



UNIVERSITY OF
CALGARY



Postdoctoral Scholar Handbook

Fall 2015



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Welcome to the University of Calgary

University of Calgary Postdoctoral Scholars,

I am pleased to welcome you to the University of Calgary. The University of Calgary is a comprehensive academic and research institution, with a mission to discover new knowledge and translate our discoveries into applications that provide benefits to our society and global communities.

The creation of new knowledge in all forms distinguishes us as a research university. Our ability to engage in discovery, creativity, and innovation sets us apart among competing research universities. [Eyes High](#) is the University of Calgary's strategic direction to become one of Canada's top five research universities by the university's 50th anniversary in 2016. This bold vision is grounded in innovative learning, teaching, and engagement with the Calgary community.



Our Eyes High goal envisions the University of Calgary as a global intellectual hub. Both the Academic and Research Plans underscore the importance of attracting new scholars to our academy, providing them with excellent professional training opportunities, and ensuring successful research career trajectories in industry, academia, government, or non-governmental organizations. To support these efforts the University of Calgary established the Postdoctoral Office within the Office of the Vice-President (Research) in late 2012.

The mission of the Vice-President (Research) is to provide the support you require to make a significant impact on our shared goals of promoting discovery, creativity and innovation. You will have access to world-leading research facilities and professional development opportunities, enabling you to develop the skills required for your future career success.

I strongly encourage you to read both our [Academic Plan](#) and [Strategic Research Plan](#), which detail how we pursue academic excellence. The Strategic Research Plan identifies three major priorities that will contribute to the achievement of the Eyes High strategic direction:

- Match our strengths with opportunities
- Increase our research capacity
- Create a dynamic research environment to promote research excellence

Guided by these priorities, we have identified [Strategic Research Themes](#) and [Strategic Research Platforms](#) that provide a framework for the research activities we will pursue. These research activities will be driven by current societal needs, engage our communities, and create opportunities for international prominence.

Congratulations on your new appointment. We are so pleased that you've joined our community, and look forward to all that you will achieve.

Ed McCauley
Vice-President (Research)

Postdoctoral Office

The mission of the Postdoctoral Office is to enrich and elevate postdoctoral training at the University of Calgary and support postdoctoral scholars in their pursuit of future career success.

The Postdoctoral Office mandate includes:

Management of postdoctoral appointments

- Coordinate recruitment and appointment processes with administrative units on campus
- Provide onboarding support to new postdocs
- Assist postdocs, faculty and staff with the extension of postdoctoral appointments
- Deliver information sessions on postdoc appointments for department administrators

Postdoctoral fellowship competitions

- Coordinate the adjudication process for internal fellowship competitions (External fellowship competitions are coordinated by the Research Services Office, which operates as part of the VPR portfolio)

Professional development resources

- Deliver professional development workshops sponsored by the Vice-President (Research)
- Provide resources and information on professional and career development opportunities, events and workshops
- Coordinate with external organizations to provide career development opportunities for postdocs (Mitacs, Innovate Calgary, Alberta Innovates – Health Solutions, etc)
- Provide tools that aid postdocs in the identification of career goals and the creation of career plans

Communications to postdocs at the University of Calgary

- New postdoc orientation, welcome package, and Meet & Greet events
- Postdoc e-newsletter and listserv
- Distribution of campus events, workshop notices, and funding opportunities
- Maintenance and updates to the main postdoctoral website at ucalgary.ca/research/postdoc

✉ postdoc@ucalgary.ca

🖥️ ucalgary.ca/research/postdoc

🏢 Main Campus Office: MacKimmie Tower (MT) 216

🏢 Foothills Campus Office: Health Science Campus (HSC) 349C (located within Graduate Science Education)

The Postdoctoral Association of the University of Calgary

When you become a postdoc at the University of Calgary, you automatically receive membership in the Postdoctoral Association of the University of Calgary (PDAC).

