



# 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](mailto: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	
<p>Click on the <b><u>Access here to redeem your invitation</u></b> link in the email sent on behalf of the National Killam Program.</p>	<p><i>le français suit</i></p> <p>Dear Heather Salo1 :</p> <p>You have been invited to confirm institutional support for an application submitted by Heather Salo to the Dorothy Killam Fellowship. Information about the Fellowship and the National Killam Program is available on the <a href="#">National Research Council Canada</a>.</p> <p><b>Information for Awards Administrators</b> Dorothy Killam Fellowships provide relief from teaching and administrative duties. Fellowship funds are paid to research institutions to cover the costs of replacing the applicant while still paying period. Each application requires confirmation that the applicant's employer will use the funding to provide this release time and report on progress as required.</p> <p><b>Providing your Institutional Attestation</b> Please log in to the portal for the National Killam Program by clicking the link below.</p> <p><b><u>Access here to redeem your invitation</u></b></p> <p>Once you are in the portal, please refer to the Award Administrator <b>checklist</b> below to provide attestation on behalf of your institution.</p> <ul style="list-style-type: none"> <li>• Review applicant identification (may not edit)</li> <li>• Review category of application (may not edit)</li> <li>• Complete declaration of affiliated institution</li> <li>• Upload documents where applicable</li> <li>• Review applicant attestation of eligibility (may not edit)</li> <li>• Complete summary and submit</li> <li>• Notify applicant to complete their submission</li> </ul> <p>The Killam Team is here to help. Should you require any assistance please contact us at <a href="mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca">KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca</a>.</p>
<p>The link opens the portal sign in page <a href="https://program.mekillamprogram.powerappsportals.com/en-CA/Register">https://program.mekillamprogram.powerappsportals.com/en-CA/Register</a>.</p> <p>Confirm there is text in the <b><u>Invitation code</u></b> field.</p> <p>If you have an existing account, select the box. Click <b><u>Register</u></b>.</p>	<p><a href="#">français</a></p>  <p><a href="#">Sign in</a> <a href="#">Register</a> <a href="#">Redeem invitation</a></p> <p>You can redeem your invitation code here.</p> <ul style="list-style-type: none"> <li>• If you have previously created an account, select the check box below then proceed to the <i>sign-in page</i> by clicking the link below.</li> <li>• If you do not already have an account, proceed to the <i>sign-in page</i> by clicking the link below and using the <a href="#">Sign up now</a> link on that page to create a new account.</li> </ul> <p>Should you have any questions, please contact us at <a href="mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca">KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca</a>.</p> <div> <p>* Invitation code <input type="text" value="Yck-PdG-VR12H-YIKZqqvYSjm"/></p> <p><input type="checkbox"/> I have an existing account</p> <p><input type="button" value="Register"/></p> </div>

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.**



[français](#)

[Sign in](#) [Register](#) [Redeem invitation](#)

- If you do not already have an account, *proceed to the sign-in page* by clicking the link below and using the [Sign up now](#) link on that page to create a new account.

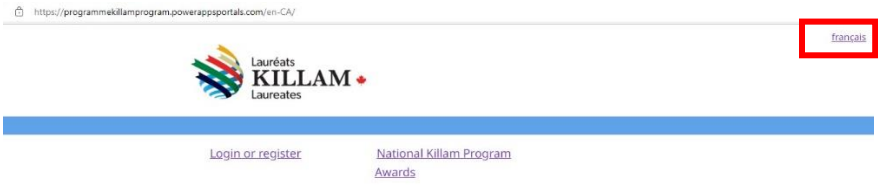

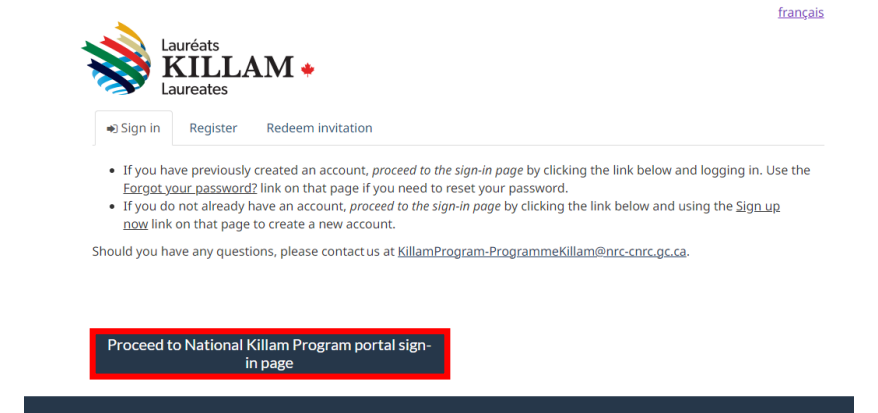
Should you have any questions, please contact us at [KillamProgram.ProgrammeKillam@nrc-cnrc.gc.ca](mailto:KillamProgram.ProgrammeKillam@nrc-cnrc.gc.ca)

Redeeming code:  
Yck-PdG-VR12L-iYIkZqqvYSjmBT0j7kVgsPaJtuH8QdFUE7UHRNzIlogcyKkE-vLf-61h9IQPpEO4WCHUihfH0ODu1SkjZUyNX5Fjr0oUKQO0jaMadi-YkQGOISHN7Uzu7crEluumWd8YHpNbepR42FVI94Scy9c-PTaiQWZf4-

[Proceed to National Killam Program portal sign-in page](#)

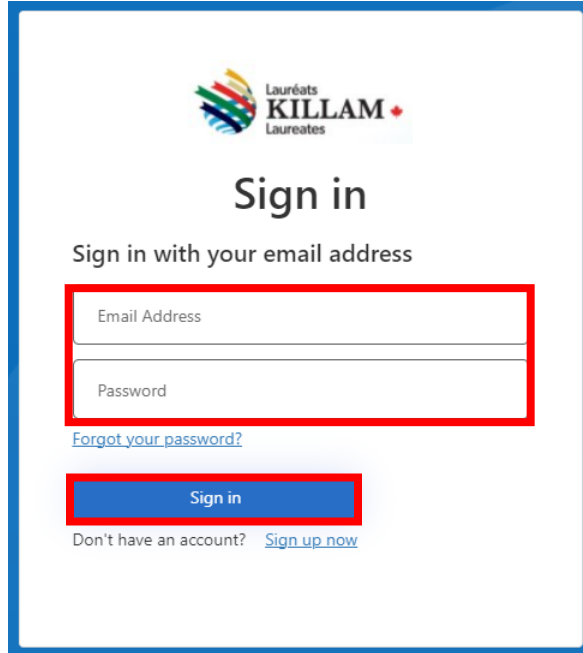
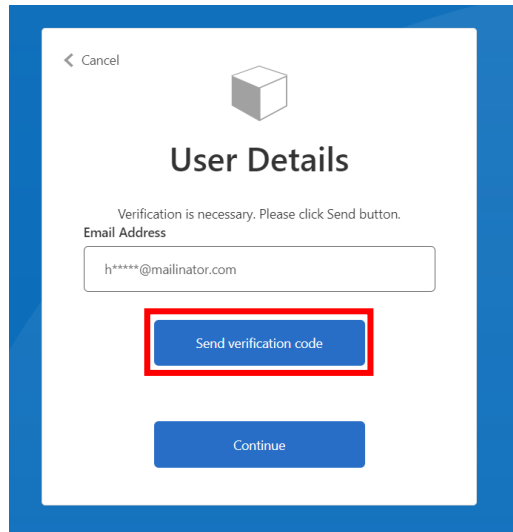
## 2.2. Log in with a new or existing account

