

**KILLAM POSTDOCTORAL FELLOWSHIP (KPDF)
ORIENTATION GUIDE**

Welcome to Dalhousie University. We hope your time here will prove to be a rewarding and enjoyable experience. The information in this guide has been compiled to assist you throughout the duration of your fellowship. If you have any questions or encounter any problems, please contact Niki Power, Scholarships Liaison Officer at fgs.slo@dal.ca.

PAYMENT OF FELLOWSHIP

Your annual fellowship is \$45,000 (including benefits) and will be paid to you on a monthly basis. Pay is deposited directly into your bank account on the 27th of each month, or the Friday before if the 27th falls on a weekend. Please complete and submit a [direct deposit form](#) at your earliest convenience.

SOCIAL INSURANCE NUMBERS: INTERNATIONAL FELLOWS

Anyone receiving income in Canada, including scholarship and fellowship funds, must have a Social Insurance Number (SIN). If you do not have a SIN, you must apply for it before you can receive any income. You can do this by visiting the [Employment and Social Development Canada website](#). You must request proof that you have applied for a SIN and submit it to the Faculty of Graduate Studies as soon as possible. When you receive your SIN, please report the number to the Faculty of Graduate Studies immediately.

TRAVEL EXPENSES

Travel grants are provided to meet the cost of transportation by the most direct route, from your present residence, at the time of being offered the award, to Halifax. Grants will not exceed the cost of an economy airfare for you and your spouse (if applicable). No allowance can be made for the transportation of children or personal effects. In order to be reimbursed for your airfare, a [travel expense claim form](#) must be completed and submitted with the ticket stubs, original receipts, and boarding passes. The completed form and original receipts should be scanned and sent via email to fgs.slo@dal.ca. Once the form is received, it will take approximately ten days to two weeks for the money to be deposited in your account. The same process occurs when your fellowship ends (your cheque will be forwarded to your new address).

BENEFITS

For details on the benefits offered please visit [Dalhousie's Human Resources web page for Postdoctoral Scholars](#). The Killam Postdoctoral Fellowship will cover the pdf's cost for benefits.

RESEARCH GRANT

Killam Postdoctoral Fellows are eligible to apply for one research grant in the amount of \$3,000 during the term of the fellowship. The Research Grant [online application and guidelines](#) are available on our website.

CONFERENCE TRAVEL GRANT

Killam Postdoctoral Fellows are eligible to apply for a conference travel grant in the amount of \$1,000 during the term of the fellowship. The Conference Travel Grant online application and guidelines are available on our website. Please note that the deadline for receipt of applications is a minimum of **one month** before the conference you plan to attend. Confirmation that you will be presenting at the conference must accompany the application form. Registration fees for virtual conferences will be considered eligible when travel advisories as a result of the Covid-19 pandemic are in effect.

ANNUAL KILLAM CELEBRATION

Each fall, usually in early November, a celebration is held to honor all Dalhousie Killam Fellows and Scholars. The celebration is attended by the Killam Trustees and invited members of the Dalhousie community. You will receive an invitation to the event for you and one guest. It is hoped that you will be available to attend this event and that it will provide the opportunity to meet other Killam Fellows and Scholars as well as the Killam Trustees. Please note that, as a result of the Covid-19 pandemic, the 2020 celebration will be held virtually. More information will follow.

CHANGE IN FELLOWSHIP END-DATE

The Killam Postdoctoral Fellowship is tenable for two years. If, for some reason, you must end your fellowship prior to the completion of your term, you should write a letter to the Dean, Faculty of Graduate Studies with the following information: your revised end date, the reason for leaving early, and a brief report on your fellowship experience and accomplishments.

PUBLICATIONS

It is hoped that during your fellowship you will have the opportunity to publish work arising from your research. The Killam Trustees ask that you acknowledge the Killam Trusts in any published work arising from research undertaken during the period of your fellowship.

TEACHING AND OTHER WORK

Fellows may engage in teaching or other similar duties in the University; such activities must not involve more than three hours per week of the Fellow's time. Remuneration for this work is to be paid by the department at the rates stipulated in the CUPE collective agreement for Part-Time Academics and Teaching Assistants. No other paid work at Dalhousie or elsewhere may be undertaken by a Fellow without the permission of the Dean, Faculty of Graduate Studies.

VACATION AND OTHER ABSENCES

Killam Fellows are entitled to take a four-week vacation each year at a time prearranged with your department. Any other absences, including off-campus research, must be approved by the Dean, Faculty of Graduate Studies.

PARENTAL LEAVE

You may interrupt your active award for a parental leave. Parental Leaves can be approved for up to 12 months with 4 months of financial support and the remainder of the award will be held in abeyance for 8 months. You must obtain approval from your department and FGS prior to your leave and interruption of your award.