



## Application Procedures and Timeline:

The applicant completes and submits a pre-application form and, if recommended by their proposed faculty, submits a full application. Responsibilities of the applicant, UBCO department, and the College of Graduate Studies are summarized below.

1. **Pre-Application Proposal** – Applicants must complete the [Pre-Application Proposal Form](#) by **Wednesday, August 28 5:00pm PDT**
2. **CoGS Pre-Application Review – Tuesday, September 3, 2024:** The College of Graduate Studies (CoGS) reviews each pre-application and shares eligible applicant information with Associate Deans of Research.
3. **Department Review of Pre-Application Proposals—Tuesday, September 3, 2024 to Monday, September 16, 2024:** Associate Deans of Research review applicant information and determine which candidates will move forward to prepare a full application. The ADRs communicate these decisions to CoGS ([postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca)). CoGS notifies successful candidates that they have been recommended to prepare a full application.
4. **Prepare Full Killam Application – Tuesday, September 17, 2024 to Monday, October 7, 2024:** Applicants work with their proposed supervisors to prepare their applications in consultation with their Associate Deans of Research. Please note that each Faculty/Department may set its own deadline for an internal review of applications (please consult with your supervisor). Applicants invite their referees to provide a letter of reference addressed to the UBC Killam Selection Committee via email to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca). Official Transcripts must be sent directly to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca). (If a PhD transcript is unavailable, please provide a PhD degree confirmation of conferral or a confirmation of enrollment and progress, with the anticipated date of completion).
5. **Applicant CoGS Killam Deadline – Monday, October 7, 2024, 12 noon:** Applicants submit a complete application to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca). Applicants must combine all documents into one pdf file in the following order: Application Form, research proposal; ancillary material (optional); personal statement; special circumstances, a Vanier-Banting CCV; and one letter of support from the proposed supervisor.
6. **Referee CoGS Killam Deadline – Monday, October 7, 2024, 12 noon:** Referees must submit letters of reference addressed to the UBC Killam Selection Committee via email to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
7. **CoGS Killam Committee Selection – Tuesday, October 8, 2024 to Tuesday, October 29, 2024:** CoGS convenes the Standing Review Committee, chaired by the Dean of the College of Graduate Studies, to review applications received and select four UBCO finalists.
8. **Notification of Nominees – Tuesday, October 29, 2024:** For the 4 selected UBCO finalists, the supervisor, Associate Dean Research, and Dean will be informed. At this time, the relevant Associate Deans of Research and/or UBCO School or Department will be required to complete the Nomination Form for each of the 4 finalists.
9. **UBC Okanagan Killam Deadline – Wednesday, November 6, 2024, 9:00 a.m.:** Deadline for the relevant Associate Deans of Research and/or UBCO School or Department Head to submit their completed Nomination Forms to [postdoc.ok@ubc.ca](mailto:postdoc.ok@ubc.ca).
10. **UBC Killam Deadline – Friday, November 8, 2024 4:00 p.m.:** CoGS' deadline to forward its nominees' applications to UBC Vancouver's Faculty of Graduate and Postdoctoral Studies (G+PS) for consideration. CoGS notifies applicants and their supervisors who were not recommended to G+PS.