

# Application Instructions: TMU Postdoctoral Fellowships for Black Scholars

## 2023 Cycle

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### Application Requirements

Interested applicants must secure an agreement to supervise from a professor at Toronto Metropolitan University. Only full-time tenured or tenure track faculty members are eligible to be supervisors. The Yeates School of Graduate Studies (YSGS) can assist prospective applicants in connecting them with potential supervisors.

Applicants must apply through the [YSGS Postdoctoral Fellows Funding page](#), under the “TMU Postdoctoral Fellowships for Black Scholars” tab. Applications must contain four documents, comprising the following:

1. A cover letter (two-pages maximum)
2. A CV (*Preferred* format is Canada Common CV, using the Banting-Vanier Template)
3. A Scholarly, Research, and Creative Activity (SRC) Proposal (four pages maximum for the proposal plus two additional pages maximum for references/citations/bibliography)
4. A letter of support from the proposed supervisor (two pages maximum)

All four of the documents must be submitted in Portable Document Format (PDF).

### Detailed Instructions:

#### 1. Cover Letter:

- Maximum two pages
- Pages must be 8 ½" x 11" (216 mm x 279 mm).
- Single spaced
- 12 point font
- Margins must be set at a minimum of 2.0 cm
- The cover letter should contain
  - An explanation or contextualization of the applicant’s SRC excellence and potential how the applicant has contributed to the advancement of their field.
  - A description of the applicant’s leadership experience and potential.

- An explanation of synergy between the applicant's SRC project and the institutional strategic priorities. A link to the institution's Strategic Research Plan can be found [here](#).
- The rationale for selecting the proposed supervisor, including an explanation of synergy between applicant and supervisor's SRC.
- Any other information that the applicant feels is relevant.
- We recognize that scholars have varying career paths and that career interruptions can be part of an excellent academic record. Candidates are encouraged to provide any relevant information about their experience and/or career interruptions.

## 2. CV:

- Candidates must use either the Canada Common CV (CCV) or Ontario Council of Graduate Studies (OCGS) format. The *preferred* format is the CCV.
- Instructions on filling out and submitting the CCV are below.
- An OCGS format CV template can be found [here](#).

### Filling out and submitting the CCV

- Applicants must use the Banting-Vanier Template of the CCV. Other CCV templates will not be accepted.
- The first time you use the [Canadian Common CV \(CCV\) website](#), you must register. After that, you may login with your Username and Password.
- The CCV website stores data in a secure database that you can access at any time and from any computer. You may save your CCV in progress and return to complete it at your convenience. The data you enter can be reused in future applications that use the CCV, even those that utilize other templates.
- When you begin the CCV creation process, once logged in, select CV from the top menu, and click on "Funding".
- For the **Funding Source** and **CV Type**, select "Vanier-Banting" and "Vanier-Banting Academic" from the drop down menus, respectively, as shown in the image below. Click "Load".

**Canadian Common CV**  
www.ccv-cvc.ca

<b>Français</b>		<b>Home</b>		<b>Contact Us</b>		<b>Help</b>		<b>Logout</b>	
<b>Welcome</b>	<b>CV</b>	<b>Versions</b>	<b>History</b>	<b>Consent</b>	<b>Utilities</b>	<b>PIN/System Account</b>	<b>Account</b>		

**Funding CV - List of Sections** 2022-11-26 11:33 EST

\* Funding Source

\* CV Type

- When you return to the CCV website, you can access your CCV in progress the same way.
- Fill out the various sections of your CCV. You may Preview your CCV at any time to review a draft of how it will be presented as a PDF. Note that you may not submit a preview draft with your fellowship application.
- When completed, click “Submit”. The CCV website will validate your CCV and provide you with a confirmation number. If the CCV website does not validate your CCV, return to the sections marked with a red ‘X’ and edit the entries accordingly.
- Once submitted and valid, you may then download a PDF copy of your validated CCV by clicking on the “History” tab. You should see your Vanier-Banting CCV listed at the top of the table (see the image below).

