

## University of Alberta

### Banting PDF Proposal Development Process for 2021

**ENDORSED BY URPC February 26, 2021**

Please note that this document is subject to change once the Vanier-Banting Secretariat announces the program guidelines in 2021.

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 2021-2022. 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 Monday May 03. For those applicants selected to prepare a full submission following the internal adjudication, the deadline date for submission of those applications to ResearchNet is Wednesday September 22, 2021.** 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 2021** – Competition results from 2020 were announced on 10 February 2021. The University of Alberta had a successful application in the SSHRC area. The 2021 Banting competition is expected to be launched in May 2021. All correspondence relating to the Banting Postdoctoral Fellowship should be sent to the email: [bantingpdf@ualberta.ca](mailto: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](mailto: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).

**May 03** – 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.

**May 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](mailto: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 **May 31**. Institutional signatures are not required for preliminary packages.

**May 31 – June 21** – Agency-based subcommittees review preliminary packages in preparation for adjudication.

**June 21 – 25** – 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.

**June 28 – July 9** – 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 5** – Applicant to submit full package submitted to [bantingpdf@ualberta.ca](mailto:bantingpdf@ualberta.ca) for secondary review, if interested.

**August 16** – Institutional point person will send feedback from secondary reviewers to the applicant and supervisor.

**August 18** – Applicant to send final documents to supervisor.

**August 20** – Full package submitted by Supervisor via a New Project Request through the Researcher Home Page to relevant department, faculty, and RSO approvers. 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.

**August 30** – Faculty is responsible for ensuring New Project Request has been approved by all levels and is with RSO for their review and approval.

**September 1** – Faculty is responsible for submitting final draft letter of Endorsement and complete application to [bantingpdf@ualberta.ca](mailto: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 8** – 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 20 – Estimated** – Reference letters must also be uploaded to ResearchNet.

**September 22** – Full proposals submitted by the nominees to the Banting Secretariat via ResearchNet.

**Mid-February 2022** – Results announced.

**April – October 2022** – 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 Researcher Home Page – Supervisor
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