

ISER



Institute of Social and
Economic Research

Postdoctoral Fellowship Instructions

Institute of Social and Economic Research

Postdoctoral Fellowship Deadline Date

March 1

Postdoctoral Fellowships are available, on a competitive basis, to researchers from Memorial University or elsewhere. During the tenure of the fellowship, researchers must be in residence at Memorial University under the supervision of a faculty member from the Faculty of Humanities and Social Sciences. Fellowships “normally” start on September 1st of the year of award, and end on August 31st of the following year. Postdoctoral Fellowships up to the amount of \$50,000 (Canadian) per annum (paid on a bi-weekly basis and pro-rated over the duration of the fellowship), are awarded for up to one year. If an individual has already held an ISER Postdoctoral award, they are not eligible for another. A Postdoctoral Fellowship is for one year only, and not renewable for a second year.

To be considered for a postdoctoral fellowship, applicants should have a doctoral degree in hand at the time of application. Applicants must also have completed their doctorate within six years of the March 1st application deadline.

ISER Mandate: The purpose of the Institute of Social and Economic Research is to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world.

Applications are evaluated by an Awards Panel according to their relevance to the mandate and the relative merits of the proposals and the applicants. The Awards Panel makes recommendations about funding to the ISER Executive Committee which makes the final decisions.

SECTION I: General Applicant Information (on a separate page for administrative purposes solely)

- 1) Name of Applicant
- 2) Department
- 3) Position
- 4) Student or Employee Number (if applicable)
- 5) Mailing Address (including Postal Code)
- 6) Email
- 7) Contact Phone Number(s)
- 8) Supervisor's Contact Information (Memorial University Postdoctoral Supervisor)

SECTION II: Applicant and Research Project Information

- 1) Title of Research Project
- 2) Name of Applicant
- 3) Department
- 4) Position

SECTION III: Research Proposal (followed by References Cited)

The Research Proposal is a maximum of 2 pages (**single-spaced, 11-pt Arial font, minimum margins 1.87cms**) plus References Cited (no page limit). Applicants may also submit copies of research instruments (e.g. survey or interview questions) as appendices (no page limit).

The proposal should include the following subheadings and content:

- 1) **Applicant Name, Department, Position**
- 2) **Title of Research Project**
- 3) **Research Objectives and Fit with the ISER Mandate. Research Question:**

ISER Mandate: The purpose of the Institute of Social and Economic Research is to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world.

- 4) **Significance and Impact(s) of the Research:** Discuss the project's scholarly significance in relation to relevant existing literature (e.g. theoretical, topical, regional). Where relevant, also discuss potential community, social, cultural, economic, and other impacts of the project.

- 5) **Research Methods and Analysis:** Discuss the planned research activities and modes of analysis. Include relevant information about requested technical assistance or research assistants, if relevant.
- 6) **Schedule of Work and Feasibility (work completed, work in progress and work to be done):** For multiyear projects, please outline what has been accomplished with past funding from ISER and other sources. Clarify how the new funding being requested would be used.
- 7) **Names, roles, and affiliations of any team members**

SECTION IV: Curriculum Vitae

Please submit a copy of the applicant's curriculum vitae. There are no specific requirements or page limits for CVs.

SECTION V: Budget and Budget Justification

Please complete this page **only** if applying for a **Research Grant** to possibly be held in conjunction with the Fellowship.

For research grants, priority is given to members of the Faculty of Humanities and Social Sciences. ISER defines a Memorial HSS applicant as “full-time and retired tenured and tenure-stream faculty members from Memorial’s Faculty of Humanities and Social Sciences (HSS); instructors who currently hold a contractual or a per course appointment with HSS; students currently enrolled in HSS programs seeking funding for projects to be completed for these programs; staff working within HSS units; and faculty who are adjuncts or are cross- or joint-appointed to HSS units.”

Note: If you are applying for both a Postdoctoral Fellowship and a Research Grant, please indicate your preference if only one should be available to you.

Please submit a copy of your Budget and Budget Justification (**1 page of single-spaced text, 11-pt Arial font, minimum margins 1.87cms, option to add a second page if necessary**).

****Note: Capital expenditures and conference travel are not permitted.
Memorial University’s Travel Policy and Schedule of Reimbursable Expenses
can be found at: <https://www.mun.ca/finance/our-services/travel/>***

- 1) **Travel:** Total and justification. As relevant, include information about the cost of tickets, mileage, other.
- 2) **Accommodations:** Total and justification regarding cost and duration.

