

Queen's Research Opportunities Funds: Post-Doctoral Fund

An objective of the [Strategic Research Plan \(SRP\)](#) is to foster greater recognition of trainees as research leaders of the future. This includes supporting post-doctoral fellows (PDFs), their contribution to research and to advancing Queen's University. The Post-Doctoral Fund is intended to attract outstanding PDFs to Queen's University each year. The fund includes salary support for up to three PDFs. In addition, this fund makes travel money available on a competitive basis to all PDFs employed at Queen's.

Programs:

1. Post-Doctoral Fellowship

The objective of this program is to attract outstanding PDFs to Queen's. Funding is intended to provide one year of salary support for up to three PDFs who have indicated their intention to hold the post-doctoral fellowship at Queen's University. These post-doctoral fellowships carry a minimum full-time equivalent salary that will be in accordance with the PSAC 901, Unit 2 Collective Agreement.

2. Post-Doctoral Travel Award

This program provides support for PDFs to travel to conferences to present their scholarly work, or to take part in workshops, or to travel to research sites to learn new skills and techniques. Such experiences should clearly enhance their training but cannot be funded through other sources (e.g., supervisor's grant, external fellowships). This program provides up to \$1,000 per award.

Who can apply?

1. Post-Doctoral Fellowship

Priority will be given to applications submitted by potential PDFs who propose to work with early career faculty members or with researchers in existing or emerging areas of research strength who propose to accelerate or reposition their research programs. PDFs will be evaluated on the excellence of their scholarly achievements and on their potential to develop as researchers. Preference will be given to applications from potential applicants not currently enrolled at Queen's University as a PhD candidate or employed at Queen's as a PDF.

2. Post-Doctoral Travel Award

All Queen's PDFs are eligible to apply for this award, but they can only receive this award once during their appointment. If the award is to be used to present



scholarly work at conferences, preference will be given to research developed at Queen's University. Successful PDFs should expect to provide information after the travel that would allow the University to showcase their research.

How to apply?

1. Post-Doctoral Fellowship

Once per year (in October), the Office of the Vice-Principal (Research) will circulate a call for applications, which will be due the following January 15. Potential PDFs are expected to coordinate well ahead of this deadline directly with the faculty member(s) with whom they intend to work. Start date will normally be July 1. Materials to be submitted are outlined in the application and accompanying guidelines.

2. Post-Doctoral Travel Award

The Office of Post-Doctoral Training will release two calls per year. Materials to be submitted are outlined in the application and accompanying guidelines.

How will applications be adjudicated?

1. Post-Doctoral Fellowship

Applications will be reviewed by one of three standing committees (1. Arts, humanities and social sciences; 2. Health sciences; 3. Natural sciences and engineering). The Dean of the School of Graduate Studies (or his/her delegate) will also sit on the committees for the evaluation of PDF applications. The committees will make recommendations to the Vice-Principal (Research).

Applicants who submit proposals that are interdisciplinary in nature can request to have them reviewed by multiple committees.

2. Post-Doctoral Travel Award

Decisions on successful applications will be made by a committee struck and chaired by the Dean of the School of Graduate Studies (or his/her delegate).

Please see our FAQ if you have additional questions

Post-Doctoral Fellows Fund – Post-Doctoral Fellowship Application Form

- **Please scan and attach completed application form to your TRAQ DSS Form. The TRAQ DSS Form is available in the TRAQ Researcher Portal. See TRAQ website (www.queensu.ca/traq) for sign on information and training materials.**

Applicant's Name:
Completion Date of PhD and University:
Proposed Supervisor and Department:

In the table below, please select the category which best aligns with your research discipline

Check One	Category
<input type="checkbox"/>	Arts, Humanities and Social Sciences
<input type="checkbox"/>	Health Sciences
<input type="checkbox"/>	Natural Sciences and Engineering

Application Signatures and Approvals

Note: The applicant provides his/her electronic signature when submitting TRAQ DSS Form. Department Head provides signature when approving TRAQ DSS Form. Both of these actions are dated and time stamped.

