National Killam Program User Guide

Institutional Contact for Dorothy Killam Fellowship

Contents

1. Purpose of This Guide 1
2. About the National Killam Program 1
3. Equity, Diversity, and Inclusion Statement 2
4. Roles – Participants in the Dorothy Killam Fellowship application process 2
5. Institutional Contact Guide – Dorothy Killam Fellowship 3

1. Purpose of This Guide

This guide provides information on how to support an application for a Dorothy Killam Fellowship on the following website: *National Killam Program · Portal.*

Please note that the intended audience for this guide is the institutional support contact (person supporting the Dorothy Killam Fellowship application).

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 Laureates 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, as well as upload some supporting documents (applicant's CV, letters of support). Institutional contacts are required to provide institutional attestation as proof of eligibility (See Terms & Conditions).

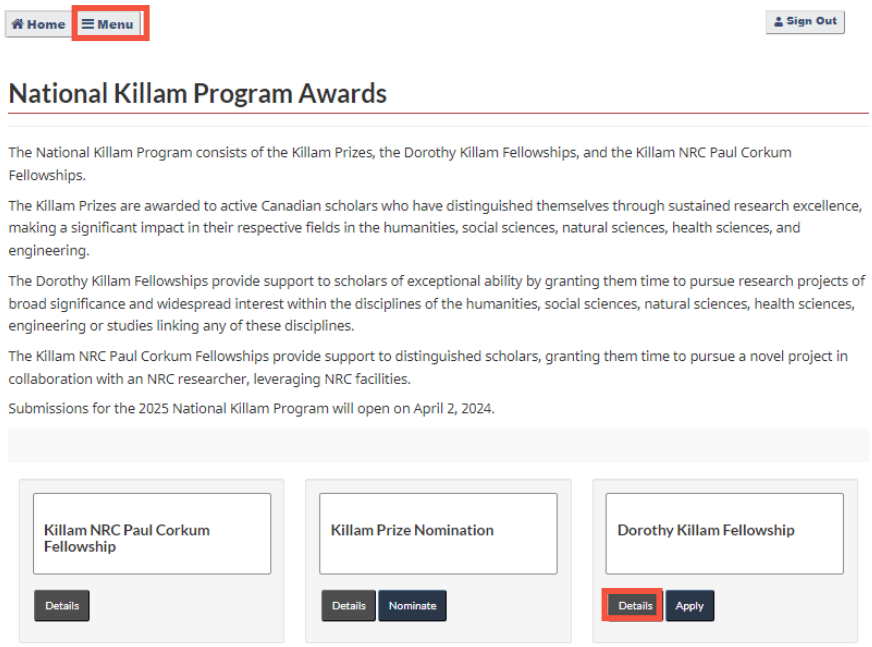
Referee – Referees are identified by the applicant and invited to provide letters of support either through the institutional contact or the applicant, directly to the National Killam Program Office, or through the application portal.

