National Killam Program User Guide

Killam Prize Nominator

Contents

1. Purpose of This Guide

This guide provides information on how to nominate an individual for the Killam Prize on the following website: *National Killam Program · Portal.*

Please note that the intended audience for this guide is the nominator, typically a senior administrator at the researcher's institution or a third-party representative of a learned society.

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 Prize nomination process

The following are involved in a nomination for the Killam Prize:

Nominator – the individual nominating a candidate to receive the Killam Prize, typically a senior administrator at the candidate's institution or a third-party representative of a learned society. The National Killam Program also welcomes nominations from leaders in research-based or community organizations who are familiar with the nominee's work. Nominators are responsible for ensuring that all declarations and documents are uploaded prior to submission, including three (3) letters of support from referees.

Nominee – the individual being nominated for the Killam Prize. The nominee's is responsible for providing their research categories, demographic and self-identification information, and for accepting the nomination. The nominee also has the option of providing their CV.

Referee – Referees provide letters of support for nominees of the Killam Prize. Referees are identified by the nominator and invited to provide letters of support either through the nominator, directly to the National Killam Program Office, or through the online portal.

5. About the selection process

The National Killam Program engages external peer reviewers who are experts in their fields to provide consistent, fair and high-quality reviews using the scoring rubric for Killam Prize nominations.
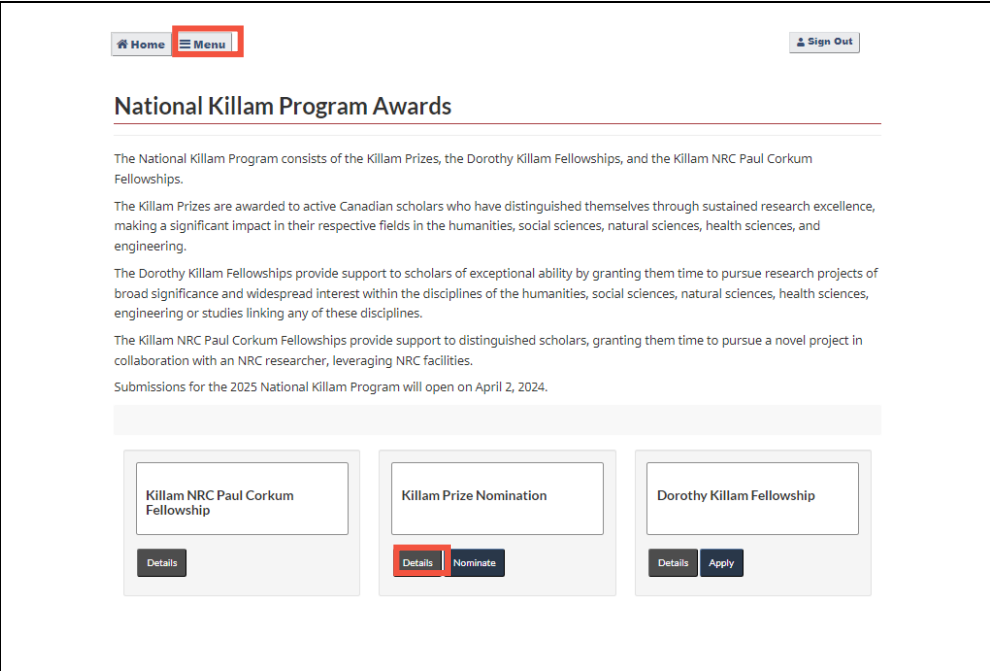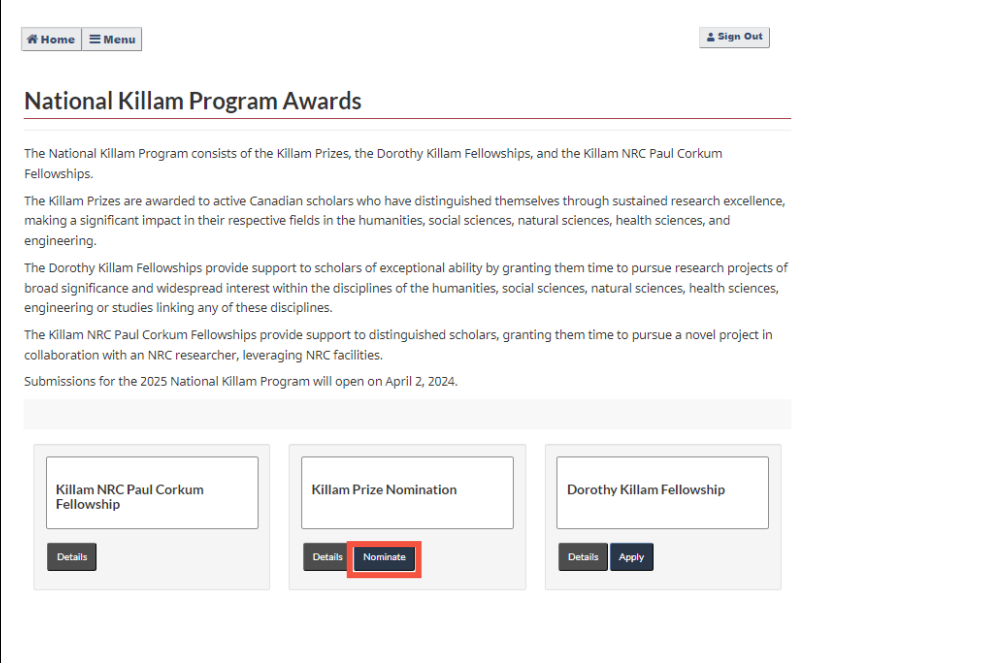
Following Peer Review, the Selection Committee evaluates nominations based on their merit, compared with each other and in a national context to make decisions on winners.

