

Post-doctoral Engagement Guide

**Post-doctoral Engagement Guide**

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**UG Post-doctoral Engagement Guide**

# OVERVIEW

Post-doctoral Research Fellows/Trainees are an integral part of research ecosystems in world-class universities. As the University of Ghana aspires to be recognised as a world-class university, it has recognised the need to formalise its engagements with post-doctoral fellows. Such fellows have high levels of education, are able to work in a collaborative and semi-independent manner on one or several research projects, usually under the direct supervision of a principal investigator under whom they are training.

In 2018, the University of Ghana, under the Building Stronger Universities (BSU) III Programme, commissioned the development of guidelines for the engagement of post-doctoral fellows within the University. This document presents these guidelines designed primarily to assist the University of Ghana in engaging post-doctoral researchers. The guidelines suggest a University policy and seek to clarify relationships and obligations between the University of Ghana and persons engaged as postdoctoral fellows or researchers.

The guidelines articulate the University's vision and principles in the engagement of post-doctoral fellows, while supporting the University’s core academic, research, and teaching and learning missions. Further, these guidelines also ensure compliance with applicable laws and regulations, promote operational efficiency, and manage institutional risk by specifying requirements and standards for the open and continuous engagement with post-doctoral fellowships across the University.

The document can be accessed at: [www.ug.edu.gh](http://www.ug.edu.gh)

# RATIONALE

The premise that underlies the guidelines is that primary consideration must be given to the University's mission of teaching, research, and community service. In engaging post-doctoral fellows, the University must maintain its independence and that of the fellow, and the integrity to permit the fellow to pursue research scholarship freely.

The University may engage a post-doctoral fellow to undertake the following activities:

1. Join a research programme which already resides in a Department or School
2. Engage in teaching responsibilities as specified in an engagement contract
3. Supervise undergraduate or postgraduate student dissertations.
4. Develop new areas of research.
5. Prepare applications for external research funding.

# METHOD

As part of the BSU-III project, a work package was created to develop post-doctoral engagement guidelines for the University of Ghana. Accordingly, a work package team undertook the task of reviewing existing post-doctoral engagement guidelines in European, North American, and African universities. Based on the review, the team developed a tentative document for post-doctoral engagement guidelines for the University of Ghana. Towards that end, thirty documents related to post-doctoral engagements were obtained and reviewed. The methodology for developing these guidelines is summarized in the Appendices.

GUIDELINES

# OVERVIEW OF POST-DOCTORAL FELLOWSHIPS

Post-doctoral Research Fellows/Trainees (also sometimes called postdocs, postdoctoral scholars) are an integral part of research activities in world-class universities. As the University of Ghana aspires to be recognised as world-class university, it has recognised the need to formalise its engagements with postdoctoral fellows. Such fellows have high levels of education at PhD or equivalent level, are able to work in a collaborative and semi-independent manner on one or several research projects usually under the advisory function of a principal investigator under who they are training.

# CALLS FOR POST-DOCTORAL FELLOWSHIP APPLICATIONS

## Cover page

Branding and logos for University of Ghana, and the specific project

Contact person and contact details

Date

Table of contents

## Executive Summary

Provide a summary of the post-doctoral fellowship detailing the funding agency, total grant award amount, summary of themes under project, description of target applicants, the principal investigators/post-doctoral advisors and the host department in the University.

## Strategic Context

A description of the project sponsor, its vision and mission statements, and broad objectives for sponsoring the post-doctoral programme.

## Objectives of the Post-doctoral programme

A description of the actual post-doctoral programme e.g.

1. To encourage and promote the development of young researchers and offer an opportunity to further their careers by gaining professional research experience
2. To produce highly skilled scholars and researchers to build capacity in the area of the post-doctoral programme, and to increase the number of such scholars in Africa, leading to an internationally competitive research system.

## Research Scope of the Post-doctoral programme

The themes for potential research to be carried out should be outlined. There should be a description and delineation of each of the research themes under the post-doctoral programme. Sample topics may be listed for each theme.

## Modus Operandi

### **Eligibility Criteria**

1. A description of eligible and non-eligible nationalities
2. Expected academic qualification(s) of prospective candidates (PhD or equivalent)
3. Date of last qualification e.g., not exceeding five years prior to application
4. Permissible current employment status e.g., a full-time employee of a higher education institution or another research institution should take a leave of absence to be eligible for a post-doctoral programme.
5. Permissible grant-holding status (should preferably not be holding another UG research grant).
6. Possess a working knowledge of English language.