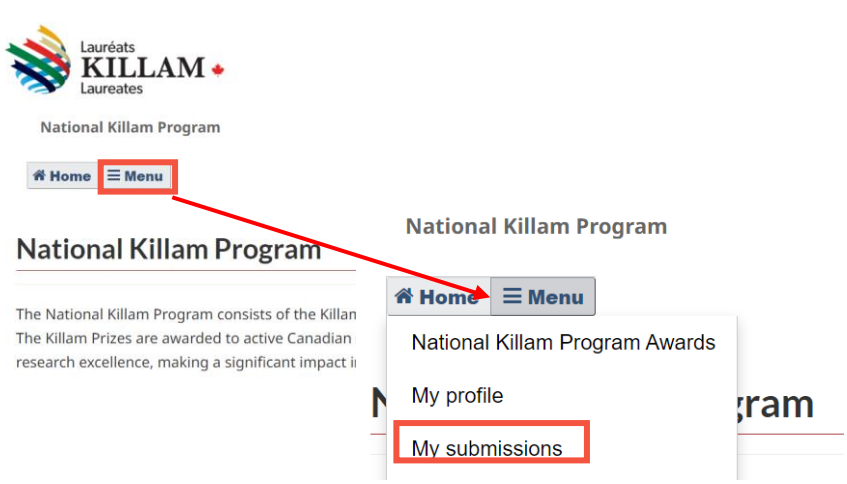
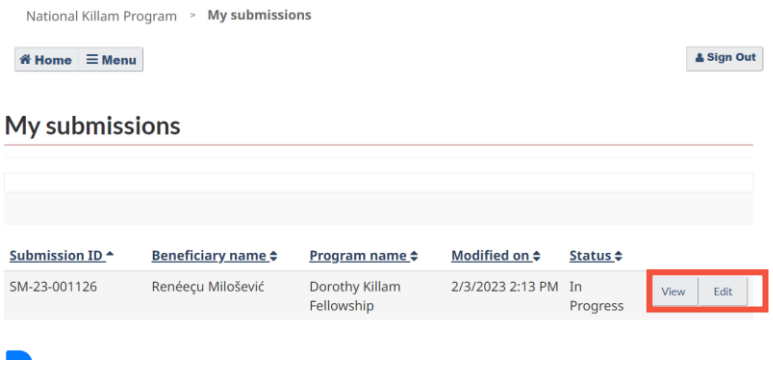
5. Institutional Contact Guide – Dorothy Killam Fellowship

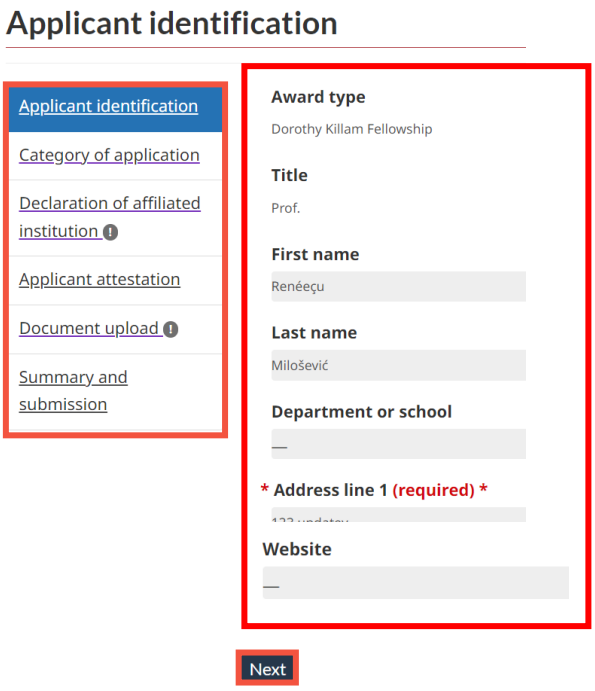
The main user for the Dorothy Killam Fellowship is the applicant, but an institutional contact must log into the portal and confirm institutional support for the application. You may wish to save a copy of this guide, which is available without creating an account on the portal, as a reference as you gather materials. If you are experiencing issues logging into your account, please see the Killam portal user guide.

<table>
<tr><th colspan="2">Providing institutional support for an applicant</th></tr>
<tr><td>Open the portal and select <u>National Killam Program Awards</u> under the <u>Menu</u>.

Choose the Dorothy Killam Fellowship.

The program guidelines, including terms and conditions of the award, are located under <u>Details</u>.</td><td> 
</td></tr>
</table>

When you are ready to review or provide information in support of an application, select **Menu**, and **My Submissions.**	
Click **View** to review information only, or **Edit** to complete the institutional declaration or upload files for the chosen submission.	

