

National Killam Program Application user guide

Application Guide for Dorothy Killam Fellowships

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1. Purpose of This Guide

This guide provides information on how to apply for a Dorothy Killam Fellowship on the following website: [National Killam Program · Portal](#).

Please note that the intended audience for this guide is the main applicant. In the case of the Dorothy Killam Fellowship, the main applicant is the researcher applying for the award.

If you need help logging into or creating an account, please refer to the [Killam portal user guide](#).

To request this content in a different format, please contact the National Killam Program Office at KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

2. About the National Killam Program

Vision

Dorothy Killam cared about the future. She had a vision of “building Canada’s future through advanced study”. Through her Will, Dorothy Killam established a perpetual trust to realize that vision. The trust funds generations of scholars in Canada with the goal to increase research attainments and promote sympathetic understanding between Canadians and the peoples of other countries. The National Killam Program endeavors to uphold the vision of Dorothy Killam,

strengthen the research ecosystem broadly, and improve the lives of Canadians through research advancements.

Mission

The mission of the National Killam Program is to support novel and diverse research fields, and to ensure that Killam Prize Laureates and Dorothy Killam Fellows are reflective of Canada's diversity.

Attributes

Fellows and Laureates conduct research that is superior, ground-breaking, and stands to positively improve the lives of Canadians, but they are not one-sided people. They are leading researchers who demonstrate a special distinction of intellect and contribute to the advancement of learning, and reflect Killam attributes.

Inclusive Collaborator - whose work exemplifies inclusion and understanding of people, cultures and needs with participation among all economic, social and cultural backgrounds.

Barrier Breaker - whose original, transformational, future-focused generation of knowledge and technology stands to change the way we live.

Research Leader - who activates thoughtful cooperation among scholars, disciplines, and institutions.

3. Equity, Diversity, and Inclusion Statement

Inclusive excellence affirms that excellence is not attainable without inclusion. It recognizes the relationship between diversity and quality of research, and upholds equitable participation in Canada's research mission. In order to achieve research excellence, we must address systemic barriers that limit the full participation of Canadian talent. The National Killam Program's Equity, Diversity and Inclusion Action Plan (EDI Action Plan) outlines our commitment to taking specific actions to achieve equitable and inclusive access to programming.

4. Roles – Participants in the Dorothy Killam Fellowship application process

The following are involved in the Dorothy Killam Fellowships:

Applicant – The researcher applying for a Dorothy Killam Fellowship. Applicants are responsible for ensuring that all attestations, including institutional attestation, and all documents are uploaded prior to submission including two (2) letters of support from referees.

Institutional contact – Awards administrators from supporting institutions may view Dorothy Killam Fellowship applications that originate from their institutions, and may upload some documents (CV and letters of support) on the applicant's behalf. Institutional contacts are required to provide institutional attestation as proof of eligibility (See [Terms & Conditions](#)).

Referee – Referees are identified by the applicant and invited to provide letters of support either through the institutional contact or the applicant, directly to the National Killam Program Office, or through the application portal.

5. About the Selection Process

The National Killam Program engages external peer reviewers who are experts in their fields to provide consistent, fair and high quality reviews using the scoring rubric for Dorothy Killam Fellowship applications.

Following Peer Review, the Selection Committee evaluates applications based on their merit, compared with each other and in a national context to make decisions on winners.

Fellowships are offered to candidates considered outstanding by the Committee. Where a number of candidates are considered outstanding, and the assessments are not meaningfully different from each other, the Selection Committee will consider cohort factors that will contribute to a diverse and representative group. The following points will figure prominently in the review and selection of the candidates considered for the Dorothy Killam Fellowships:

Criteria	Description	Weight
Significance	<p>The application clearly states the significance and the importance of the proposed research toward <i>building Canada's future through advanced study</i> as well as strong evidence of one or more of the Killam attributes.</p> <ul style="list-style-type: none">• <u>Inclusive collaborator</u> - whose work exemplifies inclusion and understanding of people, cultures and needs with participation among all economic, social and cultural backgrounds• <u>Barrier breaker</u> - whose original, transformational, future-focused generation of knowledge and technology stands to change the way we live• <u>Research leader</u> - who activates thoughtful cooperation among scholars, disciplines and institutions to create a multiplier effect within the research ecosystem	25%
Advancement of knowledge	Details on the proposed research, how it advances knowledge in the field and the applicant's knowledge mobilization strategy.	25%
Methods	Sound research methods including a description of the approach, hypothesis and statement of problem and a commitment to ethical research conduct including honest and thoughtful inquiry, rigorous analysis, commitment to safety and research ethics, to the dissemination of research results, and adherence to professional standards.	25%
Relevance	Relevance of the research, immediate as well as long term outcomes, and clear and compelling evidence of how the research stands to have a positive impact on Canada.	25%

6. Application Guide - Dorothy Killam Fellowships

The main user for the Dorothy Killam Fellowship is the applicant.

