



Conseil national de  
recherches Canada

National Research  
Council Canada



# National Killam Program User Guide

## Institutional Contact for Dorothy Killam Fellowship

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### 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](mailto: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:

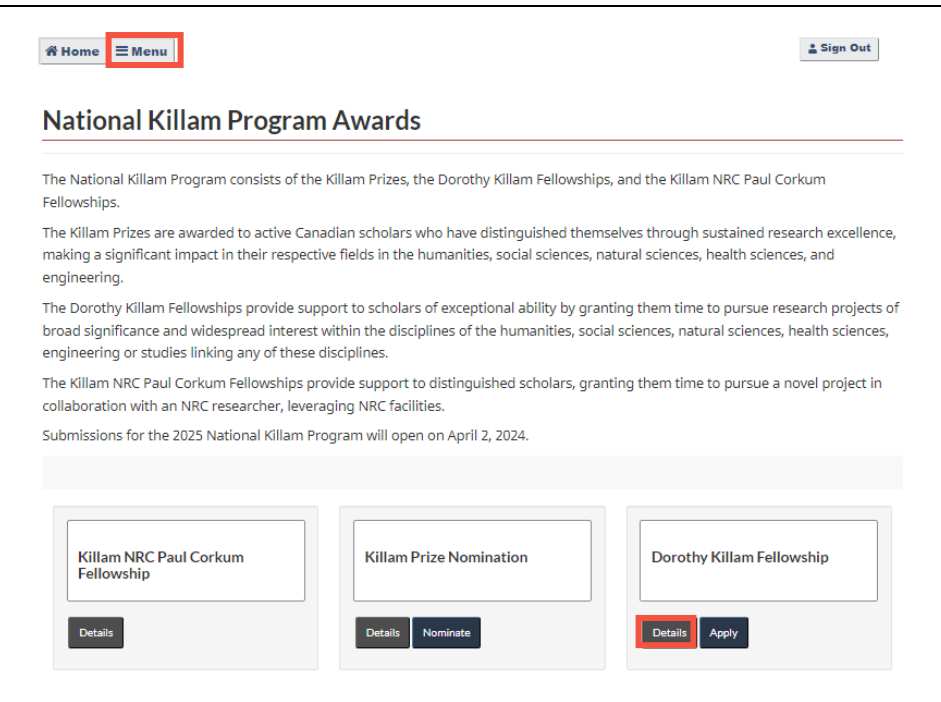
**Applicant** – The researcher applying for a Dorothy Killam Fellowship. Applicants are responsible for ensuring that all attestations, including institutional attestation, and all documents are uploaded prior to submission including two (2) letters of support from referees.

**Institutional contact** – Awards administrators from supporting institutions may view Dorothy Killam Fellowship applications that originate from their institutions, 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](#).

<i>Providing institutional support for an applicant</i>	
<p>Open the portal and select <b><u>National Killam Program Awards</u></b> under the <b><u>Menu</u></b>.</p> <p>Choose the Dorothy Killam Fellowship.</p> <p>The program guidelines, including terms and conditions of the award, are located under <b><u>Details</u></b>.</p>	 <p>The screenshot shows the 'National Killam Program Awards' page. At the top, there are 'Home' and 'Menu' buttons, with 'Menu' highlighted in red. A 'Sign Out' button is in the top right. The main heading is 'National Killam Program Awards'. Below this, there is introductory text: 'The National Killam Program consists of the Killam Prizes, the Dorothy Killam Fellowships, and the Killam NRC Paul Corkum Fellowships.' This is followed by three paragraphs describing the Killam Prizes, Dorothy Killam Fellowships, and Killam NRC Paul Corkum Fellowships. A notice states: 'Submissions for the 2025 National Killam Program will open on April 2, 2024.' At the bottom, there are three cards: 'Killam NRC Paul Corkum Fellowship' with a 'Details' button; 'Killam Prize Nomination' with 'Details' and 'Nominate' buttons; and 'Dorothy Killam Fellowship' with 'Details' and 'Apply' buttons. The 'Details' button for the Dorothy Killam Fellowship is highlighted in red.</p>

When you are ready to review or provide information in support of an application, select **Menu**, and **My Submissions**.



National Killam Program

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

## National Killam Program

The National Killam Program consists of the Killam Prizes. The Killam Prizes are awarded to active Canadian research excellence, making a significant impact in

National Killam Program

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

National Killam Program Awards

My profile

[My submissions](#)

Click **View** to review information only, or **Edit** to complete the institutional declaration or upload files for the chosen submission.

National Killam Program > My submissions

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

[Sign Out](#)

## My submissions

<a href="#">Submission ID</a>	<a href="#">Beneficiary name</a>	<a href="#">Program name</a>	<a href="#">Modified on</a>	<a href="#">Status</a>	
SM-23-001126	Renéču Milošević	Dorothy Killam Fellowship	2/3/2023 2:13 PM	In Progress	<a href="#">View</a> <a href="#">Edit</a>

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.

