevant Associate Deans of Research and/or UBCO School or Department is required to complete the Nomination Form for each of the 4 finalists.
8. **UBC Okanagan Killam Deadline** – Wednesday, November 8, 2023 9:00 a.m.: Deadline for the relevant Associate Deans of Research and/or UBCO School or Department Head to submit their completed Nomination Form to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
9. **UBC Killam Deadline** – Thursday, November 9, 2023 4:00 p.m.: CoGS deadline to forward its nominees' applications to UBC Vancouver's Faculty of Graduate and Postdoctoral Studies (G+PS) for consideration. CoGS notifies applicants and their supervisors who were not recommended to G+PS.

## **Faculty of Graduate and Postdoctoral Studies – Vancouver campus**

1. The Faculty of Graduate and Postdoctoral Studies (G+PS) provides information about the Killam Postdoctoral Research Fellowships competition on its website and makes an announcement to UBC departments and units.
2. G+PS receives nominations from UBC departments and UBC-Okanagan until the departmental nomination deadline in November 2023. **Applicants must have already sent their application documents to their proposed department/unit by their UBC department/unit internal application deadline.**



3. G+PS convenes the Killam Postdoctoral Fellowships and Prizes Committee to adjudicate nominations received from departments or units.
4. G+PS notifies nominees (both successful and unsuccessful) and departments or units about competition results (in late February/early March of the next year).
5. 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.

## ELIGIBILITY CRITERIA

Please refer to the Killam Postdoctoral Research Fellowship [webpage](#) for eligibility criteria.

## SELECTION CRITERIA

Please refer to the Killam Postdoctoral Research Fellowship [webpage](#) for selection criteria.

## 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. These Killam Fellows will still be considered Killam scholars.

### 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

**NEW:** As of August 2023, The [Killam Fellowships Travel and Research Allowance](#) will be discontinued for new recipients of the Killam Postdoctoral Fellowship. Current Killam Postdoctoral Fellows and all Killam Doctoral Scholarship recipients will continue to have access to this fund.

## APPLICATION PROCESS AND DEADLINES

### Preparing the Application

Applicants must complete the application form and append the documents indicated under “Attachments”. You are responsible for submitting a complete application to the department or unit before the internal deadline.

### Application Form

The application form for the 2024-2025 competition is available on the Killam [webpage](#). The form is designed to be completed on your computer using the “TAB” key to navigate through the document. Once you have completed and saved your application, please “save as” a PDF before submitting to your proposed department.

You are asked to include a copy of the application checklist with your application so that the department or unit receiving your application may verify the contents of the application package.

### Attachments



In addition to the application form, please submit the following materials to the department or unit to which you are applying:

- Research proposal (maximum of two pages)
- Ancillary materials (optional, maximum of one page)
- Personal statement (maximum of one page)
- Special circumstances (maximum of one page)
- Curriculum vitae from the [Canadian Common CV](#) site.
- One letter of support from your proposed supervisor
- Three letters of reference (in addition to your supervisor's letter of support). Letters of reference are to be submitted directly to your department or unit by the referee prior to the departmental deadline.
- Up to date official transcripts and translations for all undergraduate and graduate studies.

## Formatting Requirements for Attachments

Attachments must adhere to the formatting requirements below:

- Pages must be 8 ½" x 11" (216mm x 279mm).
- Insert a minimum margin of 2cm (¾ inch) around the page (top, bottom and sides).
- Text can be either single- or double-spaced.
- Use a minimum font size of 12 point, black type. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- Feel free to include hyperlinks in your text, to lead adjudicators to online resources with further information on an activity, project, or other resources.

Please save your documents as PDFs before submitting to your proposed department.

## Research proposal (maximum of two pages)

The proposal should be written in clear, non-technical language that allows a non-specialist to comprehend the overall content and importance of the work. Members of the Killam Postdoctoral Fellowships and Prizes Committee are from a broad range disciplines and may not have expertise in your area of study.

