



# IZAAK WALTON KILLAM MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP

## Application guide for the 2014/15 competition

Please enquire with individual departments and units regarding internal deadlines.

### TABLE OF CONTENTS

ACKNOWLEDGEMENTS.....	2
SECTION 1: GENERAL INFORMATION.....	2
About the Programme.....	2
Overview of Responsibilities.....	3
Postdoctoral Applicant.....	3
UBC Department or Unit.....	4
Graduate and Postdoctoral Studies.....	4
Eligibility.....	4
Postdoctoral Applicant.....	4
Proposed UBC Supervisor.....	5
Other Sources of Funding.....	5
External Awards.....	5
Teaching and Other Academic Duties.....	6
Killam Travel and Research Allowance.....	6
Application Process and Deadlines.....	6
Submission of Applications to UBC Departments and Units.....	6
Deadline for Submission of Nominations to UBC Graduate and Postdoctoral Studies.....	6
Review of Departmental Nominees.....	7
Selection of Successful Candidates.....	7
Information for Successful Candidates.....	7
The Killam Trusts.....	7
Appointment at UBC.....	7
Annual Killam Awards Ceremony and Celebratory Reception.....	8
Renewal for a Second Year.....	8
Resignation.....	8
SECTION 2: PREPARING THE APPLICATION.....	9
Application Form.....	9
Attachments.....	9
Outline of Proposed Research (maximum of two pages).....	9
Ancillary Materials (optional, maximum of one page).....	10
Special Circumstances (optional, maximum of one page).....	10
Curriculum Vitae.....	10
Letter of Support from the Proposed UBC Supervisor.....	10
Letters of Reference.....	11



Important Notes about Submitting Letters ..... 11

Transcripts for All University-Level Studies..... 11

SECTION 3: PREPARING THE NOMINATION..... 13

Selecting the Nominee..... 13

Nomination Form ..... 13

Preparing the Nomination Package..... 13

## ACKNOWLEDGEMENTS

The prestige of the UBC Killam Postdoctoral Research Fellowships Programme, 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 Graduate and Postdoctoral Studies, and guiding successful candidates during the 24 months of their fellowship.

Graduate and Postdoctoral Studies 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 programme's success.

## SECTION 1: GENERAL INFORMATION

### About the Programme

The Killam Scholarship and Prize Programmes were established in memory of Izaak Walton Killam through the Will of his wife, Dorothy Johnston Killam, and through gifts made during her lifetime. Their primary purpose 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 the applicant's proposed programme of study. The fellowships are awarded for a maximum of two years, subject to review at the end of the first year, and include a stipend of CAD \$50,000 per annum and a travel and research allowance of CAD \$4,000 for the tenure of the award. The number of awards presently varies between three and five per year.

More information about the UBC Killam Postdoctoral Research Fellowships may be found on the Graduate and Postdoctoral Studies website at <https://www.grad.ubc.ca/awards/killam-postdoctoral-research-fellowship>.

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



## Overview of Responsibilities

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 Graduate and Postdoctoral Studies are summarized below.

