



Terms of Reference

Cumming School of Medicine Postdoctoral Fellowship

To fund excellent and nationally competitive postdoctoral researchers to provide a valuable training experience and to support development of competitive applications to gain external salary awards at the provincial, national or international levels.

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| Program | Postdoctoral researchers must receive a minimum of \$60,000 salary and associated benefits (subject to salary increases based on the PDAC Collective Agreement). Salary will be provided on a cost-sharing basis, with this award providing up to \$15,000/year. The remaining salary support will be provided as matching funds of a minimum of \$15,000/year from the Research Institute, and \$30,000/year plus benefits from the primary supervisor (or equivalent as arranged between the Institute and principal investigator). |
| FIELD OF STUDY: | Academic medical or biomedical research |
| AWARD VALUE: | <p>\$15,000/ year for 2 years</p> <p>The extended health benefit plan, which is mandatory for all postdoctoral scholars, is <u>not</u> covered by the award. It is the responsibility of the supervisor to cover the cost of the benefit plan.</p> <p>Expenses, such as the employer's contribution to CPP/EI, relocation expenses and other research-related expenses, are the responsibility of the supervisor.</p> <p>The terms and conditions of the Postdoctoral Associate appointment type are covered under the UCalgary and PDAC Collective Agreement. The fellowship is subject to Canada Pension Plan (CPP) and Employment Insurance (EI) deductions. It is also subject to the Income Tax Act as per the Regulations of the Government of Canada.</p> |
| Application Process: | Applicants must submit applications materials to their relevant research institute according to their internal competition deadlines and forms. Research institutes can then nominate up to 3 (plus 1 alternate) top candidates at either June 15 or December 15 to the Grant Development Office. Applications are then assessed with respect to the Terms of Reference for the fellowship program. A CIHR Academic CCV must be submitted to the Grant Development if chosen to receive funding. |
| NUMBER: | A minimum of 3 awards will be provided per research institute. |
| DURATION: | <p>Two years, with the possibility of extension.</p> <p>An additional 3rd year may be considered pending confirmed continued support by the principal supervisor, submission of a progress report, an updated CCV and formal request letter. If the partner research institute is unable to commit to a 3rd year of support the option will be provided to the principal supervisor to cover the institute's portion. An individual can receive a maximum of 3 years of funding, regardless of the partner institute.</p> |

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| COMMENCEMENT OF AWARD: | Within 1 year of receiving the award. Must notify Grant Development Office of start date. |
| ELIGIBILITY: | <p>Postdoctoral Scholars:</p> <ul style="list-style-type: none"> • Open to current and future postdoctoral researchers (as defined by the Postdoctoral Office) • Successful applicants must be enrolled in full time research <p>Supervisors:</p> <ul style="list-style-type: none"> • Open to full time primary Cumming School of Medicine faculty at all levels of career • Only 1 postdoctoral researcher per faculty member can be supported in each calendar year |
| Requirements of Awardees: | <p>Postdoctoral researchers must begin full time training and commence their award within 1 year of receiving an award.</p> <p>Awardees must submit a minimum of 1 external fellowship application(s) (i.e., CIHR, NSERC, SSHRC) for each year they receive support.</p> <p>Awardees obtaining external or internal funding support must immediately inform the Grant Development Office.</p> <ul style="list-style-type: none"> • Should an external award be received that is less than or equal to \$60,000 the Cumming School of Medicine (CSM) Postdoctoral Fellowship will provide a \$10,000 top-up award. CSM recommends a minimum salary of \$60,000/year. <p>Awardees will be required to work in concert with the Grant Development Office on identifying potential funding opportunities and in the development of applications.</p> <p>Awardees should indicate this funding in their CV from both their Research Institute and a separate entry for the Cumming School of Medicine Postdoctoral Fellowship</p> |
| Administration: | <p>Awardees must connect with the University of Calgary Postdoctoral Office (postdoc@ucalgary.ca) and Grant Development Office (medgrant@ucalgary.ca) to implement existing onboarding processes, and establish the necessary accounting strings to arrange an official start date and payment details.</p> |

Questions, concerns, and submission of documents to be delivered to the
Grant Development Office: medgrant@ucalgary.ca
ATTN: Jill Vandenbrand, Fellowship Development Coordinator