## Applicant identification

### Applicant identification

[Category of application](#)

[Declaration of affiliated institution](#) ⓘ

[Applicant attestation](#)

[Document upload](#) ⓘ

[Summary and submission](#)

### Award type

Dorothy Killam Fellowship

### Title

Prof.

### First name

Renéeçu

### Last name

Milošević

### Department or school

—

### \* Address line 1 (required) \*

—

### Website

—

Next

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.

## Declaration of affiliated institution

[Applicant identification](#)

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**Declaration of affiliated institution**

[Applicant attestation](#)

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A Dorothy Killam Fellow is relieved of teaching and administrative duties for the period of the fellowship. The funds are intended to assist the institution to cover the costs of replacement of the applicant while still paying regular salary and benefits during the 2-year fellowship period. Recipients must obtain support for research and laboratory costs from other sources. All fellowship dispersals are administered to the existing research institution of the applicant.

To be eligible, applicants:

- are mid-career researchers who usually completed their PhD no more than 15 years prior, though special circumstances may result in applicants being more or less than 15 years post-PhD;
- must be employed by a university or other research institute for the duration of the fellowship (2 years) and will submit a proof of employment;
- may not have already been awarded a fellowship from the Killam Program of the Canada Council for the Arts. Please note that National Killam Program Office employees, members of the National Killam Program Advisory Board, or the Selection Committee may not apply.
- 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 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 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 agree to relieve the Fellow of all teaching and/or administrative responsibilities for the duration of the fellowship (up to 2 years) and to pay the Fellow's full salary and benefits during the entire period.
- I am aware that the National Killam Program Office is subject to the [Access to Information Act](#) and [Privacy Act](#).

**\* Confirmation (required) \***

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

Verify that the applicant has completed their attestation of eligibility.

### Applicant attestation

Applicant identification

Category of application

Declaration of affiliated institution

Applicant attestation

Document upload

Summary and submission

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](#).

I confirm that I agree with the statements above.

No  Yes

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

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.

[Applicant identification](#)

[Category of application](#)

[Declaration of affiliated institution](#)

[Applicant attestation](#)

**Document upload**

[Summary and submission](#)

**1. Curriculum Vitae**

Up to 30 pages in English or 36 pages in French

A full CV, including information on all publications, presentations, and grants and other fellowships received, awards and/or general recognition.

**2. Two letters of support**

Up to 1,000 words in English or 1,200 words in French.

Letters of support from up to 2 individuals are required.

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.

The National Killam Program uses a two-stage selection process including external expert peer reviewers and a multi-disciplinary selection committee. **Please ensure that all materials employ plain-language, using clear and simple terms, and are written in a way that a non-specialized audience would understand.**

- 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.

For applicants who have included a community research supplement in their submission, it is encouraged that one of your letters of support articulate the importance of the proposed research to the particular community. This may be in the form of a letter of support from a leader or member of the community.

Failure to submit an application through the correct channel or with all of the supporting documents, will result in an application being rejected from the competition. Submission of all required documents does not guarantee fellowship receipt. Incomplete submissions will not be accepted. Please ensure your application adheres to the maximum stated word/page limits.

**Instructions:**

- 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.

**Add Document**

Name ↑	Type	Created On	Actions
⚠ There are no records to display.			

**Validate and save**

Previous Next



Remove or update Curriculum Vitae or Letters of support by selecting **Remove**. This may be necessary for files uploaded in error.

uation, spaces, special characters, or more than 45 characters in

**Add Document**

Type	Created on	Actions
Letter of Support/Lettre de soutien	2/15/2023 11:17 AM	<b>Remove</b>
<a href="#">im.EDI.docx</a> Curriculum Vitae	2/15/2023 11:17 AM	Remove

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.

## Summary and submission

100.00%

- [Applicant identification](#)
- [Category of application](#)
- [Declaration of affiliated institution](#) ✓
- [Applicant attestation](#)
- [Document upload](#) ✓
- Summary and submission**

As the institution contact, you can submit any time after your parts of the submission are complete. This includes:

- Declaration of affiliated Institution.
- Upload of CV and 2 Letters of Support (note, this can be done by the institution contact or applicant).

The applicant is responsible for completing the final submission.

Please see below a checklist of the documents which have been uploaded to the submission:

Documents	Attached
Research Proposal (1,500 words maximum) plus up to five (5) additional pages for references	No
Candidate statement (1,000 words maximum)	No
Community research supplement (optional) (500 words maximum)	No
Curriculum Vitae (30 pages maximum)*	Yes
Two letters of support (1,000 words maximum)*	No

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.

**Submit form**

**Previous** **Next**

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.