Postdoctoral Awards Process Guide

There are Two Different Breeds of Postdoc

- Postdoctoral Fellows
    - This is if they are receiving an award that they won in their own name. It is paid as a fellowship or via external funding. Fellow is sometimes referred to as a "trainee."
        - Eg. SSHRC Postdoctoral Fellowship, MITACS Postdoctoral Fellowship
    - Some Postdoc Awards cover benefits, some don't. If they don't, UBC has to cover it (either PI or Faculty), depending on length of service, etc.
- Postdoctoral Employees
    - Hired internally by UBC researchers, i.e. from a grant
        - E.g. Postdoctoral Fellow hired by a PI through an Insight Grant
    - UBCO Postdoctoral Fellowship recipients are included in this category; their funding is awarded internally through CoGS.

Postdoctoral Fellows (SSHRC, NSERC, MITACS)
For researchers who have won a Postdoctoral Fellowship in their own name.

- **Step 1: PI provides information to Colin (**colin.mckay@ubc.ca**)**
  Provide:
    - Start & end dates
    - Salary (award + any top-up)
    - Award details (if any)
    - Fellow's CV, contact info, SIN, diploma, passport (if foreign)
- **Step 2: Offer Letter**
    - Colin drafts offer letter
    - PI reviews/approves
    - Dean/Associate Dean signs and sends to Fellow, saves a copy
- **Step 3: Setting up Grant (ORS)**
    - ***Awardee sends to ORS***: Notice of Award, Request for First Instalment, full application, RPIF (signed) (CC colin.mckay@ubc.ca, and ask him about any questions you may have)
    - ORS reviews documentation and completes Request for First Instalment form, returns to Awardee
    - Awardee sends Request for First Instalment Form to Sponsoring Agency
    - ORS sets up grant code, sends to Colin
    - Colin sets up Workday appointment
    - PI notifies Colin once grant code is active

Postdoc Employees
UBCO Postdoctoral Fellowship (CoGS): for award details, see here
- **Supervisor's Role:**
    - Submits Letter of Support
    - Mentors applicant

- o   Confirms any financial top-up

- **Faculty's Role:**
  - Commits $10,000/year per awardee for benefits
  - Dean/ADR submits Pledge for Benefits Form

Postdoctoral Employee Hired by PI from grant

- Salary & Policy
  - o   Minimum $70,000/year (minus benefits; use [Benefits Calculator](#))
  - o   Policy: UBC AP10
  - o   Advertising: not required
  - o   Eligibility: within 5 years of PhD (10 years for MD/DD); near completion acceptable
  - o   Duration: up to 5 years (Dean approval needed for years 4–5)
  - o   Duties: research only
  - o   3-month probation
- Hiring Steps
  - o   Faculty member notifies Dept Head of intent to hire (funding must be active).
  - o   Candidate eligibility confirmed (Policy 61).
  - o   Faculty sends Head approval, CV, award letter, grant number, dates, duties, and salary to Colin.
  - o   Colin drafts offer letter, Head signs, candidate signs, completed copy returned to Colin for Workday entry.

Renewing a Postdoc Employee
- Renewable yearly, normally up to 3 years if eligibility is maintained.
- Extensions beyond 3 years require Dean's written approval before the end of year 3.
- Faculty notifies Head of intent to renew.
- Provide postdoc with reasonable notice (about 3 months). Renewal dates cannot exceed work permit dates.
- Renewal requires a new offer letter stating the terms.
- International renewals follow the same immigration steps as initial hires.
- Hire finalized in Workday with Supervisor and Head approvals.

Postdoctoral Teaching Fellow
- Teaching Positions require a separate appointment – the research appointment is primary.
- This is an additional role. Fellows **need** to have a Postdoc Fellowship concurrently for Teaching Fellow addition. Postdocs cannot extend their teaching position without also extending fellowship.
- Must maintain good workload balance.
- **For further information, please connect with colin.mckay@ubc.ca and jody.ainley@ubc.ca**