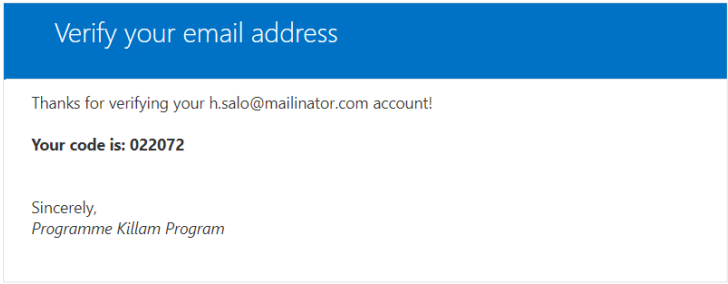
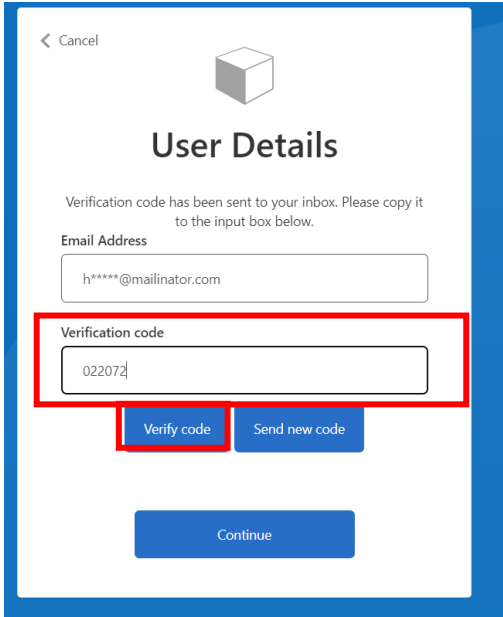
To begin the process of creating an account or logging in to an existing account without redeeming an invitation, navigate to the [National Killam Program](https://programmekillamprogram.powerappsportals.com/en-CA/) website and follow these steps.

<i>Log in or create an account: common steps</i>	
Choose your preferred language.	 <p>The screenshot shows the top of the website with the URL <a href="https://programmekillamprogram.powerappsportals.com/en-CA/">https://programmekillamprogram.powerappsportals.com/en-CA/</a>. The Killam logo is centered. In the top right corner, a language dropdown menu is open, showing 'français' as the selected option.</p>
Click <b>Login or register</b> .	 <p>The screenshot shows the same website. The 'Login or register' link is highlighted with a red box. The 'français' language option remains selected in the top right.</p>
Click <b>Proceed to National Killam Program portal sign-in page</b> .  Continue through the remainder of the login or sign up process described below under <b>Existing account</b> or <b>Create an account</b> .	 <p>The screenshot shows the sign-in page. It features the Killam logo, a language dropdown set to 'français', and three buttons: 'Sign in', 'Register', and 'Redeem invitation'. Below these are instructions for existing and new users. At the bottom, a button labeled 'Proceed to National Killam Program portal sign-in page' is highlighted with a red box.</p>

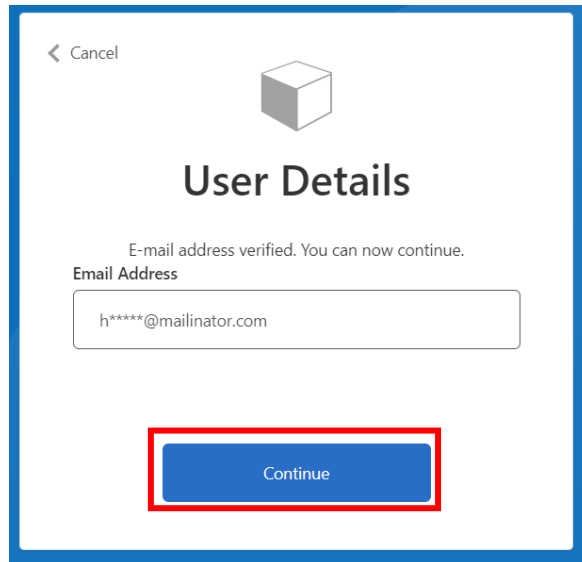
### 2.2.1. Existing account

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.

<i>Log in to an existing account, including reset a forgotten password if needed</i>	
<p>If you have an existing account and remember your password, enter your email address and password and click <b>Sign in</b>. You will be logged in to the portal and can navigate as usual.</p>	
<p>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 <b>send verification code</b></p>	

