Vice-President, Research and Innovation



Revised: October 31, 2024

**Postdoctoral Fellow (PDF) Appointment Request Form**

**Prior to completing this form, please contact your Human Resources Consultant to discuss salary and benefits option for this appointment.**  Then complete this form by placing a (X) in the appropriate boxes and filling in the blanks. Forward the completed form, CV, and award/authorization letters *(if applicable)* to your Chair and Dean to obtain signature approval. Once the signatures have been obtained, please attach CV, and all applicable documents to this form and forward to the office of the Vice-President of Research for final approval and a Letter of Invitation to be issued.

**PDF:**   New  Renewal

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| **PERSONAL INFORMATION:** | |
| Surname: Click or tap here to enter text. | Given names: Click or tap here to enter text. |
| Home address: Click or tap here to enter text. | |
| E-mail address: Click or tap here to enter text. | |
| Citizenship: Choose an item. | Other – Country of Citizenship\*: Click or tap here to enter text. |
| ***NOTE:*** *If the Postdoctoral Fellow is a non-Canadian, HR will complete and submit an IRCC Offer of Employment for the PDF to obtain a Work Permit. The current Employer Compliance Fee is $230.00\* and must be paid by the PDF or Faculty Sponsor.*    *Faculty must provide ample time for the processing of international Postdoctoral Fellows. Normally, it is suggested that at least six (6) months of lead time to ensure that all documents are in place.* | |

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| **DOCTORAL DEGREES EARNED:** | |
| Most recent degree: Choose an item. | Other – Specify: Click or tap here to enter text. |
| Department/Institution: Click or tap here to enter text. | |
| Date degree requirements met *(including thesis defense and submission for graduation)*: Click or tap to enter a date. | |

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| **POSTDOCTORAL APPOINTMENT:** | |  |
| Start date of appointment: Click or tap to enter a date. | Duration of full-time appointment: select | Other – Indicate duration if under 12 months or specify months: Click or tap here to enter text. |
| **Postdoctoral Fellow appointments are expected to be full time and normally not less than one year.**  *If the requested appointment is under 12 months, it may be considered if funding from agencies stipulate shorter durations. Please attach award/funding confirmation for review and approval by the Dean and Vice President of Research.* | | |
| Academic unit: Click or tap here to enter text. | | |
| Faculty sponsor(s): Click or tap here to enter text. | | |
| Description of the nature of the research, duties and responsibilities the postdoctoral will be involved in:  *(e.g.: undertaking research initiatives, identifying grant opportunities, preparing and supporting grant writing, guest lecturing, assisting and mentoring student researchers, presenting results of research conducted, publishing peer-reviewed journal articles, etc.)*  Click or tap here to enter text. | | |
| Is the PDF permitted to teach by the faculty sponsor?  Yes  No | | |
| If yes, any terms and conditions relating to any teaching activities that may be undertaken by the PDF?  *(e.g.: not to be engaged in teaching more than one 3-credit hour class during the appointment). See \*\* IMPORTANT NOTE\*\* below.*  Click or tap here to enter text. | | |
| *\*\*IMPORTANT NOTE\*\*: Any teaching undertaken during the duration of the PDF appointment shall be in addition to this appointment and shall take place within the framework of the University of Winnipeg Faculty Association (Contract Academic Staff) Collective Agreement.*  *If a PDF is permitted to teach at UW, a full-time PDF appointment consists of 35 hours per week. Any hours worked beyond this will be considered overtime. Please consult with your Human Resources Consultant and Department Chair regarding overtime payments, as they will apply.* | | |
| Will this PDF be required to travel internationally during their appointment to undertake research responsibilities?  Yes  No | | |
| If yes, who will be responsible for paying for any required vaccinations, travel costs, and travel visas?  Click or tap here to enter text. | | |
| Is this PDF position for an international scholar?  Yes  No | | |
| If yes, are international health insurance costs, visa costs, and other related travel costs to be covered by the PDF or by the faculty sponsor? Please explain arrangements: Click or tap here to enter text. | | |
| ***NOTE:*** *International PDFs will normally be eligible for Manitoba Health coverage if their work permit is at least 1-year long. For shorter work periods, international PDFs will not be eligible Manitoba Health coverage and will require Health insurance from elsewhere.* | | |
| Special conditions applicable to the appointment; if any, please indicate: Click or tap here to enter text. | | |
| ***NOTE:***  *Office space is not a condition upon appointment (if available and may be shared). Please consult with your Department Chair/Faculty Dean to confirm availability or the Space Management Committee for any other requests.* | | |

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| **FUNDING SOURCE(S):** |
| Funds paid from faculty sponsor’s research grant  Recipient of a fellowship paid through the UW payroll system *(attach a copy of award letter+)*  Supported by external funding source *(e.g.: Federal/Provincial government; award – attach a copy of authorization+)* |
| Please provide any additional details on funding sources: Click or tap here to enter text. |

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| **CHECK LIST (X):** *(information below must be received in order for the PDF request for a Letter of Invitation to be completed)* |
| The total amount of funds available for the PDF appointment: $Click or tap here to enter text.  After contacting your Human Resources Consultant, please indicate the PDF’s salary amount for this appointment: $Click or tap here to enter text.  Curriculum Vitae attached  Copy of award/authorization letter attached+  Research grant account #: Click or tap here to enter text. for the $230.00\* Employer Compliance Fee *(Applicable only to Other – Country of Citizenship)*  Research grant account #(s): Click or tap here to enter text. for payroll  Department Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Dean Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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