National Killam Program Portal User Guide

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1. Overview

National Killam Program participants use a portal account to:

- submit a nomination for the Killam Prize,
- apply for a Dorothy Killam Fellowship,
- provide an institutional attestation for a Dorothy Killam Fellowship,
- upload supporting documents,
- apply to be a peer reviewer, or
- submit peer review evaluation report(s).

Individuals writing letters of support for an application are encouraged to send their letter to their contact (the nominator for the Killam Prize, the applicant or their institutional contact for the Dorothy Killam Fellowship), who will upload it on their behalf. Alternatively, letter writers can submit directly to the National Killam Program Office (NKPO) by email or create an account and upload their letter in the portal if they choose.

If at any point you have questions or need additional information, please contact the National Killam Program Office.

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

2. Create an account or log in to an existing account

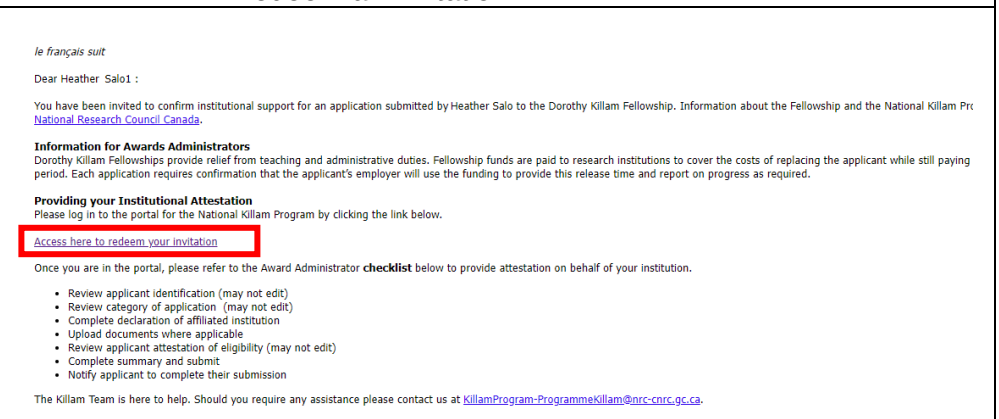
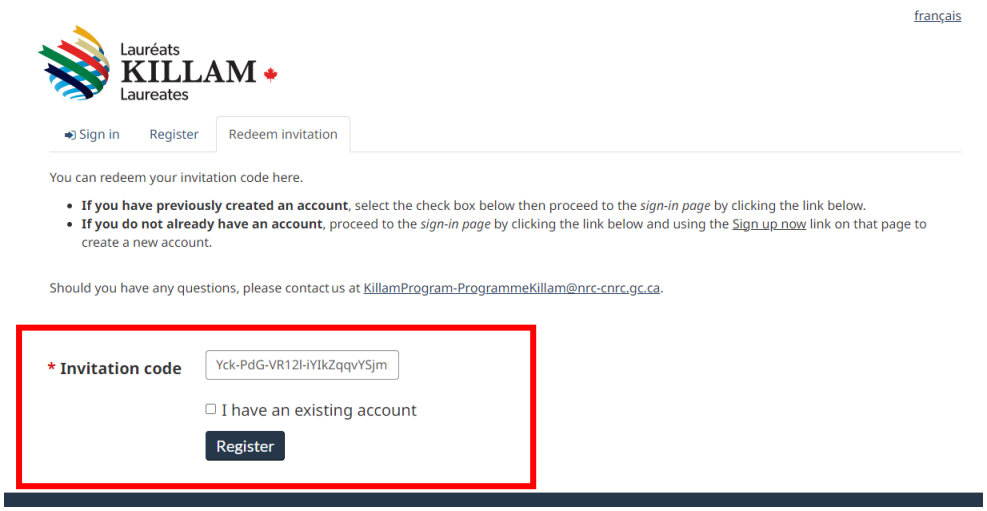
Portal accounts use two-factor authentication (2FA) for account creation, resetting a password, and every login. This section provides information on setting up or resetting an account.

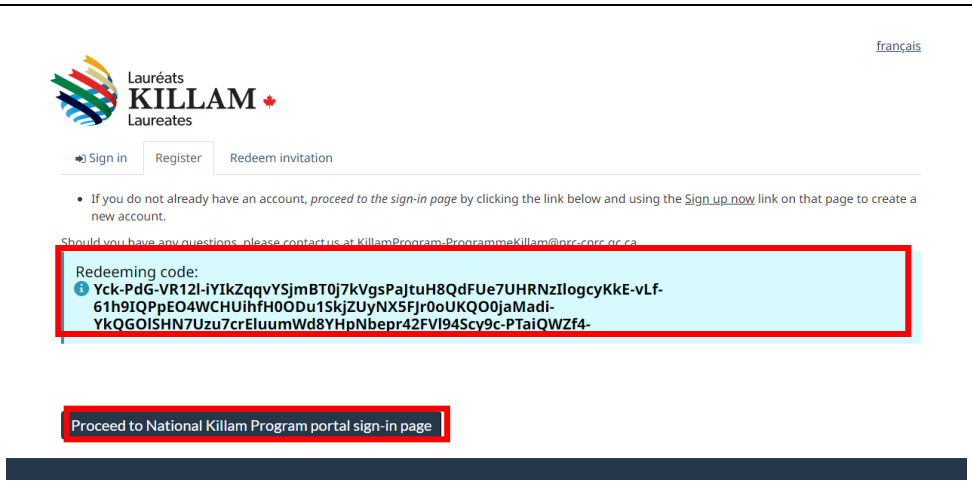
Active accounts are maintained from year to year. Applications and nominations are deactivated and removed on an annual basis, after reviews have been submitted and before the opening of the next program cycle. Accounts with 2 years or more of inactivity may be removed by the NKPO.

Any person with an email address can create an account in the portal. The account is linked to the exact email address provided at the time of account creation. If your institution supports multiple forms of email address (e.g. Given.Surname@uni.ca and gsurname@uni.ca), please ensure you consistently use the same address for logging in to the portal.

2.1. Redeem an invitation

If you have received an invitation email to create an account from **Microsoft** on behalf of Programme Killam Program, with a Subject FOR ACTION: Killam Prize Program portal invitation / invitation au portail pour le prix Killam (see below for example) click on the link in that email message.

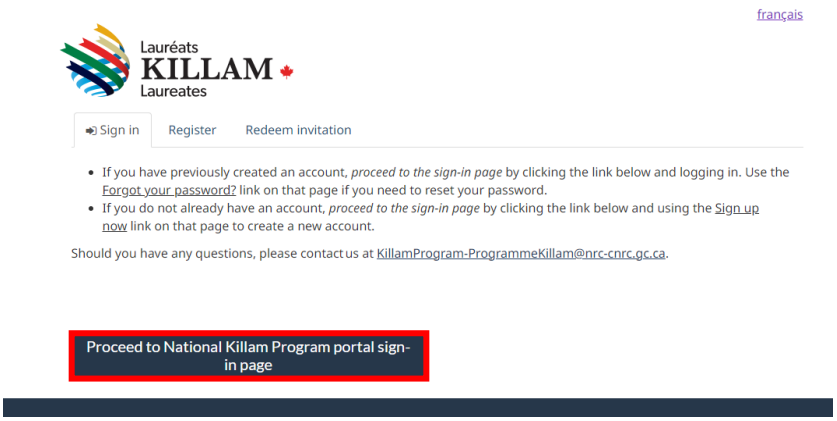
Redeem an invitation	
Click on the **Access here to redeem your invitation** link in the email sent on behalf of the National Killam Program.	
The link opens the portal sign in page https://programmekillamprogram.powerappsportals.com/en-CA/Register. Confirm there is text in the **Invitation code** field. If you have an existing account, select the box. Click **Register**.	

The display shows the code that is used to connect your account to the appropriate application or nomination. Click **Proceed to National Killam Program portal sign-in page**. Continue through the remainder of the login or sign up process described below under **Existing account** or **Create an account**.	