### **Application Process and Requirements**

1. Describe how post-doctoral applications would be announced.
2. Describe how post-doctoral applications would be accepted.
3. Provide a list of documents that should be included in an application for the post-doctoral position.

### **Selection Criteria**

1. Describe the selection criteria for applicants. Importantly, the advertisement for a post-doctoral fellow should also indicate that the applicant needs to possess a working knowledge of the English language.
2. Describe the application review process and outline the composition of the reviewers.
3. Post-doctoral research proposals may be assessed on specific criteria, and there might be a scorecard used to evaluate them. An example of an evaluation criteria is outlined in Table 1.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Sub-Criteria** | **Weight (Total = 100%)** |
| **Track Record of Applicant** | Applicant expertise/training that will enable the applicant to successfully undertake the proposed research (and teaching engagement, where applicable). | 10% |
| The applicant’s research track record which could include peer-reviewed publications, conference proceedings, research prizes and awards. Previous teaching experience should be included, if applicable) | 10% |
| **Scientific and**  **Technical quality of proposed research** | Literature review with citations, significance of the research in terms of the problem statement, aims and objectives.  Scientific contribution: originality and new knowledge to be generated. | 20% /15%\* |
| Research design, and methodology developed to address aims of the research.  Provision of a work plan and feasible timelines and milestones for the research. | 20% /15%\* |
| Alignment with national and institutional research priorities. | 5% |
| **Teaching Engagement** | A teaching demonstration assessment should be organised for the applicant. Applicant should provide details of potential courses he/she can teach with respect to the host unit/department. | 10%\* |
| **Institutional Support** | Institutional support for the post-doctoral fellowship through infrastructure and facilities, for an enabling environment. | 10% |
| **Potential Research Outputs and Impact of the research** | Details of envisaged realistic outputs of the research - such as publications, conference proceedings, toolkits, policy documents. For applicants who will be engaged in teaching, details of envisaged realistic teaching materials such as teaching case studies, teaching videos, course outlines, and course development/revision documents. | 5% |
| Contribution to post-doctoral research skills development in priority research and/or teaching area (human capacity development of the applicant) | 10% |
| Potential for socio-economic impact of the research | 10% |
|  |  | **100%** |
|  | \*Applies only to applicants who would be engaged in teaching | |

Table 1: Sample Scorecard for the Assessment of Proposals for Postdoctoral Fellowships[[1]](#endnote-1)

Another evaluation criteria which can be considered is the European & Developing Countries Clinical Trials Partnership (EDCTP) criteria for proposals: Excellence, Impact and Quality and Efficiency of Implementation. More information about the criteria can be found at:

<http://www.edctp.org/web/app/uploads/2019/01/EDCTP2-Guidance-for-expert-reviewers.pdf>

### **Awarding Principle**

1. State the nationalities that may receive prioritized consideration for their application.
2. State any considerations for gender equity or nationality.

### **Duration, value and rules of the post-doctoral award**

1. State the total grant award, duration of the award, and opportunities for renewing award offer.

|  |  |  |
| --- | --- | --- |
| **Category of support** | **Value (USD)** | **duration** |
| Stipend | Up to about 2,500\* | per month |
| Research costs |  |  |
| Compulsory institutional contribution |  |  |
| Cost towards mobility of the fellow |  | One-off, per single economy airfare |
| \*Subject to specificities of particular grants | | |

Table 2: Breakdown of postdoctoral fellowship award

### **Conditions of the Post-Doctoral Award**

1. State the conditions of holding the award – be specific about whether the award be held with other awards, and if so, it could be primary or could be secondary.
2. If the awardee is a non-Ghanaian, the applicant is required to provide a written undertaking to return to their home country upon completion of the Fellowship.
3. If the position requires lecturing and student supervision, be specific on how much time the awardee should spend on these activities - e.g., up to 20%

### **Responsibility of the University of Ghana and the Host Unit/Department**

Depending on the nature of post-doctoral funding and the funding institution, the responsibility of the University and the host unit/Department, may include, but is not limited to:

1. **Providing Enabling Working Environment and Support** for the achievement of the objectives of your study. These include
   1. University Identification Number and ID Card
   2. University Email Address
   3. Access to Medical Care as provided to university staff
   4. Office and Laboratory Space per project requirements
   5. Access to University Computing, Library Facilities and Premises
   6. Orientation Workshops towards understanding the University and the Host Unit/Department
   7. Mentoring Plan - Mentor provides a plan of activity to train or mentor the Fellow. This may include the establishment of a Post-doctoral Training Programme Implementation Committee. The committee will include the core researchers, faculty and administrators which will ensure the achievement of the objectives of the post-doctoral fellowship.
2. **Remuneration**: The remuneration is dependent on the project/funding agency. It will be negotiated per project between the funding agency (and project principal investigator) and the postdoctoral Fellow. social security and other statutory deductions, if applicable, will be the responsibility of the funding agency.
3. **Leave:** The fellow will be entitled to a number of days of leave for a year which will be taken at the convenience of the Fellowship, in consultation with the mentor and the University of Ghana. The number of days should be specified in the offer letter.
4. **Immigration:** Provide relevant documentation towards the acquisition of a work permit and travelling logistics.
5. **Notifying Respective Units:** The respective Units of the University will be officially informed by ORID after the acceptance of the offer by the Fellow and also after reporting to post on the effective date. The Units to be notified include the Human Resource and Organizational Development Directorate, UG Computing Services, Internal Audit Directorate, Finance Directorate and Office of the Pro. Vice-Chancellor, Academic and Student Affairs. Where a Fellow is likely to teach, Academic Quality Assurance Unit (AQAU) should also be notified.

### **Responsibilities of Fellows**

State what a Fellow is expected to do with respect to the post-doctoral programme E.g.

1. Apply for an appropriate visa/work permit.
2. Arrange their own accommodation for the duration of the programme.
3. The coverage of the Fellowship should be outlined. Similarly, what is not covered by the fellowship should also be outlined: e.g., financial expenses and documentation of accompanying family members, and medical insurance.
4. Adhere to the regulations of the Ffellowship and the University.

### **Teaching**

Per the Fellowship, the mentor will provide opportunities for teaching, in consultation with the respective Head of the academic unit. Fellows who will be required to teach have to complete the orientation for new Faculty organized by the appropriate Head of the Academic Unit. Where a post-doctoral Fellow is required to teach, the conditions for teaching, including any extra compensation, should be outlined.

### **Reappointment / Extension of Post-doctoral Fellowship**

1. Per the conditions of an engagement or the contract and regulations of the funding agency, the following allowable extensions may be considered.

|  |  |  |  |
| --- | --- | --- | --- |
| Years since completing PhD | Length of Initial Appointment | Allowable Extensions | Extension beyond the eligibility window |
| <1 | Three (3) years | Up to two (2) years | Up to six (6) months |
| I year | Up to one (1) year |
| 2 years | Up to six (6) months |
| 3 years | Two (2) years |
| 4 years | One (1) year |

Table 3: Schedule of Appointment and Extensions of Postdoctoral fellowships[[2]](#endnote-2)

### **Suspension, Termination or Withdrawal of Fellowship**

The basis upon which the Uuniversity may suspend, terminate, or withdraw a Fellowship.

depends on the nature of post-doctoral funding and the funding institution, and may include:

1. Appointment may be terminated on each party to the agreement on a month’s notice or payment of cash equivalent to a month’s salary.
2. The progress of the fellow will be reviewed periodically, and non-satisfactory progress may lead to ending the contract.
3. Where there is evidence of grave misconduct, the appointment will be terminated summarily. Misconduct shall be any of the following:
4. Involvement in a criminal activity
5. Loss or damage to any property of the employer or his agent(s) from wilful or gross negligence
6. Incapacity or inability to perform, or any act prejudicial to the efficient conduct of the project.
7. Continuous absence from duty for five consecutive days without good reason or permission from the mentor(s)/Head of the Unit. Where, however, absence is due to ill health, it may not extend beyond 28 days without due permission from a qualified medical practitioner.
8. Using fake/falsified documents to secure employment/the post-doctoral position

### **Publications**

1. Fellows are required to acknowledge the assistance of the University of Ghana in the publication of results undertaken during the tenure of a University of Ghana post-doctoral award.
2. The Fellow should confer with the mentor on the appropriate wording or statement to be used for the acknowledgement. For example, this research was conducted during the tenure of a University of Ghana post-doctoral fellowship.

### **Reporting**

Reporting modalities may need to be specified in the offer letter, where necessary, and discussed between the post-doctoral candidate, the mentor, and/or host unit and ORID. These modalities may address the following:

1. Submission of progress report
2. The appropriate format for a progress report will be determined by the Post-doctoral Training Programme Implementation Committee. See Appendix E for a sample outline adapted from the National Science Foundation.
3. Per the award, fellows may need to produce regular reports (at least once every 6 months) of work for discussion with the mentor(s) and members of the Post-doctoral Training Programme Implementation Committee. The format for the report
4. An exit report about their overal experience, achievements and outputs be submitted upon completion. This is necessary, and the format will be determined by the Post-doctoral Training Programme Implementation Committee.
5. It is necessary to stipulate these reports as part of the deliverables in the contract of the Fellow.

