

Banting Postdoctoral Fellowships 2019/2020

http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html

2019-04-30

Application guide

http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html

Applicants should read the Selection committee guide prior to commencing their application. This guide lists the three evaluation criteria and has useful information on how the criteria are evaluated.

To be considered eligible for funding, applicants must attain an average score of at least 5.1 in each of the three criteria.

The Secretariat has curated a list of resources to help applicants, institutions, referees, and reviewers and readers consider equity, diversity and inclusion in the applications they prepare or evaluate. All applicants are encouraged to review the resources before they begin preparing their application.

Before beginning to prepare an application, applicants should read the Application guide carefully.

Banting Postdoctoral Fellowships selection committees are multidisciplinary, and applications should therefore be written with a non-specialist research audience in mind.

Individual application documents can be submitted in either English or French. If another language is required to express a particular idea (e.g., specialized concept), be sure to provide an explanation in French or English.

It is the applicant's responsibility to ensure that the application is complete; this includes ensuring that all host institution documents and referee assessments have been submitted.

An application is completed through the following tasks:

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Task 1 Confirm eligibility

Confirm that you meet the Banting Postdoctoral Fellowships program's eligibility criteria. Applications that do not meet all the eligibility criteria will not be accepted.

http://banting.fellowships-bourses.gc.ca/en/app-dem_elig-adm.html

Task 2 Contact your desired host institution

Applicants must contact institutions that they think will be a good fit for them and their research and confirm that the desired institution is eligible to host a Banting Fellow. For those hoping to be hosted at a Canadian institution, please see the Universities Canada website (www.univcan.ca) for a list of Canadian academic institutions and their research areas.

Applicants already affiliated with the proposed host institution must provide justification for remaining in the same research environment (see Special circumstances).

Applications must be completed in full collaboration with the potential host institution.

- ✓ Applicants must be endorsed by the institution's president (equivalent or designate).
- ✓ In order to select the most meritorious applicants for endorsement, many institutions have their own internal deadlines. These deadlines are established by the institution so that appropriate representative(s) can review all applications and select the applicants who will be endorsed. It is the sole responsibility of the applicant to ensure that all deadlines are met. We recommend that applicants contact the institution's department in charge of postdoctoral affairs as soon as possible to begin this process.
- ✓ Applicants are responsible for supplying their proposed institution and referees with the documents necessary for them to write their respective letters. ResearchNet does not grant the referees or host institutions access to view the application or its attachments.
- ✓ From the outset of the application process, applicants and their host institution should discuss: the details of the fellowship appointment
 - any benefits offered to the Banting Fellow
 - any financial obligations associated with the appointment (union dues, insurance premiums, etc.)
 - the availability of any research and/or other support
 - the rights and responsibilities of postdoctoral fellows
 - any other institution-specific policies that might apply to a Banting Fellowany established research-related policies and protocols (e.g., protocols for conducting research involving the First Nations, Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards)
- ✓ The applicant and supervisor must carefully consider which selection committee should review the application. For more details on choosing the area of research, please see Identify area of research.

The host institution must provide the applicant with two documents that will be included in the application. Applicants are responsible for uploading the documents to ResearchNet as part of their complete application submission. For more information on these documents, please refer to the appropriate sections found at the end of Enter proposal information and supporting documents.

Task 3 Register for Canadian Common CV (CCV) and ResearchNet accounts

Make sure you have the following or click the links to register:

CCV account – a web-based tool that allows you to manage your CV data in a single repository and generate CVs as needed for all member organizations

<https://ccv-cvc.ca/indexresearcher-eng.frm>

ResearchNet account – a web-based application tool and funding opportunity/decision database that is used by the Banting Postdoctoral Fellowships program

<https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E>

You need a CCV account to create a validated CCV (Vanier-Banting academic template). See Create CCV (Vanier-Banting academic template) and link to ResearchNet application.

Task 4 Create CCV (Vanier-Banting academic template) and link to ResearchNet application

You must create a Vanier-Banting academic CCV on the Canadian Common CV (CCV) website (<https://ccv-cvc.ca/indexresearcher-eng.frm>) and link it to your ResearchNet application.

Free-form CVs are not accepted. A CCV is required regardless of the citizenship of the applicant.