### Postdoctoral Applicant

1. The applicant completes and submits an application form and arranges delivery of all required documents to the UBC department or unit to which the application is being made. Please note that each UBC department or unit sets its own deadline for receipt of applications.
  - a. A list of departments and units at the Vancouver Campus is available online at:  
<http://www.ubc.ca/vancouver/directories/facultieschools.html>
  - b. A list of the academic units at the Okanagan Campus is as follows:
    - i. Irving K. Barber School of Arts and Sciences (comprises eight units)
      1. Unit 1: [Community, Culture and Global Studies](#)
      2. Unit 2: [Biology](#)
      3. Unit 3: [Chemistry](#)
      4. Unit 4: [Psychology](#)
      5. Unit 5: [Computer Science](#) | [Mathematics](#) | [Physics](#) | [Statistics](#)
      6. Unit 6: [History](#) | [Sociology](#)
      7. Unit 7: [Earth and Environmental Sciences](#) | [Physical Geography](#)
      8. Unit 8: [Economics](#) | [Philosophy](#) | [Political Science](#)
    - ii. [Department of Creative Studies](#)
    - iii. [Department of Critical Studies](#)
    - iv. [Faculty of Education](#)
    - v. [School of Engineering](#)
    - vi. [School of Health and Exercise Science](#)
    - vii. [School of Nursing](#)
    - viii. [School of Social Work](#)
    - ix. [Faculty of Management](#)
2. If successful in the competition an applicant is offered a fellowship by Graduate and Postdoctoral Studies, and the applicant responds to the offer in writing prior to a specified deadline (usually in March).
3. Prior to starting the fellowship, the successful candidate completes all requirements for a PhD and arranges with the home institution to have official documentation of PhD completion sent directly to Graduate and Postdoctoral Studies.
4. The successful candidate arranges relocation, which may include the following:
  - a. applying for a Canadian work permit and temporary resident visa from Citizenship and Immigration Canada (with guidance from the host department or unit and Graduate and Postdoctoral Studies), and
  - b. arranging basic medical and hospital insurance to cover British Columbia Medical Services Plan's (MSP) three-month waiting period (see [Appointment at UBC](#) in this document).
5. Once in British Columbia, the successful candidate applies for the following, if applicable:
  - a. Canadian Social Insurance Number (SIN), and
  - b. MSP coverage.
6. Prior to the end of the first year of the fellowship, the fellow completes and submits all required documents (as per instructions from Graduate and Postdoctoral Studies) for renewal for a second year.

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



## UBC Department or Unit

1. Each department or unit informs potential applicants about the Killam Postdoctoral Research Fellowships competition and the department or unit's related deadlines.
2. Each department or unit vets the application packages received for eligibility and completeness (see [Eligibility](#) in this document) and convenes a committee to review applications received.
  - a. Each department or unit at the Vancouver campus may forward **one** nominee to Graduate and Postdoctoral Studies by **4:00 PM on Friday, November 29, 2013**.
  - b. Each academic unit at the Okanagan campus may forward **one** nominee to the attention of [Ms. Kristen Korberg](#) at the [Office of Research Services, Okanagan Campus](#) (ORS) by **12:00 PM (noon) on Wednesday, November 20, 2013**. ORS convenes a committee, which is chaired by the Vice Provost Research, to review nominations received. UBC Okanagan may forward **three** nominees to Graduate and Postdoctoral Studies by **4:00 PM on Friday, November 29, 2013**.
3. Each department or unit notifies applicants who were not recommended to Graduate and Postdoctoral Studies of their status in the competition.
4. Each department or unit provides the successful fellow with support and facilities to conduct research as outlined in the fellow's research proposal.
5. Three months prior to the end of the fellow's first year, the supervisor provides a letter of support to Graduate and Postdoctoral Studies confirming satisfactory progress and that the facilities and support will be available for a second year.

## Graduate and Postdoctoral Studies

1. Graduate and Postdoctoral Studies provides information about the Killam Postdoctoral Research Fellowships competition on its website and makes an announcement to UBC departments and units (usually in August).
2. Graduate and Postdoctoral Studies receives departmental nominations until **4:00 PM on Friday, November 29, 2013**.
3. Graduate and Postdoctoral Studies convenes the Killam Postdoctoral Fellowships and Prizes Committee to adjudicate nominations received from departments and units.
4. Graduate and Postdoctoral Studies notifies nominees (both successful and unsuccessful) and their UBC nominators about competition results (usually during March of the new year).
5. UBC host department or unit (with guidance from Graduate and Postdoctoral Studies) 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 Graduate and Postdoctoral Studies.

Graduate and Postdoctoral Studies also administers the following for Killam Fellows:

- The Killam Travel and Research Allowance
- Re-appointment for a second year

## Eligibility

### Postdoctoral Applicant

In keeping with the original spirit of the Killam Endowments, the goal of the Killam Postdoctoral Research Fellowships program is to bring outstanding scholars from around the world to UBC in order to engage in innovative research that will enhance interdisciplinary collaborations and help establish them in leadership positions in the academic and wider community. As such, applicants must be able to contribute fresh intellectual insights to UBC.



