



## Grant Notley Memorial Postdoctoral Fellowship Terms of Reference

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## **ABOUT GRANT NOTLEY**

Walter Grant Notley was born on January 19, 1939 in Didsbury, Alberta. He received his early education in Westerdal, Olds, and Didsbury, and he received a BA degree in history from the University of Alberta in 1960.

Together with his political opponents Joe Clark, Jim Coutts and Ray Speaker he created a lively political scene at the University of Alberta. On July 6, 1963, he married Sandra Mary Wilkinson of Hancock, New Hampshire.

Grant Notley became provincial secretary of the New Democratic Party in 1962 and provincial leader in 1968. He was a candidate in Alberta provincial elections in 1963 and 1967, and in the 1969 by-election. He was elected to the Alberta Legislative Assembly in 1971 to represent Spirit River Fairview, and re-elected in 1975, 1979 and 1982.

In 1982 he became Leader of the Official Opposition. His political abilities and academic background served him well in leading caucuses in the federal New Democratic Party and in Alberta politics, and earned him the respect of supporters and opponents alike.

On October 19, 1984, Grant Notley died in an aircraft accident near High Prairie, Alberta.

## **FELLOWSHIP DETAILS**

The Grant Notley Memorial Postdoctoral Fellowship is provided by donations from friends of Grant Notley, matched by the Province of Alberta.

The University of Alberta is committed to supporting diverse research environments for all scholars and is working to drive deeper cultural change in our research ecosystem. We encourage applications from diverse applicants. One Fellowship per year will be awarded for research in politics, history, economy or society of Western Canada or related fields.

The Fellowship is tenable at the University of Alberta and is valued at \$46,000 CAD per year for up to two years. Funding for the second year will be subject to submission and approval of a Renewal Report. Fellowship recipients are expected to complete their research at the University of Alberta, although exceptions may be considered on a case-by-case basis. Exceptions must be strongly justified and pre-approved by the Chair prior to commencement of the Fellowship.

A one-time \$4,000 travel/research grant for the first year of study is also awarded to all recipients who accept the Fellowship. This grant is held by the Chair of the department as per the [Eligibility to Apply for and Hold Research Funding Policy](#). This grant can be used for the items noted on the [Research Allowance Expenditure Information](#).

The Fellowship also covers the cost of the University Postdoc Supplemental Health Insurance Plan.

Upon renewal of the Fellowship, recipients will be eligible for a prize of \$3,333 in their second year, funded by a private donor.

## **ELIGIBILITY TO APPLY**

Open to citizens of any country.

Available for research in politics, history, economy or society of Western Canada or related fields.

Must have completed a doctoral degree within three years from the deadline date of February 2, 2022 (i.e. on or after February 2, 2019) or will do so prior to commencing fellowship. The doctoral degree obtained must be from a university other than the University of Alberta.

The window of eligibility can be extended by a cumulative maximum of two years if the applicant had their career interrupted for one or more of the following reasons:

- parental leave
- illness
- health-related family responsibilities
- mandatory military service
- disruptions due to war, civil conflicts and/or natural disasters in the country of residence

Career interruption refers to a period of time when the applicant was not working (fulltime or part-time) and when their research output was completely interrupted. Additionally, for health professionals who have engaged in post-degree non-research related clinical training (e.g., residency), the eligibility window can be extended by the duration of this training.

Interruptions used to extend the eligibility window for degree completion must have occurred after the fulfilment of your degree requirements and before the application submission deadline. Details of the interruption must be included on a Special Circumstances document that is to be submitted with the Fellowship application.

At the time of application submission to desired department, the applicant must not hold a postdoc position at the University of Alberta or be employed at the University of Alberta. Please note that any applicant that begins a postdoctoral appointment at the University of Alberta or is employed by the University of Alberta after time of submission and before final selection will be adjudicated in a second tier.

Fellowships may be awarded in departments without doctoral programs, but only where facilities are adequate and doctoral caliber research is being carried out.

Fellowship holders should be likely to contribute to the advancement of learning or to achieve distinction in their profession, should not be a one-sided person, and each scholar's special distinction should be founded upon sound character and collegiality.

## **APPLICANT PROCEDURES TO APPLY**

Prospective postdocs should first contact a Faculty member in the department to which they wish to apply, who is willing to act as a Potential Supervisor for the Fellowship. Once a supervisor has been confirmed, follow the procedures outlined below.

