

Labrador Institute Postdoctoral Fellowship, 2014-15
Application form

Memorial University
Faculty of Arts

Postdoctoral Fellowship at the Labrador Institute
2014-15 Competition

www.mun.ca/arts/research/labradorPostdoc.php

The Postdoctoral Fellowship program of the Faculty of Arts and the Labrador Institute (Goose Bay) supports promising new scholars in the social sciences and humanities with a focus on issues relating to Labrador and Aboriginal communities.

The Labrador Institute is a multi-disciplinary administrative unit of Memorial University with responsibility for delivery of academic initiatives such as research and education. The institute accomplishes much of its mission and mandate through collaboration with other units of Memorial University and partner groups in Labrador and abroad.

The Institute also has a substantial outreach function which provides university expertise to Labrador people for less formal, community-driven projects and requests, often dealing with language retention, culture and heritage.

Description

Postdoctoral Fellowships provide stipendiary support to recent PhD graduates who are:

- undertaking original research
- publishing research findings
- developing and expanding personal research networks
- broadening teaching experience
- preparing to become competitive in national research grants competitions

Value and Duration

Postdoctoral Fellowships are valued at approximately \$38,000 per year, plus an accountable research allowance of up to \$5,000 and an additional travel/accountable research allowance of \$5,000 per award.¹ The award is subject to funding availability.

Fellowships are tenable for a one year period but may be renewed for a second year subject to budget allocation and upon review and approval by both the Faculty of Arts and the Labrador Institute. The award must normally begin on **September 1** of the year which the fellowship is awarded.

¹ Postdoctoral fellows are also eligible to apply for internal travel funding; see <http://www.mun.ca/research/researchers/internal.php> for details.

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Eligibility to Apply

Deadline for Receipt of Applications: March 1, 2014

The applicant must:

- have earned the doctorate from a recognized university within the last five years of the proposed commencement of the postdoctoral period. A career interrupted or delayed for the purpose of childrearing will be taken into consideration with a letter of explanation from the applicant
- not hold a tenure or tenure-track faculty position
- have developed a proposed program of research in consultation with the Labrador Institute and the appropriate academic unit(s) in the Faculty of Arts at Memorial University
- have finalized arrangements for supervision with (a) department(s), the head of department(s), and (a) faculty member(s) at the Labrador Institute or in the Faculty of Arts at Memorial University.

Eligibility to Hold a Fellowship

To hold the award, applicants must:

- have completed all requirements for the doctoral degree by **August 15, 2014**
- engage in postdoctoral research for the period of the award
- reside in Labrador for the duration of the Postdoctoral fellowship
- not hold or have held a tenure or a tenure-track position or hold any other employment.

Federal government employees must be on an unpaid leave of absence (no salary or special allowances permitted).

Research Eligibility

It is the objectives and content of a proposal, rather than the institutional affiliation of the applicant, that determine research eligibility. Research programs proposing only the adaptation of doctoral theses for publication or the editing of scholarly materials are ineligible.

Evaluation

The Arts Research Committee evaluates applications solely on academic merit, measured by:

- originality, potential significance and feasibility of the proposed program of work;
- relevance of proposed research to Labrador

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- fellowships, scholarships or other awards previously obtained;
- previous research experience and/or publications;
- comments of the PhD supervisor.

The Arts Research Committee will provide a short-list of candidates for the Labrador Institute PDF position; the Director of the Labrador Institute and the Dean of Arts will jointly decide whom to appoint from the short list.

Areas of possible specialty: Aboriginal studies; Labrador history; Linguistics; Anthropology; Archeology; or another area relevant to Labrador.