Note: Co-applicants listed in the TRAQ DSS Form will have access to the electronic file.

IMPORTANT INFORMATION: All required electronic signatures must be completed in the TRAQ DSS Form by the application deadline or your application will not be considered. Please allow sufficient time in advance of the application deadline to ensure all electronic signatures are completed.

Please complete and attach the following documents to your TRAQ DSS Form in the Document Tracking tab

1. Candidate's letter explaining why he/she wishes to hold a PDF at Queen's University (maximum one page)
2. Candidate's Curriculum Vitae
3. Supervisor's list of current funding
4. Supervisor's budget indicating anticipated expenses to support the PDF, if necessary
5. Supervisor's list of publications (past five years)
6. Supervisor's summary of his/her work in layman's terms describing the project, departmental interactions and a short description of the significance of the PDF to the researcher's program of research (maximum one page)
7. Rationale from the Department Head/Director of how the PDF will benefit the Department or School (maximum one page)

Letters of Recommendation

1. Two sealed letters of recommendation (submitted from reviewers separately via email - **Do not attach these to the TRAQ DSS Form**)

Submission Instructions

All documents, with the exception of the two sealed letters of recommendation, should be scanned and attached to the **Attachments tab** of the TRAQ DSS Form.

Direct all application inquiries to: Jay Schmelzle, 613-533-6000 ext. 79453, or e-mail jay.schmelzle@queensu.ca

Director all TRAQ related questions to: TRAQ Help Desk, 613-533-6000 ext. 78426 or email traq@queensu.ca

Post-Doctoral Fellows Fund – Post-Doctoral Travel Award Application Form

SECTION I:

Name of Applicant:	Department/School
Email and Telephone:	Initial Start Date of Post-doctoral Fellowship at Queen's:
Faculty Appointment Type (if applicable)	
Name of Conference, Meeting or Event:	
Location:	Dates:
Title of Paper/Work:	
Authors(s):	
Name of Presenter:	Type of Presentation:

SECTION II: Estimated Costs

Expenses	Estimated Costs	Comments (if applicable)
All Expenses must conform to Queen's University Travel & Subsistence policy http://www.queensu.ca/financialservices/policy/newtravelpolicy.html		
Transportation		
Accommodation		
Meals		
Registration Fee		
Other (specify)		
Total Estimated Costs:		
TOTAL AMOUNT REQUESTED		

SECTION III: Required Information (2 page maximum)

Please address the following in the space provided or in a separate attachment:

Your aspects of need:
The significance of the event:
Funding available from other sources:
Conferences attended over the past year:
If known, please provide the estimated number of participants of the event:

SECTION IV: Supporting Documentation

Attach the following documentation:

1. a copy of the invitation or acceptance to present a paper (if available)
2. a supervisor’s statement which verifies need and the importance of the event

SECTION V:

Signature of Applicant: _____ DATE: _____

Signature of Supervisor: _____ DATE: _____

The personal information collected on this form is collected under the authority of the Queen's Royal Charter of 1841, as amended. The information collected will form part of the records held at the Office of Post-Doctoral Training, SGS, and University Research Services. A copy of this form will also be provided to the reviewers of the competition through QShare. Information collected may also be used in customary internal reports of the university. If you have any questions or concerns about the information collected please contact the School of Graduate Studies, 613-533-6100.

Please note that in addition to award notifications via email, winners will also be announced on the Office of Post-Doctoral Training (OPDT) website (incl. name of recipient, department, and conference) and may be contacted for a short report on their conference activity, to be published on the OPDT website under post-doctoral research: <http://www.queensu.ca/postdoc/research>

Direct all application inquiries/submit application to: Rebecca Hügler, 613-533-6000 ext. 75356, sgspostdoc@queensu.ca; School of Graduate Studies, 74 Union Street