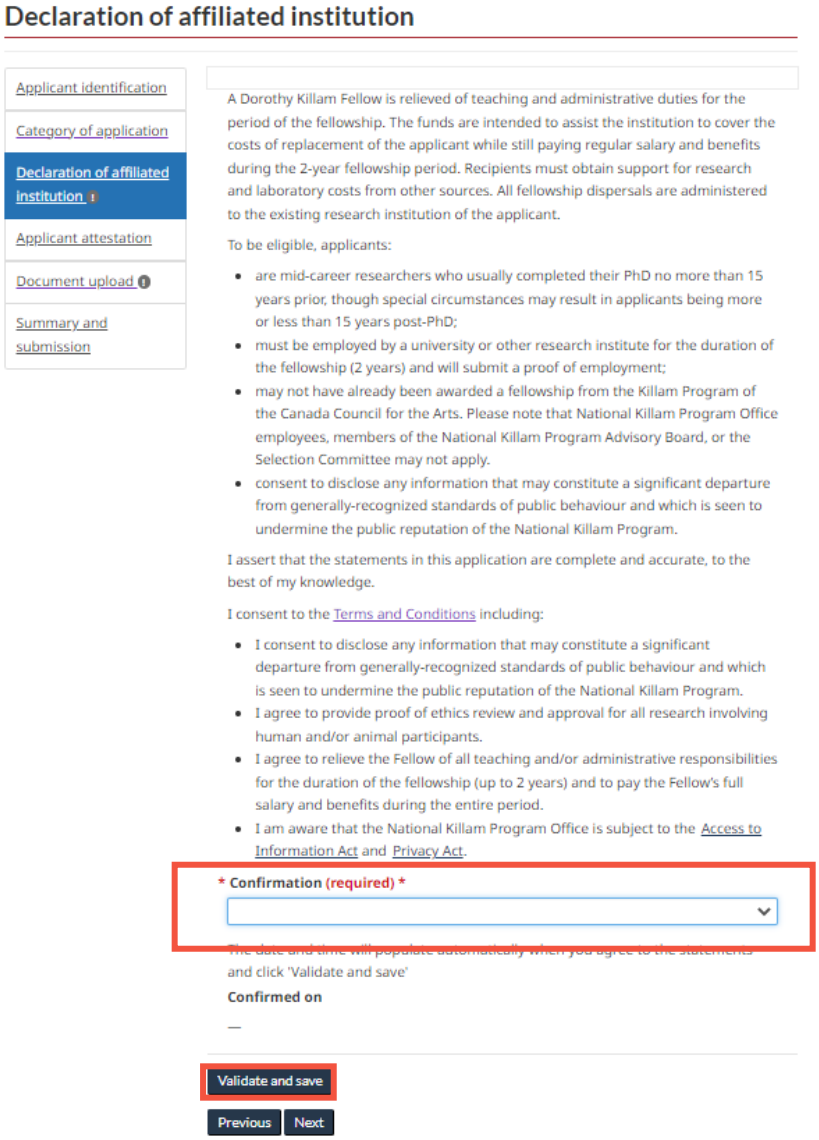
Toggle through the application information and supporting material using the left hand menu to ensure all required fields are completed by selecting items directly from this menu or navigating with the **Next** and **Previous** buttons at the bottom of each page. Information that must be completed by the applicant is visible but cannot be modified.	

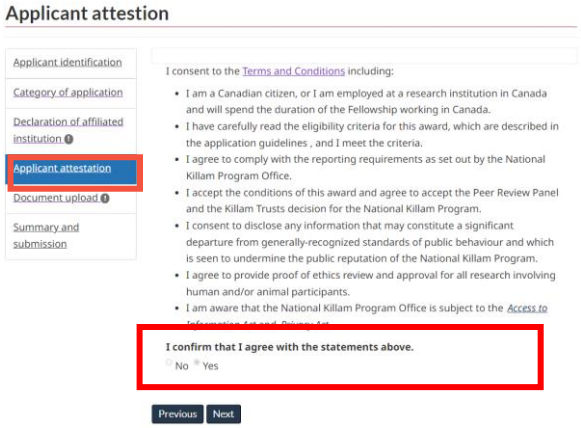
All sections must be completed prior to submitting an application and may be completed in any order.