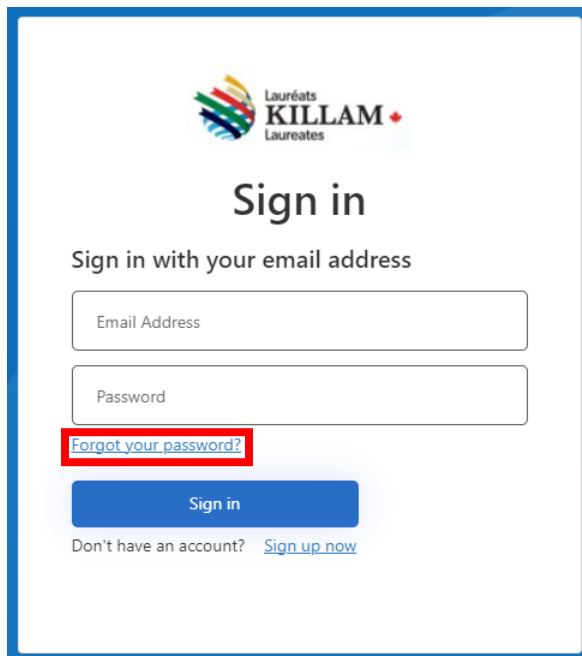
<p>You will then receive an email with the subject line Programme Killam Program account email verification code.</p>	 <p>The image shows an email verification message. It has a blue header with the text 'Verify your email address'. The body of the email says: 'Thanks for verifying your h.salo@mailinator.com account!', 'Your code is: 022072', and 'Sincerely, Programme Killam Program'.</p>
<p>Open the email and enter in the verification code in the verification code box and click <b>verify code</b></p>	 <p>The image shows a 'User Details' verification screen. It has a blue border and a white background. At the top, there is a 'Cancel' link and a cube icon. The title is 'User Details'. Below the title, it says: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: 'Email Address' with the value 'h*****@mailinator.com' and 'Verification code' with the value '022072'. The 'Verification code' field and the 'Verify code' button are highlighted with a red border. Below the input fields are two buttons: 'Verify code' and 'Send new code'. At the bottom, there is a 'Continue' button.</p>

A new box will appear stating that the email address was verified. Click **continue** to enter the portal.



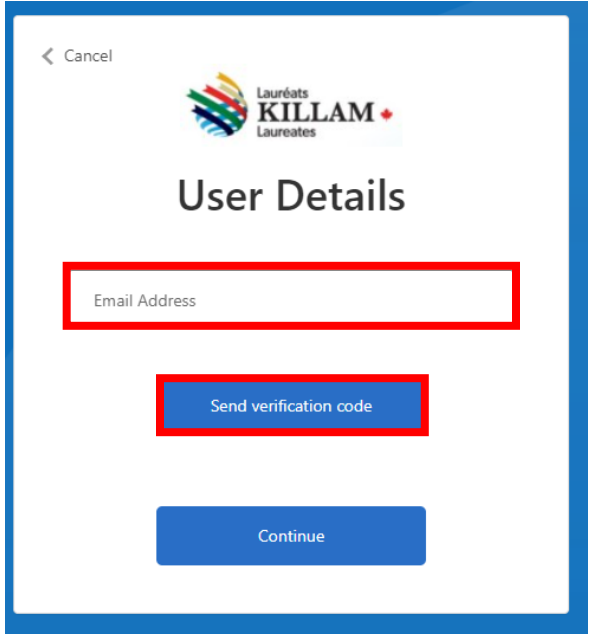
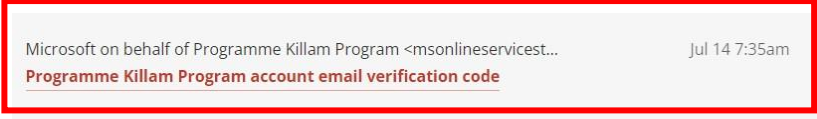
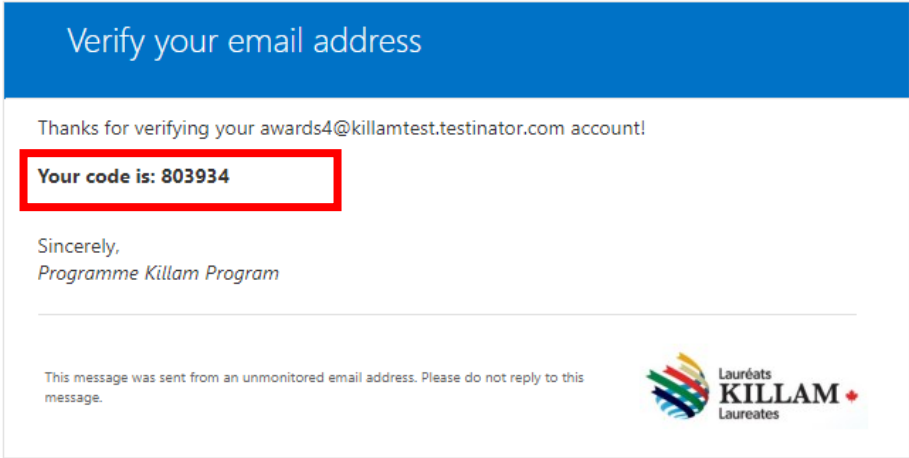
The screenshot shows a 'User Details' screen with a blue border. At the top left is a '< Cancel' link. In the center is a 3D cube icon. Below the icon is the title 'User Details'. Underneath is the text 'E-mail address verified. You can now continue.' followed by the label 'Email Address'. A text input field contains the email 'h\*\*\*\*\*@mailinator.com'. At the bottom, a blue 'Continue' button is highlighted with a red rectangular border.

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.



The screenshot shows a 'Sign in' screen with a blue border. At the top is the Killam logo, which includes a colorful circular emblem and the text 'Lauréats KILLAM Laureates'. Below the logo is the title 'Sign in'. Underneath is the text 'Sign in with your email address'. There are two text input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link 'Forgot your password?' which is highlighted with a red rectangular border. At the bottom is a blue 'Sign in' button. Below the button is the text 'Don't have an account?' followed by a blue link 'Sign up now'.



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

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.

The screenshot shows the 'User Details' screen with the Killam logo at the top. Below the logo, it says 'Verification code has been sent to your inbox. Please copy it to the input box below.' There is a text box containing the email address 'awards4@killamtest.testinator.com'. Below this is a 'Verification Code' input field, which is highlighted with a red rectangle. Underneath the input field are two buttons: 'Verify code' and 'Send new code', both also highlighted with red rectangles. At the bottom of the screen is a 'Continue' button.

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.

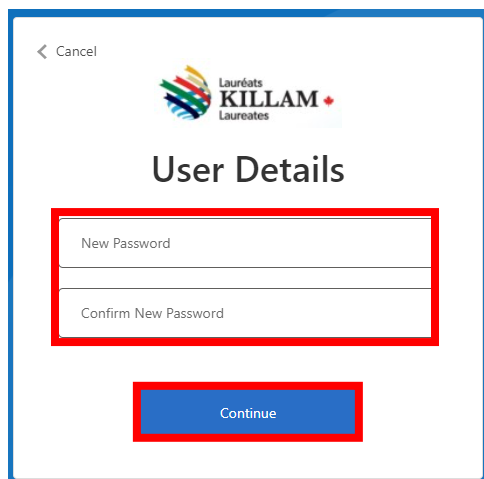
The screenshot shows the 'User Details' screen with the Killam logo at the top. Below the logo, it says 'E-mail address verified. You can continue now.' There is a text box containing the email address 'awards4@killamtest.testinator.com', which is highlighted with a red rectangle. Below this text box is a 'Change e-mail' button. At the bottom of the screen is a 'Continue' button, which is also highlighted with a red rectangle.

