

Faculty of Arts & Science Instructions & Application Form

Provost's Postdoctoral Fellowship Program

Internal Deadline March 5

Research Office: research.artsci@utoronto.ca

Document legend:

1. Submission Instructions
2. Salary Breakdown Options
3. Application Form

1. Submission Instructions for Chairs & Academic Directors

The nomination package for each nominee should be submitted to the Arts & Science Research Office by the supervisor's Department/Unit Chair. Each nomination package should be scanned as a **single PDF file, containing all application materials in the order as listed below.**

Please use file naming convention of: **Last name, First name_PPFP2024**

1. Arts & Science Application Form

2. **A nomination letter from the graduate unit/department Chair** (max. two pages). The letter should:
 - address how the nominee meets the selection criteria, clearly state which underrepresented group (Indigenous and/or Black) the nominee identifies as, and confirm that the nominee intends to accept the offer if funding is made available;
 - illustrate the synergy between the research proposal and the research goals of the supervisor/unit/department, as well as the mission of the University; and
 - outline support of the nominee by describing how the applicant and Faculty/unit/department will mutually benefit from this engagement.
3. **A supervisor statement from the faculty advisor/mentor** (max. two pages). The statement should:
 - describe the complementarity between the research interests/background of the supervisor and nominee, how the proposed research complements the supervisor's ongoing projects and/or new research directions, and the anticipated mutual benefits;
 - reveal information specific to the field of study (e.g., benchmarks of excellence, publication norms/standards/practices, impact factor of research contributions) that would otherwise not be known outside the discipline;
 - provide details regarding the applicant's proposed research environment, clearly stating the supervisor's and department's commitment. Examples of commitment include (but are not limited to) mentorship, opportunities for collaboration, dissemination, and/or knowledge translation, resources (e.g., funding, facilities, personnel) that will be available to support the nominee as they carry out their proposed research; and
 - illustrate the supervisor's commitment to the applicant's academic and professional trajectory, clearly indicating the resources and/or mentoring activities that are

available through the training environment to support career development.

4. **Research or scholarship proposal from the nominee** (max. two pages, plus up to two additional pages for references/citations);
5. **New: Training statement from the nominee** (max. 1 page). The statement should describe:
 - their professional, academic, and extracurricular experiences/achievements and how it will contribute to their training success (1/2 page); and
 - how the training they expect to acquire will contribute to their productivity and to the research goals they hope to achieve. Indicate why they decided upon the proposed training location and what they expect to learn from the training experience (1/2 page).
6. **Nominee's C.V.** (no page restriction); and
7. **A short personal biography written by the nominee** (max. 1/3 page), which may be used on the SGS Postdoctoral Fellows website or other communications, should they be successfully selected as a Provost's Postdoctoral Fellow.

2. Salary Breakdown Options

Option 1

The Fellowship may be used to fund both the PDF's gross salary and employer costs (10% Standard Benefit Rate, and \$50/month Green Shield contribution).

Example – Salary to Postdoc: **63,090.91**

(63,090.91+10% SBR \$6,390.09 + Postdoc Levy \$50x12=\$70,000.00)

Option 2

The Fellowship may be used to fund the gross salary, in which case, the faculty/unit would be responsible for covering the employer costs above the annual \$70,000 salary.

Example – Salary to Postdoc: **70,000.00**

(10%SBR \$7,000.00 + Postdoc Levy \$50x12=\$7,600.00 additional costs paid by FRO or supervisor)

Reminder: The full costs of the required \$5,000 in start-up funding must be covered by the supervisor and/or Department/Unit hosting the Postdoctoral Fellow.

For complete details and application requirements, visit: [School of Graduate Studies, Provost's Postdoctoral Fellowship Program](#)

A&S Application Form: Provosts Postdoctoral Fellowship Program

Family Name

First Name

Email

Current Address

PhD Date or Expected Date

Student Number (if applicable)

PhD Institution

Legal Status

(Domestic/International)

Proposed Start Date

Number of Postdoctoral Fellowship completed to date (include any currently in progress PDFs as a decimal)

Total number of months as a PDF completed to date (include any currently in progress)

Project Title

Applicant Signature and Date

Supervisor Name

Supervisor

Department/Unit

Supervisor Email

Supervisor Signature and Date

Annual Supervisor contribution to \$5,000/year start-up funding

Annual Department contribution to \$5,000/year start-up funding

Postdoctoral Fellowship Salary

Option 1

Option 2

Department/Unit Chair Name

Department/Unit Chair Signature and

Date