The mandate of PDAC is:

1. To act as a liaison between postdoctoral scholars and the administration of the university, providing a collective voice for postdocs on issues relevant to all aspects of the postdoctoral experience and assisting in the dissemination of information to the postdoctoral community.
2. To organize, assist with, and/or promote events of benefit to postdocs at the University of Calgary, including:
 - a. Social events that bring postdocs from across the university together to maintain a strong and supportive postdoctoral community.
 - b. Professional development and networking events designed to help postdocs gain valuable skills for academic and non-academic careers.
 - c. Research/academic events that showcase the work of postdocs.
3. To organize and maintain postdoctoral representation on the various academic committees and councils that form the governing bodies of the university.
4. To act as a liaison between University of Calgary postdocs and external organizations (e.g., the Canadian Association of Postdoctoral Scholars).

The PDAC Executive encourages all postdocs to attend PDAC events, and for those who are interested in greater involvement they recommend the following:

- Volunteer to help organize PDAC events
- Volunteer to act as a postdoctoral representative
- Seek election to the PDAC Executive Board

For more information or to get in touch with your PDAC Executive:

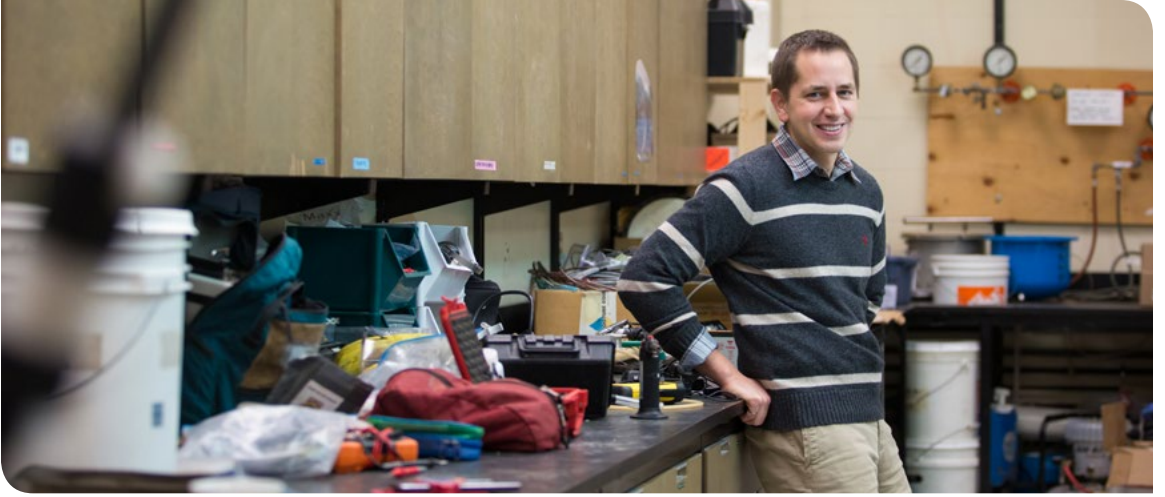
 pdac@ucalgary.ca

 ucalgary.ca/pdac

 facebook.com/pdacalgary

 Mailing list sign up: mailman.ucalgary.ca/mailman/listinfo/PDAC-L

 [@UCalgaryPDAC](https://twitter.com/UCalgaryPDAC)



Postdocs at the University of Calgary

A postdoctoral scholar at the University of Calgary is considered a trainee under the supervision and mentorship of an academic faculty member. The appointment is normally full-time and involves substantial research activity. As of October 2015, the minimum stipend for a postdoc at the University of Calgary is \$40,000/year plus extended health and dental benefits. Income earnings are considered stipend and therefore are not subject to Canadian Pension Plan (CPP) or Employment Insurance (EI) deductions. Stipend income is subject to Canadian Income tax.