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 (Vanier-Banting academic template) in progress and return to complete it at your convenience. The data you enter can be reused in future applications that use the CCV.

The CCV website will validate your CCV (Vanier-Banting academic template) and provide you with a confirmation number. You must input the confirmation number in ResearchNet in order to link your CCV to your Banting Postdoctoral Fellowship application.

To create a CCV (Vanier-Banting academic template) and link it to your Banting application on ResearchNet:
Refer to these instructions for some important details regarding your CCV, including entry limits.
http://banting.fellowships-bourses.gc.ca/en/app-dem_com-cv.html

Task 5 Start a ResearchNet application

<https://www.researchnet-recherchenet.ca/rnr16/viewOpportunityDetails.do?progCd=00010&language=E&org=BANTING>

After launching an application in ResearchNet, you will be presented with the ResearchNet login screen. If you login using your ResearchNet account, you will arrive at the main Banting Postdoctoral Fellowships application menu. This menu lists a series of tasks that must be completed before you are able to submit your application. Information on how to complete these tasks is provided in the sections below.

You should only have one Banting Postdoctoral Fellowships application. If you have already started an application, login to your ResearchNet account (<https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E>). You will find your Banting Postdoctoral Fellowships application in the Current Activities tab under the Applications heading. Clicking on it will bring you to the main Banting Postdoctoral Fellowships application tasks list.

Task 6 Identify area of research

http://www.science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html?OpenDocument

The Proposed Field of Research serves to determine to which selection committee your application will be assigned. Applications related to health research will be channeled to the Canadian Institutes of Health Research (CIHR) selection committee, those related to natural sciences and/or engineering to the Natural Sciences and Engineering Research Council (NSERC) selection committee, and those related to social sciences and/or humanities will go to the Social Sciences and Humanities Research Council (SSHRC) selection committee. For more information, please refer to Selecting the Appropriate Federal Granting Agency. If selecting "Social Sciences and/or Humanities," please also consider the information found on SSHRC's website.

http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx

If you aren't sure of the most appropriate field of research, please send an email to banting@cihr-irsc.gc.ca with a one-page summary of the proposed research to get a recommendation; this process can take up to 5 business days. Please note that it remains the applicant's responsibility to select the field of research that best suits their application.

Task 7 Identify participants

In this task, you will enter information about yourself and the institution you are affiliated with at the time of application. You must also input the confirmation number of the CV you created in the Canadian Common CV system in order to link your CV to your Banting Postdoctoral Fellowships application.

Under this task, you will attach the following documents:

- Significance of research contributions
- Significance of leadership contributions
- Fulfillment of degree requirements form
- Special circumstances

Attachment: Significance of research contributions

(Maximum of 1 page; must follow the specifications found in the instructions provided in the Ensure attached documents meet presentation standards section.)

From the research-related contributions listed in your CCV, choose up to three that you judge to be your most important, and describe their significance in terms of influence on the direction of thought and activity within the target community and in terms of significance to, and use by, other researchers and knowledge users.

Research-related contributions refers to any of the entries listed in the following sections of your CCV:

- Publications

- Artistic Contributions
- Presentations
- Interviews and Media Relations
- Intellectual Property

This application element speaks directly to the following selection criterion: Applicant's research excellence and leadership in the research domain.

http://banting.fellowships-bourses.gc.ca/en/rev-eval_guide.html#r1

Attachment: Significance of leadership contributions

(Maximum of 1 page; must follow the specifications found in the instructions provided in the Ensure attached documents meet presentation standards section.)

From the activities and memberships listed in your CCV, choose up to three that you judge to be the most significant and relevant to your proposal and your professional intent. Describe their significance in terms of demonstrating your leadership (see note below) and level of influence at the institutional level and beyond. Discuss the impact and importance of these activities in terms of your career aspirations.

Note: Be sure to provide clarification, as needed, for how "leadership" is being defined.

Activities and memberships refer to any of the entries listed in the following sections of your CCV:

- Teaching Activities
- Supervisory Activities
- Administrative Activities
- Advisory Activities
- Assessment and Review Activities
- Participation Activities
- Community and Volunteer Activities
- Knowledge and Technology Translation
- International Collaboration Activities
- Committee Memberships
- Other Memberships

This application element speaks directly to the following selection criterion: Applicant's research excellence and leadership in the research domain.

