



# BC NEIHR

## Postdoctoral Scholarship Application Overview and Instructions

**Duration and Value:** \$59,398 each year (varying duration)

### **Objective:**

The objective of the BC NEIHR Postdoctoral Fellowships program is to provide funding to Indigenous (*First Nations, Métis or Inuit*) postdoctoral applicants who wish to conduct research within a British Columbia (BC) host institution. Recipients of these fellowships demonstrate achievement in graduate studies, a research-intensive career pathway, as well as partnership potential with BC Indigenous communities, collectives and/or organizations (ICCOs).

### **Description:**

The BC NEIHR launches a competition for Postdoctoral Fellowship(s) every two (2) years. Should more funds become available, additional fellowships may be awarded. Recipients are invited to a Learning and Sharing Circle (with funded Indigenous graduate students as well as communities, collectives and organizations), where they present their work and speak about their participation in this Fellowship program.

### **Eligibility:**

Please confirm that you and your host institution meet the criteria below before you apply for a BC NEIHR Postdoctoral Fellowship.

Applications that do not meet all of the eligibility criteria will be deemed ineligible.

This fellowship is not intended for students to complete a degree.

To be eligible to apply, you must:

- provide proof of Canadian Indigenous ancestry, specifically, a photocopy of either a status, citizenship, membership, registration, or enrolment card (refer to FAQs on website for examples);;
- be a Canadian citizen or a permanent resident of Canada;

Submit final application as *one PDF file* to



- not have previously held a BC NEIHR Postdoctoral Fellowship;
- submit a completed application prior to the deadline posted on the funding opportunity;
- hold the BC NEIHR Postdoctoral Fellowship at a British Columbia institution;
- fulfill or have fulfilled all degree requirements for a PhD, PhD-equivalent or health professional degree:
  - a maximum of four years ago at the time of application, and
  - before the start date of their award (if you have not fulfilled all requirements for your degree at the time of application, you must submit proof of completion before payments can begin);
- not hold a tenure-track or tenured faculty position, nor be on leave from such a position; and
- submit only one application to the BC NEIHR Postdoctoral Fellowships program.

*Allowable extensions to eligibility window:* The window of eligibility can be extended by a cumulative maximum of three years if the applicant had their career interrupted by extenuating circumstances, such as parental leave, health-related family responsibilities, mandatory military service, community or cultural responsibilities, socio-economic reasons, etc. Interruptions used to extend the eligibility window for degree completion must have occurred *after* the fulfillment of your degree requirements and *before* the application submission deadline. Justification must be provided as a **Special Circumstances** attachment (max. one page).

Without exception, BC NEIHR Postdoctoral Fellowships:

- are tenable only at the institution that supported the original application for the program;
- must be taken up within one year of the notification of results;
- are for the duration proposed in the application; and
- can only be awarded once.

### Timelines:

<b>November</b>	Call for Applications
<b>November – January</b>	Applicants seek endorsement from host institution to apply, prepare and submit application.
<b>January</b>	Deadline for applications
<b>January – March</b>	Evaluation of applications
<b>April</b>	Anticipated notification of results. Applicants will be notified by email about the status of their application.
<b>May – June</b>	If awarded, payments begin

## Features:

The BC NEIHR Postdoctoral Fellowships program emphasizes the synergy between:

- **the applicant** – their individual achievements and potential to launch a successful research-intensive career;
- **the host institution** – their commitment to the research program and alignment with the institution's strategic priorities; and
- **Indigenous communities, collectives and organizations (ICCOs)** – the research is in partnership with an ICCO and is ideally initiated by that ICCO (not sought out by the applicant or their supervisor) and that the research advances Indigenous wellness.