2.2. Log in with a new or existing account

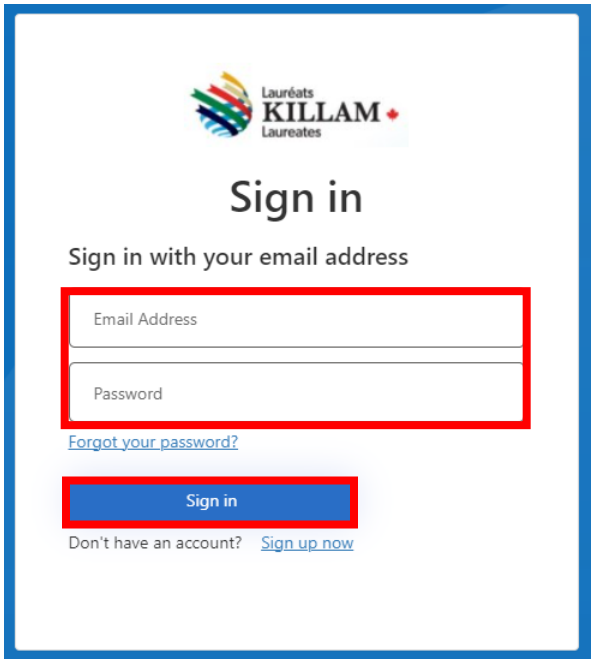
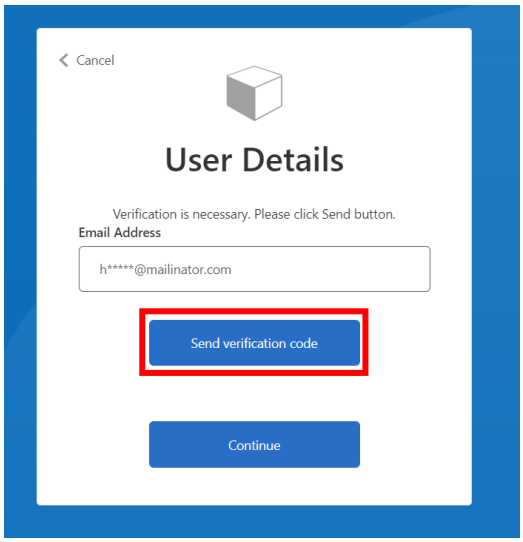
To begin the process of creating an account or logging in to an existing account without redeeming an invitation, navigate to the National Killam Program website and follow these steps.

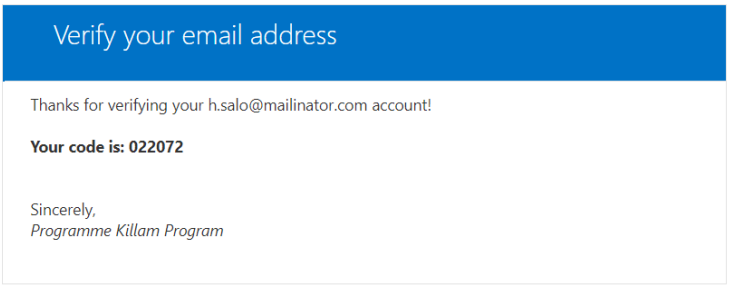
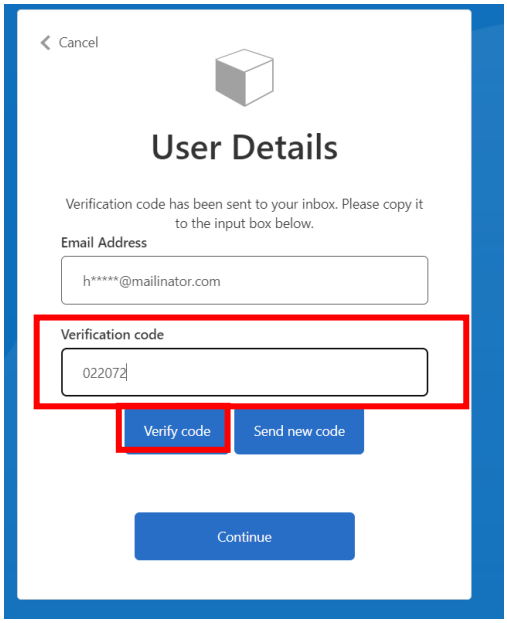
<table>
<tr><th colspan="2">Log in or create an account: common steps</th></tr>
<tr><td>Choose your preferred language.</td><td>
</td></tr>
<tr><td>Click <u>Login or register</u>.</td><td>
</td></tr>
<tr><td>Click <u>Proceed to National Killam Program portal sign-in page</u>.

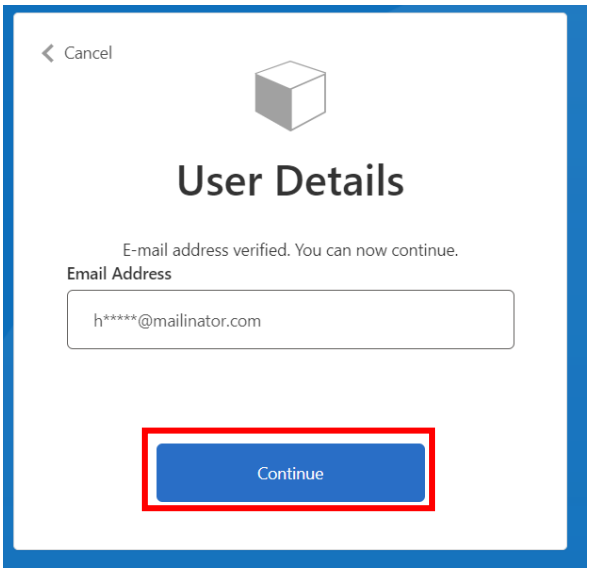
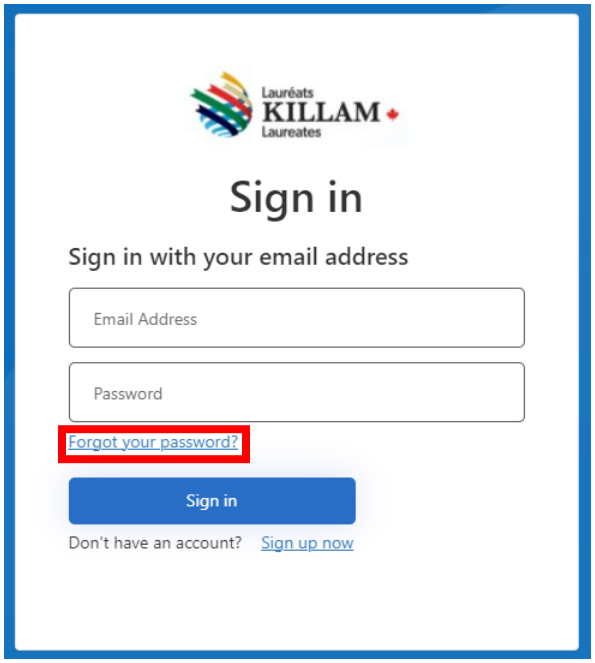
Continue through the remainder of the login or sign up process described below under <u>Existing account</u> or <u>Create an account</u>.</td><td> 
</td></tr>
</table>

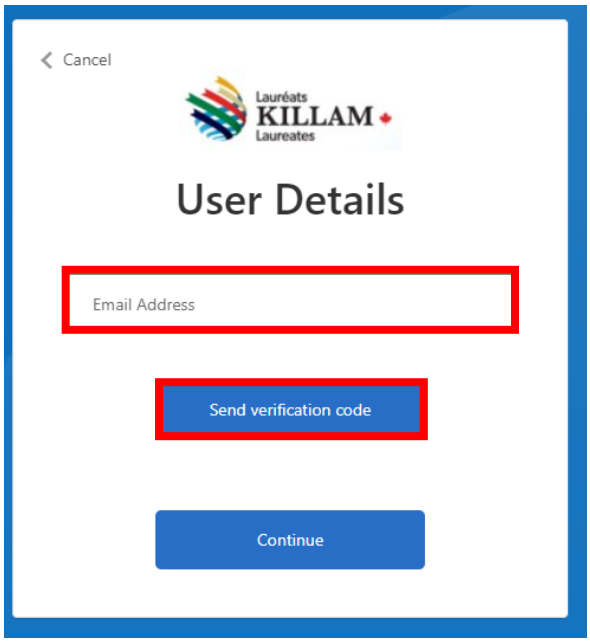
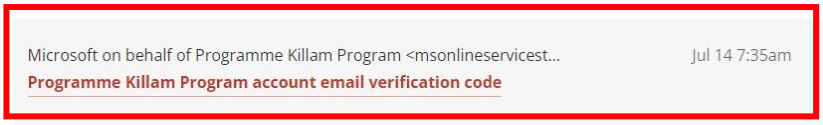
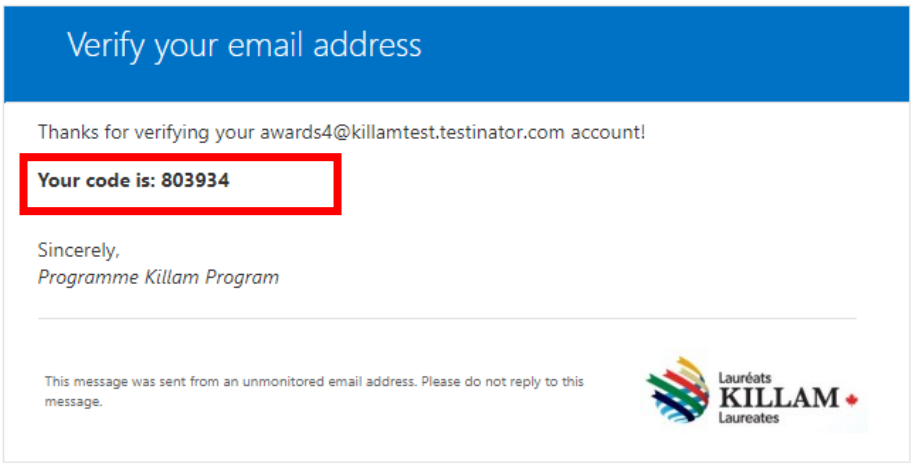
2.2.1. Existing account