How to Apply

Please send the following information electronically or by post to Stacey Mercer (smercerc [at] mun [dot] ca), with the heading “Labrador Institute postdoc” by **March 1, 2014:**

- 1) Cover letter outlining academic profile and research interests
- 2) Completed Labrador Institute Postdoctoral Fellowships application
- 3) Curriculum vitae, organized according to the format provided in the CV attachment.
- 4) A letter of support from current PhD supervisor, or current academic reference

Mailing Address: Labrador Institute Postdoctoral Fellowship Office of the Dean Faculty of Arts Memorial University St. John's, NL A1C 5S7	More Information: Keith Chaulk, PhD Director, Labrador Institute Memorial University of Newfoundland 219 Hamilton River Road Goose Bay, Labrador, NL Box 490, Stn "B", A0P 1E0 709 896-6211 (phone) 709 896-2970 (fax) keith.chaulk@mun.ca
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For further information about this opportunity, and about living and working in Labrador, please visit: <http://www.mun.ca/labradorinstitute/positions/index.php>

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Name of postdoctoral applicant:

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Name of proposed supervisor(s):

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Name of Arts department(s) who propose to host the applicant. Note: All participating departments or programs must be within the Faculty of Arts at Memorial University, or at the Labrador Institute.

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Title of proposed project:

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Signature of participating (host) Department Head(s) and supervisor(s):

Name (print)	Department	Signature	Date

Signature of the applicant

Signature	Date
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Statement of commitment: [150-word maximum; to be filled out by the applicant in collaboration with the Labrador Institute and (where applicable) the proposed host department at the St. John's campus.]

In order to demonstrate the commitment to providing a profitable research environment, the host(s) will minimally make available to the successful candidate: office facilities, library privileges, computer access, laboratory facilities, as applicable.

Please read and refer to the MUN Postdoc policy for further details about responsibilities to postdoctoral fellows: <http://www.mun.ca/policy/site/policy.php?id=129>

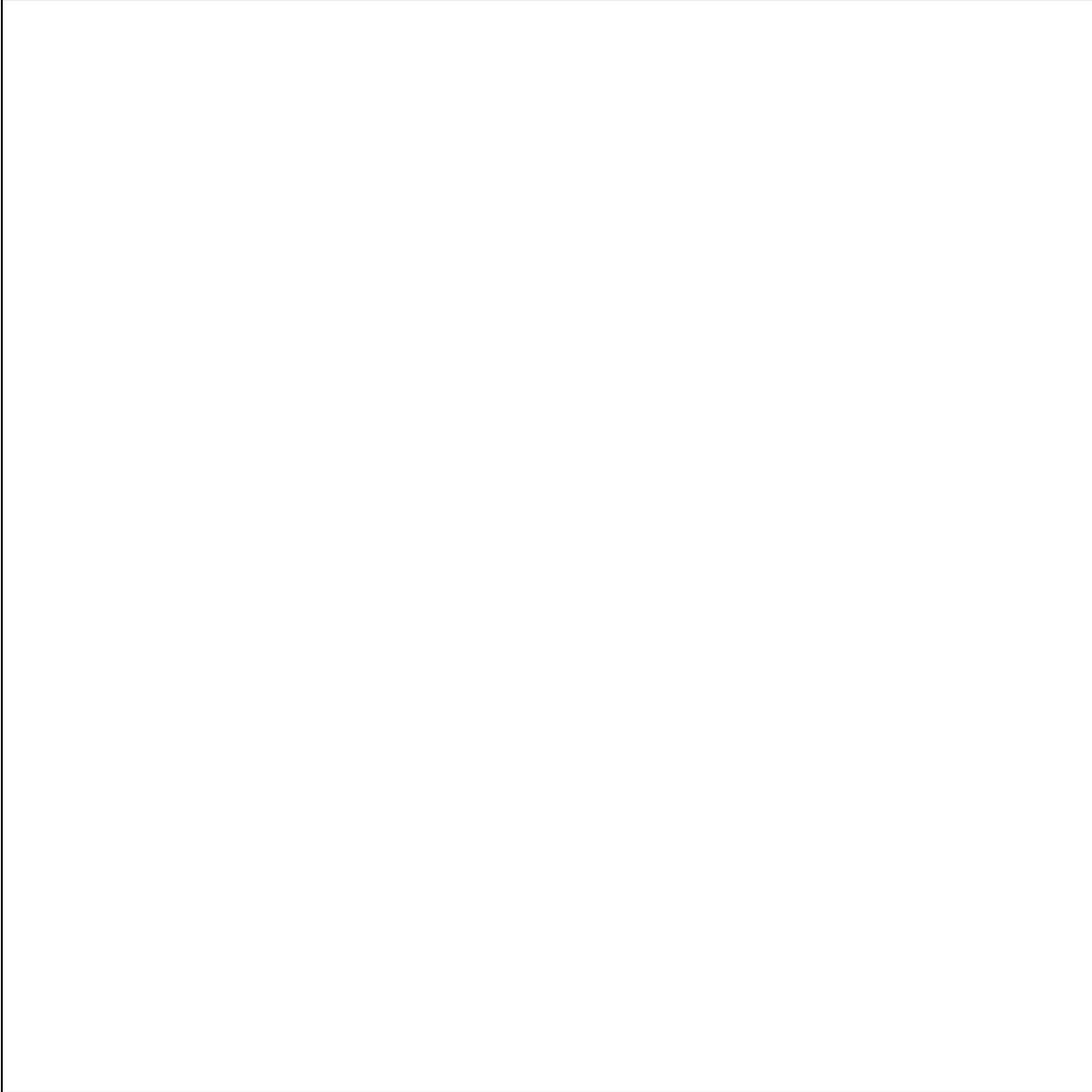
For further information about postdoctoral fellows at Memorial, see <http://www.mun.ca/sgs/postdoc/>, and the [LUMUN Collective Agreement](#).