## General Application Process:

- Applications must be prepared, finalized and submitted by applicants as **one PDF file** and emailed to [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca). See Application Checklist on the Application Form to ensure the completeness of your application.
- Any information that exceeds the page/character limits, or is not required, will be removed from the application prior to review.
- Applicants should preview all components of their application to ensure its completeness.
- Submission of an application serves as consent to the review process and public announcement of recipients on our BC NEIHR website.
- Documents (e.g. CV) should use either Arial, Calibri or Times New Roman 12 point. Maximum of six lines per inch, margin of 2 cm (3/4 inch) – minimum- around the page. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, graphs, and references is acceptable, as long as it is legible when the page is viewed at 100%.
- Funds are released as monthly payments and start in the September following the funding call.

If you have questions and/or need help with your application, please contact us Monday to Friday, 9:00 am to 4:30 pm Pacific Time by email at [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca) or by phone at 250-472-5449

Applicants should consult the BC NEIHR YouTube Channel: @BC NEIHR for instructional videos on how to apply for scholarships as well as answers to Frequently Asked Questions.

## Contact your desired host institution:

Applicants must contact institutions that they think will be a good fit for them and their research and confirm that the desired institution is eligible to host a BC NEIHR Fellow. Please see the Universities Canada website ([www.univcan.ca](http://www.univcan.ca)) for a list of institutions and

Submit final application as one PDF file to



their research areas (*note: only British Columbia universities are eligible*).

Applications must be completed in full collaboration with the potential host institution.

- Applicants must be endorsed by the institution's president (equivalent or designate).
- Institutions may have their own internal deadlines to endorse applicants. It is the sole responsibility of the applicant to ensure that all deadlines are met. We recommend that applicants contact the institution's department in charge of postdoctoral affairs as soon as possible to begin this process.
- Applicants are responsible for supplying their proposed institution and referees with the documents necessary for them to write their respective letters.
- From the outset of the application process, applicants and their host institution should discuss:
  - the details of the fellowship appointment
    - any benefits offered to the BC NEIHR Fellow;
    - any financial obligations associated with the appointment (union dues, insurance premiums, etc.);
    - the availability of any research and/or other support;
    - the rights and responsibilities of postdoctoral fellows;
    - any other institution-specific policies that might apply to a BC NEIHR Fellow;
  - any established research-related policies and protocols (e.g. approvals for research involving the use of humans).

The host institution must complete an **Institutional letter of endorsement (attachment)**. Maximum one page that:

- describes the process by which the institution chose to endorse the applicant;
- confirms agreement with the supervisor's statement of synergy between the institution's strategic priorities and the applicant's proposed research program; and
- confirms the institution's commitment to equity, diversity and inclusion.

The Institutional letter of endorsement must be signed by the institution's president (equivalent or designate, for example, the AVP Research Operations) and must be on the institution's letterhead. If signed by someone else, it should be clearly indicated in the letter that the signee has this institutional authority. *\*If your postdoctoral program is at UVic, the Dean can serve as an authorized institutional signature for the letter of endorsement.*

The proposed supervisor must complete a **Supervisor's statement (attachment)**.

Maximum four pages. You must select a primary supervisor from the proposed institution. If your research could benefit from having a co-supervisor, you may include details about

both supervisors here. Note: Whereas the primary supervisor must be affiliated with the host institution, a co-supervisor can be affiliated with any institution that is relevant to the proposed research (e.g. not-for-profit organization, Indigenous cultural institution, etc.).

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

1) **Supervisor's biography.** Concisely describe the supervisor's academic and research background, key contributions/accomplishments and funding to date.

2) **Appropriateness of the supervisor(s).** Describe the fit between the research interests/background of the supervisor and applicant, and the anticipated mutual benefits. Provide specifics about how the proposed research complements the supervisor's ongoing projects and/or new research directions. Detail the contributions of the supervisor and applicant in the design and development of the proposed research.

3) **Research environment.** Provide details concerning the applicant's proposed research environment, clearly stating the supervisor's and department's commitment. Examples of commitment include (but are not limited to) mentorship, opportunities for collaboration, knowledge translation, resources (e.g. funding) that will be available to support the applicant as they carry out their proposed research and develop their potential.