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**.

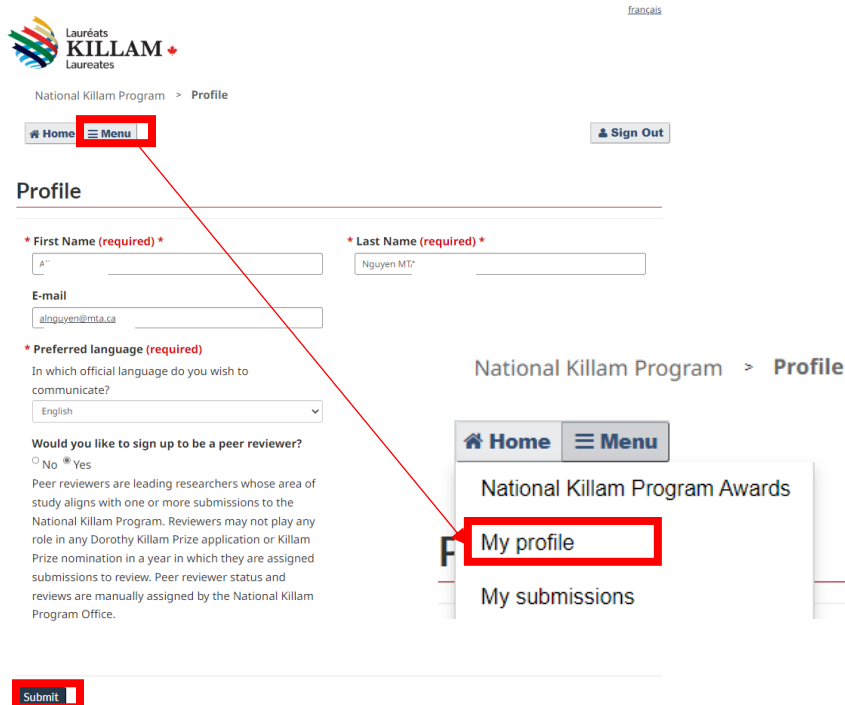


The image shows a 'User Details' form within a blue-bordered window. At the top left is a '< Cancel' link. In the center is the 'Lauréats KILLAM Laureates' logo. Below the logo, the title 'User Details' is centered. There are two input fields: 'New Password' and 'Confirm New Password', both highlighted with a red rectangular border. At the bottom center is a blue button labeled 'Continue', also highlighted with a red rectangular border.

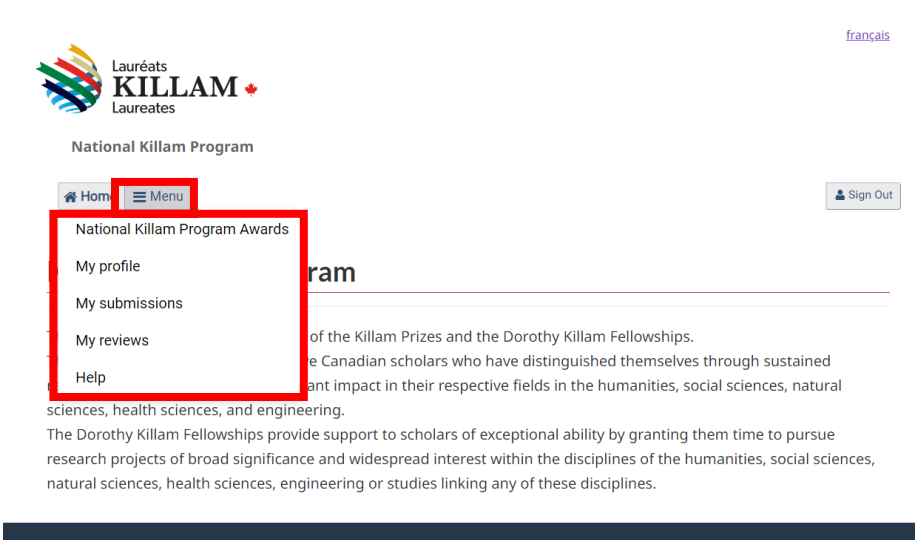
You have the opportunity to update your profile by selecting **Menu** and **My Profile** and by editing the fields shown here.

Make any desired updates and click **Submit**.

You can then choose the **Menu** and navigate through the portal as usual.