Note: Institutional support for all applications is required because the funding is payable to the researcher's employer (e.g. university, research institution) and the employer must commit to providing release time to the applicant. Applicants are encouraged to coordinate with their senior administration and/or awards office early in the application process. Often, universities and other research institutions have awards teams who are responsible for internal vetting and submission of applications. Check with your institution's awards office or research office to secure an attestation from your organization.

You may wish to save a copy of this guide, which is available without creating an account on the portal, as a reference as you gather materials for your application.

Applying for a Dorothy Killam Fellowship

Open the portal and select **National Killam Program Awards** under the **Menu**.

Choose the Dorothy Killam Fellowships.

The program guidelines are located under **Details**. Applicants should be familiar with these guidelines.

[Home](#) [Menu](#) [Sign Out](#)

National Killam Program Awards

The National Killam Program consists of the Killam Prizes, the Dorothy Killam Fellowships, and the Killam NRC Paul Corkum Fellowships.

The Killam Prizes are awarded to active Canadian scholars who have distinguished themselves through sustained research excellence, making a significant impact in their respective fields in the humanities, social sciences, natural sciences, health sciences, and engineering.

The Dorothy Killam Fellowships provide support to scholars of exceptional ability by granting them time to pursue research projects of broad significance and widespread interest within the disciplines of the humanities, social sciences, natural sciences, health sciences, engineering or studies linking any of these disciplines.

The Killam NRC Paul Corkum Fellowships provide support to distinguished scholars, granting them time to pursue a novel project in collaboration with an NRC researcher, leveraging NRC facilities.

Submissions for the 2025 National Killam Program will open on April 2, 2024.

Killam NRC Paul Corkum Fellowship

Details

Killam Prize Nomination

Details Nominate

Dorothy Killam Fellowship

Details Apply

When you are ready to begin an application, click **Apply**.

[Home](#) [Menu](#)

[Sign Out](#)

National Killam Program Awards

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Killam NRC Paul Corkum Fellowship

[Details](#)

Killam Prize Nomination

[Details](#)

[Nominate](#)

Dorothy Killam Fellowship

[Details](#)

[Apply](#)

Under **Identification of applicant** ensure that all required fields are completed.

Select your Institution from the **Institution Lookup** drop down menu. Institution contact details are automatically filled in. If your institution is not on the list, choose **Other (please specify)** from the drop down menu, then enter your institution's name, and the name and email address of the institutional contact who will confirm institutional support for your fellowship. Your institution contact will automatically receive notification and an invitation to support your application.

Once complete, click **Validate and save**

National Killam Program > My submissions > Dorothy Killam Fellowship

[Home](#) [Menu](#) [Sign Out](#)

Identification of applicant

Identification of applicant

Please provide your contact information. This information will only be used for communications related to the Dorothy Killam Fellowship.

Title

* First name (required) *

* Last name (required) *

Institution

Please choose your institution from the list or provide the contact information for your institutional contact. Please be aware that updating the Institution Contact Email will send a notification to that email address.

If you cannot find your institution, select "Other (please specify)" and enter the institution's contact information in the provided fields

* Institution Lookup (required) *

Institution

Contact first name

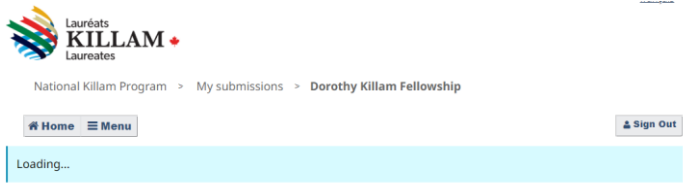
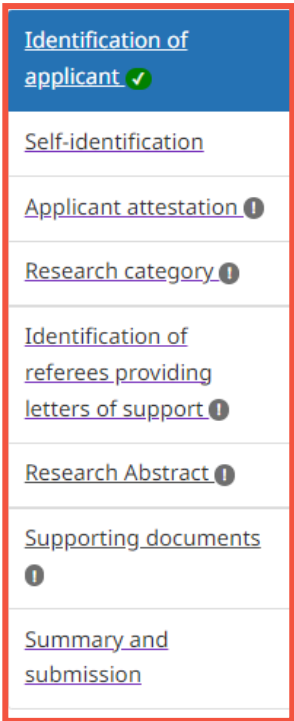
Contact last name