Applicants must have completed all requirements of their PhD no more than 24 months prior to the anticipated fellowship start date. Completion of PhD requirements refers to the date that the applicant completed all the steps required for obtaining their degree. Although these requirements may vary by institution and degree type, they normally include thesis defense corrections and thesis deposition. It is not the convocation 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. The interruption(s) or delay(s) must have occurred after the applicant completed all the requirements of their PhD. Note that the eligibility window will only be extended by the duration of the delay(s) or interruption(s), to a maximum of one year. Justification for the extension must be provided in the [Special Circumstances attachment](#).

Applicants must not have pursued PhD-level studies at any campus of the University of British Columbia.

Applicants must not currently hold a tenure-track or continuing faculty position at a university or college. Applicants who currently hold a temporary, term, or non-tenure track faculty appointments are eligible to apply.

Furthermore, applicants:

- should have shown outstanding ability in research, in that they would be likely to contribute to the advancement of learning or to win distinction in their profession
- should not be one-sided, and have a sound character that complements their intellect
- may be citizens of any country; though there are no restrictions regarding nationality of applicants, successful candidates must be able to meet all Canadian immigration requirements

Preference will be given to applicants who have not already held a postdoctoral award or fellowship.

Fellowships are tenable only at UBC, and fellows are expected to make the UBC campus their base while holding the fellowship, apart from necessary research trips (no more than three months in each year of the fellowship).

**Fellowships starting in the 2014/15 cycle may not begin earlier than May 1, 2014 and no later than January 2, 2015.** Most fellowships commence between May and October.

Prospective applicants who do not meet the requirements above may refer to the website of [the Postdoctoral Fellows Office](#) and [the Office of the Vice-President, Research and International](#) for other funding and career opportunities at UBC. Please visit the website of [the Killam Trusts](#) for opportunities at the other Killam institutions.

## Proposed UBC Supervisor

An applicant's proposed supervisor must be a continuing faculty member with a tenure-track appointment at UBC. A proposed supervisor must make a commitment to supervise the applicant's research for the entire proposed 24 months of the fellowship.

## 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 expected to accept the external funding. These applicants will be awarded Honourary Killam status. 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. Honourary Fellows will remain eligible for the Killam Travel and Research Allowance.

## Teaching and Other Academic Duties

Fellows are permitted to undertake either teaching or other academic duties such as sessional teaching 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

The UBC Izaak Walton Killam Memorial Fund for Advanced Studies provides current Killam Postdoctoral Fellows with an expense allowance to promote travel for research to attend and/or present at academic meetings. The allowance may also be used for one-time relocation to Vancouver to commence the fellowship, for expenses such as small, discretionary expenses for minor supplies and consumables required for research studies and presentations. All claims from the Killam Allowance are subject to UBC's financial policies and the approval of Graduate and Postdoctoral Studies.

Further information about the Killam Travel and Research Allowance is available online at:

<http://www.grad.ubc.ca/awards/killam-fellowship-travel-research-allowance>

## Application Process and Deadlines

### Submission of Applications to UBC Departments and Units

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**. The review committee (or the Head's designate) of each UBC department or unit is asked to vet all applications for eligibility and select **one** candidate as its nominee for the fellowship. Application materials sent directly by the postdoctoral applicant to Graduate and Postdoctoral Studies (outside of a departmental nomination package) will not be accepted by Graduate and Postdoctoral Studies.

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. Graduate and Postdoctoral Studies recommends that departments and units set their deadline as **November 1 or earlier** to allow enough time to review all applications and select **one** nominee.

### Deadline for Submission of Nominations to UBC Graduate and Postdoctoral Studies

Graduate and Postdoctoral Studies must receive completed nomination packages, including all supporting documents, from UBC departments and units no later than **4:00 PM on Friday, November 29, 2013**. Departments and units must inform candidates whose applications were not forwarded to Graduate and Postdoctoral Studies of their status in the competition.