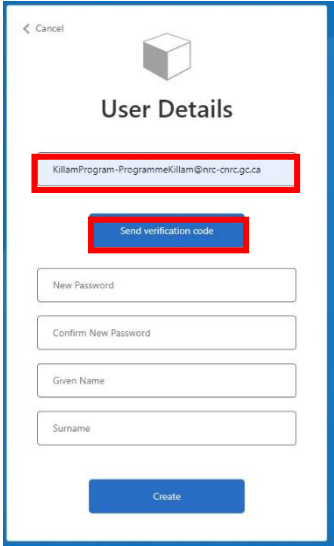


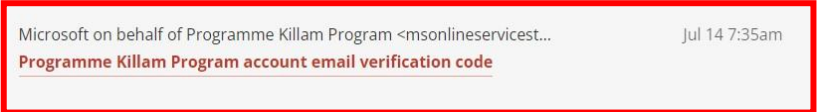
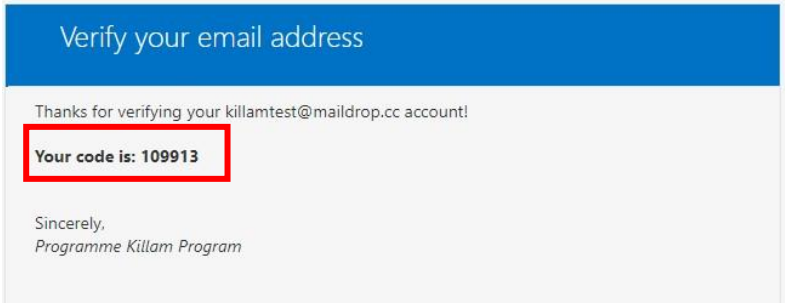
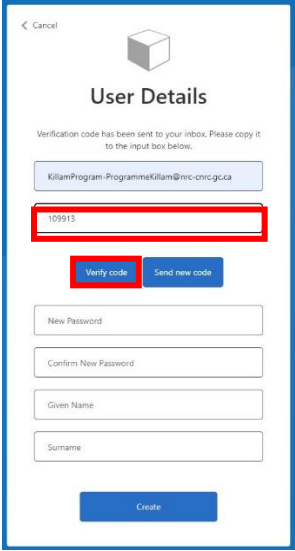
The image shows a 'Profile' page for the 'National Killam Program'. At the top left is the 'Lauréats KILLAM Laureates' logo. Below it is the breadcrumb 'National Killam Program > Profile'. There are two buttons: 'Home' and 'Menu' (highlighted with a red box). To the right is a 'Sign Out' button. The main heading is 'Profile'. Below it are two required fields: '\* First Name (required) \*' and '\* Last Name (required) \*'. The first name field contains 'A' and the last name field contains 'Nguyen MT'. Below these is an 'E-mail' field containing 'a.nguyen@mta.ca'. Then there is a '\* Preferred language (required)' section with a dropdown menu set to 'English'. Below that is a section 'Would you like to sign up to be a peer reviewer?' with radio buttons for 'No' (selected) and 'Yes'. A paragraph of text follows: 'Peer reviewers are leading researchers whose area of study aligns with one or more submissions to the National Killam Program. Reviewers may not play any role in any Dorothy Killam Prize application or Killam Prize nomination in a year in which they are assigned submissions to review. Peer reviewer status and reviews are manually assigned by the National Killam Program Office.' At the bottom left is a red 'Submit' button. On the right side, there is a sidebar with the heading 'National Killam Program > Profile' and two buttons: 'Home' and 'Menu'. Below these is a dropdown menu titled 'National Killam Program Awards' with two options: 'My profile' (highlighted with a red box) and 'My submissions'.

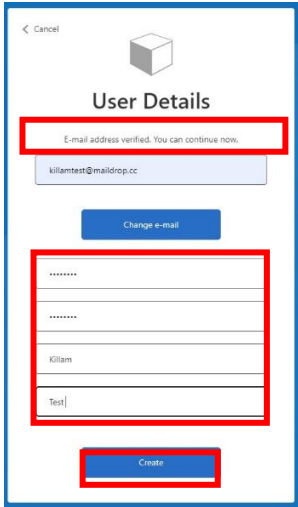
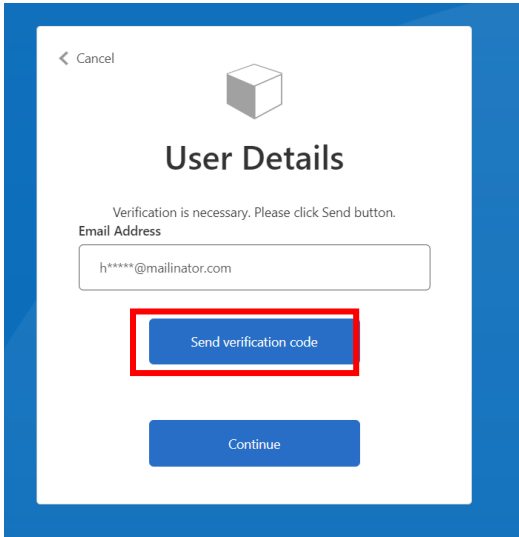
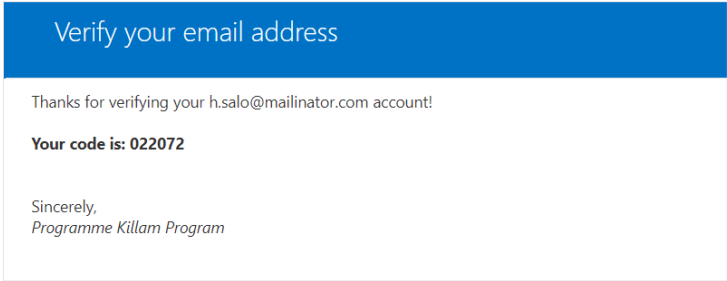
<p>You will return to the portal upon signing in. Click on the <b>Menu</b> to view available options. Not all options are available to all users.</p> <p>More information about the menu options is available in the <a href="#">Overview of Menu Options</a> section below.</p>	 <p>The screenshot shows the National Killam Program website. At the top, there is a logo for 'Lauréats KILLAM Laureates' and a 'français' link. Below the logo, the text 'National Killam Program' is displayed. A navigation bar contains 'Home' and 'Menu' buttons. The 'Menu' button is highlighted with a red box, and its dropdown menu is also highlighted with a red box, showing the following options: 'National Killam Program Awards', 'My profile', 'My submissions', 'My reviews', and 'Help'. To the right of the menu, there is a 'Sign Out' button. Below the navigation bar, there is a section titled 'ram' (partially visible) which describes the Killam Prizes and the Dorothy Killam Fellowships. The text mentions that these awards support Canadian scholars who have distinguished themselves through sustained impact in their respective fields in the humanities, social sciences, natural sciences, health sciences, and engineering. It also states that 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>
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### 2.2.2. Create an account

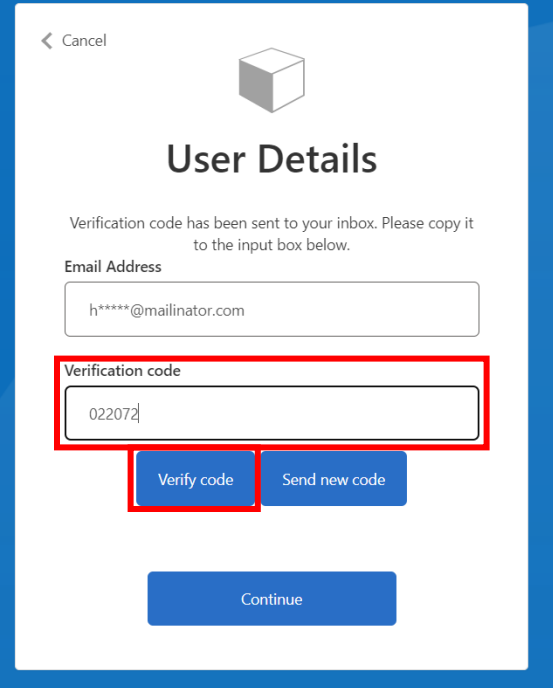
To create a new account on the Killam portal, please follow these steps.