Email

[Validate and save](#)

Willis College
York University
Other (please specify)

[Validate and save](#)

<p>A Loading... screen may appear briefly.</p>	 <p>The screenshot shows the top of the Killam Laureates website. At the top left is the Killam Laureates logo. Below it is the breadcrumb trail: National Killam Program > My submissions > Dorothy Killam Fellowship. There are two buttons: 'Home' and 'Menu' on the left, and 'Sign Out' on the right. A light blue loading bar with the text 'Loading...' is visible at the bottom of the header area.</p>
<p>The side menu will now display 8 sections. Please complete all sections prior to submitting your application. Note: Sections may be completed in any order.</p> <p>Remember to <u>Validate and save</u> after completing each section. Once a required section is validated & saved, a green checkmark indicates the section is complete.</p> <p>You cannot submit your application until each section is validated and saved.</p>	 <p>The screenshot shows a vertical side menu with eight sections. The first section, 'Identification of applicant', is highlighted in blue and has a green checkmark. The other sections are: 'Self-identification', 'Applicant attestation' (with an information icon), 'Research category' (with an information icon), 'Identification of referees providing letters of support' (with an information icon), 'Research Abstract' (with an information icon), 'Supporting documents' (with an information icon), and 'Summary and submission'.</p>

The provision of self-identification data is strongly encouraged. Aggregated self-identification information provides the program office with insights into the composition of candidate pools, and signals gaps to be addressed by the program.

Self-identification

- [Identification of applicant](#) ✓
- [Self-identification](#)**
- [Applicant attestation](#) ⓘ
- [Research category](#) ⓘ
- [Identification of referees providing](#)

The collection of voluntary self-identification data is a central piece of the Killam Trusts' commitment to equity, diversity and inclusion (EDI). This data provides information on the diversity of the population applying for and receiving funds and participating in peer review. This information increases the Trusts' capacity to monitor their progress on increasing EDI in their programs, to recognize and remove barriers, and to design new measures to achieve greater EDI.

All questions are optional. Please click on **Validate and save** when you have completed those parts of the form you wish to complete.

What is your date of birth? (Leave blank if you prefer not to answer)

Please indicate if you would like to be on the National Killam Program Office mailing list (Yes or No).

After reviewing the Terms and Conditions carefully, please confirm (yes or no) and click **Validate and save**.

Applicant attestation

Identification of applicant ✓
Self-identification
Applicant attestation ⓘ
Research category ⓘ
Identification of referees providing letters of support ⓘ
Research Abstract ⓘ
Supporting documents ⓘ
Summary and submission

*** Do you wish to be on the National Killam Program Office mailing list? (required) ***

Yes

**This information will be used for National Killam Program Office business only, including newsletters and surveys.*

For your application to be eligible, you must confirm your agreement with all of the statements below.

I assert that the statements in this application are complete and accurate, to the best of my knowledge.

I consent to the [Terms and Conditions](#) including:

- I am a Canadian citizen, or I am employed at a research institution in Canada and will spend the duration of the Fellowship working in Canada.
- I have carefully read the eligibility criteria for this award, which are described in the application guidelines, and I meet the criteria.
- I agree to comply with the reporting requirements as set out by the National Killam Program Office.
- I accept the conditions of this award and agree to accept the Peer Review Panel and the Killam Trusts decision for the National Killam Program.
- I consent to disclose any information that may constitute a significant departure from generally-recognized standards of public behaviour and which is seen to undermine the public reputation of the National Killam Program.
- I agree to provide proof of ethics review and approval for all research involving human and/or animal participants.
- I am aware that the National Killam Program Office is subject to the [Access to Information Act](#) and [Privacy Act](#).

