

# Postdoctoral Awards Process Guide

## There are Two Different Types of Postdoc

- Postdoctoral Awardees
  - 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 Awardees (SSHRC, NSERC, MITACS)

*For researchers who have won a Postdoctoral Fellowship Award 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](mailto: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
- **NOTE:** These awards cannot be used to pay benefits unless the award/grant agency specifically allows for benefit expenses to be changed to the fellowship (Postdoctoral Awardees are not employees).
  - Postdoctoral Fellows are nonetheless eligible for UBC's extended health and dental plans **if** the appointment is >12 months 1.0 FTE. **The PI must cover this cost.** Use the [Benefits Cost Calculator](#) to estimate.

## Postdoc Employees

UBCO Postdoctoral Fellowship (CoGS): for award details, see [here](#)

- **Supervisor's Role:**
  - Submits Letter of Support
  - Mentors applicant
  - 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**
  - Recommended at minimum \$70,000 a year annual salary (matching the SSHRC Postdoctoral Fellowship award value), paid by supervisor's grant
    - **Note:** Benefits must be subtracted from the total salary amount. Use the [Benefits Cost Calculator](#) to estimate.
  - Policy: UBC AP10
  - Advertising: not required
  - Eligibility: within 5 years of PhD (10 years for MD/DD); near completion acceptable
  - Duration: up to 5 years (Dean approval needed for years 4–5)
  - Duties: research only
  - 3-month probation
- **Hiring Steps**
  - Faculty member notifies Dept Head of intent to hire (funding must be active).
  - The Faculty member and the Head ensure that the candidate meets all the eligibility requirements as specified in Policy 61.
  - Faculty sends Head approval, CV, award letter, grant number, dates, duties, and salary to Colin.
  - 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 between Teaching and Research appointments.
- **For further information, please connect with [colin.mckay@ubc.ca](mailto:colin.mckay@ubc.ca) and [jody.ainley@ubc.ca](mailto:jody.ainley@ubc.ca)**