There are two types of postdoctoral appointments at the University of Calgary:

Postdoctoral Scholar: The primary purpose is to further the postdoc's individual research and training under the supervision of a faculty member. Postdoctoral scholars are funded either by an external fund (CIHR, AIHS, etc), by their supervisor's pre-existing grants, or by an internal University of Calgary fund such as the Eyes High Postdoctoral Program, the Killam Trusts, or the T. Chen Fong Postdoctoral Fellowship.

The stipend will be subject to Canadian income tax deductions, which will be automatically deducted at source (ie. on each semi-monthly pay). As this appointment is classified as independent research training, there are no CPP or EI deductions.

General Associate - Guest Postdoc: A guest postdoc is a postdoctoral scholar receiving research training at the university but who is externally funded and not paid through the university payroll system. Guest postdocs will receive basic access to university systems, including an IT account, email address and library access. They are not eligible for university health/dental benefits.



Understanding your appointment

All postdoctoral scholars are provided with a Letter of Offer outlining the details and terms of their appointment at the University of Calgary.

The Letter of Offer will provide information on:

- Research expectations
- The period of your appointment, including your start date and end date
- Your annual stipend
- Health and dental benefits (if applicable)
- Any additional funding provided by the supervisor (eg. for relocation, conference attendance or research-related expenses)
- Personal Leave Time you will receive
- Other specific terms of your appointment

Preparing for the end of your appointment

Three months prior to the end of your appointment, refer to your Letter of Offer to review the terms and conditions of your appointment.

End of Contract: If an extension is not requested or approved, the appointment will automatically terminate on the end date. No online termination form is required, but an online termination checklist should be completed by the supervisor. Individual departments will have their own processes for terminated appointments. All postdocs are encouraged to complete the exit survey available at ucalgary.ca/research/postdoc/forms upon termination.

Extension: Your appointment will automatically terminate on the end date in the Letter of Offer or any applicable extension letter. It is the responsibility of the postdoc and supervisor to discuss an extension. The postdoc, supervisor, and department administrator must forward the appropriate documentation and submit the request to the Postdoctoral Office at least two months prior to the end date of the current appointment in order for the Postdoctoral Office to approve and process the request.

Extension - International: Work permits can normally be extended as necessary if the appointment is extended. Postdocs with extended appointments will receive an Extension Letter of Offer which includes the start and end dates of the extension and any changes in the terms of the appointment. Postdocs are responsible for applying for a work permit extension through [Citizenship and Immigration Canada](#).

Once you receive your extended work permit, you will also need to extend your SIN and forward both documents to HR Immigration (HRImmigration@ucalgary.ca). It is also your responsibility to extend or reinstate your Alberta Health Care Insurance Plan and to renew a spousal work permit, if applicable.

International postdocs

When you arrive in Canada your work permit application should be approved. Your work permit will then be issued at your port of entry to Canada. However, there are additional steps you must take to ensure you can be paid and receive healthcare benefits.

You must provide a copy of your work permit and Social Insurance Number (SIN) to HR Immigration (HRimmigration@ucalgary.ca) prior to commencing your duties, and before any stipend or benefit coverage can be processed.

Apply for a Social Insurance Number

Postdoctoral scholars are required to have a Social Insurance Number. By law, you must provide your SIN to authorized federal agencies, such as Service Canada and the Canada Revenue Agency (CRA), your employer, and anyone else who prepares income tax information on your behalf.