**Canadian Common CV**  
www.ccv-cvc.ca

<b>Français</b>		<b>Home</b>		<b>Contact Us</b>		<b>Help</b>		<b>Logout</b>	
<b>Welcome</b>	<b>CV</b>	<b>Versions</b>	<b>History</b>	<b>Consent</b>	<b>Utilities</b>	<b>PIN/System Account</b>	<b>Account</b>		

**Submission History** 2022-11-26 11:47 EST

	Confirmation Number	Funding Source	CV Type	Version
	1547972	Vanier-Banting Secretariat	Vanier-Banting Academic Base	

- Click on the PDF icon on the far left of the table to download your CCV.
- At the top of the PDF, you should see a header that looks like this:



**Date Submitted:** 2022-11-26 11:45:04

**Confirmation Number:** 1547972

**Template:** Vanier-Banting Academic

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- If the PDF says “DRAFT” at the top, then it has not been validated and it will not be accepted.
- Please refer to the APPENDIX – CCV Details and FAQs at the end of this document for information on specific sections of the CCV.

### 3. A Scholarly, Research, and Creative Activity (SRC) Proposal:

- Maximum four pages (including figures, images, tables)
- A maximum of two additional pages may be used for References/Citations/Bibliography
- Pages must be 8 ½" x 11" (216 mm x 279 mm).
- Single spaced
- 12 point font
- Margins must be set at a minimum of 2.0 cm
- Include page numbers at the bottom of each page
- Include a header with the title of the SRC project and the applicant’s name
- You may wish to use the [MS Word template](#) provided
- The SRC Proposal should address the following elements:
  - The objectives of the postdoctoral SRC to be undertaken
  - The SRC questions or hypotheses to be addressed
  - The position of the proposed SRC within the context of current knowledge in the field
  - The theoretical approach or framework in which the SRC will be conducted
  - An explanation of the novelty and potential significance of the proposed SRC
  - The methodologies (including timelines) and the rationale for their choice
  - The outline of any plans for collaboration that will be essential to the success of the project
  - Any ethical considerations pertaining to the SRC
  - The contribution that the SRC will make to the advancement of the field
  - Where relevant, any potential outcomes related to Black SRC, including but not limited to, health in the Black community, anti-Black systemic racism, Black cultural art or history, social and health inequities, leadership in health policy, oppressive practices, urban health, the impact of AI on the Black community
  - The plan to disseminate the findings and/or enhance the potential for impact

- The anticipated benefits with respect to the applicant fulfilling their career aspirations

#### 4. A Letter of Support from the Proposed Supervisor:

Each application must include a letter of support from the proposed supervisor. The proposed supervisor must be a tenured or tenure track faculty member at TMU. The letter of support should meet the following requirements:

- Maximum two pages
- Pages must be 8 ½" x 11" (216 mm x 279 mm).
- Single spaced
- 12 point font
- Margins must be set at a minimum of 2.0 cm
- The letter should contain:
  - An explicit commitment to supervise the postdoctoral project for its duration.
  - An explanation of synergy between applicant and supervisor's SRC.
  - An indication of additional support that has been secured for the postdoc, such as funding for travel, equipment, or other SRC related expenses, along with dollar values, and where those funds are coming from (dean, department, the faculty member's research grants, etc.).
  - Any other information that the supervisor feels is relevant.

### APPENDIX – CCV Details and Frequently Asked Questions (FAQs)

#### CCV Entry Limits

For the section "**Contributions**" the limit of entries for each sub-section are as follows:

- Publications: **20**
- Artistic Contributions: **10**
- Presentations: **10**
- Interviews and Media Relations: **10**
- Intellectual Property: **5**

The following sections have a limit of **5 entries per sub-section**:

- Activities
- Memberships

There are no limits for other sections of the CCV.