New account creation	
<p>Enter your email address and click <b><u>Send verification code.</u></b></p> <p>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 <a href="#">National Killam Program Office</a>.</p>	 <p>The screenshot shows a mobile app interface for creating a new account. At the top, there is a 'Cancel' button and a cube icon. Below the icon, the title 'User Details' is displayed. The email address field is highlighted with a red box and contains the text 'KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca'. Below the email field, there is a blue button labeled 'Send verification code', which is also highlighted with a red box. Below this button, there are four input fields: 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. At the bottom of the form, there is a blue button labeled 'Create'.</p>

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

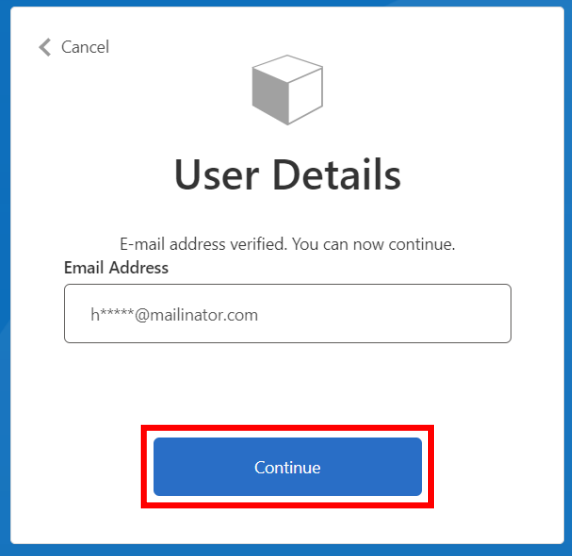
<p>After verification, a message will appear <b><u>E-mail address verified. You can continue now.</u></b></p> <p>Enter a password and your name, and click <b><u>Create.</u></b></p> <p>The password must be between 8 and 64 characters and have at least 3 of the following:</p> <ul style="list-style-type: none"> <li>- lowercase letter</li> <li>- uppercase letter</li> <li>- number</li> <li>- symbol</li> </ul>	 <p>The screenshot shows a mobile app interface titled 'User Details'. At the top, it says 'E-mail address verified. You can continue now.' Below this is a text field containing 'killamtest@maildrop.cc' and a 'Change e-mail' button. Further down, there are three input fields: a password field (masked with dots), a name field containing 'Killam', and a 'Test' field. At the bottom, there is a 'Create' button. Red boxes highlight the verification message, the input fields, and the 'Create' button.</p>
<p>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 <b>send verification code</b></p>	 <p>The screenshot shows the 'User Details' screen with a message: 'Verification is necessary. Please click Send button.' Below this is an 'Email Address' field containing 'h*****@mailinator.com'. A red box highlights the 'Send verification code' button. At the bottom, there is a 'Continue' button.</p>
<p>You will then receive an email with the subject line Programme Killam Program account email verification code.</p>	 <p>The screenshot shows an email with a blue header that says 'Verify your email address'. The body of the email says: 'Thanks for verifying your h.salo@mailinator.com account! Your code is: 022072'. It is signed 'Sincerely, Programme Killam Program'.</p>

Open the email and enter in the verification code in the verification code box and click **verify code**



The screenshot shows a mobile app interface titled "User Details". At the top left is a back arrow and the word "Cancel". Below this is a 3D cube icon. The title "User Details" is centered. A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." Below the message is an "Email Address" field containing "h\*\*\*\*\*@mailinator.com". Below that is a "Verification code" field containing "022072", which is highlighted with a red border. To the right of the code field are two buttons: "Verify code" and "Send new code", both highlighted with red borders. At the bottom is a large blue "Continue" button.

A new box will appear stating that the email address was verified. Click **continue** to enter the portal.



The screenshot shows the same "User Details" screen, but the message now says: "E-mail address verified. You can now continue." The "Email Address" field still contains "h\*\*\*\*\*@mailinator.com". The "Verify code" and "Send new code" buttons are no longer visible. The "Continue" button at the bottom is now highlighted with a red border.

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**.

#### Killam NRC Paul Corkum Fellowship - Conditions

Killam NRC Paul Corkum Fellowships provide release time from employment for national and international scholars who have demonstrated outstanding research ability and are proposing collaborative research with an NRC researcher.

Fellowships are valued at \$100,000 CAD per year in the form of a grant that is paid to the institution of each Fellow to cover release time. An additional grant of up to \$50,000 CAD is available to accommodate travel and knowledge dissemination costs of the Fellow, based on budget estimates provided in the proposal.

Killam NRC Paul Corkum Fellows and NRC co-PI are expected to participate in community engagement and knowledge mobilization activities, as well as the interdisciplinary Killam Laureate Network. While activities will vary for each Laureate, one core activity that is consistent for all Laureates is participation in the Killam Laureate Network.

Proof of ethics review and approval is required prior to full release of funding for all applicants proposing research involving human participants, including interviews and access to documents affecting the privacy of individuals, and must comply with the conditions set out in the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#).

For proposed research involving animals, applicants must also provide proof of ethics approval from an Animal Care Committee certified by the [Canadian Council on Animal Care \(CCAC\)](#), and must follow the standards established in the CCAC's [Guide to Care and Use of Experimental Animals](#).

Proposed research must follow the Government of Canada's [Policy of Sensitive Technology Research and Affiliations of Concern](#).

To be eligible, Fellowship applicants must:

- be willing and able to travel to an NRC location or locations in Canada to collaborate with an NRC co-PI as required;
- obtain a reliability status personnel security clearance;
- demonstrate commitment to building Canada's future and alignment with Killam attributes;
- agree to participate in community engagement and knowledge mobilization activities. This may include: participation in the Killam Laureate Network; participation in a Fellows lecture series and invited lectures; and/or participation in dissemination activities with relevant University departments, or with other organizations or appropriate scientific societies;
- demonstrate commitment to knowledge exchange with their NRC co-PI;
- be a mid-to-late career researcher, although researchers at earlier career stages may be considered in some cases;
- receive release time to conduct the proposed research, and will continue to be employed by the same institution for up to 12 months from the start of the Fellowship; and,
- 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.

To be eligible, the NRC co-PI must:

- be employed by the National Research Council of Canada (NRC) at any stage of career;
- hold a reliability status personnel security clearance at the NRC;
- demonstrate commitment to building Canada's future and alignment with Killam attributes;
- demonstrate commitment to collaborate with the Fellow at one or more NRC sites as required for the project;
- receive release time to conduct the proposed research from the NRC, and continue to be employed by the same institution for up to 12 months from the start of the Fellowship;
- demonstrate commitment to knowledge exchange with the Fellow;
- agree to participate in community engagement and knowledge mobilization activities which may require travel; and,
- 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 these terms and conditions.

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**.

[français](#)



National Killam Program > Profile

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

[Sign Out](#)

#### Profile

\* First Name (required) \*

New

\* Last Name (required) \*

nEWUSER

E-mail

new@killamtest.destination.com

\* Preferred language (required)

In which official language do you wish to communicate?