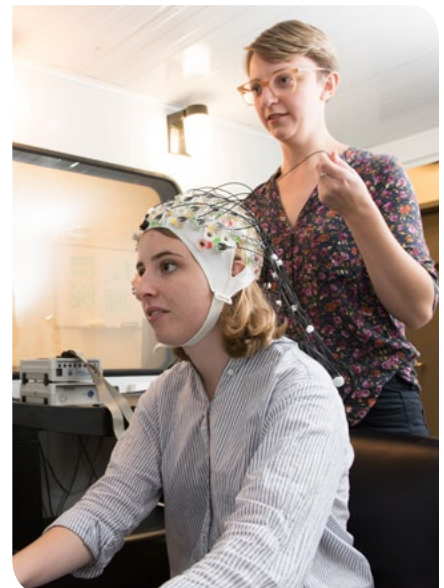
To apply for a Social Insurance Number, you must complete an application form and provide an original primary document that proves your identity (i.e. passport) and status in Canada (i.e. work permit). Service Canada encourages you to apply for your SIN in person at a Service Canada office. This process is faster and more convenient, as it does not require you to part with your valuable identity documents. The nearest Service Canada office is:

Calgary Centre Service Canada Centre
Harry Hays Building, Suite 150
220 4th Ave SE, Calgary AB
T2G 0L1

More information related to the Social Insurance Number Program is available on the Government of Canada website at servicecanada.gc.ca.

Looking for a place to live?

For relocation resources and information, visit ucalgary.ca/careersuofc/relocation-home



Apply for a Canadian bank account

A Canadian bank account is required for direct deposit of paycheques. In order to open an account, you'll need to bring two pieces of government-issued identification that prove Canadian residency. At least one piece must be photo identification; a passport is recommended. Consult individual banks for more information, or enquire at the Postdoc Office about preferred service providers.

International and out-of-province Canadian postdocs

Apply for the Alberta Health Care Insurance Plan

All* international postdocs with an appointment of 12 months or longer are eligible for the Alberta Health Care Insurance Plan (AHCIP). Upon arrival in Calgary, International postdocs must register for the AHCIP at an authorized registry office.

All* Canadian postdocs with an appointment of 6 months or longer are also eligible for AHCIP. Canadian postdocs from out-of-province must wait until the first day of their third month following their arrival in Alberta to register.

To register for AHCIP coverage you must provide supporting documents that prove:

- Alberta residency
- Identity
- Legal entitlement to be in Canada

Your nearest authorized registry office can be found by searching “registry Calgary” in any search engine or by visiting servicealberta.ca/1641.cfm.

**Some exceptions may apply. Please consult health.alberta.ca/AHCIP for detailed information.*



Initial Onboarding Checklist

Please note that this is not a complete list of onboarding tasks to be completed. During your first week, please visit ucalgary.ca/hr/postdoc/getting-started for the complete checklist.

Before you get to campus

| Task | Details | Initials |
|---|---|----------|
| Ensure you have received your UCID | Your UCID is an 8-digit ID number. It will be forwarded to you by the HR Postdoc Administrator in your Welcome email. | |
| Register your IT Username and eID at ucalgary.ca/hr/just-joined | Your IT Username and eID are used to access your email, AirUC Secure Wi-Fi, Library services, software downloads, IRISS, COS Pivot, My UofC, PeopleSoft accounts, and other campus resources. | |
| Apply for a Social Insurance Number (International postdocs only) | You must provide your SIN to university Human Resources in order to be compensated for employment. For more information, see page 8. | |
| Set up a Canadian bank account (International postdocs only) | The University of Calgary will only provide compensation via direct deposit to a Canadian bank account. For more information, see page 9. | |
| Set up direct deposit information | Log into my.ucalgary.ca and navigate to All about me > My banking info to input your direct deposit information. | |
| Update your personal information in MyUofC | Verify and update your name, address, phone number and emergency contact information. Log into my.ucalgary.ca and navigate to All about me > My info. | |
| Register for the Alberta Health Care Insurance Plan | All postdocs must sign up for the Alberta Health Care Insurance Plan as soon as possible to avoid a lapse in health insurance. For more information, see page 9. | |
| Schedule your first day | Talk to your supervisor and schedule your first day of work. Ensure that someone will be available to meet you at your lab/office to welcome you to campus. | |
| Purchase a parking permit (if needed) | Visit ucalgary.ca/parking for parking lot maps and price information. | |

