

Request for Postdoctoral Scholar Offer Letter Form

Appointment Type:

SUPERVISOR INFORMATION

Supervisor First Name:	Supervisor Last Name:	
Email Address:	Position Number:	
Faculty:	Department:	Department ID:
Administrative Assistant:	Administrative Assistant Email:	

If no administrative assistant contact information is available, provide contact information for an onboarding coordinator

Onboarding Coordinator:	Onboarding Coordinator Email:
----------------------------	----------------------------------

POSTDOCTORAL SCHOLAR INFORMATION

Postdoctoral Scholar First Name	Postdoctoral Scholar Last Name
---------------------------------	--------------------------------

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Days off per Year
-------------------------	-----------------------	----------------------

**** When providing funding source information, please ensure that project end dates do not occur before the end date entered above. ****

RESEARCH ACTIVITIES

Please provide a description of research activities which the PDS will be involved with as well as any other responsibilities.

FOR POSTDOCTORAL SCHOLARS IN THE FACULTY OF MEDICINE

Will the PDS have contact with patients or research participants? Yes No

If yes, please explain:

FOR INTERNATIONAL POSTDOCS – the following information is required for the Citizenship and Immigration Canada Offer of Employment Form completed by HR Immigration Services

Will the PDS work at locations outside the UofC Main Campus (2500 University Dr NW)? Yes No

If yes, please specify where and include the address of the location:

Please list the experience and skills required for this position.

Annual fellowship/stipend amount:

Minimum stipend recommendation:

In order to keep our academy competitive, the minimum stipend required at the University of Calgary is \$40,000 per year plus Plan C extended health and dental benefits. Please enter the appropriate Research Project Accounting Information "Fund" Code(s) to which the stipend and benefits will be charged.

FUNDING SOURCE 1

Fund:

Dept. ID:

Project:

Activity
Code:

Percentage
Charged:

FUNDING SOURCE 2

Fund:

Dept. ID:

Project:

Activity
Code:

Percentage
Charged:

FUNDING SOURCE 3

Fund:

Dept. ID:

Project:

Activity
Code:

Percentage
Charged:

****There must be sufficient funding in all funding sources to cover the full length of the appointment. The length of the appointment may be adjusted to accommodate the availability of funding or the request for offer letter may be rejected if there is not sufficient funding.****

Additional Funding:

(Include as applicable any other funding available, such as for conferences, relocation costs, and other research-related expenses.

FUNDING SOURCE FOR BENEFITS

Fund:

Dept. ID:

Project:

Activity
Code:

Benefits will be charged to Funding Source 1 unless an alternate account is entered. Only one account may be used to cover benefits.

Cost of Plan C Benefits:

Single coverage: \$89.46/month

Family coverage: \$145.74/month

EMPLOYER COMPLIANCE FEE FOR INTERNATIONAL POST DOCTORAL SCHOLARS – MANDATORY FEE: \$230

Employers hiring foreign nationals who are exempt for the LMIA process (this includes postdoctoral scholars) will be required to submit information about their business or organization, complete the Offer of Employment form, and pay a compliance fee of \$230 per work permit to Citizenship and Immigration Canada. This fee must be paid by the supervisor or department. For more information, visit <http://ucalgary.ca/research/postdoc/faculty-and-staff/recruiting-postdoc#compliancefee>.

In order for HR Immigration Services to complete the Offer of Employment Form and pay the Compliance Fee, please complete the Employer Compliance Fee Payment Form (available at <http://ucalgary.ca/research/postdoc/forms>) and submit to postdoc@ucalgary.ca along with the Request for Offer Letter Form.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to process new hires and facilitate the administration of payroll and benefits information. If you have questions about the collection or use of this information, please contact 403.220.5932.