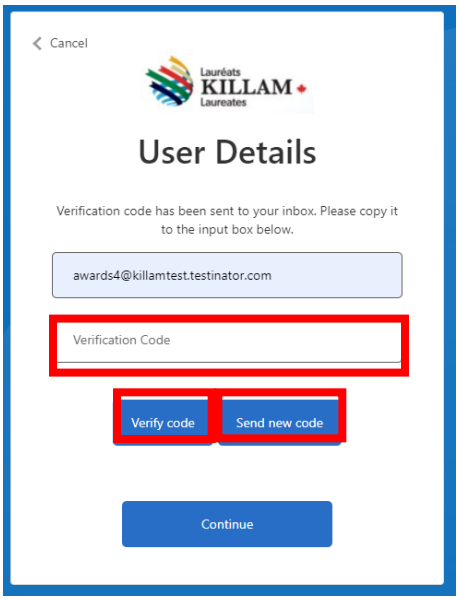
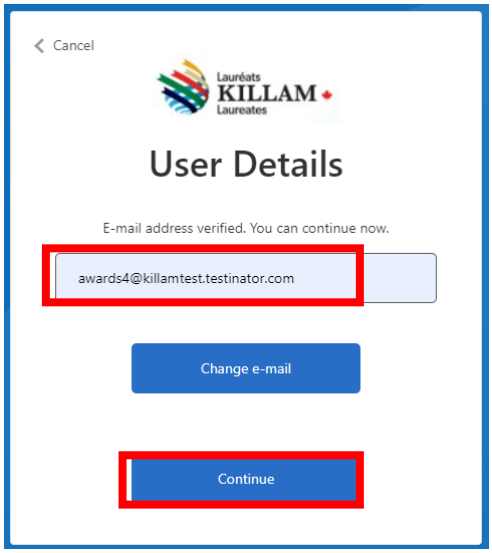
To log in to an existing account, follow these steps. If at any point you see a red message indicating “A user with the specified credential could not be found", please try the steps for Create an account as described in the following section.

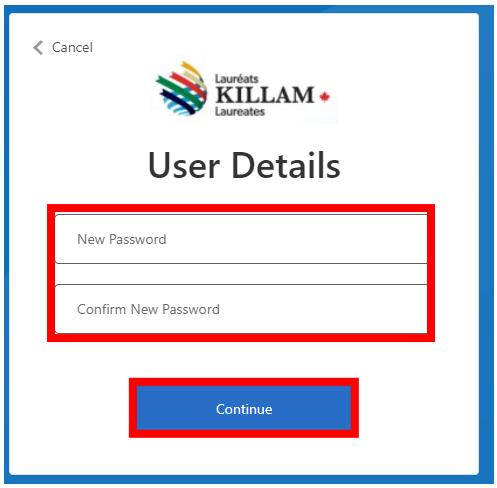
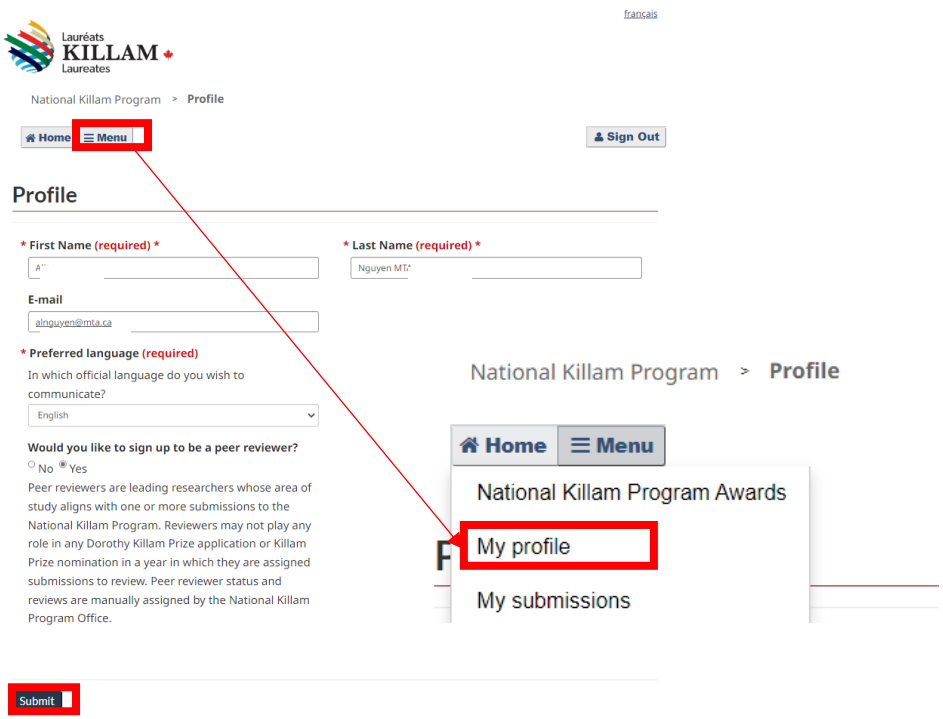
Log in to an existing account, including reset a forgotten password if needed	
If you have an existing account and remember your password, enter your email address and password and click **Sign in**. You will be logged in to the portal and can navigate as usual.	
You will then need to complete the 2-factor authentication as you will do each time you login. You will see this screen with your email already entered with some letters hidden and you will click **send verification code**	

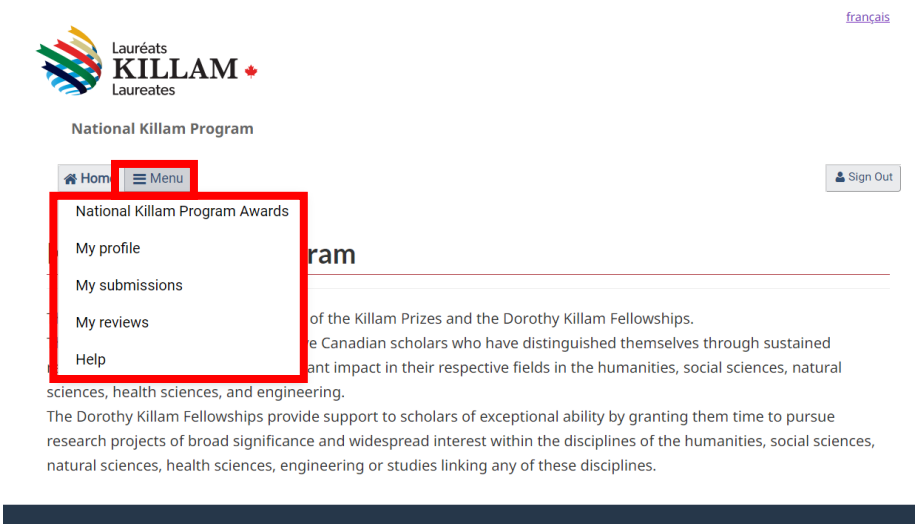
You will then receive an email with the subject line Programme Killam Program account email verification code.	
Open the email and enter in the verification code in the verification code box and click **verify code**	

A new box will appear stating that the email address was verified. Click **continue** to enter the portal.	
If you have an account but do not remember your password, click on the **Forgot your password?** link above the **Sign in** button. You do not need to fill in your email address here.	

To set a new password, enter your email address on the **User Details** screen then click **Send verification code**.	
Open your email inbox and find the message from **Microsoft** on behalf of Programme Killam Program, subject line Programme Killam Program account email verification code	
Note the 6-digit code in this email.	

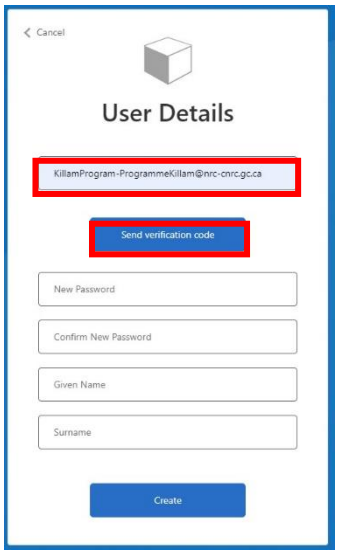
Back in your browser, enter the code in the **Verification Code** box and click **Verify code**. If you receive a red error message, confirm your email address and click **Send new code**. ***NOTE**: The verification code expires 10 minutes after it is requested.*	
A message appears indicating E-mail address verified. You can continue now. Click on **Continue** to set your password. If you have any difficulty getting to this point, or using the portal in general, please contact the National Killam Program Office for assistance.	