Although the fellowship may be used to extend or expand upon doctoral work, it must be made clear that you are not intending to use the award to wrap up a thesis. While it is expected that a postdoctoral fellow will be taking the next step beyond the PhD thesis, you must differentiate clearly between the postdoctoral project and the thesis research. Feel free to include hyperlinks to provide links to additional information.

As applicants must make UBC their base, it is important – particularly for applicants whose primary research materials are elsewhere – to indicate what travel is involved, to where, and for how long. You should describe how you will deal with the remoteness of the primary materials.

The adjudication committee is very interested in “fit” with the selected UBC department or unit and the university's research programs. You must provide information on how your research relates to that of specific campus programs and advisors. If a colloquium is envisioned, a possible title should be proposed. If you will visit in classes, please suggest which ones. Since inter-disciplinarity is often a valuable dimension (the Killam Trusts declares that a candidate shall not be “a one-sided person”), specific details on proposed inter-departmental connections are welcome.

## Ancillary Materials (optional, maximum of one page)

You may provide up to one extra page of ancillary materials such as figures, graphs, images, works cited, and references.

Although UBC departments or units may wish to review manuscripts, artwork, videos of performances, etc., any materials in addition to the one extra page shall not be forwarded to G+PS. The extra page may not be used as a continuation of the research proposal document.



## Personal Statement (maximum of one page)

Address the following:

- Describe your research experience and relevant work experience
- Describe your personal qualities through other activities such as athletic/artistic achievements, leadership activities, community engagements, volunteerism, etc.
- Describe your career aspirations
- Include details concerning what teaching, if any, you will be doing and how it is related to your work

## Special Circumstances (maximum of one page)

Identify any circumstances that might have delayed or interrupted your academic and/or career advancement, scientific research, other research, dissemination of results, training, etc.

**COVID-19 research/career impacts:** Optional, use this document to outline any impacts COVID-19 has had on your research output and/or career progression. Note any adjustments you have made to maintain research and/or career progression.

The Special Circumstances document is **required only if:** your PhD completion is outside the eligibility window, or if you already have a postdoctoral appointment at UBC. See details below.

**Justification for extension of eligibility window:** Applicants must have completed all requirements of their PhD no more than 24 months (**for this competition, no earlier than April 30, 2022**) prior to the anticipated fellowship start date. The period of eligibility may be extended for applicants who have had their career interrupted or delayed for the purpose of childrearing, illness, or health-related family responsibilities.

If you are outside the eligibility window, identify any family or health responsibilities that might have delayed or interrupted your career progress **after** the completion of your PhD requirements. Note that your eligibility window will only be extended by the duration of the delay(s) or interruption(s), *to a maximum of one year*. Description must include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.

**Justification for continuing appointment at UBC:** If you have already started your postdoctoral fellow appointment at UBC, provide a rationale for continuing your appointment at UBC.

## Curriculum Vitae

Applicants are required to complete the “Vanier-Banting” version of the CCV from the Canadian Common CV website: (<https://ccv-cvc.ca/indexresearcher-eng.frm>) as part of their Killam Postdoctoral Fellowship application. The CCV website stores data in a secure database that you can access at any time, and from any computer. You may save your CCV in progress and return to complete it at your convenience. The data you enter can be reused in future applications which use the CCV.

Rather than linking your CCV to your application (as is the case with a Banting Fellowship application) Killam Postdoctoral Fellowship applicants are to click “History” in the top menu bar when logged into the CCV website and select the .pdf version of their CCV.

The Vanier-Banting CCV template was designed to cover the breadth of applicants. Certain fields of entry in the template may not be applicable to your specific circumstances. In those instances, the sections may be left blank.

