

ACHRI POSTDOCTORAL FELLOWSHIP

Award Guide

Purpose of Award

ACHRI Postdoctoral Fellowships are competitive internal awards for the purpose of providing salary support to trainees pursuing postdoctoral research.

Eligibility Criteria

Candidates are eligible to apply for the ACHRI Postdoctoral Fellowship if:

- they are being recruited for a postdoctoral training position at the University of Calgary with a primary supervisor who is a member of ACHRI, or
- they have accepted a postdoctoral training position at the University of Calgary with a primary supervisor who is a member of ACHRI; and
- they have [registered as an ACHRI trainee](#); and
- their research project fits with the mandate of ACHRI and the institute's research priorities.

Only one fellowship application per supervisor will be considered in each competition cycle. If more than one fellowship application is submitted from the same lab, supervisors will be asked to triage the applications. Please note that renewal applications do not count toward the total number of applications from the same supervisor.

Postdoctoral fellows who engage in research under the supervision of their PhD supervisor are **not** eligible for ACHRI Postdoctoral Fellowships.

To qualify for ACHRI postdoctoral fellowship support, a trainee must **not** have more than four years of post-PhD or health professional degree cumulative experience and/or research training at the time of commencement of the award. To be eligible as a postdoctoral scholar at the University of Calgary, the candidate must have been awarded a PhD or equivalent within the five years immediately preceding the appointment, or ten years from the completion of an MD, DDS, DVM or equivalent. Please note that as part of the application process, ACHRI requests a written confirmation from the UCalgary postdoc office that all the eligibility requirements have been met by the applicant and his/her supervisor prior to release of funds.

Current holders of internal and external fellowship awards such as CIHR, NSERC and other agencies, are eligible to apply for the ACHRI Fellowship only if funding from these agencies will be ending within 12 months from the application deadline.

Eligible applicants whose supervisors hold a primary appointment at the Cumming School of Medicine will be automatically considered for a CSM Postdoctoral Scholars award. Top-ranking postdoctoral applicants will be nominated by ACHRI for CSM Postdoctoral Scholars awards, subject to final approval by the CSM office. Please note that trainees previously funded through the CSM Postdoctoral Scholars program in

partnership with ACHRI are not eligible for additional ACHRI postdoctoral fellowships support.

Financial Support

ACHRI Postdoctoral Fellowship funding is a partnership with the Primary Supervisor for a total annual compensation of \$50,000 plus benefits. ACHRI will contribute \$25,000 each year (no benefits) and the supervisor is responsible for providing \$25,000 plus benefits each year. By submitting an application for an ACHRI Postdoctoral Fellowship award, supervisors agree to this financial partnership with ACHRI.

In case of a successful award through the CSM Postdoctoral Scholars Program, contributions from each party will be as follows: \$12,500 per year from ACHRI; \$12,500 per year from the Cumming School of Medicine; \$25,000 per year plus benefits from the supervisor.

ACHRI Postdoctoral Fellowship awards may only be used for salary support and may not be used for travel, relocation or other purposes. Health benefits are not provided as part of the award, but must be provided by the supervisor.

The term of the ACHRI Postdoctoral Fellowship support is minimum 12 months and maximum 24 months. Holders of the ACHRI Postdoctoral Fellowship are expected to apply for internal and external awards or grants for which they are eligible, including those from provincial and national agencies. Renewal for the second year of ACHRI Postdoctoral Fellowship funding is contingent upon satisfactory progress of the trainee, completion of a trainee progress report (approved by the supervisor), participation in the ACHRI training activities and events, and effort to secure external fellowship support.

As part of their ACHRI Postdoctoral Fellowship award, trainees will be provided with a one-time allowance of \$1000 to be used for research-related travel (e.g., for attending a scientific meeting or a course related to their research/ field of study, or travelling to a partner laboratory or an external course to learn a new technique). This travel allowance is not transferrable to the trainee's supervisor or another trainee, and must be used by the end date of the ACHRI Postdoctoral Fellowship. Trainees are not eligible to apply for ACHRI Trainee Travel Awards (but may apply for ACHRI Research Visit/ External Course Awards) until their travel allowance is spent in full.

Application Deadlines

New applications for ACHRI Postdoctoral Fellowships are due **by 5 PM local time** on the following dates:

- **May 1* (or per special notice)** for the award start date of as early as July 1
- **October 1* (or per special notice)** for a January start date.

Applications for renewal are due **by 5 PM local time** on the following dates:

- **June 1*** for July – August term
- **July 15*** for September – August term
- **November 1*** for January – December term

When application deadlines fall on a statutory holiday or weekend, applications are due on the next business day. Late applications will not be accepted.

Application Instructions: New Applicants

In order to apply for an ACHRI Postdoctoral Fellowship award, candidates must submit the following:

- Completed Application form, available on the ACHRI website;
- Two-page version of the supervisor's CV, which should include biographical information, grant support, number of trainees supervised, and a list of selected publications from the last five years;
- Two letters of reference submitted by the referees via email. One of the letters must be from the proposed supervisor. If the applicant has co-supervisors, one of the letters should be written by one of the supervisors of both (as a joint letter), and the second letter should come from another referee.
- One electronic copy of the applicant's academic transcript. For postdoctoral fellows, only graduate program transcripts are required. Unofficial transcripts are acceptable.