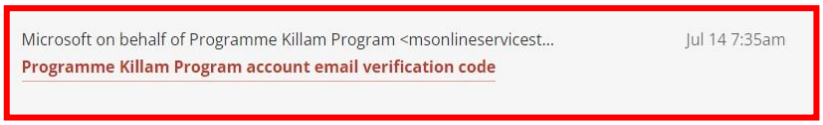
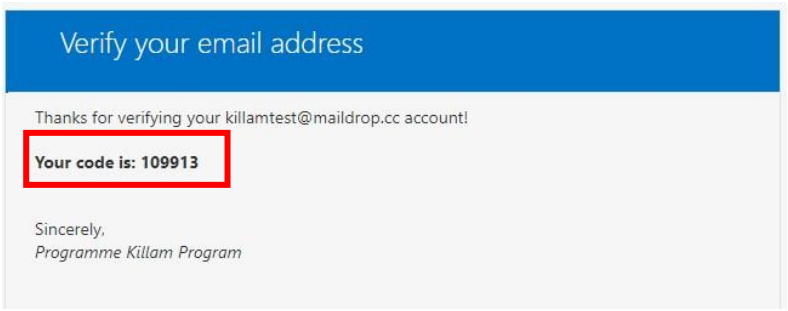
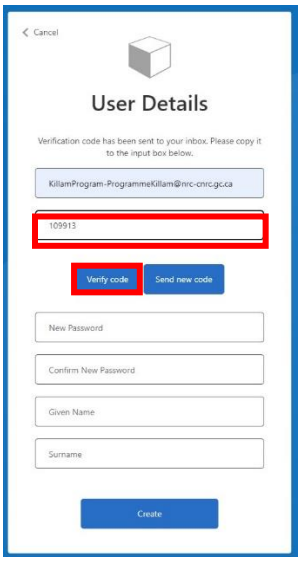
Set a password for your portal account. The password must be between 8 and 64 characters and have at least 3 of the following: - lowercase letter - uppercase letter - number - symbol Click **Continue**.	
You have the opportunity to update your profile by selecting **Menu** and **My Profile** and by editing the fields shown here. Make any desired updates and click **Submit**. You can then choose the **Menu** and navigate through the portal as usual.	

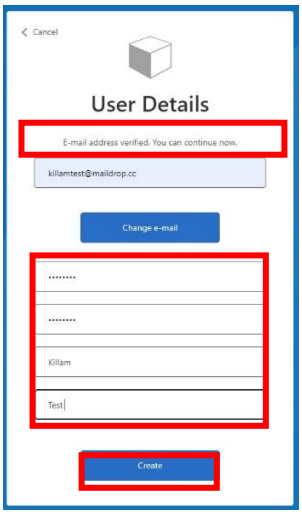
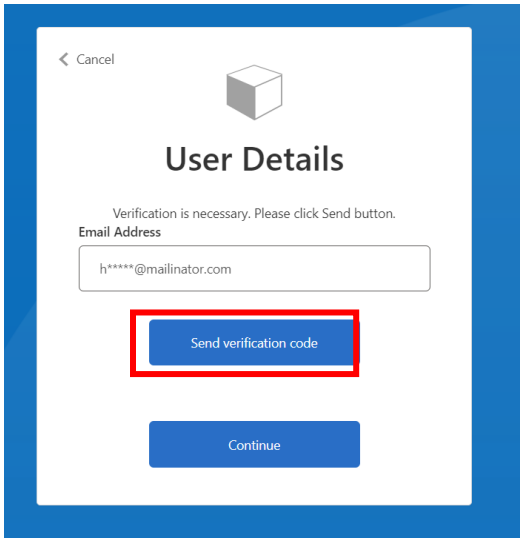
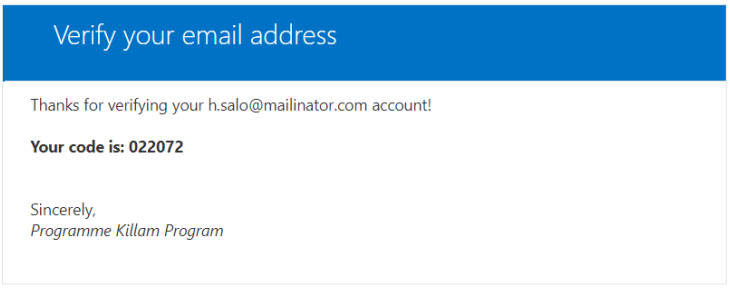
You will return to the portal upon signing in. Click on the **Menu** to view available options. Not all options are available to all users. More information about the menu options is available in the Overview of Menu Options section below.	

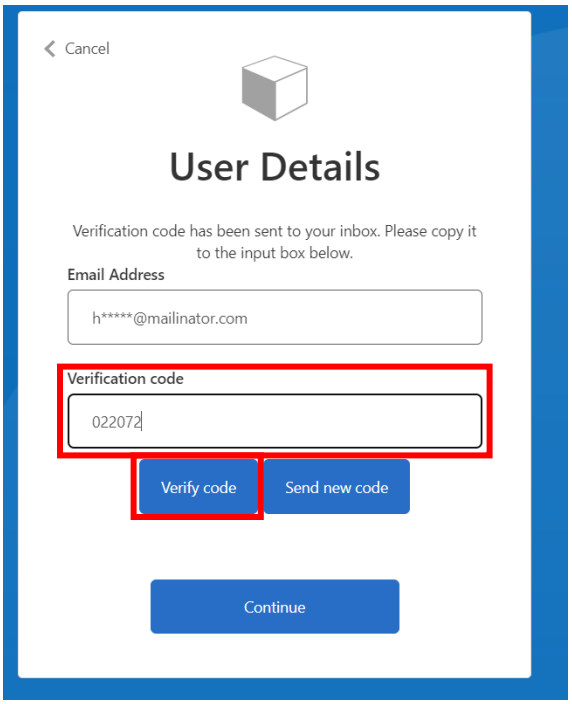
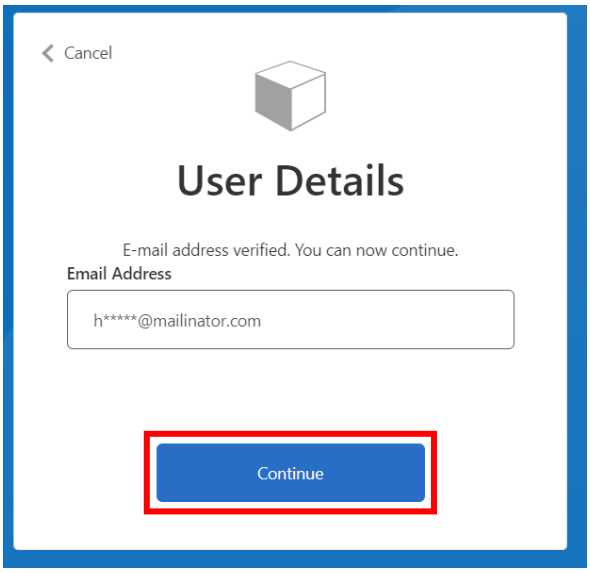
2.2.2. Create an account

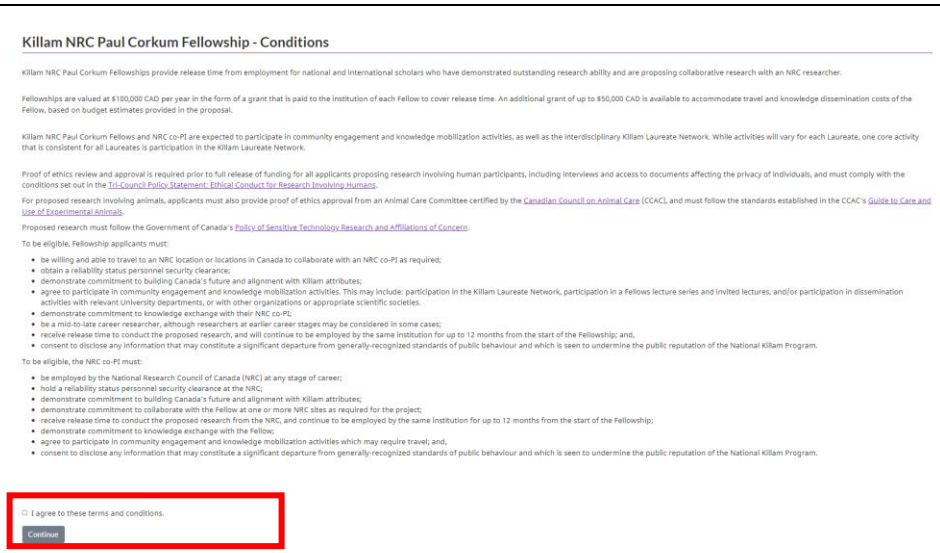
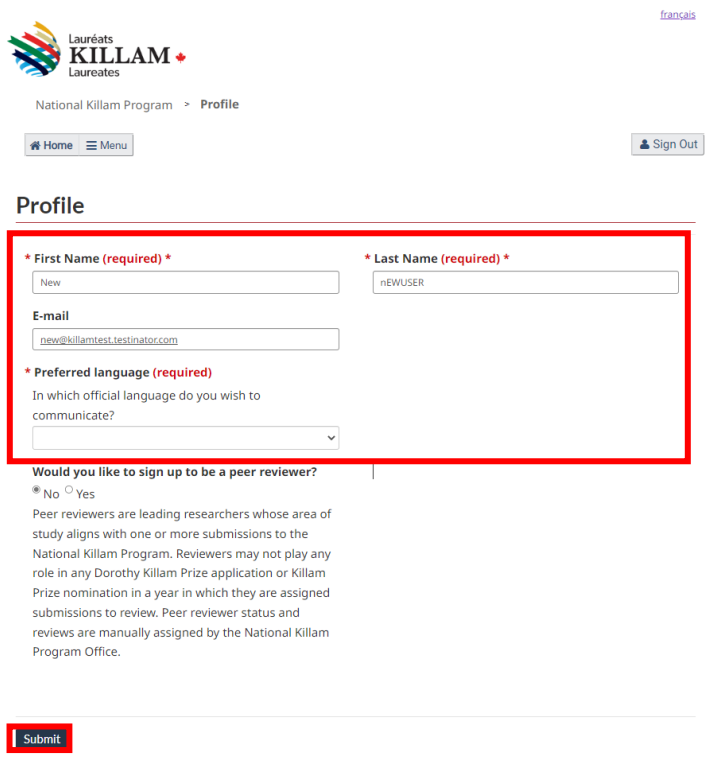
To create a new account on the Killam portal, please follow these steps.

