This document describes how to apply for the highly prestigious Banting Postdoctoral Fellowship. Award winners are selected according to criteria which are even more competitive than a typical postdoctoral fellowship. A **two-stage** internal review process is in place at McMaster to help identify the strongest applications and to select the most competitive candidates in each of the CIHR, NSERC and SSHRC research areas.

The [Fall 2024 Banting PDF](https://banting.fellowships-bourses.gc.ca/en/home-accueil.html) information is now available online.

## Important Dates

* **Thursday, June 20, 2024,** *Stage 1*- Letter of Intent Package due to the SGS
* **Friday, August 16, 2024, 10:00 a.m.** *Stage 2* - Endorsed applications due to SGS
* **Tuesday, September 17, 2024 (8:00 p.m. EDT)** Banting ResearchNet online application submission

## Determining the Area of Research before you begin your application

## (CIHR, NSERC or SSHRC)

The onus is on the applicant and their proposed supervisor to carefully consider which selection committee should review the application. For more details, please consult the Application Guide- [Task 6 > Identify area of research](https://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g6). If there is uncertainty, please send an email to banting@cihr-irsc.gc.ca with a one-page summary of the proposed research, and Banting staff will provide clarification.

## Contact Information

Below please find email contacts should you have any questions or concerns about the Fall 2024 Banting Competition.

**School of Graduate Studies:**

**graduatescholarships@mcmaster.ca**

**Banting Program Information:**

banting@cihr-irsc.gc.ca

**Banting Application Technical Support (ResearchNet):**support-soutien@cihr-irsc.gc.ca

**Canadian Common CV:**support-soutien@cihr-irsc.gc.ca

# Stage 1

## Letter of Intent (LOI) Package must include the following documents

**Due date: Thursday, June 20, 2024.**

Applicants **must** have the department graduate administrator, or their supervisor/proposed supervisor submit the complete Letter of Intent (LOI) package to the School of Graduate Studies**.** Please upload the application as **one pdf** to [MacDrive](https://macdrive.mcmaster.ca/u/d/80852610f8ae47778713/) . The package **must** be assembled in the order listed below.

1. **Checklist** (To be completed by applicant or department administrator)
2. **Graduate Studies Approval Form** (To be completed by the proposed supervisor, applicant, and department)

**Note:** Important information on the Approval Form about benefit costs.

1. **Research Proposal** To be completed by the applicant in conjunction with the proposed supervisor)

**Maximum of 4 pages for English applications and maximum 5 pages for French applications;** (including graphs and images) must follow the specifications found in the instructions provided in [Presentation standards for documents](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g14). **Bibliography is NOT required at Stage 1**. [Task 10 > Research Proposal](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#a2) of the application guide on Banting’s website provides detailed instructions for completing this document.

1. **Canadian Common Curriculum Vitae (CCV)** (To be completed by applicant)

If you don’t have a CCV account, you must register for one.

When creating your CCV, select the **Vanier-Banting academic template.**

For further information about the CCV or to register for an account, please visit the [CCV website.](https://ccv-cvc.ca/indexresearcher-eng.frm) The application guide, [Task 3 > Canadian Common CV (CCV)](https://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g3), on Banting’s website provides detailed instructions.

1. **Significance of Leadership Contributions** (To be completed by the applicant)

**Maximum of 1 page**; must follow the specifications found in the instructions provided in [Presentation standards for documents](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g14). [Task 7 > Leadership Contributions](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#a9) of the application guide on Banting’s website provides detailed instructions for this document.

From the activities and memberships listed in your CCV, choose up to three that you judge to be the most significant and relevant to your proposal and your professional intent. Describe their significance in terms of demonstrating your leadership and sphere of influence at the institutional level and beyond. Discuss the impact and importance of these activities in terms of your career aspirations.

1. **Special Circumstances (optional)** (To be completed by the applicant)

**Maximum of 1 page;** Must follow the specifications found in the instructions provided in [Presentation standards for documents](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g14).

To be completed to address any of the scenarios below. You must provide a strong justification for this exceptional circumstance.