### **Application Procedures**

- 1) Complete a [Fellowship Application Form](#)
- 2) Prepare a Statement of Proposed Research Project: (two double-spaced typed page using a font

size of 12 or greater; no exceptions will be made regarding the length). The Statement should include the following information and be written using lay language for a non-technical audience:

- a. the objectives of the proposed research project
- b. brief methodology
- c. an explanation of the novelty and potential significance of the proposed research and the contribution that the research will make to the advancement of knowledge
- d. the plan to disseminate the findings and/or enhance the potential for impact
- e. references can be on an additional page

Note: Applicants are encouraged to take into account, when applicable, diversity (gender, sex, age, culture, religion, etc.) in their proposed research (from its design to the analysis of the research findings).

- 3) Prepare a Statement of Research Experience (maximum four double-spaced typed pages using a font size of 12 or greater; no exceptions will be made regarding the length)
  - a. references can be on an additional page
- 4) Prepare a Statement of Community Engagement (maximum two double-spaced typed pages using a font size of 12 or greater; no exceptions will be made regarding the length)
  - a. the statement should detail how the applicant engages with the community at large, both in terms of research focus/methodology and personal engagements
- 5) Prepare a curriculum vitae
  - a. list refereed publications or conference proceedings, beginning with the most recent
  - b. list publications in which you are author or co-author that are published, in press, and/or accepted for publication in refereed journals
  - c. for papers in press, indicate the date of acceptance by the editor
  - d. begin each entry on a new line and state the full authorship, the year, the title, the name and volume of the journal, and the first and last page numbers. The authorship should be identical to that of the original publication
  - e. a list of any academic honors or awards
  - f. a Generic CCV format is preferred but is not required
- 6) Provide a certified true copy of PhD, PhD-equivalent or health professional degree fulfillment (scanned documents are acceptable)
  - a. all documents submitted must be in English, as well as the original language in which they were written. A certified translator, not yourself, must prepare the English version of any documents not originally in English
  - b. applicants who have not fulfilled all requirements for their degree at the time of application must do so prior to commencing Fellowship. A transcript is not required
  - c. applicants must document any interruptions, delays, or post-degree clinical training in a Special Circumstances attachment
- 7) Arrange for three Letters of Appraisals from persons familiar with your academic work to be sent to the Chair of the department to which you are applying
  - a. all letters of appraisal must be signed by the appraiser (electronic signatures are acceptable). They should contain a substantive evaluation of your ability and not be merely testimonials, as the fellowships are intended primarily for those who are

seeking to establish themselves in their chosen field. Letters can be scanned and emailed to the chair of the department to which you are applying

- b. only have three appraisals sent. Any additional letters will be removed prior to competition
- 8) Arrange for a letter of support and a [Biosketch](#) from the U of A research supervisor

**Applications must be submitted to the Chair of the department by February 2, 2022. Late or incomplete submissions will not be accepted.**

## DEPARTMENT REVIEW AND RANKING

Individual departments are responsible for pre-screening all documents before ranking and submitting fellowship applications.

Departments then submit a maximum of one nomination to Leslie Parsad, Coordinator, Internal Research Awards and Funding, Office of the Vice-President (Research and Innovation) at [parsad@ualberta.ca](mailto:parsad@ualberta.ca).

Departments are responsible for notifying any applicants that have not been selected for nomination.

All forms and letters must contain certified digital signatures or scanned original signatures. Forms and letters that have not been signed will not be accepted.

Please make sure each nomination meets the eligibility requirements. No exceptions will be made.

The Department is responsible for obtaining and completing:

- 1) a [Department Nomination Form](#)
- 2) a cover letter from the department Chair or Graduate Coordinator indicating benefits that would accrue from the proposed collaboration

Note: Please ensure that the department/faculty speaks to the sound character and/or collegiality of the applicant.

