



## Guidelines for HQP Pooled Resource Competition - Round 9

This round of the HQP Pooled Resource competition is targeted to fund **Undergraduate** astroparticle physics researchers working in Canada for four months. The program offers a maximum of \$12,000 CAN for salary reimbursement. The positions are available to the entire astroparticle physics community in Canada but must align 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 entirely allocated with the nominal end date for the institute as August 2023.

The applications will be scored on the quality of the research opportunity as well as scientific merit of the proposal, need, and alignment with the objectives of the McDonald Institute. The competition is also an opportunity to address equity needs and 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. The awarded ticket is expected to be filled by May 2023. 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 start date no later than May 2023 for the summer term for undergraduate students. All unused tickets and/or portions of funding will be returned to the pool.

## 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 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'). Where possible, it is expected that the position will be partially funded by other sources. The salary supports are considered in-kind contributions from the host university.

## Proposal Submission

Complete a separate application form for *each* position. Template completion is mandatory and includes sections that have assigned page limits. Section B has a page limit and includes the scientific case (what will the student be working on), alignment with the research goals of the McDonald Institute research strategies, details on the current research group, the research environment, training, and mentoring opportunities, and a description of how the position will be connected to the McDonald Institute.

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 should be sent to [admin@mcdonaldinstitute.ca](mailto:admin@mcdonaldinstitute.ca) with the subject line "HQP Pooled Resources Round 9 – {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 to create diversity and/or enable 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 to 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 different 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 **\$12,000** maximum per four-month term for an undergraduate student.

We encourage faculty members to assist the students in acquiring other sources of funding such as scholarships, as the award only covers 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.

## **Reporting Requirements:**

All tickets awarded and claimed will be required to submit a final report on completion. Report templates will be shared following the awarding and recruitment of the position. Submission of these reports will keep the McDonald Institute updated on the progress of the ticket and will ensure the continuance of funding.

## **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.