



# National Killam Program Portal User Guide

**For Peer Reviewers** 

## Contents

1.	Purpose of This Guide	1
2.	About the National Killam Program	2
3.	Equity, Diversity, and Inclusion Statement	2
4.	Completing reviewer profile	3
5.	Accessing your reviews	10
6.	Documents and Evaluation Summary	17

## 1. Purpose of This Guide

Thank you for agreeing to participate in the National Killam Program peer review process. This guide provides information for National Killam Program Peer Reviewers using the <u>National</u> <u>Killam Program · Portal</u>.

### **Process Overview**

- 1.1 Set up your account and complete your reviewer profile.
- 1.2 View summaries of the files you have been invited to review.
- 1.3 Complete your Conflict of Interest declaration.
  - 1.4 Accept the file for review, view submitted documents, and download the evaluation report and scoring rubric.

We kindly request that you upload your completed evaluation report within **3 weeks** of accepting the review. Please note that applicants will not see the full review documents, but anonymous overall summaries may be provided as feedback.

If you need help logging into the portal or creating an account, please refer to the <u>Killam</u> <u>portal user guide</u>.

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

Thank you for participating in the National Killam Program peer review process.

## 2. About the National Killam Program

#### Vision

Dorothy Killam cared about the future. She had a vision of "building Canada's future through advanced study". Through her Will, Dorothy Killam established a perpetual trust to realize that vision. The trust funds generations of scholars in Canada with the goal to increase research attainments and promote sympathetic understanding between Canadians and the peoples of other countries. The National Killam Program endeavors to uphold the vision of Dorothy Killam, strengthen the research ecosystem broadly, and improve the lives of Canadians through research advancements.

#### Mission

The mission of the National Killam Program is to support novel and diverse research fields, and to ensure that Killam Prize Laureates and Dorothy Killam Fellows are reflective of Canada's diversity.

#### Attributes

Fellows and Laureates conduct research that is superior, ground-breaking, and stands to positively improve the lives of Canadians, but they are not one-sided people. They are leading researchers who demonstrate a special distinction of intellect and contribute to the advancement of learning, and reflect Killam attributes.

**Inclusive Collaborator** - whose work exemplifies inclusion and understanding of people, cultures and needs with participation among all economic, social and cultural backgrounds.

**Barrier Breaker** - whose original, transformational, future-focused generation of knowledge and technology stands to change the way we live.

**Research Leader** - who activates thoughtful cooperation among scholars, disciplines, and institutions.

### 3. Equity, Diversity, and Inclusion Statement

Inclusive excellence affirms that excellence is not attainable without inclusion. It recognizes the relationship between diversity and quality of research, and upholds equitable participation in Canada's research mission. In order to achieve research excellence, we must address systemic barriers that limit the full participation of Canadian talent. The National Killam Program's Equity, Diversity and Inclusion Action Plan (EDI Action Plan) outlines our commitment to taking specific actions to achieve equitable and inclusive access to programming.

## 4. Completing reviewer profile

You may wish to save a copy of this guide, which is available without creating an account on the portal, as a reference. If you are experiencing issues logging into your account, please see the <u>Killam portal user guide</u>.



Enter your profile français information and Lauréats identify your preferred language of National Killam Program > Profile communication with 🛔 Sign Out ∦ Home ≡ Menu the National Killam Program. Profile Choose Yes to sign up to be a peer reviewer, and Submit. E alnguyen@mta.ca Following submit, the \* Preferred language (required) In which official language do you wish to Killam Program Office communicate? will review your English request and add you Would you like to sign up to be a peer reviewer <sup>○</sup> No <sup>®</sup> Yes to the peer review Peer reviewers are leading researchers whose area roster. 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 This process may submissions to review. Peer reviewer status and take several days. reviews are manually assigned by the National Killam Program Office. When complete, you will receive an email inviting you to Submit complete your reviewer profile using the steps that follow. Select Menu and <u>français</u> **Reviewer Profile. KILLAM** National Killam Program 🛓 Sign Out ∦ Home 📃 Menu National Killam Program Awards My profile ram My submissions Reviewer Profile of the Killam Prizes and the Dorothy Killam Fellowships. My reviews ΤI ve Canadian scholars who have distinguished themselves through sustained Help re cant 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.

