

# Argonne National Laboratory Named Postdoctoral Fellowship Program

## Instructions for Applicants

Candidates for the Director's Postdoctoral Fellowships are selected based on their research and academic accomplishments, and the strength of their research proposal. Candidates must display superb ability in scientific or engineering research and must show definite promise of becoming outstanding leaders in their fields. All applicants must identify an Argonne employee (sponsor) who will write the nomination memo and present your case in front of the Postdoctoral Committee. The sponsor could be someone who is already familiar with your research work and accomplishments through previous collaborations or professional societies. If you have not yet identified an Argonne sponsor, visit the detailed websites of the various Research Programs and Research Divisions.

### Deadline:

The next deadline to receive all the application materials is Tuesday, October 15, 2013.

### Salary and Term:

Fellowships are awarded on an annual basis and may be renewed up to three years. The 2014 Fellowship carries a stipend of \$80,000 per annum, with an additional \$20,000 per year for research support and travel.

### 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.

### How to Apply:

Candidates must upload the following documents by clicking on the application link.

#### 1. Research proposal

- a. Proposals should be  $\leq 2$  pages (not including references), 12 point font, 1 inch margins
- b. Please provide a title for your proposal
- c. Proposals should address the following:
  - i. background and importance of the proposed work
  - ii. the research you expect to conduct at Argonne

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- iii. tentative timeline or milestones for your research
- iv. the broader impacts of the proposed work
- d. Candidates should keep in mind that application packages will be reviewed by a Lab-wide Postdoctoral Committee, whose members have diverse backgrounds.

**2. CV, including list of publications, abstracts and significant presentations**

**3. Graduate School Transcripts**

The following criteria must be met for a document to be accepted as a transcript:

- Transcripts must include the name of the school, the student's name, the school's watermark, official seal or symbol and the Registrar's signature.
- Copies or faxed copies of official transcripts are acceptable. If degree has been completed, transcripts must reflect degree date.
- If the school does not provide transcripts, a copy of a diploma or letter from the Graduate School Office stating that you are enrolled or have completed all the requirements for the Ph.D. is acceptable. This letter must be on official school letterhead and signed by a representative from the Graduate School Office.
- If the transcripts are not in English, please provide one of the following in addition to the transcripts:
  - Translation of the information contained in the transcript
  - Brief summary of the information contained in the transcripts
- The following documents will not be accepted as Graduate School Transcripts: Unofficial grade reports downloaded from the university intranet, Documents missing the student's name or school's name, Documents missing the degree date.

**4. Cover letter (optional)**

**5. Status of your application:**

It is advised that applicants contact sponsors and references well in advance of the application deadline to ensure that all materials are received on time. Late materials may not be accepted once the review process has begun. To inquire about the status of your application, please send an email to [Named-Postdoc@anl.gov](mailto:Named-Postdoc@anl.gov), with copy to your sponsor.

**Creating your application account:**

To upload your application materials, navigate to the application link posted at <http://www.dep.anl.gov/postdocs/Namedpostdoc.htm>

If you DO NOT have all of the required documents at this time, you may come back to your application and upload them later.

To come back into your application, click on the application link (Please note: link is not active; application is not yet available)

1. Enter in your email address for Username.
2. Enter in your Password.
3. Click on the 'Edit Registration' link (located on the bottom of the dialogue box).
4. Edit/Add any other information to your profile:

Upload a document (to upload a document, it must be of '.doc' or '.pdf' file type; document names cannot contain 'special' characters such as '&,@,#, etc)

5. Click the 'Submit Registration' button to Apply.

### **Required Supporting Materials**

1. Nomination memo ( $\leq 2$  pages) from Argonne sponsor (with copy to Division Director) that addresses the strengths of the candidate, the merits of the research proposal and how the candidate's work is expected to contribute to or grow Argonne's research programs.
2. Three letters of recommendation from other than Argonne staff. Please advise your references of the following requirements:
  - o Letters must be sent directly via e-mail to [Named-Postdoc@anl.gov](mailto:Named-Postdoc@anl.gov) .
  - o Letters must be in a PDF file from the individual(s) with a signature on official letterhead.
  - o In the subject line please include the name of the candidate.

