



Conseil national de recherches Canada National Research Council Canada

National Killam Program User Guide

Institutional Contacts for Killam NRC Paul Corkum Fellowships

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 Killam NRC Paul Corkum Fellowship application process..... 2
- 5. Institutional Contact Guide – Killam NRC Paul Corkum Fellowship..... 3

1. Purpose of This Guide

This guide provides information on how to support an application for a Killam NRC Paul Corkum Fellowship on the following website: [National Killam Program - Portal](#).

Please note that the intended audience for this guide is the institutional support contacts (person supporting the Killam NRC Paul Corkum Fellowships 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 Killam NRC Paul Corkum Fellowship application process

The following are involved in the Killam NRC Paul Corkum Fellowships:

Applicants – The external fellow and NRC applicant applying for a Killam NRC Paul Corkum Fellowship. Applicants are responsible for ensuring that all attestations, including institutional attestations, and all documents are uploaded prior to submission. The applicant who begins the submission in the portal is responsible for completing the submission.

Institutional contact – There is an external fellow institutional contact, and an institution contact for the NRC applicant. For the external fellow, the Institutional contact can be an awards administrators or senior leader from their institution. For the NRC applicant, the institutional contact should be the Director General of their Research Centre or an appointed representative.

Institutional contacts from each institution may view Killam NRC Paul Corkum 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.

5. Institutional Contact Guide – Killam NRC Paul Corkum Fellowship

The main users for the Killam NRC Paul Corkum Fellowship are the applicants, but an institutional contacts 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](#).

Providing institutional support for an applicant	
<p>Open the portal and select <u>National Killam Program Awards</u> under the <u>Menu</u>.</p> <p>Choose the Killam NRC Paul Corkum Fellowship.</p> <p>The program guidelines, including terms and conditions of the award, are located under <u>Details</u>.</p>	<p>National Killam Program Awards</p> <hr/> <p>The National Killam Program consists of the Killam Prizes, the Dorothy Killam Fellowships, and the Killam NRC Paul Corkum Fellowships.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The 2026 program cycle will open on March 26, 2025.</p> <ul style="list-style-type: none">• The deadline for Dorothy Killam Fellowship submissions is May 22, 2025.• The deadline for Killam Prize submissions is May 29, 2025.• The deadline for Killam NRC Paul Corkum Fellowship submissions is June 5, 2025. <p>The National Killam Program information sessions will be held on February 26, 2025 (English) and March 5, 2025 (French). The sessions will focus on the upcoming 2026 program cycle, which includes the Killam Prizes, Dorothy Killam Fellowships and Killam NRC Paul Corkum Fellowships.</p> <p>Email the National Killam Program Office at KillamProgram:ProgrammeKillam@nrc-cnrc.gc.ca to register.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"><div style="border: 1px solid #ccc; padding: 5px; width: 30%;"><p>Killam NRC Paul Corkum Fellowship</p><p>Details Apply</p></div><div style="border: 1px solid #ccc; padding: 5px; width: 30%;"><p>Killam Prize Nomination</p><p>Details Nominate</p></div><div style="border: 1px solid #ccc; padding: 5px; width: 30%;"><p>Dorothy Killam Fellowship</p><p>Details Apply</p></div></div>

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 **Edit** to complete the institutional declaration or upload files for the chosen submission.

National Killam Program > My submissions

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

[Sign Out](#)

My submissions

Submission ID	Beneficiary name	Program name	Modified on	Status	
SM-23-001126	Renéeču Milošević	Dorothy Killam Fellowship	2/3/2023 2:13 PM	In Progress	View Edit

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.

Fellowship applicant identification

[Fellowship applicant identification](#)

[NRC applicant identification](#)

[Fellowship applicant research categories](#)

[Declaration of affiliated institution](#)

[Supporting documents](#)

[Summary and submission](#)

Institution

Please identify your affiliated Institution and provide the information for your institution's primary contact. Please be aware that updating the Institution contact Email will send a notification to that email address.

Institution

Harvard University

Contact title

Contact first name

Sussex

Contact last name

R'ue

Email

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.

Declaration of affiliated institution

Fellowship applicant identification
NRC applicant identification
Fellowship applicant research categories
Declaration of affiliated institution
Supporting documents
Summary and submission

A Killam NRC Paul Corkum 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 12-month fellowship period. Proposed projects must obtain project cost support from other sources. All fellowship dispersals are administered to the existing research institution of the applicant.

