

## Preview of Key Application Elements

An application to the Banting Postdoctoral Fellowships Program will include the following elements. While individual peer reviewers will read the full application and will base their rankings on their assessment of the application as a whole, the application elements have been designed to ensure that sufficient information is provided to allow assessment against each of the stated criteria. Elements are structured as unique documents (rather than as a single bundled document) in order to facilitate the development of application materials, some of which must be completed by the applicant and some by the proposed host institution. This structure also enables peer reviewers to compare same or similar information between applications more easily.

The key application elements will include:

**Criterion: Research excellence and leadership in the research domain –** demonstrated capacity for research excellence based on track record to date as defined by quality of applicant’s research contribution, and demonstrated capacity for leadership in the research domain defined by the sphere of influence achieved to date by the applicant

- Research Contributions of applicant (max 3 pages)
  - Part 1: List of contributions
  - Part 2: Choose up to three contributions and describe their significance
- Leadership Contributions of applicant (max 1 page)
  - Part 1: List of key contributions
  - Part 2: Choose up to three contributions and describe their impact and importance
- Applicant Banting CCV – to be completed via the Common CV  
[http://www.commoncv.net/index\\_e.html](http://www.commoncv.net/index_e.html)
- Fulfillment of Degree Requirements - Confirmation Letter (max 1 page)
  - Official confirmation letter from degree institution confirming completion and *date* of completion of PhD, PhD equivalent or health professional degree requirements. The confirmed date will be used for assessing eligibility.
- Special Circumstances (max 1 page – optional)
  - To address eligibility timeline issues (bereavement period, parental leave, etc)
  - To address justification for “same institution” for exceptional circumstances where applicants wish to undertake postdoctoral level training in the same research environment in which they received their PhD, PhD equivalent or health professional degree

**Criterion: Quality of applicant's proposed research program** – examined in terms of the potential of the proposed research program, executed in the proposed institutional environment, to position the applicant for significant impact through a research-intensive career (*potential for significant impact*).

- Career Aspirations and Choice of Institution (max 1 page)
  - Description of career aspirations of applicant and rationale for decision to pursue a postdoctoral research experience at the proposed host institution and in association with the proposed supervisor.
- Research Proposal (max 4 pages)
- Lay Summary of Research Proposal (max ½ page)
- Bibliography, citations included in the “Research Proposal” (max 5 pages)

**Criterion: Institutional commitment and demonstrated synergy between applicant and institutional strategic priorities**

- Demonstrated commitment of the institution to support development of the applicant's research and leadership capacity through institutional support (funding, facilities, equipment, etc.) and professional development; and
  - Demonstrated alignment and synergy between the applicant's research ambitions and the Institution's potential to benefit strategically from engagement with the applicant (alignment with institution's strategic priorities).
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- Institutional Synergy and Letter of Endorsement (max 1 page)
    - To be completed by the proposed host institution
    - Describe the institution's documented strategic directions and illustrate the synergy between that strategy and the applicant's proposed research program
    - In order to ensure that gender equity issues are considered in an institution's decision to support a given applicant, proposed host institutions will be required to confirm their commitment to gender equity and involve institutional equity officers (or equivalent) in the endorsement of applicants for these awards
    - The statement must be signed by the institution's President or her/his official delegate.
  - Supervisor's Statement (max 2 pages)
    - To be completed by the proposed supervisor
    - Provide evidence that the supervisor is well positioned to provide the required support to the applicant in relation to the research proposed
    - Includes Supervisor's description of their academic and research background, key contributions/accomplishments to date (Note that a full CV for the supervisor is not requested)
  - Research Environment (2 pages)
    - To be completed by the proposed host institution
    - Provide details concerning the applicant's proposed research environment. These details should clearly state the Institution's commitment, for example in terms of the funding, facilities/resources and personnel that will be available to support the applicant.
  - Professional Development (1 page)
    - To be completed by the proposed host institution

- Describe the institution's commitment to the applicant's professional development, clearly indicating the resources and/or mentoring activities that are available through the institution to support career development.

### **Referee Assessments**

In addition to the above, a complete application will include three referee assessments (which must be completed through a ResearchNet supported interface). Referees selected to participate must each address all three stated selection criteria. Specifically:

- Assessment of research excellence and leadership in the research domain
- Assessment of quality of the applicant's proposed research program
- Assessment of suitability of proposed research environment

Applicants are encouraged to consider the full range of potential referees who could provide relevant evidence, perspectives and insight to support the review of the candidate's application in light of the selection criteria.