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The following is the timeline and procedure endorsed by the Faculty of Graduate Studies and Research (FGSR) for developing and reviewing nominations for the Banting Postdoctoral Fellowships at the University of Alberta for 2023. **The Vanier-Banting Secretariat has officially announced the program guidelines. This document with the revised timeline supersedes the previous one circulated March 9, 2022.**

The University uses a two-part process to select a limited number of individuals who will be invited to prepare a full application: 1) Preliminary Application Package submission, and 2) Full Application submission. Potential applicants are encouraged to read all the information on the Banting PDF website prior to preparing a preliminary package. Complete details about the program are available at: [Banting PDF Fellowships](#).

**All correspondence relating to the Banting Postdoctoral Fellowship is to be sent to the FGSR Awards Services:**  
[grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca).

**TIMELINE 2022:**

<b>Jan – May</b>	The 2021 Banting competition results have been released; UAlberta received one fellowship in the NSERC research area. The 2022-2023 Banting competition is expected to be launched in May 2022. Faculty level point people are identified [often Associate/Vice Deans (Research)]. Notification on these point people should be sent to FGSR. FGSR will circulate the internal process to Associate/Vice Deans (Research) and will formerly announce this year's competition.
<b>May 02</b>	Preliminary Application Packages from postdoctoral applicants are due at the Faculty level for initial review.  Faculties are required to review applications for completeness and pre-screen applications to ensure fit with the Department/Faculty sponsoring of the application. If the Faculty decides not to pursue an application further, they must notify the applicant and proposed supervisor. Faculties are also responsible for communicating any feedback generated from their internal review directly to the applicant to aid in revising the Preliminary Application Package.
<b>May 16</b>	Preliminary Application Packages due at FGSR from Faculties.  Applications will not be accepted directly from a researcher and must go through the Faculty for submission. <i>Note: Institutional signatures are not required for preliminary packages.</i>
<b>May 31</b>	FGSR makes Preliminary Application Packages available to appropriate agency-based sub-committee members for their internal adjudication.
<b>May 31 – June 21</b>	Agency-based sub-committees review preliminary packages in preparation for adjudication.
<b>June 21 – June 25</b>	Agency-based sub-committees select applicants to prepare Full Application packages.  An advisor from the University's Equity, Diversity and Inclusion (EDI) team is required to attend all subcommittee meetings. All sub-committee members are required to have completed <a href="#">Unconscious Bias</a> and/or <a href="#">Gender-based Analysis + (GBA+)</a> training prior to the meeting date.
<b>June 28</b>	FGSR notifies all sub-committee chairs, the Research Services Office (RSO), and VDR/ADR in each Faculty of the names of individuals invited to prepare a full application for submission.
<b>July 5 – July 9</b>	Feedback on content is provided by the sub-committee to those applications going forward; those candidates not invited to prepare a full application are advised by the sub-committee and also receive feedback. FGSR to send the notification and feedback on behalf of the subcommittee to the applicant, proposed supervisor, and Associate/Vice Dean (Research) of the nominating Department/Faculty.

<b>August 5</b>	Applicant sends full application to FGSR for secondary review by subcommittee members, if interested.
<b>August 15</b>	FGSR sends feedback from secondary review to the Applicant and Supervisor.
<b>August 17</b>	Applicant sends final full application to Supervisor
<b>August 19</b>	Full package submitted by proposed Supervisor via a New Project Request through the RSO's <a href="#">Researcher Home Page</a> for department, Faculty, and RSO approval. All proposals submitted for RSO review and approval must be the completed final version, including the form with all the attachments, as a single PDF file only.
<b>August 29</b>	Faculty is responsible for ensuring the New Project Request has been approved by all levels and is with the RSO for their review and approval.
<b>August 31</b>	Faculty is responsible for submitting the following to FGSR: draft Letter of Endorsement, complete application, and a copy of the Supervisor's approval from the Researcher Home Page. Ensure all pronouns are correct. This is required in order to receive the Letter of Endorsement from the FGSR.  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 should be 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.
<b>September 9</b>	FGSR will forward the Letter of Endorsement to the applicant for submission to ResearchNet as part of the full application.
<b>Early to mid September</b>	Reference letters must be uploaded to ResearchNet directly by referees. The deadline date for submission is set by the applicant and will be noted on ResearchNet's online referee assessment page.
<b>September 21, 2022</b>	Full application submitted by nominee to Banting Secretariat via ResearchNet by 8:00 p.m EDT (6:00 pm MDT).
<b>Mid-February 2023</b>	Results of the 2022-2023 competition will be announced by the Banting Secretariat (anticipated date).
<b>April – October 2023</b>	Banting PDF's take up their appointments

1) Preliminary Application Package - primary responsibilities for part one submission process:

- a) Confirm eligibility and contact the UAlberta proposed supervisor to express interest in the Banting Fellowship – Applicant and Supervisor
- b) Completed Preliminary Application form and accompanying documents reviewed by nominating Faculty and then submitted to FGSR -
- c) UAlberta's Banting Sub-Committees will perform a preliminary assessment of qualified applicants; selected candidates will be invited for the second step process to complete a Full Application

2) Full Application - primary responsibilities for completion of the Full Application elements are as follows:

- a) Administration (Tasks 1 through 12 in the Banting Application Guide) – Nominee
- b) Proposal, summary, bibliography, selection of referees – Nominee and Supervisor
- c) Supervisor's Statement – Supervisor
- d) Submission and Approval of Project through Researcher Home Page – Supervisor
- e) Draft Institutional Letter of Endorsement - Associate/Vice Dean (Research) and Supervisor
- f) Submission of Full Application documents to FGSR for completion of Institutional Letter of Endorsement – Faculty
- g) Signature on Letter of Endorsement - FGSR
- h) Submission of complete nomination via ResearchNet – Nominee