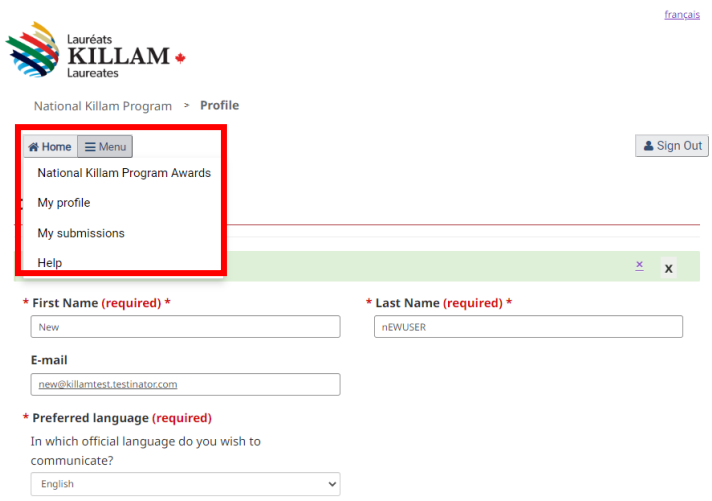
New account creation	
Enter your email address and click **Send verification code.** Enter the email address you will use to log in to the portal. If an email does not arrive within a few minutes of requesting your verification code, or if the system does not appear to recognize your email address, please contact the National Killam Program Office.	

Open your inbox and open the email from **Microsoft** on behalf of Programme Killam Program with a Subject line **Programme Killam Program account email verification code**	
Note your six-digit **code.**	
Enter your code, and then click **Verify code.**	

After verification, a message will appear **E-mail address verified. You can continue now.** Enter a password and your name, and click **Create**. The password must be between 8 and 64 characters and have at least 3 of the following: - lowercase letter - uppercase letter - number - symbol	
You will then need to complete the 2-factor authentication as you will do each time you login. You will see this screen with your email already entered with some letters hidden and you will click **send verification code**	
You will then receive an email with the subject line Programme Killam Program account email verification code.	

Open the email and enter in the verification code in the verification code box and click **verify code**	
A new box will appear stating that the email address was verified. Click **continue** to enter the portal.	

The first time you sign in, you are asked to read and agree to the program terms and conditions. Please read this page attentively before checking the box and clicking **Continue**.	
The first time you sign in, you are asked to complete your profile. Confirm or update your details, including preferred language for communications with the National Killam Program Office, and click **Submit**.	

A green status bar appears indicating Submission completed successfully. Click on **Menu** to view the available options. **NOTE***:* Individuals applying to be peer reviewers will be notified by email when they can sign into the system and complete their reviewer profile. **Peer review menu options are only available after review by the National Killam Program Office.**	

3. Overview of menu options

Select **National Killam Program Awards** to view the current program guidelines, create a new application to the Dorothy Killam Fellowship, or begin a nomination to the Killam Prize.

Select **My profile** to update your contact details or sign up to be a peer reviewer.

Select **My submissions** to view and update your nomination(s) to the Killam Prize or application(s) to the Dorothy Killam Fellowship. Nominees for the Prize and applicants for the Fellowship will typically have only one submission in a program cycle. Nominators for the Killam Prize and institutional contacts (awards administrator) may manage multiple submissions.

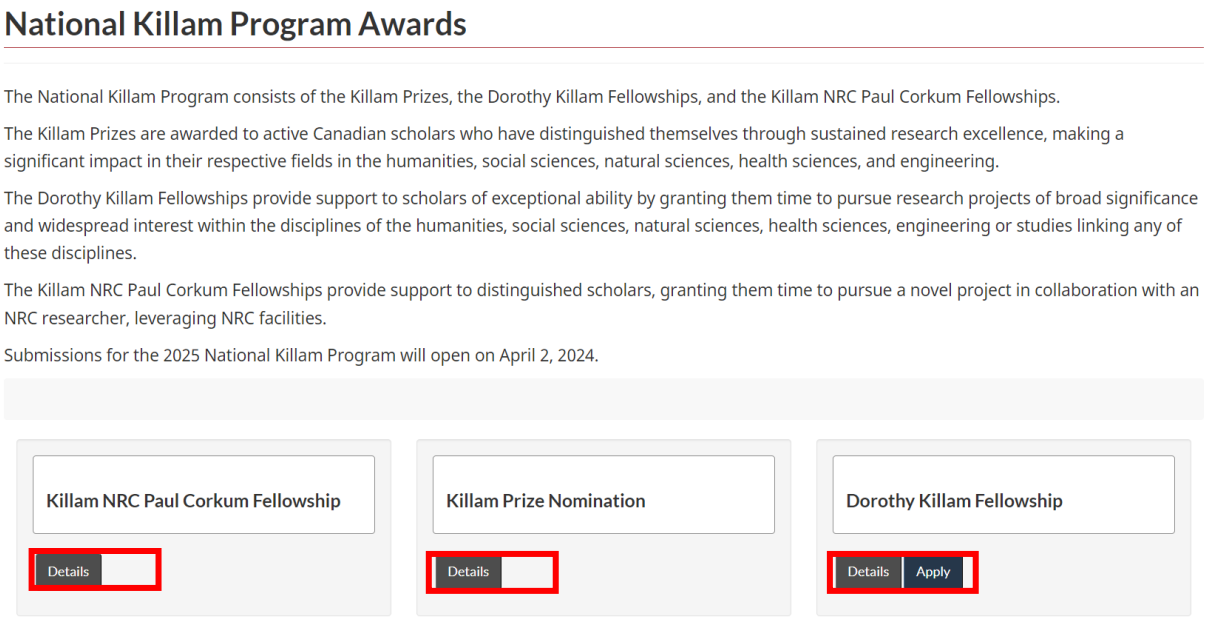
Select **My reviewer profile** if you have been identified by the NKPO as a peer reviewer and wish to complete or update your research categories or conflict of interest declaration. This option is only available to peer reviewers.

Select **My reviews** if you are a peer reviewer and wish to access submissions that you have been asked to review or upload a completed review document. This option is only available to peer reviewers.

Select **Help** to access additional guidance documents, including role-specific guides and answers to frequently asked questions.

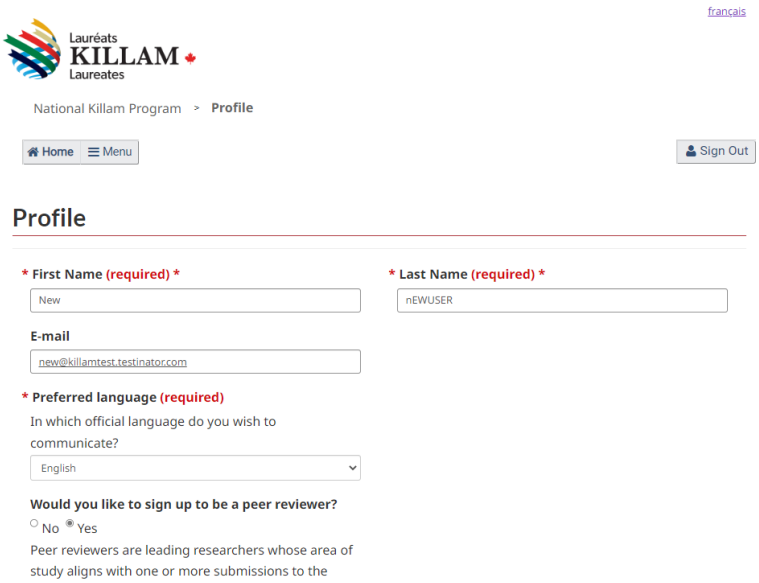
3.1. National Killam Program Awards

From the **Menu**, select **National Killam Program Awards** to view the current program guidelines (**Details**) or create a new submission (**Apply** or **Nominate**).