To be eligible, applicants:

- are mid-to-late career researchers, although researchers at earlier career stages may be considered in some cases;
- must be employed by a university or other research institute for the duration of the fellowship (up to 12 months) and will submit a proof of employment;
- 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.

Please note that National Killam Program Office employees, members of the National Killam Program Advisory Board, or the Selection Committee may not apply.

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 12 months) and to pay the Fellow's full salary and benefit 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) ***

Select

Confirmed on
--

The institutional contact may upload an applicant's CV with Candidate Statement and the institution's letter of support by clicking **Add Document**.

NOTE: Applicants are responsible for uploading all other documents.

Validate and save to confirm document uploads are complete.

Supporting documents

100.00%

- Fellowship applicant identification
- NRC applicant identification
- Fellowship applicant research categories
- Declaration of affiliated institution ✔
- Supporting documents
- Summary and submission

As the institution contact, you can add a letter of support and the applicant's CV. All other items must be uploaded by the applicant(s).

1. Two letters of support (Each up to 1,000 words in English or 1,200 words in French)

Letters of support from the institution of each co-applicant are required including,

- one letter of support from the NRC expressing support for the project and detailing why the candidates are well positioned for the project, the benefit of the proposed collaboration, including potential benefits to Canada, how the proposed project will advance research, why this project is important now, how the project aligns with NRC challenge program(s) with confirmation of support from respective challenge program director(s), and what facilities/resources will be made available to the co-PIs and
- one letter of support from the Fellow's institution expressing support for the project and detailing why the candidates are well positioned for the project, the benefit of the proposed collaboration, and how the institution will provide release-time for the Fellow.

Letter writers must clearly specify the nature of their relationship with the applicant.

To reduce the potential for unconscious bias in the evaluation process, letter writers are asked to please: refer to applicants consistently by their surname(s), use gender-neutral pronouns, and remove institutional letterhead.

2. Two Curriculum Vitae (CVs) with Candidate Statements (Up to 30 pages in English or 36 pages in French)

Two full CVs including candidate statements, one from the Fellow nominee and one from the NRC co-PI. Each document should contain the following parts:

Part 1: A candidate statement (Up to 1,000 words in English or 1,200 words in French), including information on the candidate's interest and background relevant to the proposed project. In this section, indicate how the researcher, their work and/or the collaboration demonstrates or reflects 1 or more of the following 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 to create a multiplier effect within the research ecosystem

Add document

Name	Type ↑	Created On	Actions
TESTEST SM-25-001921 Jules Hoffer.docx	CV with Candidate Statement - Fellowship Applicant/Résumé avec déclaration de la personne candidate - Candidat à la bourse	3/6/2025 11:30 AM	Delete
CVCV SM-25-001921 Jules Hoffer.docx	CV with Candidate Statement - NRC Applicant/Résumé avec déclaration de la personne candidate - Candidat du CNRC	3/6/2025 11:25 AM	Delete
LOS3 SM-25-001921 Jules Hoffer.docx	Joint Community Research Supplement (optional)/Supplément de recherche communautaire commun (facultatif)	3/6/2025 11:27 AM	Delete
NOM SM-25-001921 Jules Hoffer.docx	Joint Knowledge Mobilization Plan/Plan commun de mobilisation des connaissances	3/6/2025 11:25 AM	Delete

1 2 >

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	Remove
am EDI docx 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 their institution contact has completed their portion of the submission.

Summary and submission

100.00%

[Fellowship applicant identification](#)

[NRC applicant identification](#)

[Fellowship applicant research categories](#)

[Declaration of affiliated institution](#)

[Supporting documents](#) ✓

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 a CV with a candidate statement for the NRC Applicant and a Letter 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
Joint project proposal (Up to 1,500 words in English or 2,000 words in French, and up to one additional page for budget estimates, and up to five additional pages for references)	Yes
Joint knowledge mobilization plan (Up to 1,000 words in English or 1,200 words in French)	Yes
Joint community research supplement (optional, up to 500 words in English or 750 words in French)	Yes
Two letters of support (Each up to 1,000 words in English or 1,200 words in French)	Yes
Two Curriculum Vitae (CVs) with Candidate Statements (Up to 30 pages in English or 36 pages in French)	Yes

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**

Please Note: Applicants are responsible for submitting the application after the institutional attestations has been completed and all supporting files have been uploaded.

If you have any questions about the application process or the Killam NRC Paul Corkum Fellowships that are not covered in this guide, contact the [National Killam Program Office](#) for assistance.