Would you like to sign up to be a peer reviewer?

☒ No ☐ Yes

Peer reviewers are leading researchers whose area of study aligns with one or more submissions to the National Killam Program. Reviewers may not play any role in any Dorothy Killam Prize application or Killam Prize nomination in a year in which they are assigned submissions to review. Peer reviewer status and reviews are manually assigned by the National Killam Program Office.

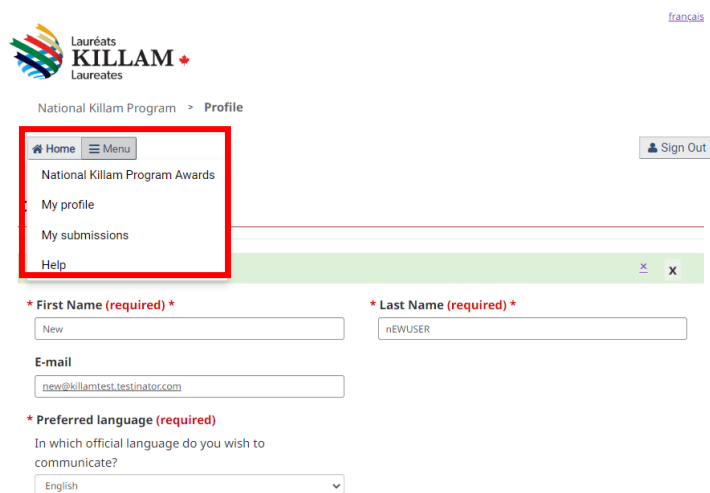
Submit



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.**



The screenshot shows the 'National Killam Program Awards' profile page. At the top, there is a logo for 'Laureats KILLAM Laureates' and a 'français' link. Below the logo, the page title is 'National Killam Program > Profile'. A 'Sign Out' button is in the top right. A red box highlights a 'Menu' button and its dropdown options: 'National Killam Program Awards', 'My profile', 'My submissions', and 'Help'. Below the menu, there are form fields for 'First Name (required)', 'Last Name (required)', 'E-mail', and 'Preferred language (required)'. The 'First Name' field contains 'New', the 'Last Name' field contains 'nEWUSER', and the 'E-mail' field contains 'new@killamtest-testinator.com'. The 'Preferred language' dropdown is set to 'English'.

### 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**).

#### 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.

<div>Killam NRC Paul Corkum Fellowship</div> <div>Details</div>	<div>Killam Prize Nomination</div> <div>Details</div>	<div>Dorothy Killam Fellowship</div> <div>Details</div> <div>Apply</div>
---	---	--

### 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.*

## Profile

\* First Name (required) \*

\* Last Name (required) \*

E-mail

\* Preferred language (required)

In which official language do you wish to communicate?

Would you like to sign up to be a peer reviewer?

☐ No ☒ Yes

Peer reviewers are leading researchers whose area of study aligns with one or more submissions to the

### 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.

## My submissions

Submission ID ^	Beneficiary name ^	Program name ^	Modified on ^	Status ^	
SM-23-001095	First Last	Dorothy Killam Fellowship	2/7/2023 11:10 AM	Incomplete	<a href="#">View</a> <a href="#">Edit</a>
SM-23-001119	Applicant2 Applicanttwo	Dorothy Killam Fellowship	2/1/2023 4:20 PM	Under Review	<a href="#">View</a>
SM-23-001127	Applicant Killam	Dorothy Killam Fellowship	2/7/2023 1:42 PM	In Progress	<a href="#">View</a> <a href="#">Edit</a>



### 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](#).

## Reviewer profile: my research disciplines

### Reviewer profile: my research disciplines

[Reviewer profile: self-identification](#)

[Reviewer profile: confidentiality and conflict of interest declaration](#)

This page contains your research and reviewing specialization (as the reviewer). This information is used to match your research disciplines with those of program applicants and nominees. Matching is informed by the Canadian Research and Development Classification system (CRDC), completed by researchers being considered for an award: ([CRDC 2020 Version 1.0 \(statcan.gc.ca\)](#)). Please verify the information below to ensure optimal matching.

Please note:

- To add specializations, click the Add button and select up to 5 specializations.
- To edit specializations, click the Edit button.
- To remove specializations, click the Remove button.

[Add](#)

## 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.

### Help

#### Useful links:

- [Killam portal user guide](#)
- [Guide for institution contacts \(Dorothy Killam Fellowship\)](#)
- [Guide for applicants \(Dorothy Killam Fellowship\)](#)
- [Guide for nominators \(Killam Prize\)](#)
- [Guide for nominees \(Killam Prize\)](#)
- [Guide for letters of support \(Dorothy Killam Fellowship and Killam Prize\)](#)
- [Guide for reviewers \(Dorothy Killam Fellowship and Killam Prize\)](#)
- [Conflict of Interest Protocol for National Killam Program](#)

#### Frequently Asked Questions:

- [National Killam Program FAQ](#)

#### Killam NRC Paul Corkum Fellowship:

- [Killam NRC Paul Corkum Fellowship Guidelines](#)
- [Killam NRC Paul Corkum Fellowship Expression of Interest Form](#)
- [Killam NRC Paul Corkum Fellowship Application Form](#)
- [Killam NRC Paul Corkum Fellowship NRC Co-PI Attestation](#)
- [Killam NRC Paul Corkum Fellowship Fellowship Applicant Attestation](#)
- [Killam NRC Paul Corkum Fellowship NRC Institutional Attestation](#)
- [Killam NRC Paul Corkum Fellowship Fellow Institution Attestation](#)
- [Voluntary Self-Identification Form](#)

#### Contact us:

- For more information, contact the [National Program Office](#).

## 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.


## 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](#)

Proof of eligibility requires nominators and nominees to attest that [eligibility requirements](#) have been met.

- Individuals may include nomination for multiple categories, but an individual may only be awarded the Killam Prize in one category.
- No individual may be awarded a Killam Prize more than once.
- Self-nominations are not permitted for the Killam Prize; only nominations by

• Killam Prize is intended 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 compromise the integrity or 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](#)

[Next](#)

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 \(statcan.gc.ca\)](https://www.statcan.gc.ca/crdc).

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.

### 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 \(statcan.gc.ca\)](https://www.statcan.gc.ca/crdc). 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
------------	-------	-------	-----------	---------

There are no records to display.