Attachment: Fulfillment of degree requirements form

(Maximum of 1 page.)

Fulfillment of degree requirements form – PDF (292 KB)

Upload the Fulfillment of Degree Requirements Form that has been completed by the institution that conferred the PhD, PhD-equivalent or health professional degree you have entered in the Enter degree information section.

Applicants who have not completed their PhD, PhD-equivalent or health professional degree at the time of application but expect to do so on or before September 30, 2020, must also upload to ResearchNet a Fulfillment of Degree Requirements Form that has been completed by the institution that will confer the PhD, PhD-equivalent or health professional degree entered in the Enter degree information section.

Upon completion, applicants must once again provide a Fulfillment of Degree Requirements Form that has been completed by the institution that conferred the PhD, PhD-equivalent or health professional degree entered in the Enter degree information section. This form must be scanned and sent by email to the banting@cihr-irsc.gc.ca address no later than 8:00 p.m. (EDT) October 15, 2020, or the application will be withdrawn.

Note: It is solely the applicant's responsibility to submit the form.

Attachment: Special circumstances

(Maximum of 1 page; must follow the specifications found in the Ensure attached documents meet presentation standards section.)

Career/research delays

Identify any circumstances that might have delayed or interrupted your academic and/or career advancement, scientific research, other research, dissemination of results, training, etc. Common examples of an interruption/delay are parental leave, child rearing, illness, disability, cultural, community or family responsibilities, socio-economic factors or relocation of your research environment. Applicants

can include any post-degree training that is not research-focused (e.g., clinical training, residency) in this section.

Justification for extensions to the eligibility window for degree completion

Note that your eligibility window will only be extended by the duration of the eligible delay(s)/interruption(s), as indicated in the Eligibility section. It is essential that you provide specific dates for your delays and/or interruptions, including the exact number of months or days of these interruptions.

Justification for remaining in PhD research environment

Applicants who wish to undertake postdoctoral level research training in the same institution (or its affiliated hospitals, research centres and other laboratories) or within the same research environment from which they obtained their PhD, PhD-equivalent or health professional degree must provide a strong justification for this exceptional circumstance which will be assessed as part of the selection committee review process. The more similar the proposed research environment is to that of the PhD, PhD-equivalent or health professional degree environment, the stronger the justification is required to be.

Examples of valid justifications are:

- scientific reasons (e.g., availability of specialized equipment/infrastructure or expertise);
- family reasons (e.g., family obligations);
- health reasons (e.g., proximity to health care facilities); and
- reasons related to community or cultural responsibilities.

Justification for remaining in the same research environment (other than PhD)

At the time of application, if the applicant is affiliated for more than six months with the proposed host institution (e.g., postdoctoral position) they must justify the decision to continue at the same location. The longer the applicant has been at the same institution (or research environment), the stronger the justification is required to be.

Task 8 Identify referees

This task seeks to collect information on the three referees whose assessments will accompany the application. Note that when referees are identified, the language specified will determine the language in which they will receive their assessment form; the assessments must be completed in either English or French.

Applicants should contact their selected referees to seek their assessment well in advance of the applicant's deadline date. For each referee, applicants are required to enter the name and contact information and to set the deadline date by which the assessments must be submitted through ResearchNet (see below). ResearchNet will then send email requests to the referees, providing them with a secure link for completing their assessment. Referees must complete the various sections of the assessment online. They will not be able to upload documents to ResearchNet or submit their assessments offline.

New: Applicants can manage the deadline by which referees must submit their assessments. By default, the Assessment Required Deadline in ResearchNet is set for two days before the applicant's deadline. However, applicants can adjust this to any date prior to the applicant's deadline. It is the applicant's responsibility to follow up with referees to ensure the assessments are submitted in sufficient time prior to the applicant's deadline. Applicants will be able to follow the status of the assessment under this task and are encouraged to follow up with the referees if the task is not completed shortly before the deadline.

Applicants will not be able to submit their application until this task is completed. Prior to the application submission deadline, applicants can delete a referee from the list and add a new one, if needed.

Once an assessment is submitted, it will automatically attach to the application. Applicants do not have access to the content of the assessment submitted by referees.