Edit <b>Reviewer</b> profile: my research disciplines by choosing <u>Add.</u>	Reviewer profile: my research disciplines. 1 Reviewer profile: self- identification Reviewer profile: confidentiality and conflict of interest declaration.	This page contains y information is used and nominees. Mat Classification syster award: ( <u>CRDC</u> ) 2020 ensure optimal mat Please note: • To add specializ • To edit specializ • To remove spec	your research and to match your res ching is informed l n (CRDC), complete <u>Version 1.0 (statca</u> ching. rations, click the Ac rations, click the Ec rations, click the Ec	reviewing special earch disciplines v by the Canadian R ed by researchers <u>in.gc.ca</u> ). Please v dd button and sel lit button. e Remove button	ization (as the revie with those of progra tesearch and Develo being considered fr errify the informatio ect up to 5 specializ	ver). This im applicants pment or an n below to ations.
		Division.↑ There are no re Validate and save Next	Group	Class	<u>Sub-Class</u>	Actions

To aid us in matching							
you to submissions,	Create						×
identify up to five (5)							
research disciplines	DIN	/ision	dan da ma de Cala d	and the second second second second			
aligned with your	Er	ngineering and te	chnology / Genie e	et technologies		<b>x</b> Q	
expertise by launching	Gro	oup					
the lookup modal, and	Ch	<b>*</b> Q					
selecting <u>Submit</u> .	Cla	155					
		nemical engineeri	ina / Génie chimia	116		× O	
Select <u>Edit</u> or		j					
Remove to make	Sul	b-Class					
changes.	rol	leum and reservo	ir engineering / G	énie pétrolier et étu	ide des gisements	<b>*</b> Q	
Onco complete select							
Validate and save							
Valluate and Save	Subn	nit					
	DI	ease note:					
		To add speciali	zations, click the A	Add button and sele	ect un to 5 specializ	ations	
		<ul> <li>To edit speciali</li> </ul>	zations, click the E	Edit button.	eet up to 5 specializ		
		<ul> <li>To remove special</li> </ul>	cializations, click t	he Remove button.			
						Add	
		Division <b></b>	Group	<u>Class</u>	Sub-Class	Actions	
		Social sciences	Social and	Urban and	Community	Edit	
		/ Sciences	economic	regional	planning /	Remove	
		Sociales	Géographie	Urbanisme et	des quartiers		
			sociale et économique	planification régionale			
		Social sciences	Social and	Human	Behavioural	Edit	
		/ Sciences	economic	geography /	geography /	Remove	
		sociales	geography / Géographie	Géographie humaine	Géographie du comportement		
			sociale et				
			economique				
		Social sciences / Sciences	Social and economic	Urban and regional	Housing market development	Edit	
		sociales	geography /	planning /	and	Remove	
			Geographie sociale et	planification	management / Développement		
			économique	régionale	et gestion des		
					l'habitation		
		Social sciences	Law and legal	Law (except	Human rights /	Edit	
		/ Sciences	practice / Droit	legal practice	Droits de la	Remove	
		SOCIAIES	droit	international	personne		
				law) / Droit (sauf			
				droit et le droit			
				international)			
	_						
		/alidate and save					
		Next	-				

Once validated, a green checkmark will appear indicating that this action is complete. Research disciplines can be updated at any time but at least 1 category MUST be	Reviewer profile Reviewer profile my research discipil ies Reviewer profile: self- identification Applicant information Application: Research categories	file my tipilies       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. Please verify the information below to ensure optimal matching.         file: self- 10       Please note:         information       To add specializations, click the Add button and select up to 5 specializations.         in To edit specializations, click on the blue arrow to the right of the entry and select Edit.         in To remove specializations, click on the blue arrow to the right of the entry and select Edit.					
category MUST be validated with a green	Reviewer acceptance	Division <b></b>	Group	Class	Sub-Class		
checkmark before you will see any assigned reviews.		Social sciences / Sciences sociales	Social and economic geography / Géographie sociale et économique	Human geography / Géographie humaine	Behavioural geography / Géographie du comportement	0	
		Social sciences / Sciences sociales				0	
		Validate and save					