### **Transitioning into Faculty or Researcher Appointment**

Upon the successful completion of the post-doctoral research programme, the post-doctoral researcher may apply to the host Unit/Department for appointment as a researcher or teaching faculty. However, the appointment will be offered per the resource availability, discretion and evaluation done by the appointment committee of the host Unit/Department, and Human Resource, and applicable policies and guidelines of the University. Where an appointment is offered, the postdoctoral researcher may request a waiver or reduction of the probation period depending on the years engaged in the post-doctoral programme.

### **Grievances**

1. The Fellow may register a grievance through the Mentor and the Post-doctoral Training Programme Implementation Committee. Where necessary, the Fellow may appeal directly to the Pro Vice-Chancellor, (RID) and the University’s Grievances Committee.

### **Contact**

1. The Fellow may seek further information concerning the Fellowship through his/her Mentor, the Post-doctoral Training Programme Implementation Committee, and ORID.

### **Attestation Letter**

1. The Postdoctoral Research Fellows/Trainees would be issued with attestation letters after completion of the programme. This would be processed by the Mentor and issued by the respective College.

# GUIDELINES IMPLEMENTATION, ADMINISTRATION AND MAINTENANCE

These Guidelines as presently set forth and as they may be amended from time to time, are binding on any person who desires to be a post-doctoral fellow in the University of Ghana. The policy remains binding so far as the person remains within the Fellowship’s tenure.

1. ORID is responsible for the enforcement, implementation, administration, and management of the University’s Post-doctoral Engagement Guidelines.
2. Provosts, Deans and Directors are responsible for ensuring that post-doctoral Fellows within theirUunits comply with provisions in these guidelines.
3. The University will develop guidelines and other relevant documents to facilitate the execution of these guidelines. The absence of these other documents shall not in any way nullify the applicability or enforceability of these guidelines in their current state or as may be amended periodically.
4. These guidelines shall take effect immediately upon adoption by the ORID Management.
5. Any amendment shall be effected in a similar manner.

# DEFINITION OF TERMS

| **Term** | **Definition** |
| --- | --- |
| **Post-doctoral Fellow/Trainee** | * A person whom the University appoints and engages as an early-career researcher, and typically holds a PhD or equivalent doctorate degree in an appropriate field. May be referred to as postdocs, post-doctoral scholars. * The appointee works under the mentorship or advice of a senior scholar who is typically a University employee. * The appointee is free to - and is expected to - publish the results of his/her research during the period of fellowship, but must duly acknowledge the University of Ghana, and adhere to its Intellectual Property policies. * The appointment is volitional and limited in time and scope. |
| **ORID** | Office of Research, Innovation and Development. |

# APPENDICES

## APPENDIX A: METHODOLOGY FOR DEVELOPING GUIDELINES

As part of the BSU-III project, a work package was created to develop Post-Doctoral Engagement Guidelines for the University of Ghana. Accordingly, a work package team undertook the task of reviewing existing post-doctoral engagement guidelines in European, North American, and African universities. Based on the review, the team developed a tentative document for post-doctoral engagement guidelines for the University of Ghana. Towards that end, thirty documents related to postdoctoral engagements were obtained and reviewed.

The procedure for gathering input on possible additions to the proposed review included, first, an online search conducted using the keywords: “postdoctoral engagement guidelines”, “postdoctoral guidelines pdf Africa”, “postdoctoral engagement guidelines Africa”. Second, some of the search results were selected as potential materials for the review. The final sources used had to belong to a university in either Europe or North America or Africa; must be in downloadable Portable Document Format (.pdf) of Microsoft Word document format (.doc or .docx) – to enable offline access, reading and review; and to inform the layout of the proposed guidelines for the University of Ghana. There was one exception to this criterion. Massachusetts Institute of Technology’s (MIT) post-doctoral guidelines were included in the review, even though its postdoctoral guidelines did not meet any of the aforelisted criteria; because it was on a dedicated webpage with links to several other detailed relevant policies which could be modelled in future for use by the University of Ghana.