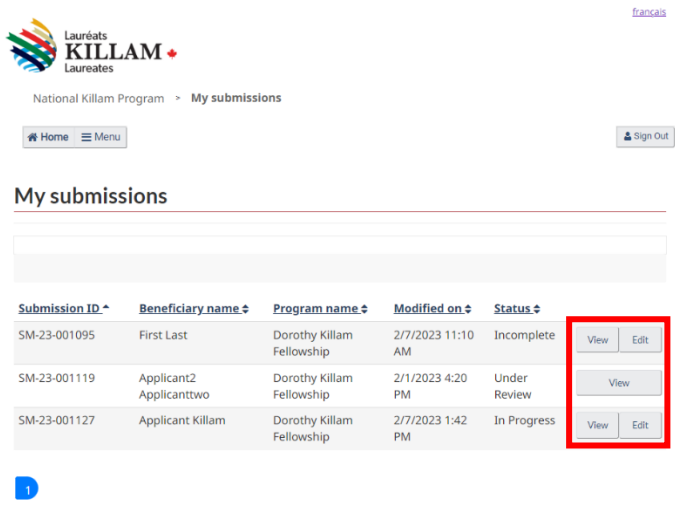
3.2. My profile

Select **My profile** to view or update your contact details or to sign up to be a peer reviewer. *Note that peer reviewers may not be assigned reviews in competition years where they are involved in or support an application for the Dorothy Killam Fellowship or a nomination for the Killam Prize.*



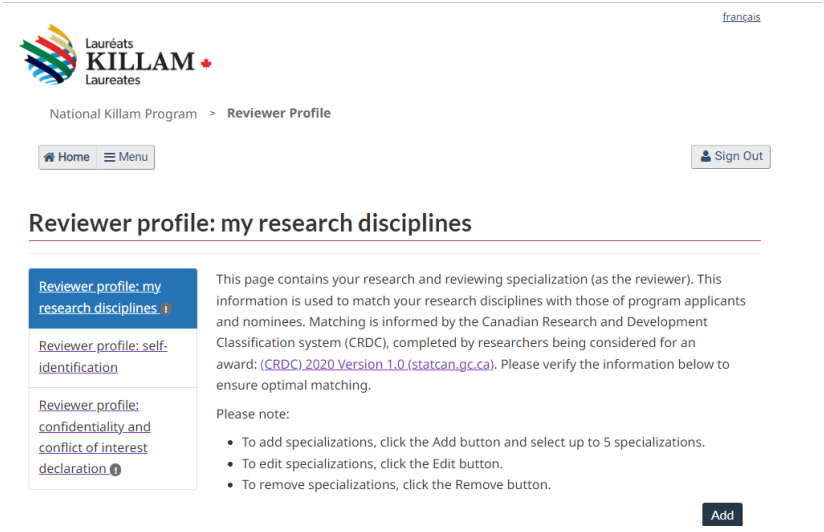
3.3. My submissions

Select **My submissions** to **View** (without making changes) or **Edit** (update or complete) a nomination or application to the program. Additional information is available in the guide specific to your role in an application or nomination.



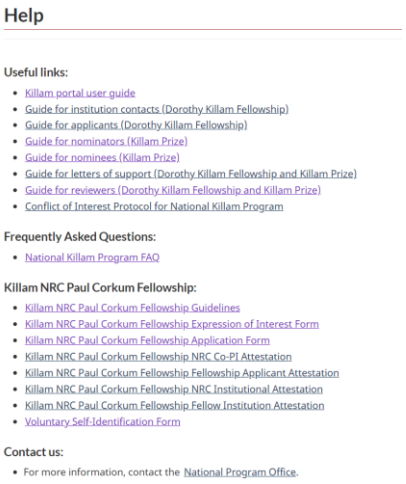
3.4. Peer reviewer menu options

Select **Reviewer Profile** if you are a peer reviewer and wish to complete your profile, including identifying your field(s) of research. Select **My reviews** if you are a peer reviewer and wish to access submissions that you have been asked to review. Additional information is available in the guide for reviewers.



3.5. Help

Select **Help** to access additional downloadable guidance documents, including role-specific guides, access Killam NRC Paul Corkum Fellowship forms, and answers to frequently asked questions.



4. General portal navigation

When completing or viewing information for a submission to the program or a review, a list of steps to complete is shown on the left side of the page. While it is recommended to complete the steps in the order shown, items can generally be completed in any order before final submission. A green check mark beside an item indicates that information in that step has been submitted. Submitted information can be changed at any time before final submission.

The current step is highlighted with a blue background. You can go to any step directly by clicking that step on the left menu or proceed through sequentially with the **Previous** and **Next** buttons.

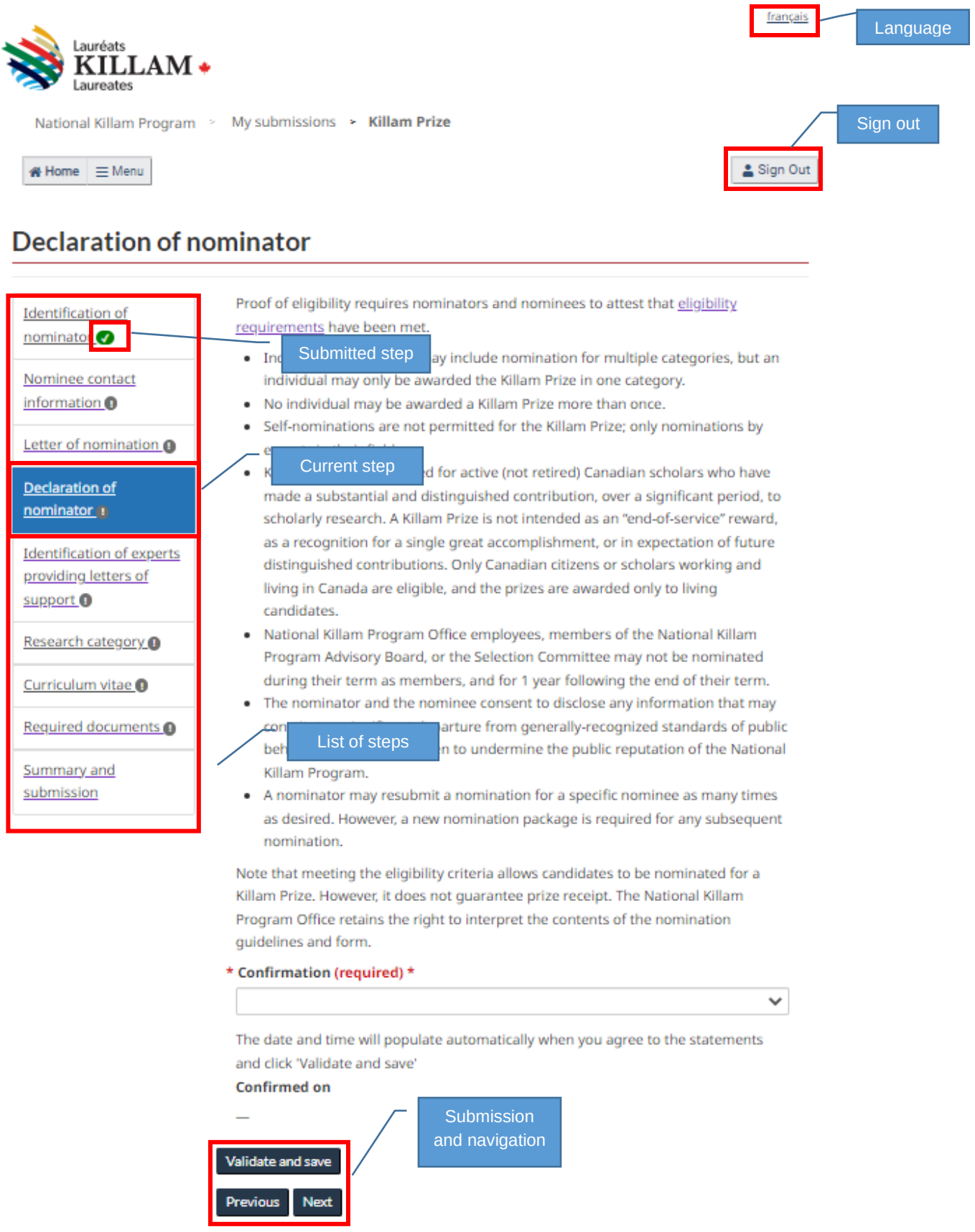
The portal language of preference can be changed at any time from the link at the top right of every page.

A link to **Sign out** is available in the upper right of every page in the portal. All files are automatically saved as they are uploaded. All progress in forms is saved when the form is submitted without error.

All information that you have access to modify can be changed at any time prior to the **Summary and submission** step. This includes uploaded documents.

Once the Nominator (for the Killam Prize), Applicant (for the Dorothy Killam Fellowships), or Peer Reviewer has completed their submission, which submits the full package including any information provided by other roles, information in the submission can only be changed by contacting the National Killam Program Office.