## Letter of Support from the Proposed UBC Supervisor

The proposed supervisor should give evidence of being intellectually engaged with the applicant’s project. For guidance, the supervisor may comment on the following:

- The applicant’s research potential, and include information that supports the selection criteria and other personal qualities
- The quality of the proposed research [e.g., the new approach / method / knowledge the nominee will bring and the impact the applicant’s research will have]



- The degree of 'match' between the applicant and the supervisor and the potential benefit to each
- The research environment (e.g., lab equipment and facilities) and/or access to resources (e.g., archival materials and academic/community networks)
- The support that is available to the applicant's career development (the opportunity to train further in the area of research)
- The benefit the applicant will bring to UBC

## Letters of Reference

**Three** additional letters of reference are required from individuals capable of making an informed assessment. (Additional letters will not be accepted by G+PS, and an application without three reference letters will be considered incomplete.)

Referees must be able to evaluate the applicant's research potential. For guidance, they may comment on the following:

- The applicant's academic achievement and research contributions [e.g., how valuable these have been and are expected to be]
- The applicant's other personal qualities, and provide example(s) that illustrate(s) the applicant's well-rounded, sound character
- The quality of the proposed research [e.g., how does it expand or depart from the applicant's previous research?]
- The benefit of undertaking the proposed research at the University of British Columbia

## Important Notes about Submitting Letters

Each application submitted to G+PS must be accompanied by one letter of support from the proposed UBC supervisor and three letters of reference from individuals familiar with the applicant's research and other abilities.

- Letters must be submitted directly to the UBC department or unit by their internal deadline.
- Please have your referees email the letter directly to the department or unit.

Requirements for the letters:

- Only letters **signed** by the author are acceptable
- Must be on institutional letterhead (where possible)
- Emailed original and scanned letters sent by email directly to the department or unit from the referee are acceptable
- Letters are confidential, and the contents of the letters are not to be viewed by the applicant

## Transcripts for All University-Level Studies

- Up to date **official** transcripts for all undergraduate and graduate-level studies must be provided, even if a degree was not obtained. Transcripts must also be provided for studies that did not lead to a degree (ex. exchange terms).
- **Official:** Contains watermark of institution and/or registrar's stamp and/or registrar's signature. Unofficial transcripts (such as labelled 'unofficial' on each page or a screenshot) are not acceptable.
- **Up to date:** Issued in the Fall 2023 term (if currently registered) or after the last term completed (if not currently registered).
- Transcripts from each institution must be provided, including the one showing a PhD currently in progress.
- Transcripts should include the grading key/legend for the institution (typically located on the back of each transcript page).
- If a transcript is not available for a PhD currently in progress, the Registrar or the academic department of the applicant's home institution must issue an official statement letter confirming:
  - a transcript verifying PhD enrollment is unavailable
  - progress on the PhD is satisfactory



- the expected completion date of the PhD
- If the transcript does not indicate the degree name and the degree conferral date, then a degree certificate is also required.
- **International 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 a certified translator
  - submit both the original transcripts and the literal English translation to the UBC department or unit to which you are applying
  - Transcripts must be translated in their entirety, including any information that appears on the reverse side of any document. UBC does **not** accept unofficial and/or non-literal translations
- **Where to send transcripts:** Transcript must be sent directly to your UBC nominating unit or department, not to the Faculty of Graduate and Postdoctoral Studies.

## REVIEW OF DEPARTMENTAL NOMINEES

The UBC Killam Postdoctoral Fellowships and Prizes Committee, composed of senior faculty members from various disciplines, many of them former recipients of various Killam awards, reviews the nomination packages.

Departmental nominees are judged on the basis of the [selection criteria](#) listed above.

## SELECTION OF SUCCESSFUL CANDIDATES

The UBC Killam Postdoctoral Fellowships and Prizes Committee presents the highest-ranked candidates to the UBC Killam Memorial Fellowships Committee and the Killam Trusts. G+PS then makes offers to the top four to six candidates. Candidates deemed worthy of the fellowship, but ranked lower in the competition, are informed of their wait-listed status and may be presented with an offer if a higher-ranked candidate is either unable to accept the fellowship or is able to enter UBC with external funding. Unsuccessful nominees and their UBC nominators will also be notified of the status of their nomination.

All nominees will receive notice of the status of their nomination by early March.

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