

Argonne National Laboratory Director's Postdoctoral Fellowship Program

Instructions for Sponsors

Candidates for the Director's Postdoctoral Fellowships are selected based on their research and academic accomplishments, and the strength of their research proposal. They will collaborate with Argonne scientists and engineers on existing programs and on new initiatives. All applicants must identify an Argonne employee (sponsor) who will write the nomination memo and present your case in front of the Postdoctoral Committee.

You will be asked to speak to the strengths of your candidate as a researcher and as a person. Therefore, as a sponsor, you should be familiar with the research work and accomplishments of your nominee. You should also be thoroughly familiar with your candidate's research proposal.

Deadline:

The next deadline to receive all the application materials is **Tuesday, March 5, 2013**. All application materials must be submitted by close of business the day of the deadline for your candidate to be considered for the fellowship. **It is strongly advised that you communicate with your nominee prior to the deadline to ensure that the application is completed. If the application is not completed by the commencement of review, the application will not be considered by the committee. It is ultimately the candidate's responsibility to ensure that all materials are submitted on time.**

Salary and Term:

Fellowships are awarded for a one-year term, with possible renewal for second year. The 2013 Fellowship carries a stipend of \$78,000 per annum.

It is expected that Argonne sponsor and/or the sponsoring division will be able to provide additional support for research needs.

Candidate Eligibility:

Candidates must have received their PhD recently, typically within three years, or be in the process of completing their degree requirements.

All PhD requirements must be met at the commencement of the appointment.

It is recommended that candidates identify an Argonne sponsor at the time of application and discuss the application with the sponsor.

Co-sponsorship:

If your candidate is being co-sponsored with another staff member, the nomination memo should state the names of each sponsor. If your candidate is selected as a finalist, both sponsors will be invited to address the committee in the final round of review.

Limitations:

A staff member may nominate only one applicant per call.

Your Nomination Memo:

- The nomination memo should not exceed 2 pages, 12 pt. font, 1 inch margins. Your memo should address the following:
 1. The nominee's academic credentials
 2. The merits of the nominee's research proposal
 3. The appropriateness or "fit" of the nominee to Argonne
 4. The nominee's personal strengths and previous accomplishments
- Memos should be in letter format, addressed to Dr. Eric Isaacs and submitted via email to Director-Postdoc@anl.gov, with copies to your division director and division HR representative.

The Review Criteria:

- Candidate Application Packages will be reviewed by the Lab-Wide Postdoctoral Committee based on the following:
 - Strength of the nomination memo
 - Strength of the research proposal
 - Strength of letters of recommendation
 - Strength of the CV and academic record
- Given the logistical complexities of inviting all candidates for on-site interviews with the committee, the sponsors of the finalists will be invited to address the Committee to discuss the candidate and the proposal. Typically, at least 10 finalists are selected from among the initial field of candidates.

The Review Process:

- Applications are reviewed by the Lab-Wide Postdoctoral Committee. Each research division has one representative on the committee. A list of the current committee members may be found on the Postdoctoral Programs website: <http://www.dep.anl.gov/Postdocs/PostdoctoralCommittee.htm>. You may discuss your application with your committee member prior to the deadline. Once review begins, you may not ask the committee the status of your candidate's application.

Argonne is an equal opportunity employer and we value diversity in our workforce.

- The first phase of review may take up to 4 weeks. When there is a high volume of applications, additional time may be necessary.
- If your candidate is selected as a finalist by the Committee, you will be asked to give a presentation on your candidate's strengths and credentials. Notifications are typically sent 7-10 days in advance of the sponsor's meeting.
- If there is a schedule conflict and you cannot attend the sponsor's meeting, you **MUST** assign a proxy to speak on your candidate's behalf. Please notify the Postdoctoral Program Office as soon as possible with the name and contact email for your proxy.
- **IMPORTANT: If you anticipate being on travel during the review process, please notify the Postdoctoral Program Coordinator and your Division Director, with copy to your admin of your planned absence. This will avoid any lapses in communication should your nominee be selected as a finalist in your absence.**
- **Guidelines for your presentation:**
 - You have a total of 5 minutes to address the Committee. This is followed by 5 minutes of questions from the Committee. Thus, in total, you should expect to spend approximately 10 minutes with the Committee.
 - It is recommended that you prepare 3-5 Power Point slides to highlight your candidate's credentials. You will need to email it to the Postdoctoral Program Coordinator no later than 3 pm on the day prior to the meeting. You can also bring handouts if you feel that is helpful to you.
 - When addressing the Committee, you may be asked questions regarding both the technical/scientific aspects of the proposal as well as questions about the candidate's record. Therefore, it is recommended that you be prepared to discuss the following:
 1. The candidate's strengths and unique skills, and notable achievements
 2. Why is this good candidate for Argonne? Why is Argonne a good fit for this candidate?
 3. There will be some questions related to the research proposed by the candidate and it is expected that you are thoroughly familiar with their proposed work.
 4. What is your relationship with the candidate? (How did you meet the candidate; via collaboration, conference, they approached you? Has the candidate given a talk at your Division; was the postdoc committee invited and some members present?

5. If the candidate is already at Argonne or in the Chicago area, why is it good for their career that they remain with the same mentors? For example, will the research be significantly different?
 6. What equipment and material needs will be required to conduct the proposed research and are you able to provide adequate support?
 7. How will your candidate be mentored? Will the research require collaboration and if so, with whom will he/she be collaborating.
- **These are only guidelines.** It is advisable that you (1) know your candidate and what is in their package; (2) contact your Division's member of the Lab-wide Postdoctoral Fellowship Committee and talk your presentation through with them; (3) know the research proposal.
 - Following the sponsor's presentations, the Committee will advise the Director of the finalists. **The Laboratory Director has the final approval of the Director's and Named Fellows.**
 - **The completion of the entire review process may take 6-8 weeks depending on the volume of applications.**