Mandatory: Arm's Length Referee

At least one of the 3 referees must be at arm's length.

The purpose of the arm's length referee is to provide the selection committee with an impartial review of the application. The arm's length referee should be an expert in the field(s) of the proposed research and should be able to assess the research proposal and CV in that capacity. Examples of arm's length referees include, but are not limited to, the external examiner from the applicant's doctoral defense or a

specialist that the applicant met at a conference. Note that it is not necessary for the applicant to have met the arm's length referee.

The arm's length referee cannot be:

- a relative, friend, or anyone else with whom the applicant has a personal relationship;
- in a position to benefit from the funding of the application;
- affiliated with the applicant's current and/or proposed institution(s); or
- professionally affiliated with the applicant (currently, in the past, or in the immediate future), as a result of but not limited to:
being the applicant's supervisor or trainee,
collaborating, publishing or sharing funding with the applicant.

Generally speaking, the greater the distance between the applicant and the arm's length referee, the better.

Identify the referee as "Arm's length referee" in the Relationship to the Candidate question in the application/referee form.

This is a mandatory requirement. The absence of an arm's length assessment could therefore adversely affect the review of the application.

An assessment cannot be completed by the proposed supervisor unless that person is currently the applicant's supervisor or has been their supervisor in the past.

There are no other restrictions on who can serve as the other two referees, but applicants are encouraged to consider the full range of potential referees (e.g., from different institutions, with varied research expertise for multi-disciplinary applications). Referees should be chosen from individuals best able to provide relevant evidence, perspectives and insight to support the review of the application in light of the selection criteria. Note that all three referees are asked to be mindful of using the assessments to evaluate (versus advocate for) the application.

Please refer to Information for Referees section for instructions provided to referees.

It is the applicant's responsibility to provide referees with the information that they need in order to complete their assessments.

The referees' letters are governed by the Access to Information Act and Privacy Act.

Task 9 Enter degree information

This task seeks to collect information on your PhD, PhD-equivalent or health professional degree.

Task 10 Enter proposal information and supporting documents

This task has four sub-tasks to collect information related to your research project.

- Overview
- Details
- Descriptors/keywords
- Attachments

Overview

The Title of Research Proposal is used by the Banting Postdoctoral Fellowships program to identify your research project (maximum of 640 characters).

The Lay Title will be used to inform the public and Parliament about the valuable research supported through public funds. Provide a title that is accessible to a lay audience (Maximum of 200 characters).

The Lay Abstract will be used for promotional purposes outside the research community to inform the public and Parliament about the valuable research supported through public funds. Provide a summary of your research proposal written in clear, plain language. It should be written in non-technical terms that can be clearly understood by reviewers/readers with various areas of expertise (i.e., minimal academic terminology and references to methodology).

Using simple terms, briefly describe the nature of the work to be done. Indicate why and to whom the research is important, the anticipated outcomes and how your field and Canada will benefit (maximum of 2000 characters).

Research respectfully involving Indigenous communities: If your proposed research respectfully involves Indigenous communities, please include “This research respectfully involves Indigenous communities” at the beginning of the lay abstract (see note below). The program administrator for each selection committee (CIHR, NSERC, SSHRC) will then endeavour to ensure that the primary or secondary reviewer on these applications has expertise in Indigenous research.

Note: Research respectfully involving Indigenous communities is defined as research in any field or discipline that is:

- conducted by First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals; and/or
- grounded in or engaged with one or more of these communities and/or their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present.

Examples include:

- projects in which water samples are extracted from Indigenous lands in South America
- analyses of educational policies pertaining to Indigenous and non-Indigenous Australians
- cross-sectional studies of how injuries sustained by different groups of people, including Inuit youth, are treated

Details

Enter information on the Host Institution that is endorsing your application, your expected Start Date to take up the award and the Language in which your Research Proposal is written. Please note that the list of institutions provided in the lookup feature is not exhaustive. If the institution you are proposing does not appear on the list, please verify that it meets the criteria of an eligible host institution and then enter it into the Other box. If you are uncertain whether the institution is eligible, please send an email to banting@cihr-irsc.gc.ca to confirm.