Prizes are offered to candidates considered outstanding by the Committee. Where a number of candidates are considered outstanding, and the assessments are not meaningfully different from each other, the Selection Committee will consider cohort factors that will contribute to a diverse and representative group. The following points will figure prominently in the review and selection of the candidates considered for the Killam Prizes:

Criteria	Description	Weight
Relevance	Exceptional quality of the candidate's research record achieved in line with the Killam values and including candidate's outstanding commitment, creativity and efforts to share research knowledge beyond the academic community.	33.3%
Impact	Contribution of the candidate's ideas and research results to Canadian society, including the nation's intellectual and/or cultural life; as well as mentorship and international stature where appropriate.	33.3%
Merit	Quality of the candidate's research record and scope of the candidate's research contributions taking into account the norms of the field of study.	33.3%

6. Nomination Guide - Killam Prize

Nominators play a key role in preparing submissions for the Killam Prize. 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 for your nomination.

<table>
<tr><th colspan="2" align="center">Nominating a candidate for a Killam Prize</th></tr>
<tr>
<td>Open the portal and select <u>National Killam Program Awards</u> under the <u>Menu</u>.

Choose the Killam Prize.

The nomination guide is located under <u>Details</u>.</td>
<td></td>
</tr>
<tr>
<td>When you are ready to begin your nomination, click <u>Nominate</u>, then Proceed to National Killam Program portal sign-in page and log in.</td>
<td></td>
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</table>

Ensure all required fields are completed and then click **Validate and save.**	français **Lauréats KILLAM Laureates** National Killam Program > My Applications > **Killam Prize** 🏠 Home ☰ Menu 👤 Sign Out ▾ **Identification of nominator** **Identification of nominator** **Title** [▾] * First name **(required)** * [ ] * Last name **(required)** * [ ] * Email **(required)** * [KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca] **Website** [ ] [Validate and save] [Next]
The left side menu will now be populated with the sections described here. All sections must be completed prior to submitting your nomination and may be completed in any order.	Identification of nominator ✅ **Nominee contact information** ❗ Nominee category ❗ Letter of nomination ❗ Declaration of nominator ❗ Identification of referees providing letters of support ❗ Research category Curriculum vitae ❗ Required documents ❗ Summary and submission

