



Arthur B. McDonald  
Canadian Astroparticle Physics Research Institute

## **Guidelines for HQP Pooled Resource Competition**

This competition is targeted to fund excellent prospective graduate level candidates for a maximum of two years (excluding scholarships, or salaries acquired by teaching assistant research assistant positions, etc.). The positions are available to the entire astroparticle physics community in Canada but must be in-line with the McDonald Institute Research Strategy. This will be one of the last HQP ticket opportunities as the funding available in the pool is almost completely allocated.

Applications will be scored on scientific merit and need, the proposed student, and alignment with the objectives of the McDonald Institute. It is also an opportunity to address equity needs and to ensure that consistent steps are taken in the hiring process. The scoring matrix is available for review at the end of the application document.

Successful applicants will be granted one ticket for each successful position. Tickets are valid for six months but may be renewed for an additional period at the discretion of the McDonald Institute administrative staff. The position is considered filled when a signed letter of offer or comparative letter is received by the McDonald Institute confirming the student and faculty member's commitment with a start date no later than September 2021. All unused tickets and/or portions of funding will be returned to the pool and made available for future competitions.

### **Eligibility**

The applicant must be able to supervise at an associated Canadian academic institution and be eligible to hold an institutional account for grants or awards. The proposed research must be related to the field of astroparticle physics. Proposals must identify a student candidate and be in line with the McDonald Institute's vision and scientific goals (for further information, please see the document 'Alignment with the McDonald Institute Research Strategy'). It is expected that the position will be partially funded by other sources such as teaching assistant positions. The salary supports are considered an in-kind contribution from the host university.

### **Proposal Submission**

Complete a separate application form for *each* position. Template completion is mandatory and includes several sections which have assigned page limits. Section B has a page limit and includes; the scientific case (what will the student be working on), the alignment with the McDonald Institute research strategies, details on the current research group, the research environment, training and mentoring opportunities, and the opportunity to highlight the caliber of the identified student. The current competition requires an identified student, including a copy of an unofficial transcript and an abbreviated version of the student's Curriculum Vitae highlighting their volunteer work, associations they are involved in, conference presentations, awards, etc. The purpose of the supporting documentation is to gather more information on the student such as which classes have



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been completed, what interests does the student have, and their academic standing. Applications that fail to follow the template will not be considered. Where applicable, certain information may be copied between applications, though each position is unique and will be considered on its own merits. Completed applications may be sent to [admin@mcdonaldinstitute.ca](mailto:admin@mcdonaldinstitute.ca) with the subject line “HQP Pooled Resources Round 7 – {Supervisor Last Name}”.

### **Equity, Diversity, and Inclusion**

Equity, diversity and inclusion considerations in the recruitment and research environment are scored evaluation criteria. Applicants will be scored on the equity, diversity and inclusion considerations in the recruitment of research personnel as well as the research environment planned/in place for the HQP to thrive. Points considered include the applicant’s efforts on creating diversity and/or enabling equity in the current research group; how the applicant will expand approaches to attract candidates from equity seeking groups; the applicant’s retention strategies; and how accommodations will be provided to individuals.

The McDonald Institute recognizes that individuals hold intersectional identities (i.e., race, class, gender, sexuality, disability, nationality, religion, language, age, etc.), and that categorizing HQP marginalizes the existence and experiences of trainees. Categorization is defined as grouping individuals based on their demographic features (e.g. sex, age, ethnicity, or religion), personality and interests (e.g. introverts), health status, etc. It is not appropriate to share the medical status of an individual in this application, nor is it appropriate to share the sexual orientation, sex, ethnicity, race, religion etc. Your observations are not necessarily reflective of how an individual self-identifies and sharing this information violates personal privacy. We ask applicants not to categorize individuals, but rather highlight information about the individual’s activities. For example, “A senior Master’s student in our group feels passionately about supporting the LGBTQ2S+ community and has organized a mentoring program for new students at our institution.”

### **Ticket Value:**

The McDonald Institute recognizes that institutions have different pay scales and arrangements for student salaries. The expectation is for salaries to be consistent with the norms in your department, but the ticket value will not exceed \$24k per year over two years for a graduate student. We encourage faculty members to assist the students in acquiring other sources of funding such as TA positions, as the award only covers faculty real costs associated with the salary of the student. Successful applicants will be granted one ticket for each successful position. All unused tickets and/or portions of funding will be returned to the pool and made available for future competitions.

An example of the funds to offset real costs: A Master’s student wage is set at \$18,000. The student is TA’ing a course that pays \$5,000 and receives a scholarship for \$5,000; the McDonald Institute would pay the balance of \$8,000.



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The maximum funding level is \$24,000/yr for two years.

### Scientific Management Committee

The Scientific Management Committee adjudicates applications and forwards recommendations to the Scientific Director. The Scientific Management Committee has representation across a large number of institutions with early career and established researchers involved in both theory and experiments. Applications will be scored as per the matrix available at the end of the application form.