An example of a portal screen on the next page (from a nominator for the Killam Prize) shows these features.


français
Language
Lauréats
KILLAM
Laureates
National Killam Program > My submissions > Killam Prize
Sign out
Home
Menu
Sign Out
Declaration of nominator
Identification of nominator
Nominee contact information
Letter of nomination
Declaration of nominator
Identification of experts providing letters of support
Research category
Curriculum vitae
Required documents
Summary and submission
Submitted step
Current step
List of steps
Proof of eligibility requires nominators and nominees to attest that eligibility requirements have been met.
No individual may be awarded a Killam Prize more than once.
Self-nominations are not permitted for the Killam Prize; only nominations by
for active (not retired) Canadian scholars who have made a substantial and distinguished contribution, over a significant period, to scholarly research. A Killam Prize is not intended as an "end-of-service" reward, as a recognition for a single great accomplishment, or in expectation of future distinguished contributions. Only Canadian citizens or scholars working and living in Canada are eligible, and the prizes are awarded only to living candidates.
National Killam Program Office employees, members of the National Killam Program Advisory Board, or the Selection Committee may not be nominated during their term as members, and for 1 year following the end of their term.
The nominator and the nominee consent to disclose any information that may
arture from generally-recognized standards of public
n to undermine the public reputation of the National Killam Program.
A nominator may resubmit a nomination for a specific nominee as many times as desired. However, a new nomination package is required for any subsequent nomination.
Note that meeting the eligibility criteria allows candidates to be nominated for a Killam Prize. However, it does not guarantee prize receipt. The National Killam Program Office retains the right to interpret the contents of the nomination guidelines and form.
* 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
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Submission and navigation

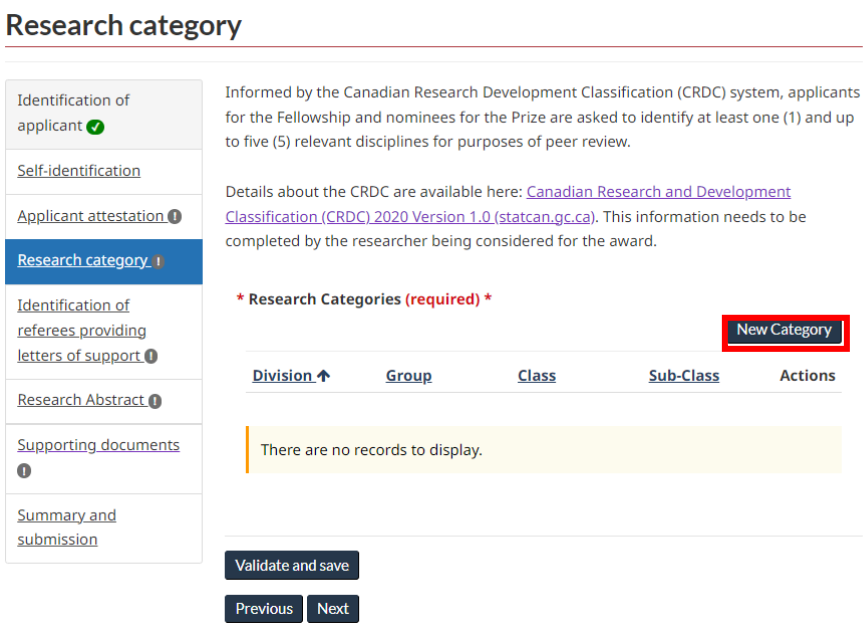
4.1. Entering your research category/categories

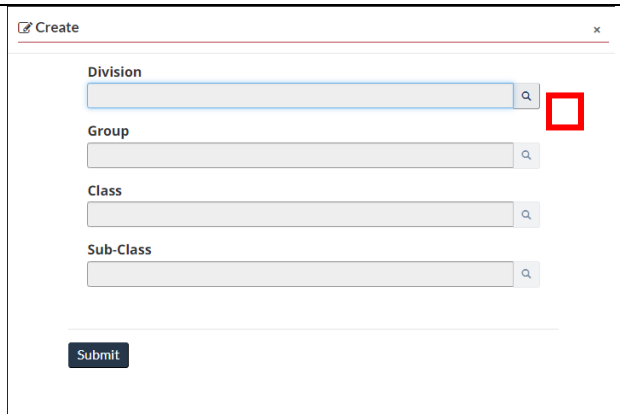
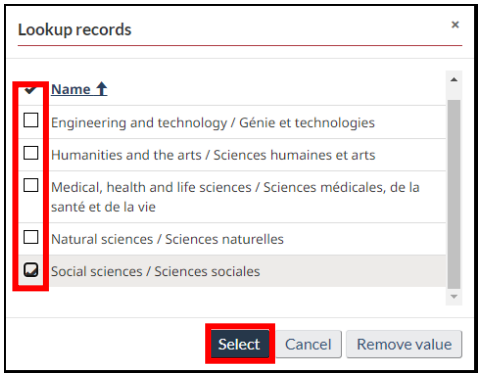
Applicants, Nominees, and Peer Reviewers are required to complete their research categories. The National Killam Program is informed by the Canadian Research and Development Classification system (CRDC): (CRDC) 2020 Version 1.0 (statcan.gc.ca).

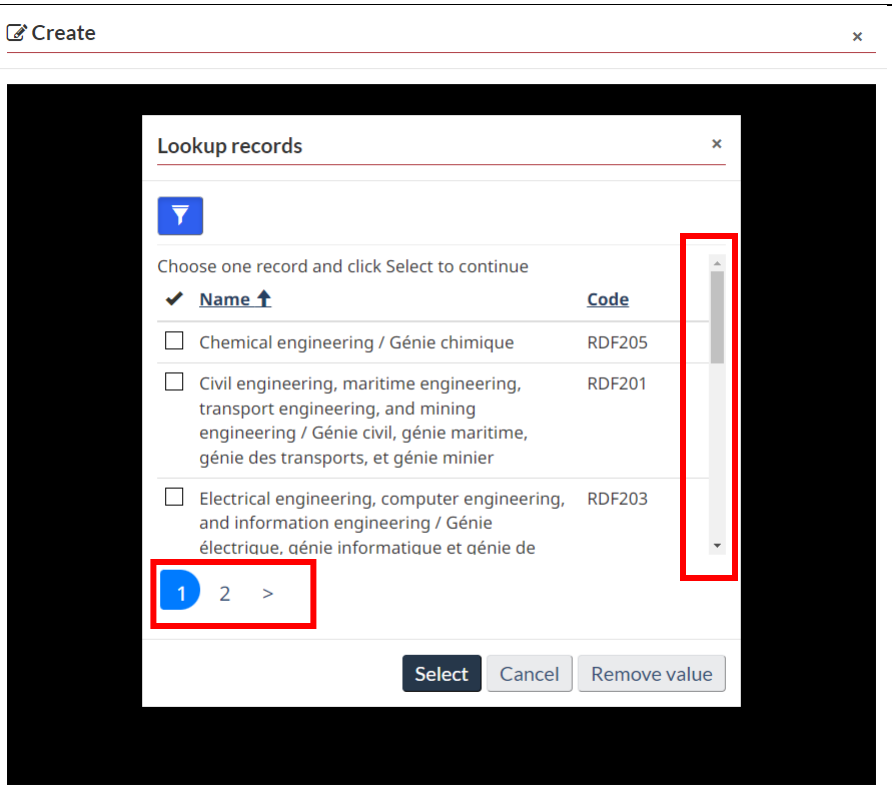
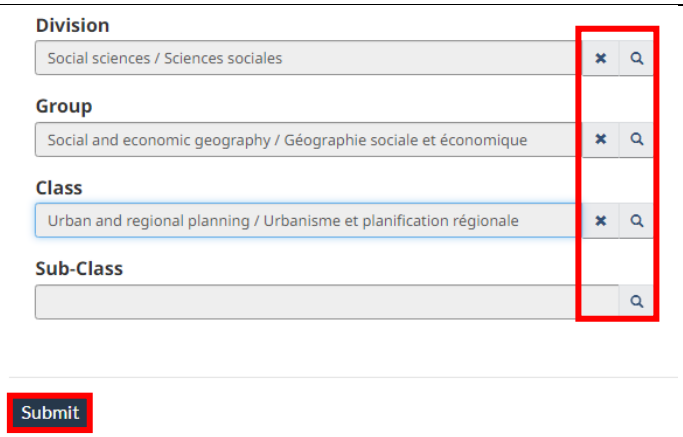
Applicants for the Dorothy Killam Fellowship identify the research category or categories of their proposed research. This information is used to match an application to qualified reviewers.

