**Postdoctoral Research Fellow[[1]](#footnote-1) [[2]](#footnote-2)** Appointment Request Form**[[3]](#footnote-3)**

SUPERVISOR’S NAME:

POSTDOCTORAL FELLOW (PDF) NAME:

FIRST NAME LAST NAME

ENSURE ELIGIBILITY[[4]](#footnote-4)

POSTDOCTORAL FELLOW PROVIDES:

CV

Proof of Citizenship[[5]](#footnote-5) (if not Canadian provide scan of passport)

Contact details (Email /phone)

Social Insurance Number (SIN)

Proof of PhD (certificate)

Payroll Direct Deposit Authorization Form

SUPERVISOR PROVIDES:

TERM APPOINTMENT START DATE

TERM APPOINTMENT END DATE[[6]](#footnote-6)

DESCRIPTION OF RESEARCH THE PDF WILL BE CONDUCTING

SALARY[[7]](#footnote-7) /annually

FUNDING GRANT

*Note: Ensure Research Project Grant dates correspond with hire dates*

TYPE OF FUNDING

PDF Employee (REG earnings) – funded through supervisor

Self-funded - PDF Award Recipient

Funds administered by UBC payroll (PFL (FEL) earnings) however from an external source

Funds paid directly to PDF from external funding source (NUF earnings)

Combination of above

BENEFITS[[8]](#footnote-8): Calculate based on 15%. Benefits vary based on Funding internal/external.

1. <https://universitycounsel.ubc.ca/files/2022/05/Postdoctoral-Fellows-Policy_AP10.pdf> [↑](#footnote-ref-1)
2. Individuals who do not qualify for appointment as PDF may be considered for appointment as [Research Associates](http://www.hr.ubc.ca/faculty-relations/recruitment/research-associates/) [↑](#footnote-ref-2)
3. Appointee cannot begin work until appointment is finalized in Workday [↑](#footnote-ref-3)
4. <https://hr.ubc.ca/working-ubc/faculty-titles-ranks-and-descriptions/postdoctoral-fellows> [↑](#footnote-ref-4)
5. Upon receipt of appointment documentation from the University, a PDF who is not a Canadian citizen or permanent resident is responsible for obtaining all necessary immigration authorization*. School Administrator will provide support.* [↑](#footnote-ref-5)
6. PDF appointments are for a limited period of time. Subject to the requirements of an external funding organization, a PDF typically holds successive one‐year PDF appointments at the University, for up to three years (to five years). [↑](#footnote-ref-6)
7. <https://hr.ubc.ca/working-ubc/news/june-06-2022/postdoctoral-fellow-compensation-plans> [↑](#footnote-ref-7)
8. <https://hr.ubc.ca/working-ubc/faculty-titles-ranks-and-descriptions/postdoctoral-fellows>

   *Updated Feb,2023* [↑](#footnote-ref-8)