If I am awarded a fellowship, I accept:

- that my photograph and public information on my professional practice or relevant activities will be used for promotion of this Fellowship and in other National Killam Program promotional initiatives.
- to participate fully in all Fellowship-related activities.
- to keep the results confidential until the date of the public announcement.
- to participate in a mandatory "Giveback model" for the program.
- to disclose any information that may constitute a significant departure from generally-recognized standards of public behaviour and which is seen to undermine the public reputation of the National Killam Program.

*** I confirm that: (required) ***

☐ No ☒ Yes

- I agree with the statements above.
- The statements in my nomination are complete and accurate, to the best of my knowledge.

The date and time will populate automatically when you agree to the statements and click 'Validate and save'

Confirmed on

—

Validate and save

Previous **Next**

The date and time will populate automatically when you have agreed to the statements and clicked **Validate and save**.

Click **Next**.

*** I confirm that: (required) ***

☐ No ☒ Yes

- I agree with the statements above.
- The statements in my nomination are complete and accurate, to the best of my knowledge.

The date and time will populate automatically when you agree to the statements and click 'Validate and save'

Confirmed on

2/15/2023 2:49 PM

Validate and save

Previous Next

To aid us in selecting appropriate expert peer reviewers, please identify the research categories that correspond with your proposal. Select **New Category**.

Note: Up to 5 categories may be identified.

Research category

[Identification of applicant](#) ✓

[Self-identification](#)

[Applicant attestation](#) ⓘ

Research category ⓘ

[Identification of referees providing letters of support](#) ⓘ

[Research Abstract](#) ⓘ

[Supporting documents](#) ⓘ

[Summary and submission](#)

Informed by the Canadian Research Development Classification (CRDC) system, applicants for the Fellowship and nominees for the Prize are asked to identify at least one (1) and up to five (5) relevant disciplines for purposes of peer review.

Details about the CRDC are available here: [Canadian Research and Development Classification \(CRDC\) 2020 Version 1.0 \(statcan.gc.ca\)](#). This information needs to be completed by the researcher being considered for the award.

*** Research Categories (required) ***

New Category

Division ↑	Group	Class	Sub-Class	Actions
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There are no records to display.

Validate and save

Previous Next

You will be able to identify your research by Division, Group, Class & Sub Class as defined by the [CRDC system \(Field of Research\)](#)

Create

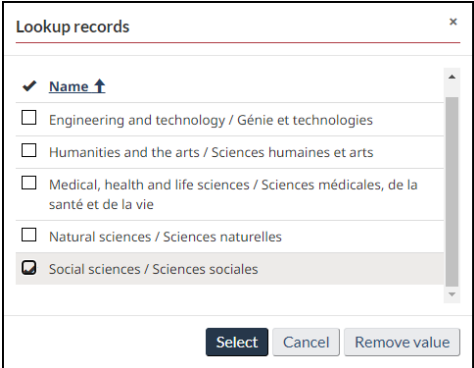
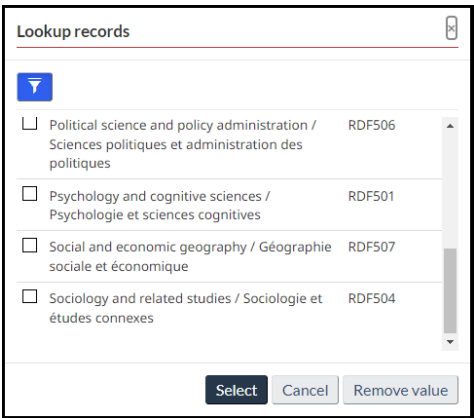
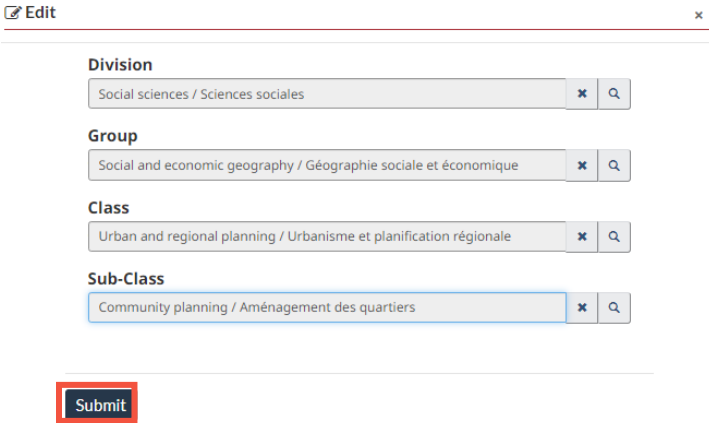
Division

Group

Class

Sub-Class

Submit

<p>For example, the division indicated here is Social Sciences.</p>	
<p>Once the division has been selected, you will have the opportunity to select the group. If Social and economic geography is chosen,</p>	
<p>You will be presented class options where you might select Community Planning.</p> <p>Click Submit when you have completed entering a research category.</p>	

Please indicate up to five sub-classes for your proposed research for purposes of peer review.