## 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.

Applicants are judged on the basis of their demonstrated excellence in scholarly work and independent research and their potential for making substantial contributions to their field of endeavour. The review committee will also consider the following:

- the qualities of the research project (e.g., clarity, feasibility, suitability of location, proposed supervisor, and facilities)
- the strength of the letters of reference
- the fit of the proposed research to the host department or unit

Preference will be given to applicants with no previous postdoctoral award. Fellowships will be distributed as evenly as possible among the various disciplines, though the primary criteria are academic excellence and research ability.

## 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. Graduate and Postdoctoral Studies then makes offers to the top two 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 in March 2014.

## Information for Successful Candidates

### The Killam Trusts

Established in 1965, the Killam Trusts comprise some CAD \$400 million, the income of which is largely devoted to scholarships at the graduate and postgraduate levels in Canada. Funding for the Killam Trusts came from Izaak Walton Killam and his wife Dorothy Johnston Killam. All Killam Fellows are considered members of the prestigious Killam Family and are listed among the other Killam Scholars at [the Killam Trusts' website](#).

### Appointment at UBC

Upon acceptance of the fellowship offers, successful candidates will be jointly appointed by the UBC host department/unit and Graduate and Postdoctoral Studies as postdoctoral fellows with term appointments (non-continuing, non-tenure track). Appointments are made initially for one year and are renewable for a second year upon satisfactory review (see [Renewal for a Second Year](#) later in this section). Killam Fellows are eligible for health and welfare benefits. Important information (such as obligations while at UBC and the benefits and amenities of the campus and surrounding area) are available online at: <http://www.hr.ubc.ca/faculty-relations/recruitment/titles-ranks-descriptions/postdoctoral-fellows/>. Please note in particular the information specific to Postdoctoral Fellows as Trainees.



Host departments and units will be responsible for providing supervision, research and administrative support, and research facilities for successful candidates. Graduate and Postdoctoral Studies is responsible for coordinating offer letters, faculty appointments, and the Killam portion of funding for successful candidates. Any subsidies provided by the department or unit to the candidate must be specified on the departmental nomination form included in the nomination package.

As new employees of UBC, successful candidates are required to present to the host department/unit and Graduate and Postdoctoral Studies original documentation to confirm identity and eligibility to be employed in Canada. It is the candidates' responsibility to ensure that they are legally entitled to work at UBC pursuant to Citizenship and Immigration Canada's requirements. The immigration process for foreign postdoctoral fellows is outlined at: <http://www.hr.ubc.ca/faculty-relations/immigration/postdoctoral-fellows/>.

## Annual Killam Awards Ceremony and Celebratory Reception

New Killam Fellows are welcomed and inaugurated into the Killam Family at the Killam Awards Ceremony in the fall of each year. New fellows, and those who were unable to attend during the year of their commencement, will receive an invitation to meet the Killam Trustees, invited members of the UBC community, and fellows and scholars of other UBC Killam awards.

## Renewal for a Second Year

Fellows will receive renewal notices from Graduate and Postdoctoral Studies three months before the end of their first year. In order to successfully renew the fellowship for a second year, fellows must submit the following documents by a requested deadline:

- a completed copy of the renewal form provided to them bearing an original signature (pen on paper)
- an updated curriculum vitae
- a brief report of progress to date
- a short statement of plans for the year of renewal

Each fellow's supervisor must also provide a letter of support confirming satisfactory progress and that the facilities and support will be available for a second year.

Fellows who are not Canadian citizens/permanent residents will then be guided through the process of renewing their Canadian work permit and Social Insurance Number (SIN) prior to reappointment.

## Resignation

Graduate and Postdoctoral Studies requires fellows who leave UBC prior to the end of the 24-month fellowship period to submit a signed letter of resignation indicating the last day of appointment. Fellows must submit this letter to Graduate and Postdoctoral Studies 30 days prior to their last day, and send a copy to their supervisor.



## SECTION 2: PREPARING THE APPLICATION

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

### Application Form

The application form for the 2014/15 competition is available online at <https://www.grad.ubc.ca/awards/killam-postdoctoral-research-fellowship>. You will find instructions and tips on how to complete each section of the form. The form is designed to be completed on your computer using the “TAB” key to navigate through the document, with only the signature being hand-written.