4) **Professional development.** Describe the institution's commitment to the applicant's academic and research development, clearly indicating the resources and/or mentoring activities that are available through the institution to support career development. These could include, but are not limited to:

- career counselling
- training in preparing grant proposals, publications and presentations
- training in knowledge translation/mobilization
- training in intellectual property regulations
- guidance on ways to improve teaching and mentoring skills
- guidance on how to effectively collaborate with researchers and knowledge users from diverse backgrounds and disciplinary areas
- opportunities for collaboration and networking
- partnering with Indigenous communities, collectives and organizations (ICCOs)
- training in responsible professional practices
- teaching opportunities

5) **Institutional synergy.** Describe the institution's documented strategic priorities (including any that relate to Indigenous Peoples) and illustrate the synergy between these priorities and the applicant's proposed research program. Clearly justify the

institution's endorsement of the applicant in light of the institution's strategic priorities and articulate how both the institution and applicant will benefit from this engagement.

The **Supervisor's statement** is 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.

The document must be on the institution's letterhead and signed by the proposed supervisor.

### **Complete the BC NEIHR Postdoctoral Fellowships Application Form (attachment):**

To complete the 2-page fillable PDF Application Form, please visit website: [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr) to download the form or email the Network Coordinator [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca).

The form will collect information about your discipline, research proposal and community/geographic region, which helps to assign applications to appropriate peer reviewers.

### **Complete a CV (attachment):**

A CV is required as it provides important information to reviewers for the adjudication of each application. Below are some key fields to include on your CV.

#### **a. Education/Degrees**

- Every degree (Bachelor, Masters and/or Doctoral) should be recorded in the CV whether they are complete or in progress. In addition, the following information should as be included for eligibility purposes:
  - Degree Type
  - Degree Name
    - Specialization
    - Institution
    - Degree Status
    - Degree Start Date (YYYY/MM)



- Degree Received Date/Degree Expected Date (YYYY/MM)
- Supervisor (if applicable)

**b. Recognitions**

- Indicate any recognition received, including honors, distinctions, prizes, awards (monetary or not, declined, etc.) and citations. You should indicate from which channel the recognition was obtained (competitive process or not), and from which source (Federal, Provincial, Non-profit, etc.) If recognition was declined, it should also be indicated.

**c. Employment, including Leaves of Absence and Impact on Research**

- All relevant employment should be included.
- Any special considerations that have had an effect on academic performance or productivity should be included. They may include considerations that may have resulted in delays in your program or research activities, such as health problems, family or cultural responsibilities, disabilities, or other circumstances. Any gaps in the chronology of their experience should be explained.

**d. Research Funding History**

- Include research funding entries whereby the applicant was formally recorded as co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user.
- Do not duplicate information included elsewhere in the CV (e.g. Doctoral awards or any other type of federal or non-federal awards should be listed in Recognitions and not in this section).

**e. Activities**

- Activities and contributions should include both academic and non-academic achievements as well as their impact.

**f. Other Contributions**

- Presentations
  - Community or organizational presentations.
  - Conference poster presentations should be listed. If the abstract was published in a conference journal, it should be listed under sub-section entitled “Conference Publications” under Publication section.
- Publications and Artistic Contributions
  - Include publications that have been accepted or are in press. Do not include publications in preparation or submitted.
  - Artistic contributions such as films, poetry, media, etc.
  - Community reports, etc.

- Intellectual Property.

### **Significance of research contributions (attachment):**

From the research-related contributions listed in your CV, choose up to three that you judge to be your most important and describe their significance in terms of influence on the direction of thought and activity within Indigenous communities, collectives and/or organizations in terms of significance to, and use by, other researchers and knowledge users (max. one page).

Research-related contributions refers to any of the entries listed in the following sections of your CV:

- Publications
- Artistic Contributions
- Presentations
- Interviews and Media Relations
- Intellectual Property

### **Significance of leadership contributions (attachment):**

From the activities and memberships listed in your CV, 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 level of influence at the institutional level and beyond. Discuss the impact and importance of these activities in terms of your career aspirations (max. one page).

Note: In this context, leadership is broadly defined and includes Indigenous forms of leadership.