During your first week on campus

| Task | Details | Initials |
|---|--|----------|
| Complete your tax forms | Go to ucalgary.ca/hr/postdoc/forms and download the Federal Personal Tax Credits Return form and the Alberta Personal Tax Credits Return form. Fill out, scan, and submit to HRops@ucalgary.ca . For assistance, visit the Integrated Service Centre (MacKimmie Tower, 1 st Floor). | |
| Get your Unicard | Your Unicard is a multi-purpose campus ID card, used to borrow library materials and access labs and secure areas. Visit the Unicard Office in Dining Centre (DC) 18 to get your card. | |
| Set up your health care benefits | Go to ucalgary.ca/hr/postdoc and download the Plan C Benefit Enrolment Form. Fill out and submit to Human Resources at HRops@ucalgary.ca . | |
| Review University of Calgary Policies and Procedures | Go to ucalgary.ca/policies and read all relevant policies and procedures. | |
| Complete mandatory health and safety training | Information and course registration available at ucalgary.ca/safety . Check with your supervisor or department administrator which courses/training are required. | |
| Set up your desktop, voicemail, VPN access and apply for a SecurID (if required) | Visit ucalgary.ca/IT for set up instructions and online tutorials. | |
| Familiarize yourself with the Respect in the Workplace Program | The University of Calgary is committed to providing a workplace that respects and promotes human rights, personal dignity, and health and safety. For more information on Respectful Workplace Policies, visit ucalgary.ca/hr/respect_workplace_program . | |

During Your Appointment

Apply for Funding and Awards

There are many funding and fellowship opportunities available for postdoctoral scholars. Postdocs are strongly encouraged to apply for fellowships and funding as part of their postdoctoral training experience.

A database of several major postdoctoral fellowships is available on the Funding and Fellowship Calendar at ucalgary.ca/research/postdoc/funding-fellowships/deadlines. The database is regularly updated and includes information on fellowships with internal processes.

The University of Calgary has access to COS Pivot, a searchable database of research funding opportunities. Members of the University of Calgary community can seek out both broad-based and narrowly-focused grant opportunities quickly and easily. For more information, visit: ucalgary.ca/research/researchers/funding-opportunities/cos-pivot

In cases where a postdoctoral fellowship application to an external funding agency requires an institutional signature, the following signatures are required:

- Applicant
- Supervisor
- Department Head
- Associate Dean/Dean
- Vice-President (Research) – facilitated through Research Services

Human Research Ethics

At the University of Calgary there are two Research Ethics Boards responsible for reviewing research applications involving human participants: The Conjoint Health Research Ethics Board (CHREB) and the Conjoint Faculties Research Ethics Board (CFREB).

The CHREB reviews applications from researchers affiliated with the Faculties of Kinesiology, Medicine, and Nursing. Applications from all other faculties are routed to the CFREB.

For more information visit: ucalgary.ca/research/researchers/ethics-compliance

Please note that postdoctoral scholars generally cannot be named the Principal Investigator (PI) on a human participant research study. PIs are responsible for the conduct of the proposed research, including supervision of their students (undergraduate and graduate), medical residents, and postdoctoral scholars. All student investigators, medical residents, and post-doctoral fellows should be listed under “Study Team” on the “Study Identification” page of the IRISS application. Please contact chreb@ucalgary.ca or cfreb@ucalgary.ca for more information.

Major postdoctoral funding opportunities

Banting Postdoctoral Fellowship: provides funding to the very best postdoctoral applicants, both nationally and internationally, who will positively contribute to the country's economic, social and research-based growth.

Alberta Innovates - Health Solutions Postgraduate Fellowship: provides support for individuals pursuing postgraduate health-related research at an Alberta university.

Killam Trust Postdoctoral Fellowship: enables the postdoctoral scholar to engage in postdoctoral training at the University of Calgary, consolidate his/her research training, develop and initiate original research in his/her discipline, and contribute to the activities of his/her host department or unit.

