

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, by the end of the proposed appointment, the candidate will have worked at the University of Waterloo for more than five years, the advisor is responsible for covering any employment severance obligations. Please contact Mac McIntosh (mac.mcintosh@uwaterloo.ca) to discuss and arrange payment. This process may occur in parallel with the review of the request but must be completed before final approval and before staff begin logistical arrangements.

Applicants are eligible for the 50:50 IQC matching program provided they have worked at the University of Waterloo for fewer than five years post-PhD. If a candidate's employment at UW during their graduate studies triggers Employment Standards Act (ESA) obligations, the application remains eligible for the 50:50 matching program. However, the supervisor remains fully responsible for covering all ESA-related obligations, including those accrued during the candidate's academic studies.

Candidate's full name: _____

Advisor's full name: _____

Co-advisors, if any: _____

Type of hire: IQC PI

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): _____
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 support is requested, the PDF Committee and the Director will review the proposed salary, the candidate's CV, and their fit with IQC. IQC staff will then finalize commitments related to travel, computing, and relocation. IQC will cover up to 50% of these costs, with IQC's contribution capped at 50% of \$2,500 for computing, 50% of \$3,000 for relocation, and 50% of \$5,000 per year for travel. The remaining costs are the responsibility of the advisor.

If no financial support is requested from IQC, the PDF Committee will only check for a security flag and will record the request without further review.

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.

Work order supporting the appointment: _____

Other sources of funding to support the appointment: _____

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