You are asked to include a copy of the 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 as hard-copy documents to the department or unit to which you are applying:

- Outline of proposed research (maximum of two pages)
- Ancillary materials (optional, maximum of one page)
- Special circumstances (optional, maximum of one page)
- Curriculum vitae
- One letter of support from your proposed supervisor
- Three letters of reference
- Transcripts for all university-level studies

### Outline of Proposed Research (maximum of two pages)

Provide an outline of your proposal, including e.g., the research question, context, objectives, methodology, and contribution to the advancement of knowledge. 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 of disciplines and may not have expertise in your area of study.

The proposal must adhere to the requirements below:

- Pages must be 8.5” x 11” (216mm x 279mm)
- Margins must be set at a minimum of 0.75” (19mm) on all sides
- Body text must be in a minimum 12-point font, either a font face of Arial or Times New Roman
- Body text must be double-spaced

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.

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 programmes. You must provide information on how your research relates to that of specific campus programmes 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 Graduate and Postdoctoral Studies. The extra page may not be used as a continuation of the outline of proposed research.

### **Special Circumstances (optional, maximum of one page)**

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.

For postdoctoral fellows who have already started at UBC, provide a rationale for continuing your appointment at UBC.

### **Curriculum Vitae**

Provide your academic history, and lists of awards and publications. Each listed publication should clearly describe the type of contribution, authorship, year, title, and outlet (e.g., journal, seminar paper, live performance). Briefly explain the value of the outlet to your academic discipline, i.e., is it the leading journal in your field, is the performance venue highly-regarded, etc. Graduate and Postdoctoral Studies does not make recommendations regarding the format and length of a c.v. submitted for the competition.

### **Letter of Support from the Proposed UBC Supervisor**

The proposed supervisor should give evidence of being intellectually engaged with your 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 letters of reference are required from individuals capable of making an informed assessment. (Additional letters will not be accepted by Graduate and Postdoctoral Studies, and an application without three letters will be considered incomplete.)

Referees must be able to evaluate your 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 will have]
- 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

All letters of reference must be in English and signed by the referee.

## Important Notes about Submitting Letters

Each application submitted to Graduate and Postdoctoral Studies must be accompanied by one letter of support from the proposed UBC supervisor and three letters of reference from individuals familiar with your research and other abilities.

Letters may be submitted to the applicant or directly to the UBC department or unit.

- If a referee wishes to send the letter to the applicant, the referee must submit the letter to the applicant in a sealed envelope. The envelope may only be opened for review by the UBC department or unit.
- If a referee wishes to send the letter directly to the department or unit, the referee may submit the letter via email or fax.

Regardless of whether referees submit their letters to the applicant or directly to the UBC department or unit:

- Only letters signed by the author are acceptable
- Original, faxed, and scanned copies sent by email directly to the department or unit are acceptable
- Emails and any other letter form that is not signed by the author will not be accepted under any circumstances
- Letters are confidential, and the contents of the letters are not to be viewed by the applicant
- Letters must be received by the applicant's department or unit by their internal deadline

## Transcripts for All University-Level Studies

All current and previous courses of study for academic credit at a post-secondary institution (undergraduate and graduate-level studies) must be listed, even if a degree was not obtained.

Official transcripts from each institution must be provided, including the one showing a PhD currently in progress.

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 confirming:

- a transcript verifying PhD enrollment is unavailable
- progress on the PhD is satisfactory
- the expected completion date of the PhD

Please note that transcripts and degree confirmations from North American institutions must be official. Certified and dossier copies will not be accepted from these institutions.

Your home institutions must send academic records in sealed and endorsed envelopes. The envelopes may only be opened by the UBC department or unit to which the application is made.



The envelopes may either be sent directly by the issuing institution to the UBC department or unit or be included with the other application materials. Although you may wish to deliver the transcripts and letters of recommendation to the department or unit with your application, please do not break the seal of any envelopes issued by referees and educational institutions. The department or unit will not accept any materials which it suspects have been opened.