Mitacs Elevate: supports postdoctoral scholars, and Canadian companies and partners to collaborate on cutting-edge research projects and build capacity for the next generation of R&D management leaders.

Canadian Institutes of Health Research Fellowship: provides support for highly qualified candidates in all areas of health research at the post-PhD degree or post-health professional degree stages to add to their experience by engaging in health research either in Canada or abroad.

Natural Sciences and Engineering Research Council of Canada Postdoctoral Fellowship: provides support to a core of the most promising researchers at a pivotal time in their careers. The fellowships are also intended to secure a supply of highly qualified Canadians with leading edge scientific and research skills for Canadian industry, government and universities.

Social Sciences and Humanities Research Council Postdoctoral Fellowship: supports the most promising Canadian new scholars in the social sciences and humanities and assists them in establishing a research base at an important time in their research careers.

*The above fellowships are highly competitive, and may require participating in an internal selection process. Please speak with your supervisor for guidance if you are interested in applying.

Prepare for the Future with Professional Development

The University of Calgary's Postdoctoral Office offers a variety of resources to help you achieve success during your postdoctoral appointment, whether you are just getting started or are moving on to the next phase in your career. Our professional development program facilitates the development of six core competencies that are critical to success in both academia and industry:

- Teaching and Mentorship
- Grant Writing and Academic Skills
- Communication Skills
- Personal Effectiveness
- Entrepreneurship and Business Skills
- Leadership and Management Skills

Several campus organizations offer a variety of professional development workshops and career-related courses. Visit the Postdoctoral Office website for a list of upcoming workshops and courses. Workshop topics include communication skills, presentation anxiety, instructional skills, entrepreneurship basics, supervisory relationships, grant writing, time management and more.

In addition to workshops and courses, postdocs are encouraged to engage in other professional development opportunities, including:

- Self-assessment activities to aid in career planning, offered free of charge at myIDP.sciencecareers.org
- Researching non-academic career options and learning how to prepare and succeed in these fields through the Versatile PhD online resource at ucalgary.ca/mygradskills/versatile-phd
- Self-directed online learning on Lynda.com, offered free of charge to UCalgary postdocs who sign up with their ucalgary.ca email address
- Using professional development tools available for download at ucalgary.ca/research/postdoc/professional-development



Need guidance?

The Postdoctoral Office team is available to answer questions about your postdoctoral appointment, professional development, and campus resources.

postdoc@ucalgary.ca

Campus Resources

+ Libraries

There are four libraries available to postdocs: the Taylor Family Digital Library (TFDL), the Doucette Library of Teaching Resources, the Bennett Jones Law Library, and the Health Sciences Library (Foothills Campus). For more information on hours and services, visit library.ucalgary.ca.

+ Career Services

At libguides.ucalgary.ca/career-services online resources are available to help you write a strong and competitive CV, and to prepare you for your job search.

+ Faith and Spirituality Centre

Serving member of various faiths and religious traditions, the Faith and Spirituality Centre offers spiritual and faith-based programs, events and support to students, staff and faculty. For information on programming visit ucalgary.ca/wellnesscentre/fsc.

+ LifeWorks

University postdocs and their families have immediate, confidential access to the LifeWorks program at no cost. From parenting concerns to health matters, work issues to financial problems, legal questions to elder care, LifeWorks can help. They offer multi-language, 24/7 support in-person, on the telephone, by mail, or online. Visit ucalgary.ca/staffwellness/EFAP for more information.

+ Staff Wellness Centre

Postdoctoral scholars have access to the Staff Wellness Centre located on the second floor of the Math Sciences Building. The Staff Wellness Centre offers wellness information, Workers' Compensation Board (WCB) information, and can direct you to various health services on and off campus. Visit ucalgary.ca/staffwellness for hours and service information.

