

## Instructions for submitting the Banting Letter of Intent (LOI) at Toronto Metropolitan University (TMU)

### General Information:

The LOI submission deadline is Monday, June 3, 2024 at 5:00 pm EST

Letter of Intent (LOI) packages must be submitted by interested applicants via Toronto Metropolitan University's [Banting LOI Submission Form](#).

Information on the Fellowship and LOI phase can be found on the [YSGS Funding Opportunities Page](#) under the Banting Postdoctoral Fellowships tab.

LOI packages must include four PDF documents:

1. A completed Toronto Metropolitan University **LOI form** (the link to download the form can be found on the [YSGS Funding Opportunities Page](#) under the Banting Postdoctoral Fellowships tab)
2. A completed and verified Vanier-Banting **CCV of applicant** (the CCV must be generated on [the Canada Common CV site](#)).
3. A **1-page** statement of proposed research + **max. 1 page** for references
4. A **1-page** Supervisor Statement, on university letterhead, and signed

All four documents must be submitted in PDF format.

This LOI submission is **mandatory** for all applicants who wish to hold their Banting Fellowship at TMU. The University's internal committee will review and identify the strongest applications and selected candidates will be notified by **mid-July**.

The full application details and eligibility criteria are available on the [Banting website](#).

### Instructions

Note that incomplete LOIs or those that do not follow the formatting rules will not be accepted.

#### 1. TMU Banting LOI form

Please download the LOI form from the [YSGS Funding Opportunities Page](#) under the Banting Postdoctoral Fellowships tab. Fill in all fields. The supervisor must sign the LOI form in the "Supervisor Obligations" section (electronic signatures are acceptable). Convert the file to a PDF. Title the PDF file beginning with your last name, e.g. Trudeau\_LOI\_form\_2024.pdf.

Review the [Equity, Diversity and Inclusion page](#) for information on how EDI is considered in the review process, and how applicants may discuss their productivity in terms of opportunities that were available to them in the "Special Circumstances" section of the LOI, and "Special Circumstances" attachment of the full application to Banting.

## **2. Vanier-Banting Academic CCV (via Canadian Common CV): No page limit.**

- Navigate to the [CCV website](#) and log in. If necessary, create an account. To access the Banting CCV template after logging in, select “Funding” from the “CV” dropdown menu, then select “Vanier-Banting” as the Funding Source and “Vanier-Banting Academic” as the CV Type.
- To save a draft PDF version of your Vanier-Banting Academic CCV, which is required for TMU’s internal selection process, click the “Preview” button. (Note: If you press “Submit”, this will generate a “final” PDF version of your CCV which can be accessed by clicking the “History” tab at the top of the page. This version is also acceptable, but not necessary, for the internal application). If you are selected to submit a full application to Banting, the submitted version will be needed then.
- Download the PDF of your CCV and **retitle the file** beginning with your last name, e.g. Trudeau\_Banting\_CCV\_2024.pdf

## **3. Statement of Proposed Research: 1 page + 1 page max for references**

This document should be developed in collaboration with the prospective supervisor. It must follow the Banting [presentation standards](#) for documents. Please reference the [Banting Application guidelines](#) for Research Proposals. This research statement does not need to include its lay abstract, but please keep in mind that your statement will be read by non-specialist readers. Provide a brief description of your proposed research that considers the following elements:

- The objectives of the proposed research program
- The research questions and/or hypotheses
- The theoretical approach or framework
- The position of the proposed research within the context of current knowledge in the field and ongoing work by the supervisor
- An explanation of the novelty and potential significance of the proposed research
- The methodology (including timelines) and the rationale for choosing it
- The roles and responsibilities of the applicant, the supervisor and/or other collaborators in the proposed research
- The contribution that the research will make to the advancement of knowledge
- The plan to disseminate the findings and/or enhance the potential for impact
- The rationale for selecting the proposed host institution and supervisor(s): clearly justify the choice, and highlight the anticipated benefits with respect to the applicant fulfilling their research goals and career aspirations; a discussion of other available options for host institutions should also be included, as appropriate.
- Optional: The role and impact of the applicant’s culture in knowledge production related to the proposed research
- Optional: Any ethical considerations pertaining to the research

If the proposed research is closely related to, or a continuation of the PhD thesis, explain how it will develop and expand on the thesis. If the proposed research is outside your documented expertise, outline the steps taken to address this to ensure feasibility of the research.

