

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

Guidelines 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 for potential applicants prior to their applications being forwarded to the department via the FGS Online Scholarship Platform.

- 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 (Dec. 15), an academic or research appointment of any kind at Dalhousie, King's College, former DalTech, or former TUNS. This includes employment that may have been funded independently of the above payroll offices.
 3. The applicant's doctoral degree was completed between September 15, 2017 and September 30, 2021 (inclusive) and before the start date of the fellowship. The fellowship must be taken up between May 1, 2021 and January 15, 2022. 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, 2021. 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 following completion of their PhD:

- 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.

- A letter of support will be requested from each applicant's potential supervisor via the Online Scholarship Platform. Departments are encouraged to facilitate the referral of interested applicants to an appropriate supervisor to ensure the support letter is submitted by the December 15th deadline.
- 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** ensure that the designate in the FGS Online Scholarship Platform is up to date by contacting fgs.slo@dal.ca early in the fall. This designate has the following specific responsibilities:
 - Download and distribute applications received to the departmental review committee.
 - Record the outcome of the review in the judging portal of the FGS Online Scholarship Portal.
 - For the supported applicants, submit the departmental assessment and confirmation of support on behalf of the Dean/Chair/Director/Head. This information is submitted in the judging portal, and includes:
 - ✓ Rational for selection of the applicant
 - ✓ Judgment of the worth of the research proposal
 - ✓ Judgement of the candidate's capacity to carry out the research proposed during the fellowship
 - ✓ Confirm commitment of the department to make facilities available for the candidate to do the proposed research or project, including appropriate office space, administrative support and equipment (including computer hardware and software).
- Faculty/department/school/program **must submit their selected applications (maximum two (2) per department) to FGS via the Online Scholarship Platform by 4:00 pm, Wednesday, Jan 13th, 2021.**