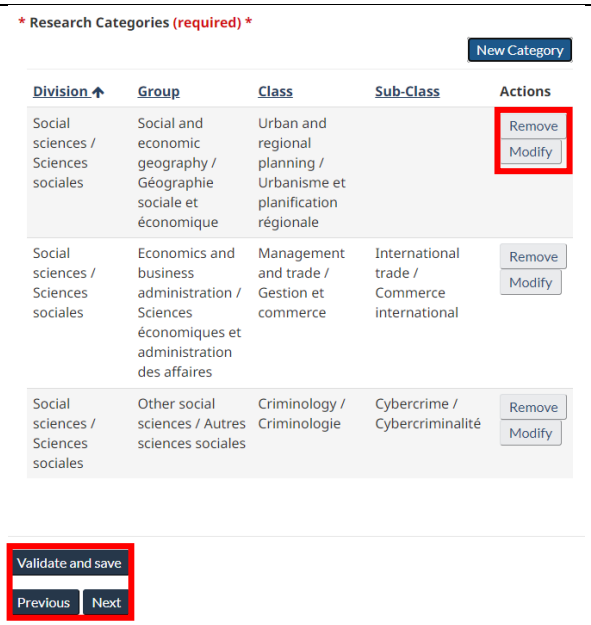
Nominees for the Killam Prize identify the research category or categories of their overall research career. This information is used to match a nomination to qualified reviewers and to identify the category in which a Nominee should be considered for the Killam Prize.

Peer Reviewers should indicate the research category or categories in which they believe themselves to be most qualified to review submissions.

To identify a research category, please choose **New Category**. This appears in the **Research category** section for Fellowship applicants. This appears in the **Category of nomination** section for the Prize nominees. This appears in the **Reviewer profile: my research disciplines** section for Peer Reviewers.	

A pop-up window appears in which you will be able to identify your research by Division, Group, Class & Sub-Class using the CRDC Field of Research classification. Click the **magnifying glass icon** to complete each section in order.	
Select the box beside the corresponding area, then click **Select** to move to the next item. For example, the division indicated here is **Social Sciences.**	

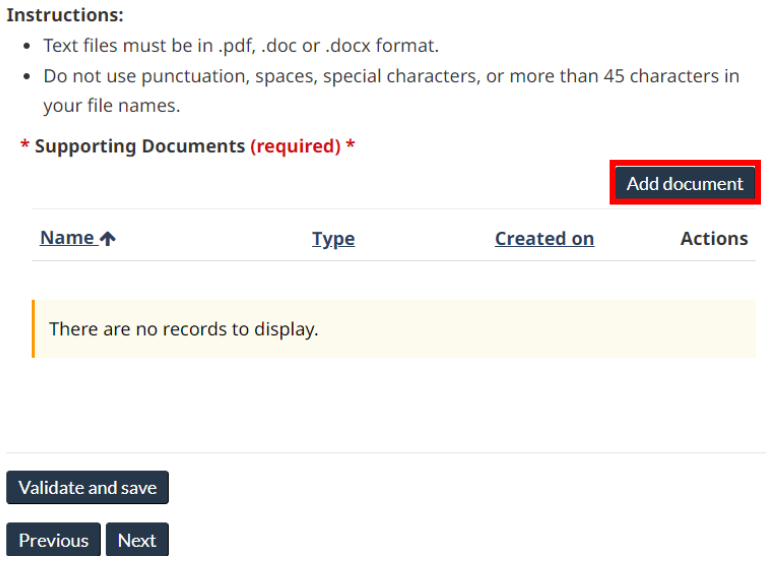
A scroll bar appears on the right side of the lookup if there are more items in the display than will fit in the window. Use the scroll bar to find the desired classification on the current page. If there are several items in a category, other pages can be reached using the numbers or arrows near the bottom of the lookup window.	
It is recommended to complete each category to the **Sub-Class** level to aid in matching peer reviewers to submissions. If you make an error in any level while entering a research category, you can use the **x** to remove it. When you have finished entering your research category, click **Submit**.	

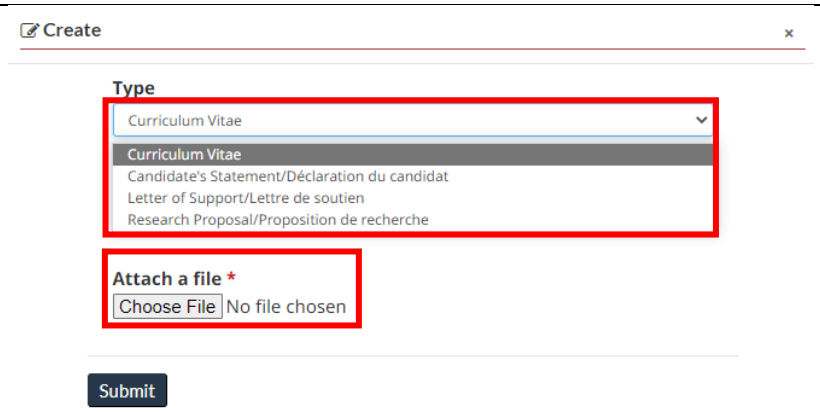
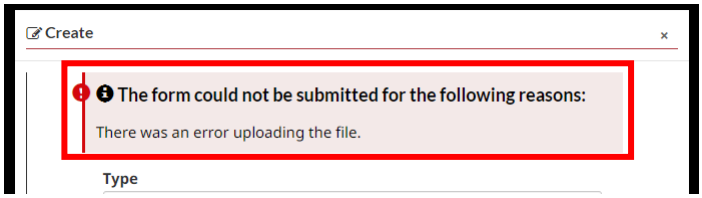
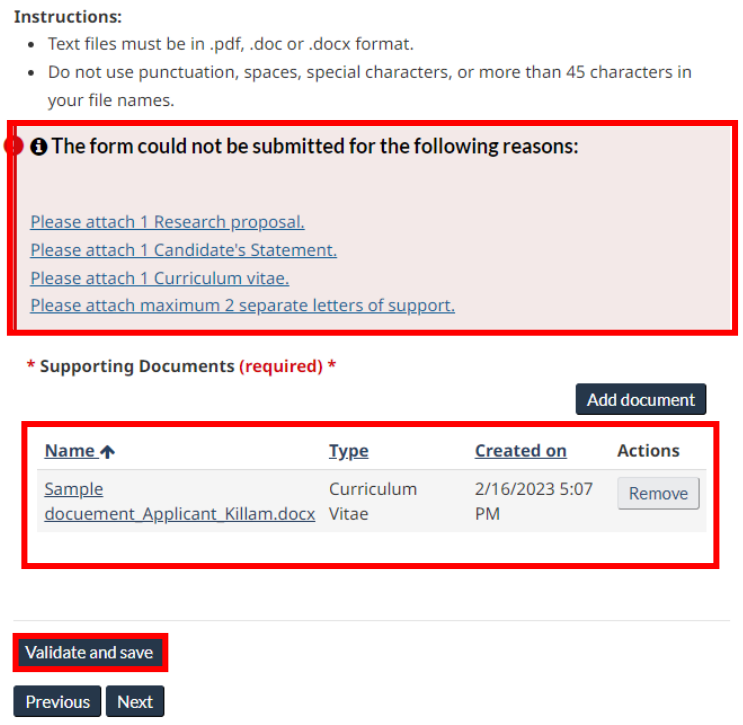
Please indicate at least one and up to five categories. You can **Remove** or **Modify** research categories that have been entered. Click **Validate and save** when this section is complete.	

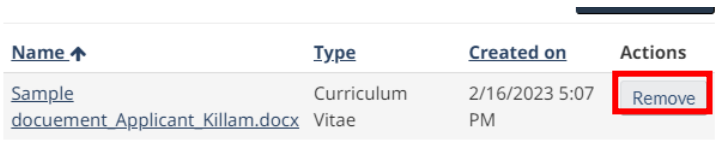
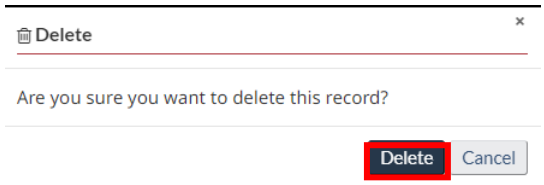
4.2. Uploading files

Applications, nominations, and peer reviews all require the upload of one or more files. These files should be in .pdf, .doc, or .docx format. Each file in a submission should have a distinct file name. To reduce the likelihood of technical issues, avoid using punctuation characters in general (and specifically '.' or '/') in part of the file name before the extension.

This section describes how to upload a file and work with files associated with a submission to the program.

Supporting documents can be uploaded by clicking on **Add document**.	
Select the document type from the drop	

down menu. In some sections, only one document type is available. Choose the file to upload from your computer, then click **Submit**. A message indicating the file is being processed may appear briefly, then the display will automatically change to show the uploaded file has been attached.	
If a file cannot be uploaded, an error message will appear. This may occur if there is a problem with the file name, extension/type, or size. If this error persists, contact the National Killam Program Office for assistance.	
Uploaded files are automatically saved with the submission. Once *all* necessary files have been uploaded, click the **Validate and save** button at the bottom of the form. An error message indicating the expected files will appear if any required files are missing.	

To delete a file, click the **Remove** button beside the name and type of the file from the list of files.	
A confirmation dialogue box will pop up. Click **Delete** to delete the file. Deleted files cannot be recovered from the portal.	

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