**Sex- and Gender-Based Analysis+ (SGBA+):** You are also encouraged to take into account, when applicable, diversity (gender, sex, age, culture, religion, etc.) in your proposed research (from its design to the analysis of the research findings). Incorporating the principles of SGBA+ in research has the potential to increase the rigor and usefulness of the research. Refer to the [Equity, Diversity and Inclusion page](#) for more information.

Applicants whose proposed research involves and engages with Indigenous communities must ensure that it fulfills the pillars for respectful research engaging with Indigenous peoples.

The proposal must be written with the understanding that it may be reviewed by a multidisciplinary selection committee (non-specialist audience). Your communication skills are reflected by the clarity in this area and speak to the following selection criterion: Research excellence and leadership in the research domain.

#### References/Bibliography:

- Maximum 1 page; must follow the specifications found in the instructions provided in [presentation standards](#) for documents
- Provide a bibliography, including bibliographic details for all citations included in your research proposal. Ensure that they are complete to allow reviewers to easily locate the sources.

Convert the Statement of Proposed Research and References file to a two-page PDF and check it over carefully. Title the PDF file beginning with your last name, e.g. Trudeau\_Research\_Proposal\_2024.pdf

#### **4. Supervisor Statement: Maximum 1 page**

- Use the [Banting Application guidelines](#) as a reference.
- In one page, your supervisor must convince the University Review Committee that you are a synergistic fit with the proposed TMU program/department/faculty.
- Your potential supervisor must refer to the topics below which are components of the formal Banting submission described in the [application guide](#):

**a) Supervisor's Biography:** Describe the supervisor's academic and research background, key contributions/accomplishments and funding to date. This section must be concise and include only information that is relevant to the application.

**b) Appropriateness of the Supervisor(s):** Describe the fit between the research interests/background of the supervisor and applicant, and the anticipated mutual benefits. In the description, provide specifics about how the proposed research complements the supervisor's ongoing projects and/or new research directions.

**c) Research Environment:** Provide details concerning the applicant's proposed research environment, clearly stating the supervisor's and laboratory/department's commitment. Examples of commitment include (but are not limited to) mentorship, opportunities for collaboration, dissemination, and/or knowledge translation, resources (e.g., funding, facilities, personnel) that will be available to support the applicant as they carry out their proposed research and develop their leadership potential.

In the case of applications in which the proposed research respectfully involves Indigenous communities, describe how relationships are being developed with relevant Indigenous communities to engage their collaboration in the proposed research and to promote reciprocity in terms of the benefits derived from the research process and outcomes.

**d) Professional Development:** Describe the institution's commitment to the applicant's professional leadership development, clearly indicating the resources and/or mentoring activities that are available through the institution to support career development.

**e) Institutional Synergy:** Describe the institution's documented strategic priorities, and illustrate the synergy between these priorities and the applicant's proposed research program.

Convert the file to a PDF and check it over carefully. Title the PDF file beginning with your last name, e.g. Trudeau\_Supervisor\_Statement\_2024.pdf

### **Presentation Standards for Free Form Documents**

All documents must be prepared according to the [standards provided by Banting](#). Applications submitted that are not prepared according to the instructions provided may be deemed ineligible.

**If you have supporting documents written in a language other than English or French, you are required to submit a certified translation of these documents.**

Formatting instructions to prepare your documents:

- Pages must be 8 ½" x 11" (216mm x 279mm)
- Insert a minimum margin of 2cm (¾ inch) around the page (top, bottom and sides)
- Texts can be either single- or double-spaced.
- Use a minimum font size of 12 point, black type. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- Photo-reduce the supporting documents if the originals are larger than 21.25 x 27.5 cm / 8.5" x 11".
- At the top of each page, indicate your name and the title of the document as it appears in the instructions
- For multi-page attachments, number the pages sequentially

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Once all four documents have been prepared and finalized, submit them at the [TMU LOI submission form](#) by Monday, June 3, 2024 at 5:00 pm EST.