Banting Postdoctoral Fellowship (2016-17)
Ryerson University: Internal Application Form and Instructions

Please email completed form and attachments (listed below) in Word or PDF format to Gowry Siva (gsivapat@ryerson.ca) by Friday, July 15, 2016 at 5:00PM.

INCOMPLETE APPLICATIONS AND APPLICATIONS THAT DO NOT FOLLOW THE FORMATTING GUIDELINES WILL NOT BE ACCEPTED.

Candidate Information
Last Name, First Name:
Email Address:
Telephone Number:
Current University/Location: ☐ Ryerson ☐ Other – please specify:
Proposed Title of Research Project:
Discipline:

Supervisor Information
Potential Supervisor (last name, first name):
Supervisor Email Address:
Supervisor Telephone Number:
Supervisor Department/School:
Supervisor Faculty:

*Please note that if a nominated applicant were to receive this award, their benefits would have to be paid from other cost centers. Thus, a confirmation of the additional funding that would be available to cover their benefits is required before the institutional endorsement. *

As a supervisor, you have additional funds to cover approximately $15,000 per year (2 years) of the mandatory benefits portion? Yes ☐ No*

Have you already contacted the named Ryerson Supervisor? Yes ☐ No*
*If NO, please do not proceed with this internal application until you have secured an agreement from your proposed Supervisor
Please indicate the **Tri-Council agency** expected to review the application:
☐ CIHR
☐ NSERC
☐ SSHRC

What is your current citizenship? (All citizenships are eligible.)
☐ Canadian
☐ Permanent Resident
☐ Other – please specify:

What is your highest degree completed?
☐ PhD
☐ PhD-equivalent
☐ Health Professional Degree

Name of the Institution Conferring the Degree:

Country of the Institution Conferring the Degree:

If institution conferring degree is Ryerson, please describe for the University Review Committee the **exceptionally rare circumstances** why your proposed research must remain within Ryerson research environment:

Date (day/month/year) of fulfillment, or expected fulfillment, of all degree requirements*:

*This is the date that you completed all steps required for obtaining your degree (e.g., thesis defence corrections and thesis deposition; not the convocation date). Should you receive a Ryerson University nomination, this date will need to be authorized by the institution which conferred the degree on Banting’s [Fulfillment of degree requirements form](#).

Did you complete this degree within Banting’s 3-year eligibility window (September 21, 2013-September 30, 2017)?
☐ Yes ☐ No

If no, did you complete your degree within the 5-year window due to identified special circumstances? Please specify special circumstances below:

Yes No

☐ ☐

Do you currently hold a CIHR/NSERC/SSHRC postdoctoral award (fellowship)?
☐ Yes ☐ No
If yes, will the funding end before September 30, 2017*?

*Applicants who currently hold or have held agency-specific awards at the postdoctoral level are eligible to apply to the 2016-17 Banting Postdoctoral Fellowships program only if the term of that funding officially ends on or before September 30, 2016 and prior to the start of the Banting Postdoctoral Fellowship. Early termination of the agency-specific postdoctoral award for the purpose of application to the Banting Postdoctoral Fellowships program is not permitted.

Will you hold a tenure-track or tenured faculty position at the time of application? Please update the grant officer if this changes.
INCOMPLETE APPLICATIONS OR APPLICATIONS THAT DO NOT FOLLOW THE FORMATTING GUIDELINES OUTLINED FOR EACH ATTACHMENT WILL NOT BE ACCEPTED.

   - CCV website – To access the Banting CV template after logging in, select “Funding” from the “CV” dropdown menu, then select “Vanier-Banting” as the Funding Source and “Vanier-Banting Academic” as the CV Type.
   - To save a draft PDF version of your Vanier-Banting Academic CV, which is all that’s required for Ryerson’s internal selection process, click the “Preview” button. (Note: If you press “Submit”, this will generate a “final” PDF version of your CV which can be accessed by clicking the “History” tab at the top of the page. This version is also acceptable, but not necessary, for the internal application).

2. Candidate Summary: 3 pages
   - Explain to the internal review committee why you are a strong, competitive candidate for a Banting Fellowship. Your summary must include elements from the following modules that are part of the formal Banting submission described in the application guide (Task 9):
     - Significance of Research Contributions (Max 1 page): Describe your top three research contributions and their significance in terms of influence on the direction of thought/activity in the target community, and importance to and use by other researchers/knowledge users.
     - Significance of Leadership Contributions (Max 1 Page): Describe activities you have undertaken that demonstrate your research leadership and sphere of influence at the institutional level and beyond. Discuss the impact and importance of these activities in terms of your career as a researcher.