Activities and memberships refer to any of the entries listed in the following sections of your CV:

- Teaching Activities
- Supervisory Activities
- Administrative Activities
- Advisory Activities
- Assessment and Review Activities



- Participation Activities
- Community, Cultural and Volunteer Activities
- Knowledge and Technology Translation
- International Collaboration Activities
- Committee Memberships
- Other Memberships

### **Fulfillment of Degree Requirements Form (attachment):**

Upload the Fulfillment of Degree Requirements Form (available at [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr)) that has been completed by the institution that conferred the PhD, PhD-equivalent or health professional degree you have entered in the most recent degree information section of the Application form.

Applicants who have not completed their PhD, PhD-equivalent or health professional degree at the time of application but expect to do so on or before the start of the award payments, must also upload a Fulfillment of Degree Requirements Form that has been completed by the institution that will confer the PhD, PhD-equivalent or health professional degree. Upon completion, applicants must once **again** provide a Fulfillment of Degree Requirements Form that has been completed by the institution that will confer the PhD, PhD-equivalent or health professional degree. The second form must be scanned and emailed to [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca) before payments can begin.

It is solely the applicant's responsibility to submit the form.

### **Letters of Support (attachments):**

Each applicant must provide three letters of support from academic mentors and/or experts in the field as well as any letters of support from Indigenous communities, collectives and/or organizations as appropriate. Maximum one page for each letter of support.

Letters of support are different from the Supervisor's statement. A letter of support cannot be completed by the proposed supervisor unless that person is currently the applicant's supervisor or has been their supervisor in the past.

*Mandatory Arm's Length:*

At least one of the three letters of support should come from an arm's length referee.

The purpose of the arm's length is to provide the reviewers with an impartial review of the application. The arm's length referee should be an expert in the field(s) of the proposed research and should be able to assess the research proposal and CV in that capacity. Examples of arm's length referees include, but are not limited to, the external examiner from the applicant's doctoral defense or a specialist that the applicant met at a conference. Note that it is not necessary for the applicant to have met the arm's length referee.

The arm's length referee cannot be:

- a relative, friend, or anyone else with whom the applicant has a personal relationship;
- in a position to benefit from the funding of the application;
- professionally affiliated with the applicant (currently, in the past, or in the immediate future), as a result of but not limited to:
  - being the applicant's supervisor or trainee,
  - collaborating, publishing or sharing funding with the applicant;
- affiliated with the proposed supervisor, either personally or professionally.

Identify the referee as the "arm's length referee" in the letter of support.

### **Research Proposal (attachment):**

Maximum of 4 pages including graphs and images (not including citations).

All applicants must provide a detailed description of their proposed research, addressing the following elements, as applicable:

- the objectives of the proposed research program;
- the research questions;
- the theoretical approach or framework;
- partnership with Indigenous communities, collectives and organizations (ICCOs);
- how the research advances Indigenous wellness;
- the position of the proposed research within the context of current knowledge in the field;
- the position of the research within the context of ongoing work by the proposed supervisor;
- an explanation of the novelty and potential significance of the proposed research;
- the methodology (including timelines) and the rationale for choosing it;

- the outline of any plans for collaboration;
- the role and impact of the applicant's culture in knowledge production related to the proposed research;
- the roles and responsibilities of the applicant, the supervisor and/or other collaborators in the proposed research;
- the contribution that the research will make to the advancement of knowledge;
- any specific ethical considerations pertaining to the research;
- the plan to disseminate the findings and/or enhance the potential for impact, and;
- the rationale for selecting the proposed host institution and supervisor(s): clearly justify the choice, and highlight the anticipated benefits with respect to the applicant fulfilling their research goals and career aspirations.

If the proposed research is closely related to, or a continuation of the PhD thesis, explain how it will help develop and expand on the thesis. If the proposed research is outside your documented expertise, outline the steps taken to address this to ensure feasibility of the research.

### **Selection Process:**

BC NEIHR's principles of review include:

- confidentiality;
- absence of conflict of interest;
- fairness;
- accountability, and,
- transparency.