Descriptors/keywords

Provide descriptors/keywords to describe your research proposal. Complete all subsequent fields using the drop-down menus; choose one that most closely matches your proposal.

Attachments

Under this sub-task, you will attach the following documents:

- Research proposal
- Bibliography
- Institutional letter of endorsement
- Supervisor's statement

Attachment: Research proposal

(Maximum of 4 pages including graphs and images; must follow the specifications found in the instructions provided in the Ensure attached documents meet presentation standards section.)

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 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 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 and supervisor(s): clearly justify the choice, and highlight the anticipated benefits with respect to the applicant fulfilling their research goals and career aspirations; a discussion of other available options for host institutions should also be included, as appropriate.

If the proposed research is closely related to, or a continuation of the PhD thesis, explain how it will develop and expand on the thesis. If the proposed research is outside your documented expertise, outline the steps taken to address this to ensure feasibility of the research.

You are also encouraged to indicate, when applicable, how diversity (gender, sex, age, culture, religion, etc.) has been taken into account in your proposed research. While accounting for diversity is not an evaluation criterion, doing so has the potential to increase the rigour and usefulness of the research.

The Secretariat has curated a list of resources to help applicants, institutions, referees, and reviewers and readers consider equity, diversity and inclusion in the applications they prepare or evaluate.

If you are proposing to conduct research that respectfully involves Indigenous communities, the research proposal should reflect that you and your host institution are aware of and referring to relevant principles and protocols established for this kind of research.

This application element speaks directly to the following selection criterion: Quality of applicant's proposed research program.

The proposal must be written by the applicant and with the understanding that it will be reviewed by a multidisciplinary selection committee (i.e., a non-specialist audience). Your communication skills are reflected in the clarity of this writing and speak to the following selection criterion: Applicant's research excellence and leadership in the research domain.

Attachment: Bibliography

(Maximum of 4 pages; must follow the specifications found in the instructions provided in the Ensure attached documents meet presentation standards section.)

Provide a bibliography that includes citations for all sources referenced in the research proposal, as well as a literature review if appropriate for your area of research. These citations should be in the format used by the primary discipline of the proposed research. Ensure that all citations are clear and complete to allow reviewers/readers to easily locate the sources.

This application element speaks directly to the following selection criterion: Quality of applicant's proposed research program

Attachment: Institutional letter of endorsement – to be completed by the host institution

(Maximum of 1 page; must follow the specifications in the Ensure attached documents meet presentation standards section.)

- 1) Describe the process by which the institution chose to endorse the applicant, including the number of applications that were reviewed.
- 2) Confirm agreement with the supervisor's statement of synergy between the institution's strategic priorities and the applicant's proposed research program.
- 3) Confirm the institution's commitment to gender equity, and outline the existing equity involvement in the endorsement process.

This document must be signed by the institution's president (equivalent or designate) and must be on the institution's letterhead. If signed by someone other than the president (or equivalent), it should be clearly indicated in the letter that the signee has this institutional authority. All applications involving a given host institution must be signed by the same official – president (or equivalent) or a single official delegate.

In the rare instance when the institution's president (or equivalent or designate) is also the proposed host supervisor, the applicant should contact the Vanier-Banting Secretariat for guidance.

This application element is for administrative use to determine eligibility to apply to the program and will not be sent to the selection committee for review.

Attachment: Supervisor's statement – to be completed by the proposed supervisor

(Maximum of 4 pages; must follow the specifications found in the Ensure attached documents meet presentation standards section.)

You must select a primary supervisor from the proposed host institution. If your research could benefit from having a co-supervisor, you may include details about both supervisors here. The level of detail included about each supervisor depends on the extent of the co-supervision.

Note: Whereas the primary supervisor must be affiliated with the host institution (in accordance with the host institution eligibility criteria), a co-supervisor can be affiliated with any institution that is relevant to the proposed research (e.g., non-governmental organization (NGO), not-for-profit organization, Indigenous cultural institution, arts centre, youth council). If the proposed supervisor is also providing a referee assessment (see Identify referees), there should be minimal duplication of information between the two documents.

The supervisor's statement should be organized according to the sections outlined below.

1) 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.

2) 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.

