University of Alberta
Banting PDF Proposal Development Process for 2020

ENDORSED BY URPC on 17 April 2020

Please note that this document is subject to change once the Vanier-Banting Secretariat announces the program guidelines in June 2020.

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 2020-2021. 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 Tuesday June 02. For those applicants selected to prepare a full submission following the internal adjudication, the deadline date for submission of those applications to ResearchNet is Thursday October 01. All details about the program are available at: Banting PDF Fellowships. Potential applicants are encouraged to read all the information on the Banting PDF website prior to preparing a preliminary package.

Timeline:

January - May 2020 – Competition results from 2019 were announced on 06 February 2020. The University of Alberta had two successful applications - in the NSERC and SSHRC areas. The 2020 Banting competition is expected to be launched in June 2020. All correspondence relating to the Banting Postdoctoral Fellowship should be sent to the email: bantingpdf@ualberta.ca. An institutional point person appointed by Office of the Vice-President (Research and Innovation) will respond to all inquiries. Faculty level point people are identified [often Associate/Vice Deans (Research)]. Notification on these point people should be sent to bantingpdf@ualberta.ca. URPC signs off on the internal process to be used each year, and the approved information about the internal process is circulated to Associate / Vice Deans (Research) by the Office of the Vice-President (Research and Innovation).

June 02 – Preliminary Package (includes completed Preliminary Assessment Form, Proposal (500 word max.), Special Fit Rationale, CV for applicant, and CV for supervisor) are due at the Faculty level. 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 responsible for communicating any feedback generated from their internal review directly to the applicant to aid in revising the Preliminary Package.

June 17 – Preliminary Packages due in Office of the Vice-President (Research and Innovation) from Faculties. Applications will not be accepted directly from a researcher and must go through the Faculty for submission. Applications should be submitted to bantingpdf@ualberta.ca. Incomplete applications will not be accepted. The institutional point person will prepare a spreadsheet documenting the applications for each agency (applicant name, supervisor, department, faculty, title of proposal) and forward it to appropriate Agency-based subcommittee along with preliminary packages by June 22. Institutional signatures are not required for preliminary packages.

June 17 – June 22 – 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.


July 13 – July 17 – Agency-based subcommittees meet and select applicants to complete full proposals. 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 Unconscious Bias and/or Gender-based Analysis + (GBA+) training prior to the meeting date.

**July 20 – July 24** – Institutional point person notifies all subcommittee chairs, Research Services Office, and Vice-President (Research and Innovation) of the names of individuals invited to prepare a full application for submission. Feedback on content is provided by the subcommittee to those applications going forward; those candidates not invited to prepare a full application are advised by the subcommittee and also receive feedback. Institutional point person to send the notification and feedback on behalf of the subcommittee to the applicant, proposed supervisor, and Associate/Vice Dean (Research).

**August 24** – Full package submitted via a New Project Request in PeopleSoft to relevant Associate / Vice Dean (Research) for final review.

**September 04** – Faculty is responsible for ensuring New Project Request has been approved by all levels and is with RSO for their review and approval.

**September 07** – Faculty is responsible for submitting final draft letter of Endorsement and complete application to bantingpdf@ualberta.ca. This is required in order to receive the Letter of Endorsement from the Office of Vice-President (Research and Innovation).

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.

**September 14** – The Letter of Endorsement will be forwarded electronically from the Office of the Vice-President (Research and Innovation) to the applicant for submission to ResearchNet.

**September 29** – Reference letters must also be uploaded to ResearchNet.

**October 01** – Full proposals submitted by the nominees to the Banting Secretariat via ResearchNet.

**Mid-February 2021** – Results announced.

**April – October 2021** – Banting PDFs take up their appointments.

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. Submission and Approval of Project through PeopleSoft – Nominee (if from UofA), 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 – Office of Vice-President (Research and Innovation)
7. Submission of complete nomination via ResearchNet – Nominee