Remember to **Validate and save** after completing each page.	* Email (required) * KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca **Website** **Validate and save** Previous Next
New for the 2025 program cycle is a section to indicate the nomination category. Nominations may include nomination for multiple categories, but an individual may only be awarded the Killam Prize in 1 category	**Nominee category** 12.50% Identification of nominator ✓ Nominee contact information ⓘ **Nominee category** ⓘ Letter of nomination ⓘ Declaration of nominator ⓘ Identification of referees providing letters of support ⓘ Research category Curriculum vitae ⓘ Required documents ⓘ Summary and submission Please select nomination category. * **Killam Prize Category** (required) ☐ Humanities ☐ **Social Sciences** ☐ **Natural Sciences** ☐ **Health Sciences** ☐ **Engineering** Individual nominations may include nomination for multiple categories, but an individual may only be awarded the Killam Prize in 1 category. Validate and save Previous Next
To add a letter of nomination, click **Add Document** from the **Letter of nomination** tab.	**Letter of nomination** 12.50% Identification of nominator ✓ Nominee contact information ⓘ Nominee category ⓘ **Letter of nomination** ⓘ Declaration of nominator ⓘ Identification of referees providing letters of support ⓘ Research category Curriculum vitae ⓘ Required documents ⓘ Summary and submission **Nomination Letter:** 1,000 words in English or 1,200 words in French Letters of nomination are used to inform peer assessment as well as evaluation by a multi-disciplinary Selection Committee. Nominators must include a brief, plain-language summary of the nature of the nominee's research, details on the nominee's distinguished contributions to scholarly research, and a rationale as to why the nominee is an outstanding candidate for the Killam Prize. The National Killam Program uses a two-stage selection process including external expert peer reviewers and a multi-disciplinary selection committee. **Please ensure that all materials employ plain-language, using clear and simple terms, and are written in a way that a non-specialized audience would understand.** Further, nomination letters must clearly specify: • the Killam Prize discipline in which the candidate is being nominated, and • the nature of the nominator's relationship with the nominee. To reduce the potential for unconscious bias in the evaluation process: • please refer to nominees consistently by their surname(s) and use gender-neutral pronouns. **Instructions:** • Text files must be in .pdf (preferred), .doc, or .docx format. • Do not use punctuation, special characters, or more than 45 characters in your file names * Letter of Nomination (required) **Add document** **Name** ↑ **Type** **Created On** **Actions** ⚠ There are no records to display.

Choose File to upload a file from your computer and click **Submit**.	**Create** × **Type** Letter of Nomination/Lettre de nomination ▾ **Description** [ ] **Attach a file** * [Choose File] FieldsNotices.pdf [Submit]
Note: You may **Remove** and add an updated letter at any time before you submit the nomination. Click **Validate and save** to continue.	**Letter of nomination** 12.50% Identification of nominator ✓ Nominee contact information ❶ Nominee category ❶ Letter of nomination ❗ Declaration of nominator ❶ Identification of referees providing letters of support ❶ Research category Curriculum vitae ❶ Required documents ❶ Summary and submission **Nomination Letter:** 1,000 words in English or 1,200 words in French Letters of nomination are used to inform peer assessment as well as evaluation by a multi-disciplinary Selection Committee. Nominators must include a brief, plain-language summary of the nature of the nominee's research, details on the nominee's distinguished contributions to scholarly research, and a rationale as to why the nominee is an outstanding candidate for the Killam Prize. The National Killam Program uses a two-stage selection process including external expert peer reviewers and a multi-disciplinary selection committee. **Please ensure that all materials employ plain-language, using clear and simple terms, and are written in a way that a non-specialized audience would understand.** Further, nomination letters must clearly specify: • the Killam Prize discipline in which the candidate is being nominated, and • the nature of the nominator's relationship with the nominee. To reduce the potential for unconscious bias in the evaluation process: • please refer to nominees consistently by their surname(s) and use gender-neutral pronouns. **Instructions:** • Text files must be in .pdf (preferred), .doc, or .docx format. • Do not use punctuation, special characters, or more than 45 characters in your file names * Letter of Nomination (required) [Add document] | **Name** ↑	**Type**	**Created On**	**Actions**
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1_SM-24-001670_Heather_Salo.pdf	Letter of Nomination/Lettre de nomination	3/26/2024 9:52 PM	[Remove]	 [Validate and save] [Previous] [Next]