3) Research environment

Provide details concerning the applicant's proposed research environment, clearly stating the supervisor's and laboratory/department's commitment. Examples of commitment include (but are 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 of applications in which the proposed research respectfully involves Indigenous communities, describe how relationships are being developed with relevant Indigenous communities to engage their collaboration in the proposed research and to promote reciprocity in terms of the benefits derived from the research process and outcomes. Describe any support provided to facilitate collaborations between the applicant, the host institution and Indigenous communities/partners.

4) Professional development

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 preparing 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

5) Institutional synergy

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 recommend only 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

Task 11 Preview application materials

Review your application. If a task is incomplete, you must provide the missing information to successfully submit your application.

Note: If any of the documents provided (including attachments) do not conform to the requirements stated above and/or if they exceed the page limit, the additional pages will be removed from the application prior to selection committee review.

Note: To save the document as a PDF, select "View full application," and the file will open as a PDF, ready to be saved.

Task 12 Consent and submit application

You must indicate your consent to the terms listed in ResearchNet before you submit your application. You must click Submit to send your application to the Banting Postdoctoral Fellowships program. If you performed this task correctly, you will receive an email entitled "Successful Submission – Banting Postdoctoral Fellowships program / Soumission acceptée – Programme de bourses postdoctorales Banting." No further confirmation will be provided.

Task 13 Ensure attached documents meet presentation standards

All attachments to your application must be prepared according to the standards provided. Applications submitted that are not prepared according to the instructions provided may be deemed ineligible.

If you have supporting documents written in a language other than English or French, you are required to submit a certified translation of these documents.

Formatting instructions to prepare your documents:

- 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%.
- Photo-reduce the supporting documents if the originals are larger than 21.25 x 27.5 cm / 8.5" x 11".
- For documents prepared by the applicant: At the top of each page, indicate your name and the title of the document as it appears in the instructions.
- For documents prepared by the institution: These must all be on institutional letterhead; for signature requirements, please refer to the individual task.
- For multi-page attachments, number the pages sequentially.
- Attachments must be uploaded in PDF format (unprotected).
- The size of the attached document(s) cannot exceed 30 MB per document.
- For more information about converting documents to PDF, please refer to Help with Accessibility page.

Information for host institutions

http://banting.fellowships-bourses.gc.ca/en/app-dem_instit-etab.html

A host institution is the institution where the applicant will hold their Banting Postdoctoral Fellowship. Please refer to the Eligibility section for host institution eligibility regulations.

Host institutions play a critical role in the Banting Postdoctoral Fellowships program and should endorse only the highest-calibre postdoctoral researchers. Host institutions are encouraged to consider diversity on multiple levels (e.g., research discipline, gender, official language (for Canadian host institutions), cultural background, citizenship) when considering which applicants to endorse for the Banting Postdoctoral Fellowships program.

Applicants must be endorsed by the institution's president (equivalent or designate).

There is no set cap on the number of applicants an institution can endorse. However, given the level of collaboration required between host institutions and applicants, the rigour of the selection process and the fact that only 70 fellowships are awarded per year, institutions are expected to be highly selective and limit the number of applications they endorse.

Equity and diversity must be considered at all levels of the selection/recruitment, endorsement and review processes of a Banting application. The Vanier-Banting Secretariat is actively engaged in promoting equity and diversity, as well as in increasing awareness of implicit (or unconscious) bias with everyone involved in the selection of a Banting Fellow. To this end, the Secretariat has curated a list of resources for institutions to consult regarding equity, diversity and inclusion.

Host institutions must collaborate with applicants and provide evidence of the following:

- the institution's strategic use of the proposed research program
- institutional support for the proposed research program
- the institution's commitment to developing the research and leadership potential of the applicant and to positioning the candidate for leadership in a research-intensive career
- the institution's awareness and support of any collaborations involved in the proposed research (e.g., research respectfully involving Indigenous communities)

Host institutions must provide applicants with two documents to support their application:

- An institutional letter of endorsement
- Supervisor's statement

For more information on these documents, please refer to the appropriate sections in Enter proposal information and supporting documents.

The candidate and supervisor must carefully consider which selection committee should review the application. For more details, please see Identify area of research.