If the official transcript does not indicate the degree name and the degree conferral date, then an official copy of the degree certificate is required. All transcripts and degree certificates must arrive in sealed and endorsed envelopes issued by the Registrar of each home institution to be considered official.

Some overseas institutions will only issue one original copy of an academic record to the applicant. In these instances, you must:

- make a photocopy of your original academic records
- send them to the home university, and ask your home university to:
  - verify that the photocopies are consistent with their records
  - attest that the copies are true and stamp them with an official university stamp
  - put the attested, stamped photocopies in sealed envelopes endorsed by the Registrar
  - submit the sealed, endorsed envelopes to the UBC department or unit to which you are applying

### Translation of 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 two sets of all official transcripts issued in their original language
- obtain a certified literal English translation of your transcripts from your home university's translation service
- submit both the original transcripts and the literal English translation to the UBC department or unit to which you are applying, in sealed envelopes endorsed by your university

If the home university does **not** provide an English translation of transcripts, you must:

- make a photocopy of your copy of your transcripts (do not open a sealed, endorsed envelope containing transcripts intended for submission to the UBC department or unit)
- take the copy to a certified English translator and ask them to provide a complete, word-by-word, literal English translation
- tell the translator to put both the original language photocopy and the literal English translation into a sealed envelope, and endorse the envelope by signing across the seal
- submit the translations in sealed, endorsed envelopes from the translator to the UBC department or unit to which you are applying
- submit the original transcripts in the original language to the UBC department or unit to which you are applying

Academic records must be translated in their entirety, including any information that appears on the reverse side of any document.

UBC does **not** accept the following:

- photocopies that have not been stamped, attested and endorsed by the Registrar at the home university
- documents in envelopes that have been opened
- documents that do not arrive in sealed envelopes endorsed by the issuing institution or certified translator
- documents that arrive without the official seal of the university
- photocopies notarized by a notary public
- photocopies endorsed by a lawyer, professor, judge etc.
- unofficial translations
- non-literal translations



## SECTION 3: PREPARING THE NOMINATION

### Selecting the Nominee

After each department or unit's individual deadline has passed, the department or unit is asked to convene a local committee to review applications received.

The search is for a candidate whose work is beyond "excellent," and whose research is convincingly innovative and ground-breaking. It is crucial not only to assert distinctiveness but also to show the committee at Graduate and Postdoctoral Studies how the candidate's work is exceptional.

Each department or unit at the Vancouver campus may forward **one nomination** (UBC Okanagan may forward **three nominations**) to the Killam Postdoctoral Fellowships and Prizes Committee, via Graduate and Postdoctoral Studies. Most importantly, the committee relies heavily on the department or unit's judgment to best determine the quality of the candidate and the "fit" with the department or unit's research programmes.

Departments and units must notify those applicants who are not nominated to Graduate and Postdoctoral Studies of their status in the competition.

### Nomination Form

Instead of preparing a covering letter, each department or unit is asked to complete the nomination form, which is available online at <https://www.grad.ubc.ca/awards/killam-postdoctoral-research-fellowship>. The information provided on this form is extremely important to the adjudication committee. Please submit a printed copy of the form with the nomination package.

### Preparing the Nomination Package

The department or unit should submit an **original nomination package plus four sets of copies** for the nominee. **The nomination package must include:**

1. The nomination form
2. The applicant's original materials, including the following items (in the order shown):
  - a) the applicant's signed application form
  - b) the research proposal (maximum of two pages)
  - c) the one page of ancillary materials (if applicable)
  - d) the one page of special circumstances (if applicable)
  - e) the applicant's curriculum vitae
  - f) the proposed UBC supervisor's letter of support
  - g) three signed letters of reference
  - h) all undergraduate and graduate transcripts, degree confirmations, and English translations with envelopes
  - i) the confirmation of PhD enrollment and progress (if the applicant has not completed the PhD) with envelope

Completed nomination packages must arrive at Graduate and Postdoctoral Studies by **4:00 PM on Friday, November 29, 2013**.

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