The **<u>Declaration of nominator</u>** must be completed by the nominator.	**Declaration of nominator** 37.50% Identification of nominator ✓ Nominee contact information ⓘ Nominee category ✓ Letter of nomination ✓ **Declaration of nominator** ⚠ Identification of referees 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. • Individual nominations 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 experts in their field. • Killam Prizes are 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 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. • 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]
Once you have confirmed, click **<u>Validate and save</u>**. Your confirmation is time stamped automatically.	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) *** [I confirm that ▾] The date and time will populate automatically when you agree to the statements and click 'Validate and save' **Confirmed on** 2/17/2023 12:05 PM [Validate and save] [Previous] [Next]

Select the **Edit** button to add or edit contact details for a referee.

Note: Referees are encouraged to send their letter to the nominator who can upload it on their behalf.

Alternatively, referees may send their letter by email to the National Killam Program Office.

Note: The button **Send invitations to referees** sends all identified referees an email that provides them instructions to upload their letter directly in the portal. **This is an optional step.**

Identification of referees providing letters of support

50.00%

Identification of nominator ✅

Nominee contact information ⓘ

Nominee category ✅

Letter of nomination ✅

Declaration of nominator ✅

Identification of referees providing letters of support ⚠️

Research category

Curriculum vitae ⓘ

Required documents ⓘ

Summary and submission

Provide the contact information for referees who will provide letters of support.

The referees may be within or outside Canada. If the letters have been translated from another language, the originals must also be included. Ideally, the nominator will share their nomination letter with those providing letters of support to avoid repetition.

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

- Please ensure that each letter of support is unique, clearly describes the impact of the research nationally and/or internationally, and/or speaks to efforts on the part of the nominee to have a multiplier effect in their field.
- Please ensure the letter writer clearly specifies the nature of the letter writer's relationship with the nominee.

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

Nominees who focus on **community-based research** are encouraged to provide one letter of support that speaks to the importance of the nominee's research to a particular community or communities. This letter may come from a community leader or a community member.

Note: Community-based research involves active participation of stakeholders whose lives are affected by the research in all phases of project for the purpose of producing useful results that lead to positive changes.

Select the Edit button to add or edit a referee.

Name ↑	Department or school	Institution	Email Address	Status	Actions
				Add a referee	✎ Edit
				Add a referee	✎ Edit
				Add a referee	✎ Edit

Emails sent by the system invite the letter writer to create an account and provide a letter directly. Do not click 'Send invitations to referees' if you or your institution contact will collect letters and upload them on behalf of the writer.

Validate and save

Send invitations to referees

Previous   Next

Add the referee's contact information and click **Submit.** This information is used by the National Killam Program Office to identify potential conflicts of interest and to contact referees directly in the event of an issue with a letter of support.	
The nominee must enter their own research categories for purposes of peer review. This information is visible to the nominator to inform the overall nomination package.	

Before submitting your nomination package, ensure that all of the documents are present and adhere to the submission requirements

Letters of support that are uploaded by you, by the National Killam Program office or by the referee will appear in your list.

Once your review is complete, click **<u>Validate and save</u>**.

Required documents

50.00%

- Identification of nominator ✓
- Nominee contact information ⓘ
- Nominee category ✓
- Letter of nomination ✓
- Declaration of nominator ✓
- Identification of referees providing letters of support ⓘ
- Research category
- Curriculum vitae ⓘ
- **Required documents** ⚠
- Summary and submission

Your submission should contain the following:

1. **Nomination letter**

   1,000 words in English or 1,200 words in French

   Letters of nomination are used to inform peer assessment as well as evaluation by a multi-disciplinary Selection Committee. Nominators must include a brief, plain-language summary of the nature of the nominee's research, details on the nominee's distinguished contributions to scholarly research, and a rationale as to why the nominee is an outstanding candidate for the Killam Prize.

   Further, nomination letters must clearly specify:
   - the Killam Prize discipline in which the candidate is being nominated, and
   - the nature of the nominator's relationship with the nominee.

