



## KILLAM POSTDOCTORAL FELLOW RESEARCH PRIZE Nomination Form and Submission Guidelines

*Submission Deadline: Wednesday, December 4, 2024 at 10:00 AM PST*

Established in 2011, the Killam Postdoctoral Fellow Research Prizes are awarded annually for excellence in research. Two prizes in the amount of \$5,000 each will be awarded to full-time Postdoctoral Fellows at UBC in recognition of outstanding research and scholarly contributions while at UBC. All fields of research are included.

### **ELIGIBILITY**

- Nominees must be appointed at UBC and have held an active, full-time postdoctoral fellowship appointment for at least 12 months as of the closing date for nominations. Eligibility is based upon a Postdoctoral Fellow's original start date.
- Nominees must be nominated through the Faculty in which they are appointed. In the event of a joint appointment, the nominee and/or nominators must select which faculty through which the Postdoctoral Fellow will be nominated.
- The Killam Postdoctoral Fellow Research Prize can be received only by a full-time UBC-appointed Postdoctoral Fellow at the time of the nomination deadline (December 4, 2024). The PDF's appointment must be in compliance with the scope, governing principles, and eligibility criteria as set out in [University Policy AP10, Postdoctoral Fellows](#).
- A postdoctoral fellow is eligible for only one Killam Postdoctoral Fellow Research Prize.

### **NOMINATORS**

The supervisor and at least one other faculty member in the nominee's Faculty must nominate them. Nominators will complete all documentation and submit to the Dean of their Faculty. The Deans of the **Faculty of Medicine** and **Faculty of Science** may each forward **up to two** nominations, with a complete nomination package, to the PDFO for adjudication by the Faculty of Graduate and Postdoctoral Studies. The Deans of **all other faculties**, and the College of Graduate Studies at **UBC Okanagan** may forward **one** nominee, with a complete nomination package, to the PDFO for adjudication by the Faculty of Graduate and Postdoctoral Studies.

### **DOCUMENTATION REQUIRED FOR NOMINATION**

Please create a nomination package including the following documents in the order listed below. Electronic submissions from the nominee's Faculty should be sent to [postdoctoral.fellows@ubc.ca](mailto:postdoctoral.fellows@ubc.ca) by the Dean or designate.

#### **A complete nomination package includes:**

1. **Completed Nomination Form**
  - Nomination form can be downloaded at <https://www.postdocs.ubc.ca/award/killam-postdoctoral-fellow-research-prize>. This form should be completed by the nominator(s).
  - Nomination form includes a **Description of Research (maximum 50 words)**:
    - In 50 words or fewer, summarize the nominee's primary scholarly contribution using language that would be understood by a non-expert.
2. **Nomination Letter**
  - Nominators should submit a nomination letter that clearly and concisely explains why the nominee deserves this award. This letter must be signed by all nominators showing clearly their names.
  - The nomination letter must be no longer than **TWO** pages in length.
  - Please refer to the [evaluation guide](#) for information about what should be included in the nomination letter.



- Please refer to the **Required Formatting for Nomination and Support Letters** section on page 2 for formatting requirements.
- The nomination letter must be on institutional letterhead.

### 3. Nominee's Curriculum Vitae

- This must include an up-to-date, complete list of his or her publications. Maximum of 4 pages.

### 4. Support Letters

- In addition to the Nomination Letter submitted by the Nominators, nomination packages must include TWO Support Letters. These Support Letters MAY NOT come from any of the nominators.
- Support letters must be no longer than ONE page in length.
- Please refer to the **Required Formatting for Nomination and Support Letters** section on page 2 for formatting requirements.
- These letters should be objective assessments of the quality of the candidate's research/scholarly contribution and their leadership contributions during his/her time at UBC.
- One of the two referees should be at arms' length.
- Support letters must be on institutional/organizational letterhead and signed showing clearly the name.

#### What is an Arm's Length Referee?

For the purpose of the Killam PDF Research Prize, an arm's-length referee should not be working with the nominee on their current project, but should be able to comment on their work. A person is ineligible to serve as a referee if, with respect to the Nominee, they are:

- a close friend or relative; or
- a research collaborator and/or co-author within the past 6 years; or
- a former supervisor (for the Candidate, Supervisor or Co-Supervisor only); or
- a person who has offered future employment or mentorship to the Candidate; or
- a former student; or
- involved in a partnership.

### 5. Required Formatting for Nomination and Support Letters

- Nomination and Support letters should have:
  - 10 pt. Arial font or larger (*Please note that Arial Narrow font **will not** be accepted*)
  - Minimum 2 cm margins around the page (top, bottom, sides)
- Nomination and Support letters must be:
  - On institutional/organizational letterhead.
  - Signed by all letter writers, showing clearly their names.

## **AWARD CONTACT**

Postdoctoral Fellows Office  
[postdoctoral.fellows@ubc.ca](mailto:postdoctoral.fellows@ubc.ca)

**Deadline for Faculty Submissions to the PDFO:**  
Wednesday, December 4, 2024 at 10:00 AM PST

**All applicants are responsible for meeting internal deadlines set by their faculties and/or departments.**