### **Frequently Asked Questions:**

#### **1. Is U.S. citizenship required?**

No.

#### **2. Is there an age restriction?**

No. However, postdoctoral appointees must recently have received a PhD.

#### **3. Is there an application form?**

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

For Director's Postdoctoral Fellowships, candidates must upload the following documents by clicking on the application link. (Note: link is not active; application is now closed)

Research proposal ( $\leq 2$  pages)

CV, including list of publications, abstracts and significant presentations

Graduate School Transcripts

Cover letter (optional)

Additionally, the package must contain:

Nomination memo ( $\leq 2$  pages) from Argonne sponsor (with copy to Division Director)

Three letters of recommendation from other than Argonne staff

For Named Postdoctoral Fellowships, candidates must upload the documents by clicking on the application link. (Note: link is not active; application is now closed)

These letters must be sent directly via e-mail to Director-Postdoc@anl.gov for the Director's Fellowship and to Named-Postdoc@anl.gov for the Named Fellowship. Letters must be in a PDF file from the individual(s) with a signature on official letterhead. In the subject line please include the name of the candidate.

**4. What is the "real" deadline for applying to the Named and Director's Fellowship?**

The "real" deadline is the one specified on the website or in the advertisement for applications. All materials, including letters of recommendation and your Argonne sponsor's memo MUST be submitted by 5:00 PM CST on the day designated as the "deadline". No late materials will be accepted. It is for the applicants' benefit that the deadlines be respected so that the review process can begin promptly.

**5. What is the mailing address for the application materials?**

There is no mailing address. All letters should be sent via email to Director-Postdoc@anl.gov for the Director's Fellowship and to Named-Postdoc@anl.gov for the Named Fellowship. In the subject line please include the name of the candidate.

**6. Where will the Fellow work?**

The individual will work in the Argonne sponsor's Research Division.

**7. Who should the nominator be?**

The nominator must be an Argonne employee (sponsor). It is advisable that the sponsor be someone who is familiar with your work or whose research background will be beneficial in mentoring you through your appointment.

**8. What is the difference between the nomination letter and reference letters?**

Reference letters are similar to nomination letters; however, the referees may be a member(s) of the dissertation committee, colleagues, other supervisors, or other professors, who can attest to your ability and potential.

**9. Can I scan the official transcripts and send a PDF file along with the other materials?**

Yes. In fact, you will need to upload your transcripts directly to your application account. However, if selected, you will need to bring the original documents when you report for employment.

**10. Can the nomination and reference letters be included with my other materials?**

The nominator and referees should send their letters directly via e-mail to Director-Postdoc@anl.gov for the Director's Fellowship or to Named-Postdoc@anl.gov for the Named Fellowship. Letters must be in a PDF file from the individual(s) with a signature on official letterhead.

**11. Is it better to submit more than three letters of recommendation?**

No. It is better to follow the application instructions. If the application calls for three letters of recommendation, then please only submit three letters.

**12. Are there specific research areas at Argonne that I should approach?**

We cannot advise you regarding your research interest. You are strongly encouraged to contact Argonne scientists so that you can determine whether your research interest is applicable to Argonne. Research activities at Argonne can be viewed at [http://www.anl.gov/Science\\_and\\_Technology/programs.html](http://www.anl.gov/Science_and_Technology/programs.html), as well as more detailed websites of the various research groups and centers, via the home webpage at [www.anl.gov](http://www.anl.gov).

**13. When will I receive an acknowledgement regarding my application?**

For the Director's Postdoctoral fellowships, if you would like to know if your nomination and reference letters were received prior to the deadline (June 26, 2012) send an e-mail to Director-Postdoc@anl.gov. Send an email to Director-Postdoc@anl.gov to inquire about your supporting materials.

**14. When will the recipient's names be announced?**

If selected, the Postdoctoral Program Coordinator will contact the individual by e-mail approximately 6-8 weeks after the application deadline. Those not selected will also be notified by e-mail at a later time.

**15. When will the recipient begin his/her appointment?**

It is anticipated that the selected candidates will begin their appointments shortly after the application deadline, based on availability of candidate and other factors. However, the candidate cannot commence until he or she has obtained the PhD.