- 3) **Subsistence:** Total and justification. Note that the allowable per diem is reduced by 50% for travel over 30 days.
- 4) **Technical Services:** Specify information source(s) for specific costs.
- 5) **Research Assistants:** Follow relevant Memorial scales (e.g. undergraduate students are paid differently than graduate students).
- 6) **Materials:** Include total and specific information on included items.
- 7) **Other:** Explain as relevant.
- 8) **Total Expenses:** Not to exceed \$8000 (Canadian).

SECTION VI: Other Awards

Have you presently applied for, or are recipient of, an award to support this project that might be held concurrently with a grant from the Institute?

If **yes**, please provide names of agencies and amount requested or awarded. Also, submit evidence of such applications or awards received.

SECTION VII: Letter of Appraisal

List one referee (with affiliation and email address) who will provide a confidential letter of appraisal to be emailed directly to ISER (iser@mun.ca). This letter must be received by the deadline date.

SECTION VIII: Sample of Applicant's Written Work

Please attach a copy of the sample work. This document should ideally be a peer-reviewed and published journal article or book chapter. It may also be a chapter of the applicant's completed dissertation.

SECTION IX: Research Clearances and Permits

- 1) Please indicate if this research requires ethics review and approval. Information on ethics can be found at: [Research Ethics Boards | Research | Memorial University of Newfoundland \(mun.ca\)](#). Outline which option below best describes ethics and your research:
 - a) A human ethics approval has been obtained for this research and the letter is attached.
 - b) A human ethics approval has been obtained for this research but will require an updated approval letter from the Research Ethics Board (REB).
 - c) A human ethics approval will be sought/is being sought for this research.
 - d) I have to consult with the relevant Research Ethics Board (HREB, ICEHR, GC-REB) to determine if human ethics approval is required.
 - e) This research does not require human, animal or biosafety clearances.

- 2) Please indicate if this research falls under Memorial's Research Impacting Indigenous Groups Policy (RIIG). Information can be found at: <https://www.mun.ca/research/indigenous-research-at-memorial/memorials-policy-on-indigenous-research/>. An Indigenous Agreement in Principle (AiP) will be required when research involves or impacts indigenous communities, peoples or lands. Outline which option below best describes AiP and your research:
 - a) AiP has been obtained for this research and is attached
 - b) AiP is being sought and discussions are ongoing with the relevant community or communities.
 - c) The AiP is currently under review with the Committee on Ethical Research Impacting Indigenous Groups (CERIIG)

 - d) I have to consult with indigenousresearch@mun.ca to determine if AiP is required.
 - e) I have consulted with the relevant Indigenous communities and they have indicated that AiP is not required.
 - f) The research does not impact on Indigenous groups, involve Indigenous participants, or take place on Indigenous lands, this AiP is not required.

- 3) Please list any other types of University or external certifications or permits associated with this research that you have obtained or will be seeking (e.g. archaeological permits).

Fellowship Application Checklist (not for submission, for applicant consideration)

Applicants are responsible for ensuring their application is complete. Before submitting your application, confirm the following necessary tasks have been completed:

- 1) I have included a copy of the Research Proposal and References Cited
- 2) I have included a copy of my Curriculum Vitae
- 3) I have included a copy of my Budget and Budget Justification (If applicable)

- 4) I have asked that one Confidential Letter of Appraisal be sent directly to the Institute's office at iser@mun.ca by March 1.
- 5) I have included a sample of my written work. This should ideally be a peer-reviewed and published journal article or book chapter. It may also be a chapter of the applicant's completed dissertation.
- 6) If relevant, I have included a copy of an Agreement in Principle in conformity with Memorial's Research Impacting Indigenous Groups Policy
- 7) I have indicated if Memorial University ethics or other clearances have been obtained or are required.

Fellowship Holder's Responsibilities

By submitting your application you are signifying your agreement to the following:

If awarded a Fellowship by the Institute of Social and Economic Research, Memorial University of Newfoundland, I agree to:

- be accountable to the Administrative Officer of ISER for the proper disposition of funds.
- advise the Institute of any other awards held concurrently, so that an appropriate adjustment may be considered in the amount of the Fellowship awarded by ISER.
- provide a progress report on my research at any time, upon the request of the Director.
- provide a final report on my research within 30 days of completion of the Fellowship.
- provide copies of any written or other materials (including theses and journal articles) produced as a result of the Institute's financial support.
- acknowledge the support of ISER in any publications or other forms of research dissemination (e.g. websites, film) funded by the Institute.

Memorial University protects your privacy and maintains the confidentiality of your personal information.

All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your Institute of Social and Economic Research application. The information will be used for the purposes of academic administration (ie. verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Administrative Assistant at 709-864-8156.

Successful applicants will be responsible for providing the Institute's Office with all necessary information and paperwork in a timely manner in order to process components of their budget.