#### Information on FAQs

- a. **Section "Education", sub-section "Degrees"**
  - All degrees, diplomas and other types of certifications should be recorded in the CCV, whether they are completed or in progress, including degrees from which you have withdrawn and courses completed outside of a degree.
- b. **Section "Education", sub-section "Credentials"**
  - This section is designed to list all relevant qualifications (i.e., any designation earned to ensure qualification to perform a job or task such as a certification, an accreditation, a designation, certificates or diplomas gained from seminars, etc.).

- If there are none, leave this section blank
- c. **Section "Recognitions"**
  - Any training awards, prizes, acknowledgements, top-up awards, etc. that the applicant/nominee received (monetary or not) must be entered here. (e.g.: Canada Graduate Scholarship, Dean's list, etc.).
  - If there are none, leave this section blank
- d. **Section "Employment", sub-section "Academic Work Experience"**
  - List any work performed whereby the applicant/nominee received compensation for work. If this entry stems from work on a grant, only list work for which the applicant/nominee was not formally listed on the grant (i.e., not listed as: co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user).
  - If there are none, leave this section blank
- e. **Section "Employment", sub-section "Affiliations"**
  - List the primary affiliation at time of application. To do so, you must indicate "yes" under the *Primary Record* field in the CCV for the current affiliation.
  - If there are none, leave this section blank
- f. **Section "Research Funding History"**
  - This list should only include research funding entries whereby the applicant/nominee was formally recorded as co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user.
  - The information in this section should not duplicate information included elsewhere in the CCV (e.g. awards should be listed in recognitions and not in this section).
  - If there are none, leave this section blank

For the following sections, entries should be significant and relevant to your proposal and your professional intent. They should provide evidence of leadership qualities and potential. There is a limit on the number of entries allowed for each sub-section. **If there are no contributions to add to a section, leave it blank. Do not repeat entries.**

f. **Section "Contributions"**

i. **Sub-Section "Publications"**

- **Only include publications that have been accepted or are in press. Do not include publications in preparation or submitted (unless available in a recognized scientific public archive).**
- In sub-section "Journal articles", clearly identify in the title if the publication stems from original research or if it is a review, a letter to the editor etc. (e.g. 'Original Research: Title XXX').
- If the abstract of a poster from a conference was published in a conference journal, it should be listed under the sub-section entitled "Conference Publications".
- Page ranges for publications must indicate the page numbers from the start of the publication to the end of the publication (e.g. if a journal is 150

pages long and the publication starts at page 20 and ends at page 47, then the page range will be pp. 20-47).

- Thesis should be included under sub-section “Thesis/Dissertations”.
- ii. **Sub-Section “Artistic Contributions”**
  - In the “Description / Contribution Value” textbox, identify the type of review that led to the presentation of this work (e.g. jury review, commissioned work, etc.) and describe the scope and significance of each entry (e.g. in which exhibitions did the work appear? how often was it performed and by whom?).
- iii. **Sub-section “Presentations”**
  - Clearly identify the type of presentation and only include entries where you were the presenter.
  - Conference poster presentations should be listed under this sub-section. Clearly identify in the title that it is a poster presentation (e.g. ‘Poster Presentation: Title XXX’).
- g. **Section “Intellectual Property”**
  - i. Include details for patents and intellectual property rights for technology transfer, products and services. Do not include publications in this section. Descriptions might include the title, patents or intellectual property rights number and date, country(ies) of issue, the name of the inventors, as well as relevance or impact of the stated item.
- g. **Section “Activities”**
  - i. For each activity listed, you **must** define your role.
  - ii. The activities defined in this section may include both academic and non-academic achievements, and their impacts.
  - iii. **Sub-section “Supervisory Activities”**
    - Entries in this sub-section should only include those activities for which the supervision was done in an official capacity. Mentoring activities should be entered in Sub-section “Advisory Activities”.