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Proposed project summary: [to be filled out by the applicant; 250-word maximum]

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Explain the relevancy of the research project to the proposed host department's research goals. [to be filled out by the potential department and applicant; 150-word maximum]



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Explain the relevancy of the proposed research project to the proposed supervisor's research activities. [To be filled out by the supervisor and applicant; 150-word maximum]

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Document your finalized program of research with the Labrador Institute. [To be filled out by the applicant in collaboration with the Labrador Institute; 150-word maximum; email documentation can be appended.]

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Indicate and rank up to 3 disciplines that best correspond to the proposed project.

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Budget [to be completed by the applicant]. Note: this budget is solely for the \$5000 research allowance associated with the Labrador Institute postdoctoral fellowship.

Budget proposal: The proposed budget for your Research Allowance is not taken into consideration in the adjudication of your application. Enter amounts rounded up to the nearest dollar.

Proposed expenditures	Amount (\$)
Note: all salaries, travel and per diem rates must adhere to Memorial University policy. See the appendix for details.	
Salaries, including benefits - Undergraduate students	
Salaries, including benefits - Graduate students	
Salaries, including benefits - Others	
Professional and technical services/contracts	
Materials, supplies, computer equipment and other expenditures (includes the purchase of a computer and computer software)	
Travel	
Per diem	
Other (specify)	
Total expenditure	
Amount requested (maximum \$5,000)	

Does your proposal involve human beings as research subjects? If Yes
 “Yes”, consult the *Tri-Council Policy Statement: Ethical Conduct for* No
Research Involving Human Subjects and submit your proposal to
 Memorial University’s Interdisciplinary Committee on Ethics in Human
 Research ([ICEHR](#)). Note that ethical approval is a requirement for
 research account opening.

Academic CV format for the Labrador Institute Postdoctoral Fellowship

Put the dates at the left side and tab in for the main entry in the chronological order with most recent first. Format entries as 'hanging'; format document as 'left justified'; begin with 12point and as CV grows, switch to 11 point but recheck tabs; do **not** use Courier font – serif fonts (Times Roman) easier to read than sans-serif (Arial); bolding preferable to underlining; make sure that section title are on the same page as first entry; respect 1 inch margins.