   To reduce the potential for unconscious bias in the evaluation process:
   - please refer to nominees consistently by their surname(s) and use gender-neutral pronouns.

2. **Biography**

   500 words in English or 650 words in French

   A biography for the nominee, summarizing the candidate's education, distinguished research achievements, current research interests, and honours or awards received.

3. **Three (3) letters of support**

   1,000 words in English or 1,200 words in French

   The referees may be within or outside Canada. If the letters have been translated from another language, the originals must also be included. Ideally, the nominator will share their nomination letter with those providing letters of support to avoid repetition.
   - Please ensure that each letter of support is unique, clearly describes the impact of the research nationally and/or internationally, and/or speaks to efforts on the part of the nominee to have a multiplier effect in their field.
   - Please clearly specify the nature of the letter writer's relationship with the nominee.

   To reduce the potential for unconscious bias in the evaluation process:
   - Please refer to nominees consistently by their surname(s) and use gender-neutral pronouns.
   - Please remove institutional letterhead.

4. **Curriculum vitae**

   30 pages in English or 36 pages in French

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

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.

Please ensure your application adheres to the above-indicated maximum word and page limits. If your submission is incomplete or not submitted   nnel, it will be rejected from the competition.

[Add document]

Documents (required)   [Add document]

Name ↑	Type	Created On	Actions
1 SM-24-001670 Heather Salo.pdf	Letter of Nomination/Lettre de nomination	3/26/2024 9:52 PM	Remove
CV SM-24-001670 Heather Salo.docx	Curriculum Vitae	3/26/2024 10:00 PM	Remove
letter of support SM-24-001670 Heather Salo.docx	Letter of Support/Lettre de soutien	3/26/2024 10:00 PM	Remove
letter of support2 SM-24-001670 Heather Salo.docx	Letter of Support/Lettre de soutien	3/26/2024 10:00 PM	Remove

[1] 2 >

[Validate and save]

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Note: You will not be able to submit the nomination if documents are missing.	❗ ℹ **The form could not be submitted for the following reasons:** Please attach 1 Nominee's Biography. Please attach 1 Nomination Letter. Please attach 1 Curriculum vitae. Please attach maximum 3 separate letters of support.
Do not submit **the nomination until you have confirmed that the nominee has entered their research categories and accepted the nomination.** A warning note will appear if the system identifies incomplete items in the nomination package. Once a nomination has been submitted, it can only be updated by contacting the National Killam Program Office.	**Summary and submission** Identification of nominator ✓ Nominee contact information ✓ Letter of nomination ✓ Declaration of nominator ✓ Identification of referees providing letters of support ✓ Research category Curriculum vitae ✓ Required documents ✓ **Summary and submission** Please check with your nominee that they have verified your nomination before you submit. ℹ × Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. The nomination package must include the following items: • Letter of nomination (1000 words maximum) • Biography (500 words maximum) • Curriculum vitae (30 pages maximum) • Three (3) letters of support (1,000 words maximum) • Identification of Research category • Declarations by the nominator and nominee **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 total maximum file size including attachments is 25 MB. 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. The date and time will populate automatically when you agree to the statements and click 'Submit form' **Submitted on** — Submit form Previous Next

Once all of the required documents are submitted, the nominee has accepted, and the research categories have been validated, select **Submit form.**	**Summary and submission** Identification of nominator ✓ Nominee contact information ✓ Letter of nomination ✓ Declaration of nominator ✓ Identification of referees providing letters of support ✓ Research category ✓ Curriculum vitae ✓ Required documents ✓ Summary and submission Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. The nomination package must include the following items: • Letter of nomination (1000 words maximum) • Biography (500 words maximum) • Curriculum vitae (30 pages maximum) • Three (3) letters of support (1,000 words maximum) • Identification of Research category • Declarations by the nominator and nominee **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 total maximum file size including attachments is 25 MB. 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. The date and time will populate automatically when you agree to the statements and click 'Submit form' **Submitted on** — Submit form Previous Next
Thank you for submitting a nomination for the Killam Prize.	Summary and submission ✓ The date and time will populate automatically when you agree to the statements and click 'Submit form' **Submitted on** 2/17/2023 12:38 PM Previous Next

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