You may **Edit** or **Remove** categories after adding.

Click **Validate and save** when complete.

[Add](#)

Division ↑	Group	Class	Sub-Class	Actions
Social sciences / Sciences sociales	Social and economic geography / Géographie sociale et économique	Urban and regional planning / Urbanisme et planification régionale	Community planning / Aménagement des quartiers	<div>Edit</div> <div>Remove</div>
Social sciences / Sciences sociales	Social and economic geography / Géographie sociale et économique	Human geography / Géographie humaine	Behavioural geography / Géographie du comportement	<div>Edit</div> <div>Remove</div>
Social sciences / Sciences sociales	Social and economic geography / Géographie sociale et économique	Urban and regional planning / Urbanisme et planification régionale	Housing market development and management / Développement et gestion des marchés de l'habitation	<div>Edit</div> <div>Remove</div>
Social sciences / Sciences sociales	Law and legal practice / Droit et exercice du droit	Law (except legal practice and international law) / Droit (sauf l'exercice du droit et le droit international)	Human rights / Droits de la personne	<div>Edit</div> <div>Remove</div>

Validate and save

Next

Select the **Edit** button to add or edit a referee.

Note: Referees providing letters of support are encouraged to send their letter to the institutional contact who can upload it on their behalf.

Alternatively, referees may send their letter by email to the [National Killam Program Office](#).

Note: The button **Send invitations to referees** sends all identified referees an email that provides them instructions to upload their letter directly in the portal. **This is an optional step.**

Identification of referees providing letters of support

Identification of applicant

Self-identification

Applicant attestation

Research category

Identification of referees providing letters of support

Research Abstract

Supporting documents

Summary and submission

Provide the contact information for referees who will provide letters of support.

Please ensure that each letter is unique, and that at least one letter speaks to the importance, the impact, and the quality of the proposed research; and the other focuses on the quality and impact of the researcher themselves, and their alignment with the Killam Attributes.

- Please request that the letter clearly specify the nature of the letter writer's relationship with the applicant.

To reduce the potential for unconscious bias in the evaluation process:

- Please refer to applicants consistently by their surname(s) and use gender-neutral pronouns.
- Please remove institutional letterhead.

The referees may be within or outside of Canada. Ideally, the candidate will share their application letter with those providing letters to avoid repetition.

Select the Edit button to add or edit a referee.

Name	Department or school	Institution	Email Address	Status	Actions
				Add a referee	Edit
				Add a referee	Edit

Emails sent by the system invite the letter writer to create an account and provide a letter directly. You may omit this email if the (institution contact, nominator) will collect letters and upload them on behalf of the writer.

Validate and save

Previous

Next

Send invitations to referees

Add contact information for each referee and **Submit**.

Edit

Enter the information of the expert to provide the letter of support, the expert will received by email a link to add the document on the portal.