In addition to the guidelines from other universities, some other guidelines for post-doctoral engagements from research funding institutions like the National Research Foundation of South Africa, and the Economic and Social Research Council (ESRC) in UK were used as reference. The guidelines from there seem to direct post-doctoral Fellowship activities of awardees, and their affiliated research institutions or universities. Thus, their guidelines and other documents were also reviewed for potential input materials.

The actual review included

1. Initial listing of the final documents and sources included in the review
2. Identification of the similarities across the various postdoctoral guidelines across the three regions.
3. Identification and description of any striking differences in the reviewed guidelines
4. Merger of the identified similarities and differences to develop the postdoctoral guidelines for the University of Ghana.

## APPENDIX B: OTHER NON-PDF POSTDOCTORAL GUIDELINES REVIEWED

1. University of Waterloo [https://uwaterloo.ca/postdoctoral-affairs/postdoc-guidelines]
2. University of Texas at Austin [https://research.utexas.edu/postdoc/resources/appointment-process/]
3. ETH Zurich [https://www.ethz.ch/en/research/research-promotion/eth-internal-programmes/eth-fellowships.html?persid=60885&profile=\_1&lang=en]
4. University of Concordia [https://www.concordia.ca/content/dam/sgs/docs/postdoc/Guidelines\_For\_Postdoctoral\_Fellows.pdf]
5. University of Toronto [http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppsep012002.pdf]
6. University of New Brunswick [http://www.unb.ca/research/vp/postdoc/forms.html]
7. Maastricht University [http://fasos.maastrichtuniversity.nl/weekly/wp-content/uploads/gravity\_forms/1-7850242a2bd8c43237aefd6bc00081c6/2016/10/AXA-Postdoctoral -Fellowship-application-procedure-2016-20171.pdf]
8. Rice University [https://graduate.rice.edu/postdocappt]
9. Cystic Fibrosis Foundation [https://www.cff.org/Our-Research/For-Researchers/Training-Awards/Postdoctoral-Research-Fellowship-Policies-and-Guidelines.pdf]
10. University of Melbourne

## APPENDIX C: SAMPLE POST-DOCTORAL GUIDELINE documents REVIEWED

The following documents provided foundations, baseline, and substantive information for preparing the University of Ghana post-doctoral engagement guidelines (Table 4).

| **University** | **Type of guideline** | **URL** |
| --- | --- | --- |
| **Europe** | | |
| 1. University College Dublin | UCD careers and professional development handbook for postdoctoral fellows | https://www.ucd.ie/t4cms/UCD%20Postdoc%20Handbook.pdf |
| 1. University of Warwick | ESRC Postdoctoral Fellowships Call Specification | https://warwick.ac.uk/fac/cross\_fac/mgsdtp/postdocfellowships/esrc\_pdf\_call\_specification.pdf |
| **North America** | | |
| 1. Massachusetts Institute of Technology | Information for MIT postdoctoral scholars | http://postdocs.mit.edu/career-development/mentoring-and-advising/postdoctoral-mentoring-and-advising-toolkit |
| 1. University of Toronto | Policies for Postdoctoral fellows | http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppsep012002.pdf |
| 1. Johns Hopkins University | Postdoctoral fellows webpage | https://www.jhsph.edu/departments/epidemiology/postdoctoral-fellows/index.html |
| 1. University of Winnipeg | Postdoctoral Fellowship description | https://www.uwinnipeg.ca/history/docs/Riley%20PostDoc%20Guidelines.pdf |
| 1. University of Pittsburgh | Guidelines for Postdoctoral Associates and Postdoctoral Scholars | http://www.caph.pitt.edu/wp-content/uploads/2017/08/Guidelines-for-Postdoctoral-Associates-and-Scholars.pdf |
| 1. University of Stanford | Guidelines for postdoctoral groups | https://postdocs.stanford.edu/sites/default/files/guidelines\_forming\_postdoc\_groups.pdf |
| 1. Western University | Programme specific guidelines for postdoctoral fellowships program | https://www.uwo.ca/research/\_docs/programs\_funding/Other/Research-Western---Postdoctoral-Fellowship---Guidelines-2018.pdf |
| **Africa** | | |
| 1. Durban University of Technology |  | http://www.dut.ac.za/research/application\_form/ |
| 1. North-West University | Guidelines and procedures for postdoctoral fellows | http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-research-support/documents/Web\_Docs/NWU\_RS\_Guidelines\_Procedures\_Postdoctoral \_Fellows\_June2012.pdf |
| 1. University of Cape Town | A-Z Guide for postdoctoral research fellows at UCT | http://www.uct.ac.za/usr/pgfo/booklet/POSTDOC\_A-Z\_2013\_web\_version.pdf |
| 1. Nine DTP | Postdoctoral Fellowship scheme | https://www.ninedtp.ac.uk/postdoctoral-fellowship-scheme/ |
| 1. African Research Universities Alliance | Postdoctoral Fellowships on mobility, sociality in Africa’s emerging Urban | http://www.migration.org.za/call-for-applications-arua-Postdoctoral -fellowships-on-mobility-sociality-in-africas-emerging-urban/ |
| 1. National Research Foundation (Republic of South Africa) | Postdoctoral fellowship application and funding guide | http://www.up.ac.za/media/shared/395/NRF%20Postdoc%20Call/application-and-funding-guide-nrf-twas-postdoc-2018-final.zp119008.pdf |
| 1. American Cancer Society | Postdoctoral fellowships policies and instruction | https://www.cancer.org/content/dam/cancer-org/research/extramural-grants-documents/postdoctoral-fellowships-policies-and-instructions.pdf |
| 1. Austrian Science Fund | Application guidelines for the LISE Meitner programme | http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/Meitner-Programm/m\_application-guidelines.pdf |
| 1. British Academy for the Humanities and Social Sciences | Terms and Conditions of (postdoctoral) award | https://www.britac.ac.uk/sites/default/files/PDF%20T%26C%20June%202017.pdf |
| 1. South African Network for Coastal and Oceanic Research | Call for Postdoctoral Fellowship application | http://www.nrf.ac.za/sites/default/files/documents/SANCOR%20Postdoctoral%20Framework%202018.pdf |
| 1. The Belgian Science Policy Office | BELSPO offers Postdoc Fellowships for African Researchers in Belgium | http://www.rinea.org/en/911.php |

