

Completed request forms should be emailed to iqc-pdfcommittee@uwaterloo.ca with a copy of the applicants CV. If there are any special requests related to this hire that are not mentioned in this form please note this in your email. Please use the applicants name in the subject.

Section 1: Candidate Information

Per UW policy, postdoc appointment must start within 5 years and finish within 6 years of the hire's receiving a PhD. A postdoc graduated more than 5 years at any point of the appointment does not qualify for 50% IQC support.

If candidate will have worked at UW for more than 5 years at the end of the proposed appointment, advisor will have to pay employment severance consequences. Please contact Siobhan Stables <siobhan.stables@uwaterloo.ca> to discuss and arrange the payment. This can be done in parallel while the request is reviewed, but must be completed before final approval (and before the staff work on the logistics).

Candidate's full name: _____

Advisor's full name: _____

Co-advisors, if any: _____

Type of hire: IQC PI TQT

Candidate's PhD granting month and year: _____

School graduated from (name and country): _____

Candidates' entire employment history with UW (students are not considered employees):

Please check that candidate has no ties with any "Named research organization." See:
<https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/sensitive-technology-research-and-affiliations-concern/named-research-organizations>

Are there ties with NRO? Yes No Unsure

Section 2: Position details

Post Doctoral Scholar	Research Associate
New hire	Renewal

Start date (yyyy/mm/dd): _____ End date (yyyy/mm/dd): _____

Institute for Quantum Computing

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Waterloo, ON, Canada N2L 3G1

519.888.7610 | Fax 519.888.7610
iqc@waterloo.ca | uwaterloo.ca/iqc

Possibility of extension, and max duration if yes (note approval of this request does not automatically cover this extension): _____

Salary per year: \$ _____

Benefits: usual UW policy (no need to fill in)

Travel budget per year: \$ _____

Computer (one time): Yes No

Moving expenses (one time): \$ _____

Office space: QNC RAC No office

Brief scientific justification for the appointment:

Nature of duties (1-2 lines to be included in offer letter and visa app etc.)

Section 3: Financial Commitment

IQC support requested: Yes No If yes, what percentage: _____

If 50% salary is requested, pdf committee and director will scrutinize salary, CV, and fit to IQC. Staff will finalize travel, computer, and moving commitments. They are split 50-50 between advisor and IQC with a max of CAD 2500 and 3000 for computer and moving, and 3000/year for travel. If no financial support is asked of IQC, pdf committee will only check security flag and take note of the request without scrutiny.

IQC will match 1:1 against IQC faculty's own research grant, but not against support from TQT or PI or co-advisors' funding. RAP and IQC associates are not eligible. Additional limits may apply based other commitments.

Will this be funded by a research grant? Yes No

Work order supporting the appointment: _____

Other sources of funding to support the appointment: _____

As of December 2024, unless roles are entirely funded by research, they must undergo additional review before any hiring activities can take place. All hiring requests are being submitted to the Hiring Freeze Working Group in HR for review, and leadership approval is required before moving forward. Further updates will be provided if this procedure changes.

If you are using a non-research work order please also provide the following information for the HR Hiring Review Committee:

Name of the incumbent: _____

Appointments dates: _____ - _____

Explanation of the funding source (i.e. start-up funds/research matching/etc.): _____

Job Title: _____

Rate of Pay: _____/year

Director Supervisor: _____

Hours of work: _____

Justification for the position (i.e. why the position is needed, what they will be doing, etc.):

Not including the proposed appointment:

(a) how many postdocs are supported by IQC 50% program while working with the advisor? (If postdocs are shared, prorate.): _____

(b) how many postdocs are holding QNC/RAC offices while working with the advisor? (If postdocs are shared, prorate.): _____

Section 4: Additional Information

Additional information from advisor (if any, e.g., special agreements concerning the hire)

Notes from staff, pdf committee, managing director, or director