* Career / Research Delays
* Justification for extensions to the eligibility window for degree completion
* Justification for remaining in PhD research environment
* Justification for remaining in the same research environment (other than PhD)

[Task 7 > Special Circumstances](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#a11) of the application guide on Banting’s website provides detailed instructions for this document.

1. **Supervisor’s Statement** (To be completed by the proposed supervisor)

**Maximum of 4 pages;** Must follow the specifications found in the instructions provided in [Presentation standards for documents](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#g14).

This document will be used to assess the degree to which the institution and supervisor are committed to the applicant, their capacity to enable the applicant to become a future leader in their chosen field, and their potential to build upon the institution's strategic priorities.

Supervisors should be highly selective and recommend only the highest-calibre postdoctoral researchers.

**This document must be on the institution's letterhead and signed by the supervisor(s).**

This application element speaks directly to the following selection criterion: [Institutional commitment and demonstrated synergy between applicant and institutional strategic priorities](https://banting.fellowships-bourses.gc.ca/en/rev-eval_guide.html#g4.1.4)

The supervisor must provide specific details organized according to the sections outlined below.

1. Supervisor’s biography
2. Appropriateness of the supervisor(s)
3. Research environment
4. Professional development
5. Institutional synergy

The supervisor/proposed supervisor should refer to [Task 10 > Supervisors Statement](http://banting.fellowships-bourses.gc.ca/en/app-dem_guide.html#a5) of the application guide on the Banting website for full instructions on completing the Supervisor’s Statement.

**Note:** The supervisor’s statement should link to McMaster’s Strategic Priorities**.** Below are links toassist with the statement:

[**McMaster’s Strategic Research Plan**](https://research.mcmaster.ca/home/strategic-research-plan/)**s**

**Your Faculty’s Strategic Research Plan, if available:**

1. Faculty of [Engineering Strategic Plan](https://www.eng.mcmaster.ca/about-us/strategic-plan/#:~:text=Priorities%20of%20the%20new%20plan%20include%3A&text=Innovation%20with%20impact%20%E2%80%93%20Our%20novel,and%20physical%20resources%20enable%20success.)
2. Faculty of [Business Strategic Plan](https://www.degroote.mcmaster.ca/about/our-strategic-initiatives/2022-strategic-planning/)
3. Faculty of [Humanities Vision Statement](https://humresearch.humanities.mcmaster.ca/wp-content/uploads/sites/17/2017/06/Humanities-SRP-Final-v.-13-April-2017.pdf)
4. Faculty of [Science Strategic Research Plan](https://science.mcmaster.ca/research/research-tools/#faculty-of-science-research-information)
5. Faculty of [Social Sciences Strategic Plan](https://socialsciences.mcmaster.ca/wp-content/uploads/2022/05/Social-Sciences-Strategic-Plan-2021-FINAL.pdf)
6. Faculty of [Health Sciences Strategic Plan](https://healthsci.mcmaster.ca/about-fhs/dean/strategic-planning/)

# Stage 1 – Adjudication process

## Week of July 22, 2024

## SGS (LOI) Internal Adjudication Meeting

The adjudication committee will be looking very closely at the **‘fit’** between the programs of research, institutional capacity, and institutional strategic research priorities. This fit will need to be carefully articulated and justified in supporting documentation. Banting’s guidance that discourages applications from individuals who have completed their PhDs at the same institution will play a role in the internal adjudication.

## Candidate Notifications

All candidates will be notified as to whether their application was endorsed or not, no later than the **week of July 29,2024.**

Endorsed candidates will receive an email that includes suggested revisions from the review committee.

* The email may include suggested revisions for your research proposal, CCV, significance of leadership contribution, special circumstances, the supervisor’s statement, and it may also include overall general comments.
* These revised documents must be included with the full package submitted for Stage 2, **due on Friday, August 16, 2024.**
* Supervisors and Graduate Chairs will be copied on the email so that they can make edits and provide assistance as necessary. If revisions are required to the supervisor statement, the revised **supervisor statement must be returned to candidates no later than Thursday, August 15, 2024,** to allow time for inclusion in your Stage 2 submission package.