Table 4: Sample of Postdoctoral Fellowship Guidelines across Europe, North America and Africa

## APPENDIX D: COMPARISON OF ELEMENTS IN REVIEWED POSTDOCTORAL GUIDELINES

| **Proposed Guideline Element** | **Europe** | **North America** | **Africa** | **Other Research Institutions or Region** |
| --- | --- | --- | --- | --- |
| 1. Cover page | University College Dublin |  |  |  |
| 1. Table of contents |  | Concordia University  University of Colorado |  |  |
| 1. Executive summary |  |  |  | National Research Foundation, South Africa |
| 1. Strategic context or Guiding Principles |  | Western University |  | National Research Foundation, South Africa |
| 1. Objectives of the Postdoctoral programme |  | Western University | North-West University | University of Melbourne  Austrian Science Fund  Cystic Fibrosis Foundation  University of Otago |
| 1. Research scope of the Postdoctoral programme | University of Warwick | Western University  McMaster University |  | National Research Foundation, South Africa |
| 1. Modus operandi | | | | |
| 1. Eligibility criteria | University of Warwick | University of Otago  University of Winnipeg  Western University |  | University of Melbourne  Cystic Fibrosis Foundation  University of Otago |
| 1. Application process and requirements | University of Warwick | University of Winnipeg  McMaster University | North-West University | Austrian Science Fund  National Research Foundation, South Africa |
| 1. Selection criteria |  |  |  | Austrian Science Fund  University of Otago  National Research Foundation, South Africa |
| 1. Awarding principle or Assessment Criteria | University of Warwick | Western University |  | National Research Foundation, South Africa |
| 1. Duration, value and rules of the award | University of Warwick | University of Winnipeg  Western University  University of Colorado  McMaster University | North-West University | Austrian Science Fund  University of Otago  National Research Foundation, South Africa |
| 1. Conditions of the postdoctoral award |  |  |  | Austrian Science Fund  National Research Foundation, South Africa  University of Otago |
| 1. Responsibilities of the postdoctoral fellow |  |  |  | National Research Foundation, South Africa |
| 1. Teaching | University College Dublin | Massachusetts Institute of Technology  University of Concordia  University of Calgary |  |  |
| 1. Leave |  | University of Concordia  University of Calgary |  |  |
| 1. Reappointment / extension of postdoctoral fellowship |  | University of Concordia  University of Calgary |  |  |
| 1. Suspension or withdrawal or termination of fellowship |  | University of Concordia  University of Calgary |  | University of Otago |
| 1. Publications |  |  |  | University of Otago |
| 1. Reporting |  | Western University |  | National Research Foundation, South Africa  University of Otago |
| 1. Grievances |  | University of Pittsburgh  University of Colorado |  |  |

