



KILLAM POSTDOCTORAL FELLOWSHIP (KPDF) COMPETITION FACULTY/DEPARTMENT/SCHOOL/PROGRAM RESPONSIBILITIES

- Guidelines and application forms for the KPDF competition are available on the Faculty of Graduate Studies (FGS) website at <https://www.dal.ca/faculty/gradstudies/postdoctoral/prospective/postdoctoral-fellowships.html>. Please note that there is no pre-screening process conducted by FGS prior to sending out application forms requested by potential applicants.
- Faculty/department/school/program must track all applications using the *Faculty/Department/School/Program Tracking Sheet* (available at <https://www.dal.ca/faculty/gradstudies/postdoctoral/prospective/postdoctoral-fellowships.html>).
- Faculty/department/school/program must check the applicant for eligibility based on the following:
 1. The applicant neither holds a PhD or JSD degree from Dalhousie (including the former TUNS or DalTech) nor is currently completing a PhD or JSD degree at Dalhousie.
 2. The applicant must not have held previously, or hold as of the application deadline, an academic or research appointment of any kind at Dalhousie, King's College, former DalTech, or former TUNS.
 3. The applicant must not be employed at Dalhousie or King's from the beginning of the academic year (September 1, 2019), even if funded independently of the above payroll offices.
 4. The applicant's doctoral degree was completed between September 15, 2016 and September 30, 2020 (inclusive) and before the start date of the fellowship. The fellowship must be taken up between May 1, 2020 and January 15, 2021. Applicants who have not fulfilled all requirements for their degree at the time of application must submit proof of completion no later than October 15, 2020. For applicants who have completed more than one PhD degree, the eligibility window applies to the most recent of these degrees.

Allowable extensions to eligibility window

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 (full-time 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.

For other professions that require post-degree, non-research-related training to be certified by a professional body, please consult the Killam Administrator to confirm whether an extension to the eligibility window is allowable.

No other exceptions will be allowed.

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.

"Fulfilled all requirements of the degree" refers to the date that the applicant completed all the steps required for obtaining their degree. Although these requirements may vary by institution and degree type, they normally include thesis defense corrections and thesis deposition. Note that convocation is not considered a degree requirement.

- Faculty/department/school/program must inform applicants immediately if the applicant is not eligible or cannot be supported.

- If eligible and able to be supported, the faculty/department/school/program must refer the applicant to appropriate potential supervisors who must write the required letter of support for the applicant.

- The letter of support from the potential supervisor should include, but is not limited to, the following:
 1. benefits that would accrue to the university, the faculty/department/school/program and the applicant
 2. judgement of the candidate's published papers
 3. judgement of the candidate's unpublished papers and/or conference presentations

- Faculty/department/school/program must create a file and complete and sign a *Complete Application Checklist* (available at <http://killamtrusts.dal.ca/apply/postdoctoralfellows/>) for each applicant. All documentation, including the application form, transcripts, letters of reference, etc., are sent directly to the department. The faculty/department/school/program deadline for receipt of completed applications and all supporting documentation is **Monday, December 16, 2019**.

- Faculty/department/school/program must establish a Committee to review the applications and determine which applications will be forwarded to the KPDF Competition Selection Committee. (Note: A maximum of two applications are permitted from each department/school.)

- Faculty/department/school/program **MUST** notify all applicants who were not recommended to the University KPDF Committee by January 31, 2020.

- The Dean/Chair/Director/Head (or designate) of the faculty/department/school/program must complete the *Report of the Dean/Chair/Head/Director (or Designate)* (available at <http://killamtrusts.dal.ca/apply/postdoctoralfellows/>) to accompany **each** application forwarded to the KPDF Competition Selection Committee.

- Faculty/department/school/program **must submit their selected applications (maximum two (2)) to FGS by 4:00 pm, Wednesday, January 15, 2020**, accompanied by the *Report of the Dean/Chair/Head/Director (or Designate)*, the completed *KPDF Application Tracking Sheet*, and the *Complete Application Checklist*. The **original copy** of the complete application is required.