+ Students Union Wellness Centre

Postdoctoral scholars have access to the SU Wellness Centre located in the MacEwan Student Centre. The SU Wellness Centre offers walk-in clinic services, massage therapy, chiropractic care, and counseling services. Please note that students will be given first priority for walk-in clinic services. Visit ucalgary.ca/wellnesscentre for more information.

+ Women's Resource Centre

The Women's Resource Centre strives to achieve equality and to create a more inclusive campus environment where each individual's agency and voice are nurtured to contribute to the collective spirit of a community where citizenship and leadership are made possible for all, regardless of gender. Visit ucalgary.ca/women for more information.

+ Active Living and the Outdoor Centre

Active Living facilities include the aquatic centre, fitness centre, Olympic oval, racquet courts, and climbing wall. The Outdoor Centre offers gear rentals, courses and programs for outdoor activities year-round. For hours, membership fees, and program information, visit ucalgary.ca/activeliving.

+Q Centre

The Q Centre is a resource centre for the gay, lesbian, bisexual, transgender, queer, and allied (LGBTQA) communities here on campus. For more information on programming, visit su.ucalgary.ca/programs-services/student-services/the-q-centre.

+ Parking and Transportation

Purchase parking permits, find parking on campus, and learn about sustainability initiatives, such as bicycle and motorcycle parking, carpooling, and car2go at ucalgary.ca/parking. The main campus and Foothills campus are easily accessible by Calgary Transit LRT and bus routes. Visit calgarytransit.com for route information.

+ Campus Map

Campus maps are available for both Main Campus and Foothills Campus at ucalgary.ca/map.

+ Campus Security

Safewalk volunteers are on hand to escort people safely to their destinations anywhere on campus, 24/7. To access, call the Safewalk office at 403-220-4750. Campus Security is available 24/7 at 403-220-5333. Visit ucalgary.ca/security for more information.

+ Working Alone system

The Working Alone system enhances the safety of faculty and staff working alone on campus, especially outside of normal working hours. The system is a web-based check-in, check-out system with Campus Security, accessed via myUofC. Visit ucalgary.ca/security for more information.



Contact List

| What you're looking for | Who to contact | Contact information |
|--|-------------------------------------|---|
| General information about postdoctoral appointments | Postdoctoral Office | postdoc@ucalgary.ca Main Campus: MT 216A Foothills Campus: HSC G349C |
| Fellowship information | Research Services | RSOGrants@ucalgary.ca 403-220-5924 |
| Safewalk, security alerts, Working Alone system info | Security | campus.security@ucalgary.ca 403-220-5333 |
| Health service information, occupational health, Workers Compensation Board claims | Staff Wellness Centre | staffwellness@ucalgary.ca 403-220-2918 |
| Payroll, appointment verification letters, benefits, tax information | Human Resources | HR@ucalgary.ca |
| Work permits, work visas, and immigration requirements | Human Resources Immigration | HRImmigration@ucalgary.ca |
| Assistance with IT accounts, email, WiFi, printer access, remote access, mobile access | IT Support | ITsupport@ucalgary.ca 403-220-5555 |
| In-person support for completion of HR forms, payroll, benefits, expense claims, and IRISS | Integrated Service Centre | RTAHelp@ucalgary.ca 403-210-7900 Main Campus: MT 107 Foothills Campus: HSC 383G |
| Tax information | Canada Revenue Agency | 1-800-959-8281 cra-arc.gc.ca |
| Alberta Health Care information | Alberta Health | 1-780-427-1432 health.alberta.ca |
| Health benefits information (Plan C Benefits) | Alberta Blue Cross | 1-800-661-6995 ab.bluecross.ca |
| Personal health advice from a registered nurse | Alberta Health Services Health Link | 811 myhealth.alberta.ca |
| Social Insurance Number information | Service Canada | 1-800-567-6868 servicecanada.gc.ca |

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ucalgary.ca/research/postdoc