**Killam Postdoctoral Fellow Research Prize – 2015
Guidelines**

Established in 2011, the Killam Postdoctoral Fellow Research Prizes are awarded annually for excellence in research. Two prizes in the amount of $5,000 each will be awarded to full-time Postdoctoral Fellows at UBC in recognition of outstanding research and scholarly contributions while at UBC. All fields of research are included.

The awards are adjudicated by a subcommittee within the Faculty of Graduate and Postdoctoral Studies.

**Eligibility**

Nominees must be appointed at UBC and have held an appointment for at least 12 months as of the closing date for nominations. Nominees must apply through the Faculty for which they are appointed in.

* The Killam Postdoctoral Fellow Research Prize can be received only by a full-time UBC-appointed Postdoctoral Fellow.
* A postdoctoral fellow is eligible for only one Killam Postdoctoral Fellow Research Prize.

**Nominators**

The supervisor and at least one other faculty member in the nominee’s Faculty must nominate them. Nominators will complete all documentation and submit it to the Dean of their Faculty. The Deans of the **Faculty of Medicine** and **Faculty of Science** may forward **up to two** nominations, with a complete dossier, to the PDFO for adjudication by the Faculty of Graduate and Postdoctoral Studies. The Deans of **all other faculties**, and the School of Graduate and Postdoctoral Studies at **UBC Okanagan** may forward **one** nominee, with a complete dossier, to the PDFO for adjudication by the Faculty of Graduate and Postdoctoral Studies.

**Documentation Required for Nomination**

Please create a nomination package including the following documents in the order listed. Electronic submissions from the nominee’s Faculty should be sent to postdoctoral.fellows@ubc.ca.

1. **Completed Nomination Form** can be downloaded at: <http://www.grad.ubc.ca/postdocs/scholarships-awards-funding/killam-postdoctoral-fellow-research-prize>

Unsuccessful nominations are not carried forward to the next competition; a completely new application dossier is needed, including new external letters of reference.

1. **Nominee’s Curriculum Vitae**

This must include an up-to-date, complete list of his or her publications. Maximum of 4 pages

1. **Nominee’s 50-Word Citation**
	* In 50 words or fewer, summarize the nominee's primary scholarly contribution using language that would be understood by a non-expert.
2. **Internal Nomination Letter**
	* Nominators should submit a ONE page internal nomination letter that clearly and concisely explains why the nominee deserves this award. This letter must be signed by all nominators showing clearly their names.
	* Required formatting: 10 pt. Arial font or larger and minimum 2 cm margins around the page (top, bottom, sides).
3. **External Support Letters**
	* The nominators must collect TWO external letters of support for inclusion in the nomination dossier.
	* The TWO reference letters are deemed crucial in the selection process. These letters should be objective assessments of the quality of the candidate’s research/scholarly contribution during his/her time at UBC and their leadership contributions.
	* One referee may be the supervisor of the nominee’s PhD thesis and the other referee should be internationally recognized in their field.
	* Required formatting: 10 pt. Arial font or larger and minimum 2 cm margins around the page (top, bottom, sides).

**Award Contact**

*Postdoctoral Fellows Office*

**Postdoctoral.fellows@ubc.ca**

**Deadline for Faculty Submissions to the PDFO:** Friday December 11, 2015 12:00 PM PST

**All applicants are responsible for meeting internal deadlines set by their faculties and/or departments.**