The **Declaration of affiliated institution** section requires you to agree to the Terms and Conditions of the award.

Once you have confirmed the application is eligible and your institution will support a Fellowship if awarded, **Confirmation** is required using the drop-down box.

Please select **Validate and save** on this page to complete your attestation. If an attestation has been completed in error, contact the National Killam Program Office to correct the issue.



Verify that the applicant has completed their attestation of eligibility.	

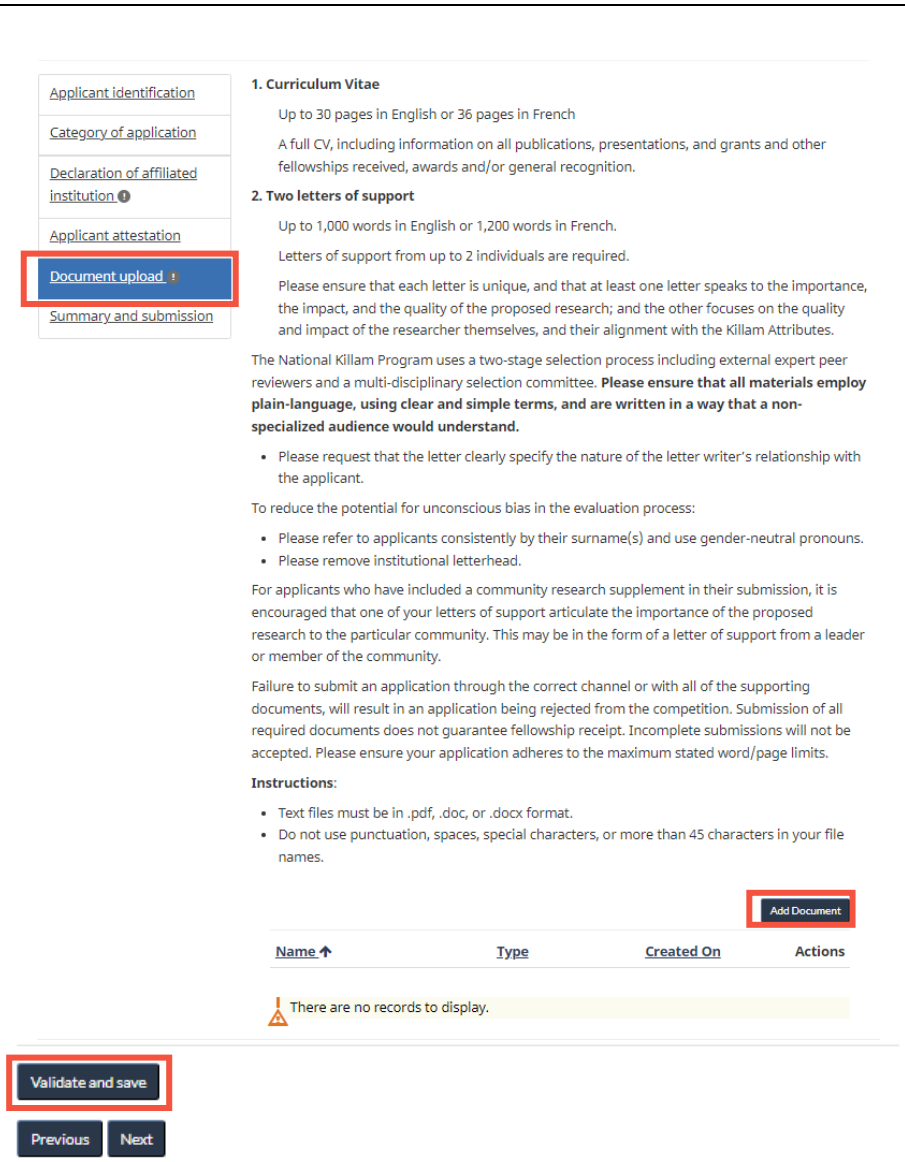
Supporting documents are visible under **Document upload**.

