

## **Post Doctoral Fellowship (PDF) Program Round 3 PROJECT DESCRIPTION – PROGRAM GUIDELINES**

### **Overview**

The Post Doctoral Fellowship Program (the “Program”) is designed to support research excellence in targeted economic sectors aligned with Ontario’s research and innovation agenda.

The Program assists in the support of a Post Doctoral Fellow (“PDF”) selected and appointed solely and independently by the Institution, to conduct research activities at the Institution’s premises as the PDF prepares for a full-time academic and/or research career.

### **1. Definition of Post Doctoral Fellow**

The appointment of a PDF by the Institution involves substantially full-time research or scholarship but is not part of a clinical training program. More specifically,

- a. The appointment is never permanent.
- b. The appointee is someone who has recently been awarded a Ph.D. degree in any discipline or a health professional degree.
- c. A faculty member supervises the appointee.
- d. The appointee has the freedom to publish the results of his or her research or scholarship obtained during the period of the appointment.
- e. At the discretion of the institution, the appointee may undertake teaching duties.

### **2. Eligibility**

- a. To be considered eligible to apply to the Institution, as of the deadline date of the year in which they apply, PDF applicants must have completed or received a PhD degree in any discipline, or a health professional degree (or equivalent), no more than two years before the intended application deadline OR be expected to complete their PhD degree in any discipline, or a health professional degree (or equivalent), no later than six months after taking up the PDF. Date of degree completion is the date on which all requirements of the degree have been met.
- b. The health professional degree must be in a regulated health profession which requires at least a Bachelor's degree to be eligible for licensing by that regulated health profession.
- c. If an applicant has at least six months of full-time relevant work experience in industry or government after receiving the doctorate, the eligibility period is extended to three years.
- d. If an applicant has withdrawn from the workforce and active research for maternity or paternity leave or to raise a child for at least one year after receiving a doctorate, the eligibility period is extended to six years.
- e. Applicants must hold the PDF at the Ontario university through which they made their application.
- f. Applicants must be eligible to hold a PDF in Canada (i.e. be a Canadian citizen, a permanent resident of Canada or have obtained a valid work permit before the start of their PDF at Western).

Please note: preference will be given to applicants external to Western or those who, if applying from Western, are changing research directions. Such applicants may only apply within the first year of their appointment at Western.

### **3. Competitive Selection Process**

Selection and appointment of the PDF by the Institution will be based on a competitive process managed solely and independently by the Institution as part of its suite of scholarships, fellowships and student awards. Recruitment by the Institution may include advertisement or search through any appropriate competitive mechanism.

Candidates should be evaluated based on the following criteria as set out in the program guidelines:

- Their past research and leadership achievements
- The excellence and impact of the proposed research program
- Their ongoing/future research and leadership potential
- The program is open to all disciplines but the Ministry encourages alignment of their research activity with key priority sectors as outlined in *Ontario's Innovation Agenda: bio-economy and clean technologies, advanced health technologies, pharmaceutical research and manufacturing, and digital media and information and communication technologies.*

#### **4. Notification of Selection and Appointment**

Successful PDF applicants will be notified directly by the Institution. The Institution will provide the successful applicant with a letter of offer stating the terms and conditions of the appointment of the PDF by the Institution, including that:

- the Institution, the PDF and the PDF's mentors agree to participate in a PDF network as may be requested and organized by Ontario from time to time
- the PDF must commit a minimum of 1% of their research activities to mentor youth on-campus and in their local community

The Institution's letter of offer to the PDF must acknowledge Ontario's contribution.

In accordance with the terms and conditions of the Agreement, the Institution must advise Ontario in writing of the selection process and appointment of each named PDF and as outlined in Schedule D – on or before August 31, 2009.

Ontario reserves the right to publish the names and other basic research information of successful PDFs appointed by the Institution.

All PDFs must start on or before December 31, 2009.

#### **5. Reporting to Ontario**

The PDF must report to the Institution on their research activities.

The Institution must report to Ontario in accordance with the terms and conditions of the Agreement and Section 6.2 in particular.

#### **6. Salary and Benefits**

A PDF receives a minimum of \$50,000 annually in salary, benefits and research allowance. This is a matching program, with MRI contributing \$25,000 and the institutions matching, at minimum, an additional \$25,000.

## **ELIGIBLE PROJECT EXPENDITURES**

Eligible expenditures must be directly related to the Project and not of a nature which would have been incurred by the Institution in the normal course of business. All costs must not exceed fair market value (satisfactory evidence demonstrating this may be required).

Eligible expenses are the following:

- Salary, Benefits (e.g. vacation, medical, dental etc) and research allowance to Post-Doctoral Fellows
  - Research allowance (up to a maximum of \$5,000 per year)

The portion of the matching funding allocated for benefits will be determined by the Institution.

### **Ineligible Expenditures**

Ineligible expenses include but are not limited to the following:

- The Institution's indirect costs, including but not limited to:
  - Overhead
  - Management and administrative salaries for accounting, budgeting, payroll preparation, personnel services, purchasing and related expenses;
  - Expenses related to the purchase or lease of office equipment such as photo-copiers, furniture, telephones, computers, printers, etc.
  - Expenses related to the purchase or lease of office space, supplies, etc.
  - Rent, lease and utilities;
  - Travel Expenses;
  - Legal and Audit Fees related to the Project;
- Any expenses incurred before the Term of the Agreement begins or after the date the Project is completed.

For clarification on any of the above, please contact Antoinette Martin at (519) 661.2161 / Ext.82161 / amartin3@uwo.ca