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**Main duties of job:**

**Other training required:**

**Experience and skills required to complete the job duties:**

**Provincial/Federal certification, licensing or registration requirements for the job:**

**Wage and Benefits:**

Type of Wage:

Hourly      Hourly Wage: \$ \_\_\_\_\_      Salaried      Annual Salary: \$ \_\_\_\_\_

Total Annual Salary Cost<sup>1</sup>: \$ \_\_\_\_\_

Any Overtime Pay:      Yes      No      If Yes, Rate: \_\_\_\_\_

Starts after how many Hours: \_\_\_\_\_

Hours of work:

Per Day: \_\_\_\_\_ Per Week: \_\_\_\_\_ Per Month: \_\_\_\_\_

<sup>1</sup> Legislated benefits are 10.46%, and vacation is 4% [or 6% if greater than 5 years' of University service]. The Annual Salary is the cost before vacation and legislative benefits. Please account for these mandatory expenses in your Total Annual Salary Cost. **Use Excel file: 'Research Personnel Salary Calculation Template' to aid in salary budget calculation.**

**Alternative Compensation Scheme (if applicable):**

**Benefits Offered? Details:**

**Emergency Contact Information:**

<b>Emergency Contact Name:</b>	
<b>Emergency Contact Address:</b>	
<b>Emergency Contact Telephone #:</b>	

**Academic Nature of Appointment:**

Please outline the proposed academic nature of the appointment, including details of fellowship, research assistantship, and/or part-time teaching positions:

**Confirmation of space allocation:**

Office space is secured.<sup>2</sup>

Office space is not required.

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<sup>2</sup> Supervisors should contact the Dean's Office/Science Facilities if they need assistance securing office space for this appointment.

**Proposed Plan of Research:**

**Attachments (attachments must be submitted with the application)**

Letter of Support signed by Department/Program Chair

Curriculum Vitae

Informed Consent Waiver (unpaid positions only)

**Signatures**

\_\_\_\_\_  
Postdoctoral Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor(s)

\_\_\_\_\_  
Date

**Approval**

\_\_\_\_\_  
Vice-President, Research and Innovation  
or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_