Table 5: Comparison of Postdoctoral Fellowship Guidelines across Europe, North America and Africa

## APPENDIX E: SAMPLE POSTDOCTORAL APPLICATION FORM

**PERSONAL INFORMATION**

**Surname/Last Name:**

**First name(s):**

**Address:**

**Contact Phone Number:**

**Email Address:**

**QUALIFICATIONS AND CURRENT POSITION**

**Discipline of PhD Degree:**

**Date of PhD Degree:**

**University:**

**Country:**

**Last/Current Research Institution:**

**Position:**

**Title of PhD Thesis:**

**Abstract of Thesis:**

**POSTDOCTORAL FELLOWSHIP IN UNIVERSITY OF GHANA**

**Title of Proposed Research Project:**

**Research Purpose (up to 100 words):**

**Research Objectives**

**REFEREES**

**First Referee:**

**(name, institution, email address)**

**Second Referee:**

**(name, institution, email address)**

**APPLICATION PACKAGE AND SUBMISSION INFORMATION**

* **Application form**
* **A brief cover letter (1 page)**
* **PhD certificate**
* **CV, including complete list of publications**
* **Description of a research project to be worked upon during fellowship (must include research background (200 words), research problem (200 words), research purpose (50 words), research objectives (90 words), research questions / hypotheses (90 words), Outcomes/Output (300 words), research significance (200 words), preliminary literature review (500 words), proposed methodology (500 words), and budget.**
* **Proposal for a workshop on methodological and theoretical issues relevant to doctoral fellows at the University of Ghana.**

Please send the application package, with all documents scanned, compiled to **one** pdf file, by XXXXXXXXXXX to: [**oridpostdoctoral@ug.edu.gh**](mailto:oridpostdoctoral@ug.edu.gh)**.** Your application can only be processed if your application materials are complete.

**Date & Signature:**

## APPENDIX F: SAMPLE POSTDOCTORAL TERMS OF ENGAGEMENT

**TERMS OF REFERENCE**

The contract is made this day XXXXXXXXXX between **University of Ghana** and **Dr. XXXXXXXXXXXX (Postdoctoral Fellow)**

1. **NATURE OF APPOINTMENT:** The offer is entirely outside the normal University Appointment. However, you will be subject to internal staff regulations, rules and practices of the Noguchi Memorial Institute for Medical Research.
2. **POSITION OFFERED:**  **Postdoctoral Fellow (PF)**
3. **HOST DEPARTMENT/SCHOOL/INSTITUTE/ AND COLLEGE:**
4. **CONTRACT PERIOD:** The offer is for an initial period of one year, from **xxxxxxxxxxxxxxxx**  to **xxxxxxxxxxxxxx**, and renewable for another year based on satisfactory performance.
5. **RESPONSIBILITY OF PF:** You will be expected to conduct research on *Mycobacterium Ulcerans* as stated in your application that was accepted by the Postdoctoral Training Programme at NMIMR and carry out a study on the **Application of Aptamer-based Technique to Develop and Validate Point of Care Diagnostic Test for Early Detection of Buruli Ulcer**
   1. Working in close collaboration with your mentor(s) and the Programme Team you will be responsible for the design and conduct of laboratory experiments to achieve the stated objectives of the above study viz:
      1. ***Isolation and purification of Mycolactone***
      2. ***Selection of DNA-aptamers against Mycolactone***
      3. ***Aptamers –mycolactone specificity binding assay***
      4. ***Evaluation of proof of concept against gold standards (PCR)***
   2. Conduct your research, on the above agreed and approved topic, to a high standard and in accordance with rules and regulations of the Postdoctoral Training Fellowship program and the Noguchi Memorial Institute for Medical Research.
   3. Keeping in regular contact and holding discussions with mentors, and making them aware of progress of work, including challenges
   4. Keeping to timetables and deadlines, including planning and submission of work as and when required and generally maintaining satisfactory progress with the programme of research.
   5. Produce regular reports (at least once every 6 months) of work for discussion with mentor(s) and members of the Postdoctoral Training Programme Implementation Committee
   6. Supervision of junior members of the laboratory
   7. Taking advantage of development opportunities in the Fellows related field of research that have been identified in consultation with supervisors as part of PF’s development needs
   8. Familiarization with institutional regulations and policies that affect PF, including regulations for their health and safety etc.
   9. Disseminating the work done, including but not limited to giving regular seminars at the Institute or elsewhere, as agreed between you and your immediate supervisor, and the publication of results in peer reviewed journals.
6. **RESPONSIBILITY OF UG:** Providing enabling working environment and support for the achievement of the objectives of your study. These include
   1. University Identification Number and ID Card
   2. University Email Address
   3. Access to Medical Care as provided to university staff
   4. Office and Laboratory Space per project requirements
   5. Access to University Computing and Library Facilities
   6. Orientation Workshops towards understanding the University and the Host Unit/Department
   7. Mentoring plan of activity to train or mentor the Fellow.
7. **REMUNERATION** The remuneration attached to this position is at a gross salary of GH¢XXXXXXXXXXXXXX per annum, all inclusive (under review).
8. **LEAVE** You will be entitled to XXXX working days of leave for a year which will be taken at the convenience of the Project, in consultation with your immediate supervisor.
9. **TERMINATION OF CONTRACT** 
   1. Your progress will be reviewed periodically, and a non-satisfactory progress report may lead to ending the contract.
   2. This contract becomes frustrated if the project in any way ceases to be operational while this contract is in force; otherwise, the contract will end as stipulated in the contract period.
   3. Appointment may be terminated on each side by a month’s notice or payment of cash equivalent of a month’s salary.
   4. Where there is evidence of grave misconduct, the appointment will be terminated summarily. Misconduct shall be any of the following:
10. Involvement in a criminal case
11. Loss or damage to any property of the employer or his agent(s) from willful or gross negligence
12. Incapacity or inability to perform; or any act prejudicial to the efficient conduct of the project
13. Continuous absence from duty for five days without good reason. Where, however, absence is due to ill health, it may not extend beyond 28 days without due permission from a qualified medical practitioner.
14. Using fake/falsified documents to secure employment
15. **RE-APPOINTMENT**: The offer may be renewed for another year based on satisfactory performance.
16. **ACCEPTANCE**: The Institute’s assignee and the Postdoctoral Fellow here-under sign this document to conclude offer and acceptance of this contract.