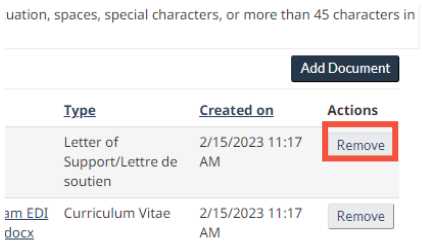
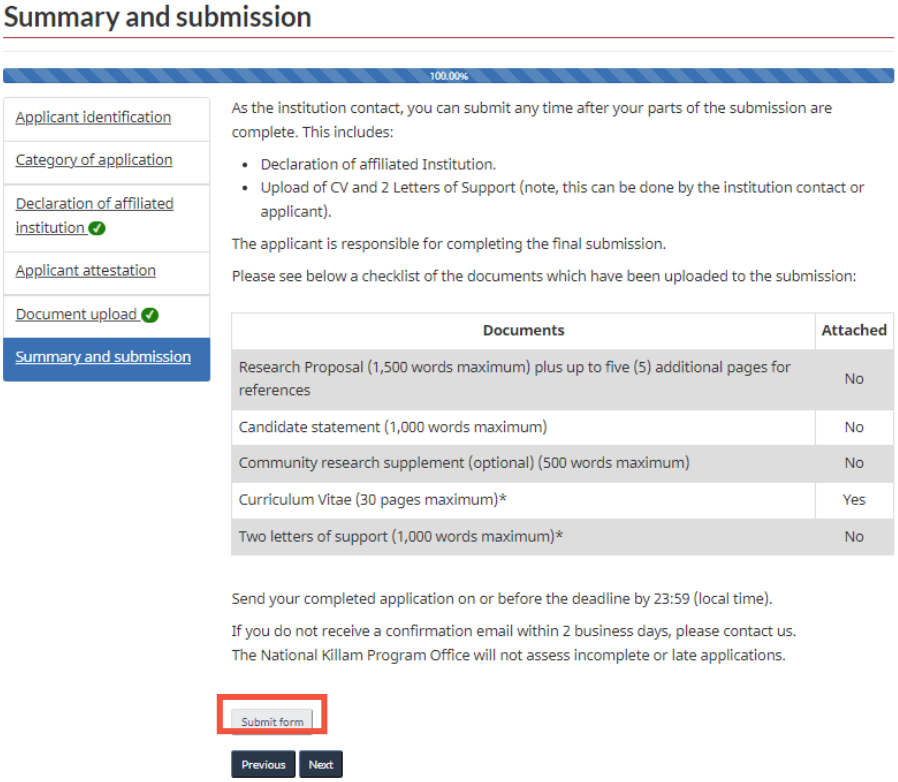
The institutional contact may upload an applicant's Curriculum Vitae and letters of support from referees by clicking **Add Document.**

NOTE: Applicants are responsible for uploading their proposal, candidate statement, and community research supplement (optional).

Note: While applicants are responsible for identifying individuals writing letters of support, we encourage letter writers to send their letter to the institutional contact who will upload on their behalf. Letters of support may also be emailed to the National Killam Program Office.

Validate and save to confirm document uploads are complete.



Remove or update Curriculum Vitae or Letters of support by selecting **Remove**. This may be necessary for files uploaded in error.	
Once all of the documents have been uploaded, and the affiliated institution declaration is complete, please review the checklist and **Submit form.** The system sends the applicant an email to inform them that the application is ready for final submission. **Note:** Applicants are responsible for submitting the application after the institutional attestation has been completed and all supporting files have been uploaded. The institutional contact cannot submit a completed application on the applicant's behalf.	

If you have any questions about the application process or the Dorothy Killam Fellowship that are not covered in this guide, contact the National Killam Program Office for assistance.