Title

* First name (required) *

* Last name (required) *

Department or school

Institution

* Address line 1 (required) *

Address line 2

* Country (required) *

Canada

<p>In the official language of your choice, please provide a brief, plain-language summary (250 words in English, 300 words in French) of the research being proposed in the <u>Research Abstract</u> box.</p> <p>Click <u>Validate and save</u> once complete.</p>	<div><div><div>Identification of applicant ✓</div><div>Self-identification</div><div>Applicant attestation ✓</div><div>Research category ✓</div><div>Identification of experts providing letters of support ⓘ</div><div>Research Abstract ✓</div><div>Supporting documents ⓘ</div><div>Summary and submission</div></div><div><p>In the official language of your choice, please provide a brief, plain-language summary (250 words English, 300 words French) of the research being proposed. Using simple terms, describe the nature of the work, why and to whom the research is important, anticipated outcomes, and the manner in which this research serves to increase the scientific and scholastic attainment of Canadians.</p><p>This plain-language summary may be made available to peer reviews and to the public in the event that you are selected as a program recipient. If you wish, you may also provide the summary in both official languages.</p><div><div>* Research Abstract (required) *</div><div>Number of words: 209</div><div>Human systems will have to adapt to climate change. Understanding of the magnitude of the adaptation challenge at a global scale, however, is incomplete, constrained by a limited understanding of if and how adaptation is taking place. This research hopes to develop and apply a methodology to track and characterize adaptation action; and will apply these methods to the peer-reviewed, English-language literature. This research will challenge a number of common assumptions about adaptation while supporting others: (1) Considerable research on adaptation has been conducted yet the majority of studies report on vulnerability assessments and natural systems (or intentions to act), not adaptation actions. (2) Climate change is rarely the sole or primary motivator for adaptation action. (3) Extreme events are important adaptation stimuli across regions. (4) Proactive adaptation is the most commonly reported adaptive response, particularly in developed nations. (5) Adaptation action is more frequently reported in developed nations, with middle income countries underrepresented and low-income regions dominated by reports from a small number of countries. (6) There is limited reporting on adaptations being developed to take advantage of climate change or focusing on women, elderly, or children. This research hopes to contribute to a better understanding among Canadians of how we are adapting globally to our changing climate.</div></div></div><div><div>Validate and save</div><div>PreviousNext</div></div></div>
<p>Information entered in forms without using <u>Validate and save</u> will be lost.</p>	<div><div><div>Applicant attestation ✓</div><div>Research category ✓</div><div>Identification of experts providing letters of support ⓘ</div><div>Research Abstract</div><div>Supporting documents ⓘ</div></div><div><p>This plain-language summary may be made available to peer reviews and to the public in the event that you are selected as a program recipient. If you wish, you may also provide the summary in both official languages.</p><div>Leave page without saving? If you do not save this page before leaving, you will lose your work.</div><div>Continue without savingCancel</div></div></div>
<p>Supporting documents can be uploaded by clicking <u>Add document</u>.</p>	<div><div><div>Instructions:</div><div><ul style="list-style-type: none">Text files must be in .pdf, .doc or .docx format.Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.</div><div>* Supporting Documents (required) *</div><div>Add document</div><div><div>Name ↑TypeCreated onActions</div><div>There are no records to display.</div></div><div><div>Validate and save</div><div>PreviousNext</div></div></div></div>

Choose the document type from the drop down menu and attach the file from your computer.

Create

Type

Candidate's Statement/Déclaration du candidat

Description

Attach a file *

Choose File

No file chosen

Submit

Files are automatically saved when they are uploaded.

All required documents must be uploaded, and your institutional contact must verify your application, before you will be able to **Validate and save** on the final submission step.

Summary and submission

Identification of applicant

Self-identification

Applicant attestation

Research category

Identification of referees providing letters of support

Research Abstract

Supporting documents

Summary and submission

Please check with your institutional contact that they have verified your application before you submit.

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

You must include the following items.

- Abstract (250 words maximum)
- Research proposal (1,500 words maximum) plus up to five (5) additional pages for references
- Candidate statement (1,000 words maximum)
- Community research supplement (optional) (500 words maximum)
- Curriculum Vitae (30 pages maximum)
- Two letters of support (1,000 words maximum)
- Identification of Research Categories
- Eligibility attestations

Instructions

- Text files must be in .pdf, .doc, or .docx format.
- Do not use punctuation, special characters, or more than 45 characters in your file names.
- The total maximum file size including attachments is 25 MB.

Send your completed application on or before the deadline by 23:59 (local time).

If you do not receive a confirmation email within 2 business days, please contact us.

The National Killam Program Office will not assess incomplete or late applications.

Previous

Next

Once all documents and forms are complete, select **Submit form** to submit your application. As the applicant, you are responsible for final submission of the application.

Once submitted, applications are locked and can only be modified with the intervention of program staff. Please contact the [National Killam Program Office](#) for assistance with a submitted application.

Thank you for applying for a Dorothy Killam Fellowship.

Summary and submission

Identification of applicant ✓
Self-identification
Applicant attestation ✓
Research category ✓
Identification of referees providing letters of support ✓
Research Abstract ✓
Supporting documents ✓
Summary and submission

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[Submit form](#)

[Previous](#) [Next](#)

If you have any questions not covered in this guide, contact the [National Killam Program Office](#) for assistance.