1. Name
2. Address, Telephone number and e-mail

Languages (spoken, read, limited ability)
Citizenship optional
3. Degrees and other certification:

Doctorate	Date	Place	Dissertation Topic (title of thesis, and supervisors if you wish)
Master's	Date	Place	Thesis Topic (title of thesis, and supervisor if you wish)
Bachelor's	Date	Place	Major/Honours
Other	Date	Place	
4. Awards, Honours, Professional Recognition (name and date)
[Fellowships (SSHRC etc.), medals, but **not** research grants]
5. Relevant Employment History e.g., Teaching, Research, Academic Administration
(include dates with most recent at top) [administration also in 16 below]
6. Current Teaching: Courses taught, courses developed or under development, teaching innovations implemented or planned, thesis or research supervision, thesis examination – can subcategorize in to PhD and MA
7. Grants Applied for and/or received (date, duration and amount) [include status as principal investigator, co-investigator, member of team; separate out research grants from grants for student assistance (e.g. MUCEP, GRADSWEP, SCP, SWASP, NSTP), do not include Research pool travel grants]
8. Publications: (Published only; categorize into peer and non-peer reviewed/refereed works using sub-lists)
 - Books
 - Articles (Indicate whether a journal is refereed or establish two sub-lists: refereed and non-refereed)
 - Introductions to books, chapters in books
 - Abstracts
 - Book Reviews
 - Review Articles or Essays

- Introductions
 - Technical Reports
 - Multimedia (CD, web), booklets
- etc.
9. Works in Press: (name of press or journal, number of manuscript pages, anticipated schedule; include relevant correspondence in dossier if available)
 - Works Submitted but not yet accepted or works designated ‘revise and resubmit’
 - Works in Progress
 10. Concerts, Performances, Exhibitions, Commissions and creative works completed and in progress
 11. Scholarly Lectures and Other Professional Presentations (date, title, place and occasion). Indicate whether invited or make two separate lists under 11a and 11b.
 12. Other Professional Activities [can separate into national and international committees, conference organization committees, other scholarly activities, consulting, etc.]
 13. Professional Development e.g., additional courses, training, workshops, etc.
 14. Professional Memberships(including any offices held), Fellowships (but not ones for graduate study listed in 4), etc.
 15. University Service: Separate into departmental, program or university committees and other university service and governance, including advising, recruiting, noting any delegated administrative responsibilities, etc. [indicate whether chair or member and put dates served at left margin]
 16. Administrative Responsibilities e.g. Program Chair/Coordinator, Department Head, etc.
 17. Relevant Community Service/Outreach e.g., activities in support of, or promotion of, university/community relations – public lectures, boards of community organizations, videos, booklets, media interviews, exhibits, volunteer consulting ...

APPENDIX
Financial information for the research allowance budget

Policies and procedures

- Finance and Admin policies and procedures
http://www.mun.ca/finance/policies_procedures/
- MUN policies and procedures <http://www.mun.ca/policy/site/category.php>
- Student Employment policies: <http://www.mun.ca/policy/site/policy.php?id=171> and
<http://www.mun.ca/policy/site/procedure.php?id=133>;
http://www.mun.ca/humanres/student_emp.php
- TriCouncil Financial Administration Policy: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp.
- Ethics of research involving human participants:
<http://www.mun.ca/policy/site/policy.php?id=139>
- Contract Administration Policy <http://www.mun.ca/policy/site/policy.php?id=202>

Personnel (pay rates and stipends)

- Student rates (Undergrads MUCEP, Graduate Assistants, Lab Demonstrators, Markers, IT Consultants, Student Supervisors, Terminal Assistants, Writing Centre Tutors)
<http://www.mun.ca/policy/site/policy.php?id=171>
- TAUMUN agreement; see Article 26 for graduate assistant hourly wages
http://www.mun.ca/facultyrelations/TAUMUN_CA_FINAL.pdf

Travel expenses

- Schedule of reimbursable expenses (accommodations, per diem, private vehicle mileage allowance, taxis)
http://www.mun.ca/finance/policies_procedures/Schedule_of_Reimbursable_Expenses.pdf