Application packages and reference letters should be sent **electronically** to the ACHRI STEP office at achri.training@ucalgary.ca.

Application Instructions: Renewing Applicants

In order to renew their ACHRI Postdoctoral Fellowship funding for a second year of support, applicants must submit:

- Progress Report, available on the ACHRI website, completed by the trainee applicant;
- One letter of reference submitted by the applicant's supervisor via email, describing the progress of the trainee and approving the renewal application;

Renewal packages and reference letters should be sent **electronically** to the ACHRI STEP office at achri.training@ucalgary.ca.

It is the responsibility of the applicant and his/her supervisor to ensure all application documents are complete and submitted on time. Late or incomplete applications will not be accepted. If the application is deemed non-compliant (e.g., does not follow application instructions as stated; supporting documents exceed page limit, etc.), reviewers have the right to reject the application.

Adjudication Process and Evaluation Criteria

Eligible applications will be reviewed by the ACHRI Training Review Committee, selected from the ACHRI College of Reviewers, in conjunction with the ACHRI STEP Executive Committee. Applications will be adjudicated based on the following criteria:

- alignment of the proposed project with the mandates of the Program and ACHRI;
- significance and quality of the proposed project;
- quality of the candidate (e.g., academic excellence, research experience, awards);
- supervisor's research and training environment (e.g., publications, grant support, experience in trainee supervision).

Please note that applications are evaluated by a multi-disciplinary group of reviewers who may not have the in-depth knowledge in all the projects submitted. Applicants must ensure that their project proposals can be understood by a non-specialist reviewer.

Terms of the Award

Awarded trainees and their supervisors agree to certain obligations that include but are not limited to:

- acknowledgment of ACHRI in publications, presentations, communications and marketing materials associated with the funded research project;
- participation of the awardee in training activities (i.e., courses, workshops, professional development opportunities) organized by ACHRI and/or ACHRI's partner programs;
- participation and presentation by the awardee at the ACHRI Annual Research Retreat (or another similar event);
- timely submission of trainee and mentor progress reports, final reports, and other documentation, as required;
- continued application for external funding support: with a goal of increasing ACHRI's training capacity, we require all of our awardees to explore opportunities for external awards, so that if successful, ACHRI's training funds can be released for supporting additional trainees. We also ask you to kindly notify us of any awards you may receive through either external or internal agencies or programs during the term of your traineeship with ACHRI.
- participation of the awardee's supervisor(s) in ACHRI Committees (including Training Review Committees), when asked.

Training must take place at the University of Calgary, except for short-term research-related visits to other institutions for up to three months per year.

ACHRI Postdoctoral Fellowships are not intended to be portable (e.g., change of supervisor, or transferring to a different program of study). Trainees are required to notify ACHRI STEP of any changes to their academic status, supervisor, program, or any other changes in circumstances that may affect the scope of their fellowship and/or affect start dates and/or duration of fellowship.

Should a trainee be successful in obtaining an external or internal award either at or after the start of the ACHRI award, the trainee may choose **one** of the following options:

- a) receive a reduced amount of the ACHRI award as a top-up, provided the other granting agency has policy for holding multiple awards;
- b) suspend their ACHRI award for the duration of the other award (which cannot exceed 12 months) and resume ACHRI funding upon termination of the other award;
- c) in case of a major external award, such as Tri-Council or Alberta Innovates, the trainee may choose a one-time postdoctoral research allowance of maximum \$5,000 (or a prorated amount, if the remainder of ACHRI funding is less than 12 months). Should the trainee choose to accept the ACHRI research allowance, he or she agrees to use up his or her eligibility to receive or apply for ACHRI stipend support in future.

If the duration of the other award is more than 12 months, and the trainee has a minimum of 12 months left of their ACHRI Postdoctoral Fellowship award, the trainee may decline the remainder of the ACHRI support in favour of the other award, and re-apply for the remainder of the ACHRI support in the future as a new applicant (i.e., not renewal).

Trainees who hold major external awards at the time of application for ACHRI Postdoctoral Fellowship support are not eligible for an ACHRI research allowance.

Holders of an ACHRI research allowance or travel allowance are not eligible to apply for ACHRI Trainee Travel Awards (but may apply for ACHRI Research Visits/ External Course Awards) until their allowance is spent in full.

Leave of Absence: Funding is available for a total of 24 months (two-year term). During this time, individuals may take a maximum of 12 months of leave (unpaid) for significant life course changes, including parental leave, sickness or family illness conditional upon approval of the supervisor and all associated funding agencies, including ACHRI/ ACHRI STEP. Any absences from training must be reported to the ACHRI STEP office immediately by the trainee or supervisor, if the trainee is unable.

With any questions, please contact the ACHRI STEP office at:

Email: achri.training@ucalgary.ca

Telephone: 403.220.8158