Each nomination must include:

- 1) Signed Department Nomination Form
- 2) Signed cover letter from the department Chair or Graduate Coordinator indicating benefits that would accrue from the proposed collaboration
- 3) Completed and signed Grant Notley Memorial Postdoctoral Fellowship application form including attachments for Research Proposal, Research Experience, and Community Engagement
- 4) Applicant's Curriculum vitae (Generic CCV format is preferred but not required)
- 5) Copy of PhD, PhD-equivalent, or health professional degree fulfillment
  - a. If PhD has not been obtained no attachment is required
  - b. All documents submitted must be in English, as well as the original language in which they were written. A certified translator, not yourself, must prepare the English version
- 6) Three signed letters of appraisal

- a. Additional letters will be removed prior to adjudication in no particular order
- 7) A letter of support from the U of A supervisor
  - a. supervisor should also speak to the sound character and/or collegiality of the applicant
- 8) [Biosketch](#) from U of A supervisor
  - a. Biosketch must be in the noted format

**Deadline for submission to the Office of the Vice-President (Research and Innovation) is March 18, 2022.** Applications should be submitted as a single combined PDF in the order 1-8 listed above to Leslie Parsad at [parsad@ualberta.ca](mailto:parsad@ualberta.ca). Late or incomplete applications will not be accepted.

## FELLOWSHIP COMMITTEE REVIEW AND SELECTION

The Office of the Vice-President (Research and Innovation) convenes the Postdoctoral Fellowship Committee in March to select fellowship recipients. Adjudication criteria includes:

- 1) Proposed Research – Does the proposal clearly state the impact, novelty, and knowledge mobilization of the research? Are the objectives achievable based on the information provided? Is the methodology clearly explained? Does the proposed research incorporate diversity in multiple forms (i.e. GBA+ assessment)?
- 2) Research Experience – Does the applicant demonstrate the experience to carry out the objectives?
- 3) Community Engagement – Does the applicant engage with the community at large, both as part of their research and personally?
- 4) Research Dissemination, Honours and Awards – Does the applicant demonstrate strong dissemination of their previous research (including publications and other forms of knowledge transfer)? Have they been recognized through prestigious awards?

Note: Adjudicators are encouraged to keep in mind that each research specialty has differing criteria on what is considered a productive researcher.

- 5) Letters of Appraisal – Do the letters clearly state why the applicant is considered an emerging leader in their field? Does it communicate the impact the proposed research could have? Does the letter of appraisal from the Supervisor highlight the synergy between the applicant's research and their own research program?
- 6) Departmental Appraisal – Does the departmental letter of support highlight the synergies between the applicant, supervisor, department, and institution? How does the proposed research contribute to the University's Signature Areas?

Letters of offer will be sent to successful applicants, with a copy to their proposed supervisor(s) by May each year.

The Postdoctoral Fellows Office will also send letters of regret to unsuccessful applicants and their proposed supervisor(s).

Once a postdoc has accepted a fellowship, the Postdoctoral Fellows Office will provide the supervising faculty member direction to set up the research allowance and administers payroll and benefits of the fellowship.

The Postdoctoral Fellows Office also administers renewals of fellowships.

## ACCEPTING, RENEWING, AND FINAL REPORT

The regulations of the fellowship prohibit you from holding two major awards (value of \$13,000 or greater) at the same time. If you are offered a major fellowship from another granting agency to complete your studies at the University of Alberta, you are required to accept it; you then may be eligible to become an Honorary Grant Notley Memorial Postdoctoral Fellow. In this case, you would be eligible for top up funding to a maximum of \$46,000 per annum if the value of the other fellowship is less than the value of the Grant Notley Memorial Postdoctoral Fellowship. You will also be eligible for the \$4,000 research allowance. If you are offered a major fellowship from another granting agency at an institution other than the University of Alberta, you can choose to decline it and accept the Notley Fellowship or you can decline the Notley Fellowship. If you decline the Notley Fellowship, you will not be considered a Honourary Recipient and will not be entitled to receive a top-up or research allowance.

Successful applicants must complete an [Acceptance/Decline Form](#) and submit it to Leslie Parsad at [parsad@ualberta.ca](mailto:parsad@ualberta.ca) and to the Postdoctoral Fellows Office at [pdfo@ualberta.ca](mailto:pdfo@ualberta.ca).

Fellowships must be taken up no earlier than June 1 of the current year and no later than January 1 of the following year. Once the recipient has accepted the Fellowship, the supervisor should proceed with a Letter of Offer. Ensure the Postdoctoral Fellows Office is cc'd on all Offer correspondence.

Successful applicants should review the [Postdoctoral Fellows Policies and Procedures](#) and the [Research Allowance Expenditure Information](#) prior to accepting the Fellowship.

Fellowship holders must complete and submit a [Renewal Report](#) to the Postdoctoral Fellows Office at least six weeks before the start of the renewal year.

Postdocs completing a Notley Fellowship are required to submit a [Final Report](#) outlining their research activity during the tenure of the fellowship.