The BC NEIHR review process is supported by academic reviewers, as well as non-academic reviewers, including Indigenous organizations and community-based representatives. Applications are assigned to BC NEIHR Team Members who possess the required experience and/or knowledge (individual or collective) to properly assess the quality of the applications based on the objectives of the funding opportunity and its evaluation criteria.

### **Selection Criteria:**

Applications will be assessed on the basis of:

## **Applicant (20%)**

- professional, academic and extracurricular activities;
- collaborations with supervisors, colleagues, peers, students and members of the community;
- participating in departmental or institutional organizations, associations, societies and/or clubs, and;
- significance of leadership contributions - demonstrating influence at the institutional level and beyond.

## **Proposed Research Potential (40%)**

- significance of research-related contributions listed in the CV - impact on Indigenous communities, collectives and organizations, as well as use by other researchers and knowledge users;
- quality of research proposal
  - specific, focused and feasible research question(s) and/or objective(s)
  - novelty and potential significance of proposed research
  - proposed theoretical framework and methodology (including timelines) and rationale for choosing it
  - plans for collaboration
  - significance and expected contributions to research environment;
- relevant training - academic training, lived experience and traditional teachings;
- proposed research within the context of current knowledge in the field;
- proposed research within the context of ongoing work by the proposed supervisor
- rationale for proposed host institution and supervisor(s) - i.e. the choice is justified and anticipated benefits to applicant's research goals and career aspirations are highlighted;
- if proposed research is closely related to, or a continuation of the PhD thesis, how it will develop and expand on thesis;
- if proposed research is outside of documented expertise, steps taken to address this and ensure feasibility of the research;
- demonstration of responsible and ethical research conduct, including honest and thoughtful inquiry, rigorous analysis, commitment to safety and to dissemination of research results and adherence to professional standards;
- enthusiasm for research, originality, initiative, autonomy, relevant community involvement and outreach, and;
- ability to communicate concepts clearly and logically in written and oral formats.

## **Training Potential** (40%)

- how professional, academic and community/cultural mentorship will contribute to applicant training;
  - how training will contribute to applicant's productivity and research goals;
  - how training will foster impacts within and beyond the research environment
  - rationale for proposed training;
  - involvement of Indigenous community, collective and/or organization in training experience;
  - synergy between institution's strategic priorities and applicant's proposed research program;
  - institution's confirmed commitment to applicant's academic and research development, indicating resources and/or mentoring activities;
  - appropriate fit between the research interests/background of the supervisor and the applicant;
  - clearly demonstrated supervisor and department commitment (e.g. mentorship, opportunities for collaboration, knowledge translation, and/or available resources for applicant), and;
  - at least one of the three letters of support from an arm's length referee; provides an impartial review of the application.
- 
- *Consideration will be given to regional, cultural and disciplinary representation.*
  - *Research will ideally be initiated by an Indigenous community, collective or organization (not sought out by the applicant or their supervisor).*

## **Accountability:**

On condition of receiving the fellowship, recipients will be expected to meet specific accountability measures, including:

- engaging with the proposed plan outlined in their application;
- actively participating in the BC NEIHR activities and resources;
- supporting peers and mentoring students more junior in training;
- contributing to the BC NEIHR evaluation activities by completing a brief survey about the experience and a Use of Funds report;
- attend the annual Learning and Sharing Circle to present work and speak about participation in this opportunity, and;
- acknowledging the BC NEIHR in any publication or presentation related to the research project.

## Use and disclosure of information:

The BC NEIHR may publish the name and other limited award information of award holders on their website.

For more information:

Contact Monday to Friday, 9:00 am to 4:30 pm Pacific Time.

bcneihr@uvic.ca or 250-472-5449

You may also visit the BC NEIHR website for more information and/or social media pages for frequent updates on other student opportunities and resources.

Website: [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr)

Facebook: @BC.NEIHR

Twitter: @BCNEIHR

YouTube: @BC NEIHR