………………………………………………. ……………………………………

**(Pro Vice-Chancellor, ORID)** **(Postdoctoral Fellow)**

**WITNESS: ………………………………..**

**(SUPERVISOR/MENTOR/HOD)**

## APPENDIX G: OUTLINE OF PROGRESS REPORT

As adapted from National Science Foundation[[3]](#footnote-1)

**Mandatory Categories**

1. What are the major goals and objectives of the project?
2. What was accomplished under these goals?
3. What opportunities for training and professional development has the project provided?
4. How have the results been disseminated to communities of interest?
5. What do you plan to do during the next reporting period to accomplish the goals and objectives?
6. What is the impact of the project as of the time of reporting? How has it contributed?

Describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period. Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behaviour that has come about as a result of the project relative to:

* 1. the development of the principal discipline(s) of the project;
  2. other disciplines;
  3. the development of human resources;
  4. physical, institutional, and information resources that form infrastructure;
  5. technology transfer (include transfer of results to entities in government or industry, adoption of new practices, or instances where research has led to the initiation of a startup company); or
  6. society beyond science and technology.

**Optional Categories**

1. What has the project produced?

List any products resulting from the project during the reporting period. Examples of products include:

* 1. Publications, conference papers, and presentations;
  2. Website(s) or other Internet site(s);
  3. Technologies or techniques;
  4. Inventions, patent applications, and/or licenses; and
  5. Other products, such as data or databases, physical collections, audio or video products,
  6. Software, educational aids or curricula, instruments, or equipment.

Note: Publications, conference papers, and presentations - Report only the major publication(s) resulting from the work under this award. There is no restriction on the number. Publications are the characteristic product of research. They demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public.

1. Participants & Other Collaborating Organizations
   1. What individuals have worked on the project?
   2. What other organizations have been involved as partners?
   3. Have other collaborators or contacts been involved?
2. Report on Changes/Problems

Changes in approach and reasons for change.

Actual or anticipated problems or delays and actions or plans to resolve them.

Changes that have a significant impact on expenditures.

1. Framework-nrf-twas-postdoctoral-scholarships\_2018 [↑](#endnote-ref-1)
2. University of Calgary postdoc guidelines

   The post-doctoral guide was developed with support from the Building Stronger

   Universities in Developing Countries (BSU) Phase III Programme funded by

   Danish International Development Agency (DANIDA). [↑](#endnote-ref-2)
3. NSF Research Performance Progress Report https://www.nsf.gov/bfa/dias/policy/rppr/format\_ombostp.pdf [↑](#footnote-ref-1)