# Stage 2 – For endorsed applicants

## pdf of the full Application Package is due to Graduate Studies (including all revised documents requested from the Stage 1 Review)

**Due Date: Friday, August 16, 2024, at 10:00 am.**

1. Register for a [ResearchNe](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E)t account if you don’t have one.
2. Link your CCV to your ResearchNet account.
3. Complete the application in ResearchNet and if required, update any documents from stage one and create the required documents that were not part of the stage one package and upload all the documents to your application.
4. Your supervisor will provide you with a finalized Supervisor’s statement **by Thursday, August 15, 2024,** to include in your application.
5. Remember to identify your referees as soon as possible and follow the instructions on ResearchNet in order for each referee to receive the email and link to complete the reference letter. ResearchNet does not grant the referees access to view the application. An assessment cannot be completed by the proposed supervisor unless that person is already the applicant’s primary supervisor at the time of application or has been their primary supervisor in the past.
6. **You will not be able to submit your application to ResearchNet until the reference letters are uploaded to your application**.
	* **Note:** Applicants can manage the deadline by which referees must submit their assessments. By default, the *Assessment Required Deadline* in ResearchNet is set for two days before the applicant’s deadline (September 15th). However, applicants can adjust this to any date prior to the applicant’s deadline. **It is the applicant's responsibility to follow up with referees to ensure the assessments are submitted in**

**sufficient time prior to the applicant’s deadline (Tuesday, September 17, 2024, 8:00 pm EDT).** Applicants will be able to follow the status of the assessment under this task and are encouraged to follow up with the referees if the task is not completed shortly before the deadline.

**Note:** An invitation to complete a full application on ResearchNet does not guarantee the University will give the candidate a final endorsement for nomination to the national competition.

Print your completed application from within the preview mode and **all** the documents that you uploaded to your application on ResearchNet and upload it to [MacDrive](https://macdrive.mcmaster.ca/u/d/7ea3bf058e7b434493b4/) as **one pdf**, no later than **Friday, August 16, 2024 at 10:00 am.**

**Note:** Your pdf will not include your reference letters, as you do not have access to them.

# Stage 2

# For Department/Graduate Chairs and/or Directors

## Text for Institutional Letter of Endorsement

**Due Date: Thursday, August 29, 2024, by 10:00 am**

Department/Graduate Chairs, and/or Directors will receive an email **the week of August 12, 2024** requesting some text for inclusion in the Institutional Letter of Endorsement.

Department/Graduate Chairs, and/or Directors will need to provide a short paragraph (5-7 sentences) that concisely:

*Confirms agreement with the supervisor's statement of synergy between the institution's strategic priorities and the applicant's proposed research program.*

Please be succinct as there is limited space in this one-page letter.

The text will assist the AVP/Dean of Graduate Studies and will be included in the formal Institutional Letter of Endorsement for submission to the Banting Review Committee. The completed paragraph must be emailed to graduatescholarships@mcmaster.ca no later than **10:00 am,** **Monday, August 26, 2024.**

**Note:** This paragraph should link to McMaster’s Strategic Priorities**.** Links toassist with the institutional Letter of Endorsement can be found on **Page 4**.

# Final Submission - Endorsed Candidates

**Friday, September 13, 2024** – The School of Graduate Studies will email a pdf of the formal, signed Institutional Letter of Endorsement to each candidate for upload to their application in ResearchNet. It is the student’s responsibility to ensure the letter is uploaded once received from SGS.

**Reminder -** Final endorsed candidates are required to upload the following institutional pdf documents to their applications on ResearchNet:

1. Supervisor’s Statement (received from Proposed Supervisor)
2. Signed Institutional Letter of Endorsement (received from School of Graduate Studies)

**Note:** The School of Graduate Studies **does not** have editing or viewing capabilities on ResearchNet, so any modifications must be made before you submit your final application to the Agency by the application deadline of **Tuesday,** **September 17, 2024, at 8:00 pm. (EDT)**. Late or incomplete submissions will not be accepted by ResearchNet. We recommend submitting the final application prior to the evening of the due date.