From the outset of the application process, applicants and host institutions should discuss:

- the details of the fellowship appointment
 - any benefits offered to the Fellow
 - any financial obligations associated with the appointment (union dues, insurance premiums, etc.)
 - the availability of any research and/or other support
 - the rights and responsibilities of postdoctoral fellows
 - any other institution-specific policies that might apply to the Banting Fellow
- any established research-related policies and protocols (e.g., protocols for conducting research involving the First Nations, Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards)

Fellowships are paid either through the host institution (in most cases in Canada) or directly to the fellow. The Banting Postdoctoral Fellowships program does not cover research funding or overhead/administrative costs. The fellowship is a stipend that is awarded to the fellow.

For more information on award administration, please refer to Holding a Fellowship.
Enhancements and changes to the Banting Postdoctoral Fellowship

As part of our ongoing efforts to improve the Banting Postdoctoral Fellowship program, we welcome feedback from host institutions. To share your program enhancement ideas with us, please send an email to banting@cihr-irsc.gc.ca, and indicate "Banting Enhancements" in the subject line. We will respond to emails within two business days.

Resources for applicants and fellows

http://banting.fellowships-bourses.gc.ca/en/resources_tools-ressources_outils.html

For information about the Canadian postsecondary educational system and studying in Canada and abroad, please visit the following websites:

Global Affairs Canada: Learn about Canadian study and research opportunities, as well as the Government of Canada's participation in major international scholarship programs.

<https://www.international.gc.ca/education/index.aspx?lang=eng>

The Canadian Information Centre for International Credentials: Learn about education and studying in Canada, the recognition of foreign credentials, and the assessment of diplomas and qualifications in Canada. <https://www.cicic.ca/2/home.canada>

Universities Canada: Provides a list of Canadian Universities, with links to their websites.

www.univcan.ca, <https://www.univcan.ca/universities/member-universities/>

International Scholarships: Provides a searchable database of scholarships/fellowships available to Canadian and International candidates.

<https://educanada.ca/scholarships-bourses/index.aspx?lang=eng>

Immigration and citizenship: Provides information for non-citizens or non-permanent residents who wish to study in Canada.

<https://www.canada.ca/en/services/immigration-citizenship.html>

For information about Canadian federal funding agency-specific postdoctoral opportunities:

Canadian Institutes of Health Research (CIHR) Fellowship Program

<http://www.cihr-irsc.gc.ca/e/50513.html>

Natural Sciences and Engineering Research Council (NSERC) Postdoctoral Fellowships program

http://www.nserc-crsng.gc.ca/Students-Etudiants/PD-NP/PDF-BP_eng.asp

Social Sciences and Humanities Research Council (SSHRC) Postdoctoral Fellowships

<http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/postdoctoral-postdoctorale-eng.aspx?pedisable=true>

Tools

The Tri-Agencies strongly encourage trainees to take an active role in the management of their careers. CIHR has developed a list of tools to help trainees identify and best prepare for their career of choice.

Individual Development Plans, <http://www.cihr-irsc.gc.ca/e/50516.html>

About the fellowship

http://banting.fellowships-bourses.gc.ca/en/about_fellowship.html

The Canadian Institutes of Health Research (CIHR) is the administering agency of the Banting Postdoctoral Fellowships (PDF) program and is responsible for the payment of awards in accordance with the policies and regulations outlined in the Tri-Agency Research Training Award Holder's Guide.

Benefits and deductions

A Banting Postdoctoral Fellowship is a stipend and not a salary. Therefore, it is not eligible for:

- Canada Pension Plan (CPP);
- Employment Insurance (EI); or
- other non-discretionary benefits.

However, institutional policies related to the status of fellows and fellowship payments may differ according to specific legislation and/or institutional policies.

Regardless, other than for taxation purposes, no part of the fellowship can be withheld by the host institution without prior written consent from the fellow.

For more information on income tax related to scholarships and fellowships, please see S1-F2-C3: Scholarships, Research Grants and Other Education Assistance published by the Canada Revenue Agency, or contact the CRA directly.

For questions regarding applying for a visa to work in Canada, please contact Citizenship and Immigration Canada.

Travel and field research

Banting Fellows may travel and conduct field research; however, they must continue to be based at their host institution. The Banting Postdoctoral Fellowships are valued at \$70,000 (taxable) per year. There are no additional funds provided for travel/research.