University of Alberta

Banting PDF Proposal Development Process for 2019

ENDORSED BY URPC on 29 March 2019

Please note that this document is subject to change once the Banting Secretariat announces the program guidelines for 2019.

The following is the timeline and procedure endorsed by URPC for developing and reviewing nominations for the Banting Postdoctoral Fellowships at the University of Alberta for 2019-2020. The University uses a two-part process to select a limited number of individuals who will be invited to prepare a full application. The deadline date for the submission of the Preliminary Package, which will be used in the University's internal adjudication, is May 06. For those applicants selected to prepare a full submission following the internal adjudication, the deadline date for receipt of those applications in the Faculty is August 16. All details about the program are available at: Banting PDF Fellowships. Please note that, as of 29 March, this site had not been updated for the 2019 competition. Potential applicants are encouraged to read all the information on the Banting PDF website prior to preparing a preliminary package.

**Timeline:**

**January - April 2019** – Competition results from 2018 were announced on 06 February 2019. The University of Alberta had one successful application - in the NSERC area. The 2019 Banting competition is expected to be launched mid-April 2019. An institutional point person is identified to field all questions and to give advice about questions and issues arising from the faculties, departments, or individual professors. Leslie Parsad, Administrative Assistant in the Vice-President (Research) Office will serve as the institutional point person for the Banting process. Leslie’s email address is parsad@ualberta.ca and her phone number is 492-6163. Faculty level point people are identified (often Associate/Vice Deans (Research)), and Leslie Parsad is advised who is handling this role in each Faculty. URPC signs off on the internal process to be used in 2019, and the approved information about the internal process is circulated to Associate/Vice Deans (Research) by the Vice-President (Research) Office.

**May – May 06** – Participants on agency-based subcommittees (NSERC, CIHR, SSHRC) identified and their availability for key adjudication periods (see below) is verified. Information about the competition is posted on the [PDFO website](#). These individuals will be required to complete a CRC training module on Unconscious Bias.

**May 06** – Preliminary package (includes completed Preliminary Assessment Form, CVs for applicant and supervisor) are due at the Faculty level. Form identifies applicant, proposed supervisor, relevant agency (NSERC, CIHR, SSHRC), gender, date of PhD, location of PhD, proposed start date, confirmation that person is not currently a Tri-Council PDF award holder, title of proposal, 500 word lay description of proposed research, succinct explanation (500 words) of U of A special fit and why the candidate merits a Banting award, and the names and contact information of three referees.

**May 24** – Preliminary Packages due in Office of the Vice-President (Research) from Faculties. Late applications will not be accepted directly from a researcher and must go through the Faculty point person. The Office of the Vice-President (Research) prepares a spreadsheet documenting the applications for each agency (applicant name, supervisor, department, faculty, title of proposal) and forwards to appropriate Agency-based subcommittee along with preliminary packages by **May 31**. Institutional signatures are not required for preliminary packages.

**June 03 – June 28** – Agency-based subcommittees meet and select applicants to complete full proposals. Catherine Anley, the University’s Equity, Diversity and Inclusion (EDI) Advisor will be involved in the final review of the applications prior to selection for submission, and the Chairs of the Agency-based subcommittees are
responsible for contacting Catherine (catherine.anley@ualberta.ca) to arrange her involvement in the selection process. All sub-committee members are required to have completed Unconscious Bias training (details available from Leslie Parsad) prior to the adjudication. Feedback is provided for those applications going forward to further strengthen them.

**July 02** – Vice-President (Research) Office will be advised by the subcommittee Chairs of the names of applicants, as well as the associated proposed supervisor, who are invited to prepare full applications. The V-P (Research) Office will notify RSO of the applicants’ names and their proposed supervisors, and will share this information with all the subcommittee chairs.

Primary responsibilities for completion of the full application elements are as follows:

1. Administration (Tasks 1 through 12 in the Application Guide) – Nominee
2. Proposal, summary, bibliography, selection of referees – Nominee and Supervisor
3. Supervisor’s Statement – Supervisor
4. Research Services Office Signature Page (Internal UAlberta Requirement) – Nominee, Supervisor, Chair and Associate/Vice Dean (Research)
5. Draft Institutional letter of endorsement - Associate/Vice Dean (Research) and Supervisor
6. Signature on Institutional letter of endorsement – Vice-President (Research) Office
7. Submission of complete nomination via ResearchNet – Nominee

**August 16** – Full package submitted to relevant Associate/Vice Dean (Research) for final review. Required signatures of applicant, supervisor, Chair will be in place on the signature page. For instructions to create the signature page, please use this link.

**August 23** – Faculty is responsible for submitting final draft letter of Endorsement, complete application and signature page to Leslie Parsad in the Office of the Vice-President (Research). This is required to receive the Letter of Endorsement from the Vice-President (Research) Office.

The Associate/Vice Dean (Research) of the corresponding Faculty will be responsible for ensuring the entire package is reviewed and polished by the final deadline. Referee letters should be solicited if not already done, and points to address in the letter provided to referees. The Associate/Vice Dean (Research) must clearly explain to referees the requirement that all references must be uploaded to ResearchNet by the referee by the deadline or the entire application cannot be submitted.

**August 30** – The Letter of Endorsement will be forwarded electronically from the Office of the Vice-President (Research) to the applicant for submission to ResearchNet.

**September 18, 2019** – Reference letters must also be uploaded to ResearchNet by the referees.

**September 18, 2019** – Full proposals submitted by the nominees to the Banting Secretariat via ResearchNet.

**Mid-February 2020** – Results announced.

**April - October** – Banting PDFs take up their appointments.