3. Research Proposal : Maximum 4 pages
   - Provide a detailed description of your proposed research that considers the following elements:
     - the objectives of the proposed research program
     - the research question(s) and/or hypothesis(es)
     - the theoretical approach or framework that will be used
     - the proposed research should be positioned within the context of the current knowledge in the field, and the novelty of the proposed research should be explained
     - the methodology (including timelines) and why it was chosen
     - the plans for collaboration should be outlined (as appropriate)
     - the contribution that the research will make to the advancement of knowledge
     - the plan to disseminate the findings and/or enhance the potential for impact
     - the rationale for selecting the proposed host institution and supervisor(s) - the choice should be clearly justified and the benefits expected with respect to applicants fulfilling their research goals and career aspirations should be highlighted; this should include a discussion of other available options for host institutions, as appropriate

Please attach the following four (4) documents to this Ryerson internal application form in Word or PDF format and submit to Gowry Siva (gsivapat@ryerson.ca) no later than Friday, July 15, 2016 at 5:00PM.
If the proposed research is closely related to, or a continuation of the PhD thesis, explain how it will develop and expand on the thesis. If the proposed research is outside your documented expertise, outline the steps taken to address this to ensure feasibility of the research.

This application element speaks directly to the following selection criterion:

- **Quality of applicant's proposed research program**
  
  The proposal must be written by the applicant and with the understanding that it will be reviewed by a multidisciplinary selection committee (non-specialist audience). Your communication skills are reflected by the clarity in this area and speak to the following selection criterion:

- **Research excellence and leadership in the research domain**

(Maximum of 4 pages; must follow the specifications found in the instructions provided in Presentation standards for documents)

Provide a bibliography that includes citations for all works referenced in the research proposal, as well as a literature review if appropriate for your area of research. These citations should be in the format used by the primary discipline of the proposed research. Ensure that all citations are clear and complete to allow reviewers to easily locate the sources.

This application element speaks directly to the following selection criterion:

**Quality of applicant's proposed research program**

### 4. Supervisor Summary: Maximum up to 5 pages

- Your supervisor must convince the University Review Committee that you are a synergistic fit with the proposed Ryerson program/department/faculty. **Note: Formal letterhead and signature of the supervisor is not required at this stage.**

- Your potential supervisor must refer to the topics below which are components of the formal Banting submission described in the **application guide**:

  a) **Supervisor’s Statement**: Describe your academic and research background, and relevant contributions/accomplishments to date. Also include details about the proposed research and training plan.

  b) **Institutional Synergy**: Explain the “fit” of the candidate with your program; illustrate synergies between Ryerson University’s SRC priorities and the candidate’s proposed contribution. If you have worked with this candidate before, explain the context.

  c) **Research Environment**: Give details concerning the candidate’s proposed research environment including access to unique equipment, academic networks, facilities, team members, etc.

  d) **Professional Development**: Describe resources and/or mentoring activities that are available to support the candidate’s career development.

Please see the selection committee’s criteria when reviewing this section **(Section 3.1.3)**:

- Provide evidence that the institution and supervisor are well-positioned to provide the required support to the applicant in relation to the research proposed

- Include supervisor's description of their academic and research background, key
contributions/accomplishments to date (note that a full CV for the supervisor is not required)

- Clearly describe the fit between the research interests/background of the supervisor and candidate, and the anticipated mutual benefits
- Provide details concerning the applicant's proposed research environment. The details should clearly state the institution's commitment, for example in terms of the funding, facilities/resources and personnel that will be available to support the applicant
- Describe the institution's commitment to the applicant's professional development, clearly indicating the resources and/or mentoring activities available through the institution to support career development
- Describe the institution's documented strategic priorities and illustrate the synergy between these priorities and the applicant's proposed research program

Presentation standards for attached documents

All attachments to your application must be prepared according to the standards provided by Banting. Applications submitted that are not prepared according to the instructions provided may be deemed ineligible.

If you have supporting documents written in a language other than English or French, you are required to submit a certified translation of these documents.

Formatting instructions to prepare your documents:
- Pages must be 8 ½" x 11" (216mm x 279mm)
- Insert a minimum margin of 2cm (3/4 inch) around the page (top, bottom and sides)
- Use a minimum font size of 10 (Arial). No condensed type or spacing
- For documents prepared by the applicant: At the top of each page, indicate your name and the title of the document as it appears in the instructions
- For documents prepared by the institution: These must all be on institutional letterhead; for signature requirements, please refer to the individual task
- For multi-page attachments, number the pages sequentially

Contact Information at Ryerson University

For any questions regarding the internal application process at Ryerson University, please contact Gowry Siva, Grants/Contracts Officer at: gsivapat@ryerson.ca