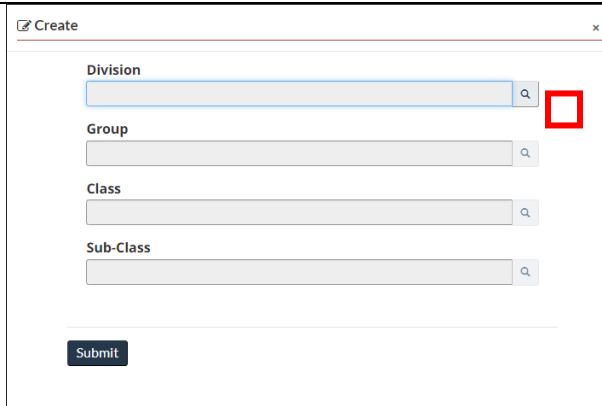
Validate and save

Previous

Next

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.

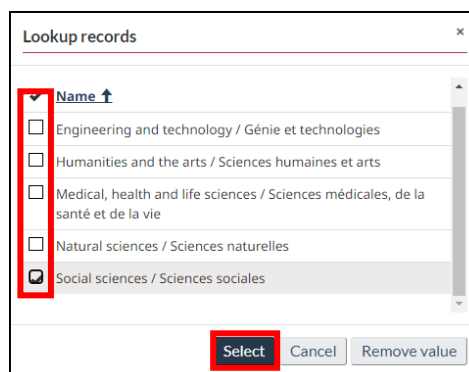
Click the **magnifying glass icon** to complete each section in order.



The screenshot shows a 'Create' form with four input fields: 'Division', 'Group', 'Class', and 'Sub-Class'. Each field has a magnifying glass icon to its right. A red square highlights the magnifying glass icon for the 'Division' field. Below the fields is a 'Submit' button.

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**.



The screenshot shows a 'Lookup records' pop-up window. It has a list of categories with checkboxes: 'Engineering and technology / Génie et technologies', 'Humanities and the arts / Sciences humaines et arts', 'Medical, health and life sciences / Sciences médicales, de la santé et de la vie', 'Natural sciences / Sciences naturelles', and 'Social sciences / Sciences sociales'. The 'Social sciences / Sciences sociales' checkbox is checked and highlighted with a red box. At the bottom, there are three buttons: 'Select' (highlighted with a red box), 'Cancel', and 'Remove value'.



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.

**Create**

**Lookup records**

Choose one record and click Select to continue

Name	Code
<input type="checkbox"/> Chemical engineering / Génie chimique	RDF205
<input type="checkbox"/> Civil engineering, maritime engineering, transport engineering, and mining engineering / Génie civil, génie maritime, génie des transports, et génie minier	RDF201
<input type="checkbox"/> Electrical engineering, computer engineering, and information engineering / Génie électrique, génie informatique et génie de	RDF203

1 2 >

Select Cancel Remove value

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**.

**Division**  
Social sciences / Sciences sociales x Q

**Group**  
Social and economic geography / Géographie sociale et économique x Q

**Class**  
Urban and regional planning / Urbanisme et planification régionale x Q

**Sub-Class**  
Q

**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.

\* Research Categories (required) \*

New Category

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		Remove Modify
Social sciences / Sciences sociales	Economics and business administration / Sciences économiques et administration des affaires	Management and trade / Gestion et commerce	International trade / Commerce international	Remove Modify
Social sciences / Sciences sociales	Other social sciences / Autres sciences sociales	Criminology / Criminologie	Cybercrime / Cybercriminalité	Remove Modify

Validate and save

Previous Next

## 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**.

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.

\* Supporting Documents (required) \*

Add document

Name ↑ Type Created on Actions

There are no records to display.

Validate and save

Previous Next

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.

**Create**

Type

- Curriculum Vitae
- Candidate's Statement/Déclaration du candidat
- Letter of Support/Lettre de soutien
- Research Proposal/Proposition de recherche

Attach a file \*

Choose File | No file chosen

Submit

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.

**Create**

The form could not be submitted for the following reasons:

There was an error uploading the file.

Type

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.

**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.

The form could not be submitted for the following reasons:

Please attach 1 Research proposal.

Please attach 1 Candidate's Statement.

Please attach 1 Curriculum vitae.

Please attach maximum 2 separate letters of support.

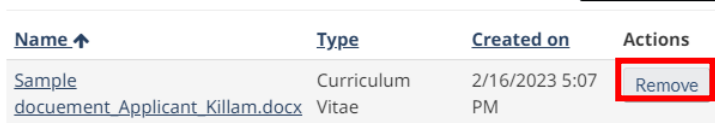
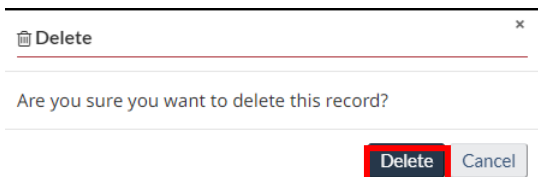
\* Supporting Documents (required) \*

Add document

Name ↑	Type	Created on	Actions
Sample document Applicant_Killam.docx	Curriculum Vitae	2/16/2023 5:07 PM	Remove

Validate and save

Previous Next

<p>To delete a file, click the <b><u>Remove</u></b> button beside the name and type of the file from the list of files.</p>	 <p>The screenshot shows a table with four columns: Name, Type, Created on, and Actions. The first row contains the text 'Sample document Applicant Killam.docx', 'Curriculum Vitae', '2/16/2023 5:07 PM', and a 'Remove' button which is highlighted with a red rectangle.</p> <table><tr><th>Name ↑</th><th>Type</th><th>Created on</th><th>Actions</th></tr><tr><td><a href="#">Sample document Applicant Killam.docx</a></td><td>Curriculum Vitae</td><td>2/16/2023 5:07 PM</td><td><b>Remove</b></td></tr></table>	Name ↑	Type	Created on	Actions	<a href="#">Sample document Applicant Killam.docx</a>	Curriculum Vitae	2/16/2023 5:07 PM	<b>Remove</b>
Name ↑	Type	Created on	Actions						
<a href="#">Sample document Applicant Killam.docx</a>	Curriculum Vitae	2/16/2023 5:07 PM	<b>Remove</b>						
<p>A confirmation dialogue box will pop up. Click <b><u>Delete</u></b> to delete the file. Deleted files cannot be recovered from the portal.</p>	 <p>The screenshot shows a confirmation dialogue box titled 'Delete' with a close button (x) in the top right corner. The text inside asks 'Are you sure you want to delete this record?'. At the bottom, there are two buttons: 'Delete' (highlighted with a red rectangle) and 'Cancel'.</p>								

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