Edit Reviewer		
profile: self	Reviewer profil	e: self-identification
identification (accessed from the left side menu or by using the <u>Next/Previous</u> buttons in the reviewer profile section).	Reviewer profile: my research disciplines. ✓ Reviewer profile: self- identification ✓ Reviewer profile: confidentiality and conflict of interest	The collection of voluntary self-identification data is a central piece of the Killam Trusts' commitment to equity, diversity and inclusion (EDI). This data provides information on th diversity of the population applying for and receiving funds and participating in peer review. This information increases the Trusts' capacity to monitor their progress on increasing EDI in their programs, to recognize and remove barriers, and to design new measures to achieve greater EDI. All questions are optional. Please click on <b>Validate and save</b> when you have completed those parts of the form you wish to complete.
The provision of self-	declaration 🗸	What is your date of birth? (Leave blank if you prefer not to answer)
identification data is		M/D/YYYY
strongly encouraged. Aggregated self-		Select the option that best describes your current gender identity
identification		×
information provides		Select the sexual orientation that best describes how you currently think of
the program office		yourself
with insights into the		~
composition of		Do you identify as Indigenous, that is, First Nation (North American Indian),
candidate pools, and		Métis or Inuk (Inuit)?
signals gaps to be		<b>v</b>
addressed by the program.	Wha (Sel	at language(s) did you first learn at home in childhood and still understand? ect all that apply)
Please click on	L Er	nglish
Validate and save	- Fr - Δι	ench pother language
when you have		prefer not to answer
completed those parts		
of the form you wish	Wha	at language(s) do you speak most often at home? (Select all that apply)
to complete	⊔ Er	nglish
	□ Fr	ench nother language
		prefer not to answer
	C	Comments or suggestions about the self-identification questionnaire
	Va	idate and save
	Pre	evious Next

Review the confidentiality and	Reviewer profil	e: confidentiality and conflict of interest declaration
conflict of interest declaration and complete each field as	Reviewer profile: my research disciplines.	Please complete each field as they apply to your situation.
they apply to your	Reviewer profile: self-	* First Name (required) *
	Reviewer profile:	Alisa * Last Name (required) *
Please choose either "I agree" or "I do not	<u>confidentiality and</u> <u>conflict of interest</u>	Nguyen MTA
agree" and <u>Validate</u>	declaration 🗸	* Your main employer (required) * TEST
and save. Reviews are only visible after the COI has been completed and accepted.		Shareholder and other financial interests: List financial interests in for-profit and not-for-profit enterprises in sectors directly related to the National Killam Program. Include both the nature of the interest (e.g., owner/partner/member, stock holdings, options, bonds, investments, etc. but excluding mutual funds or other widely held instruments), and the name of the enterprise. Do not disclose the value of the interests.
		(Remaining Characters:2000)
	Con	fidentiality
	Any for v or d	documentation provided to <b>peer reviewers</b> must be used only for the purpose which it was originally collected and it must not be used for any other purpose iscussed with or disclosed to NKPO staff.
	Pee pos: mus they by s repo	r reviewers must ensure that National Killam Program documents in their session are stored in a secure manner to prevent unauthorized access. They st be transmitted using secure techniques and when they are no longer required v must be returned in a secure manner, e.g., by deleting electronic data files, or hredding or burning paper or arranging for its return to the NKPO. Peer review ports are confidential.
	I ha proc docu resp	ve read the above instructions on confidentiality with respect to the peer review cess and the requirement for secure management of National Killam Program uments and information that come into my care. I agree to take personal ponsibility for complying with the confidentiality requirements.
	* Agr <sup>O</sup> I c Dat	eement to comply (required) * do not agree <sup>®</sup> I agree e 2023 12:28 PM
	Valida Previo	te and save

## 5. Accessing your reviews

Accessing your reviews							
To access your reviews, select <u>My</u> <u>reviews</u> from the main <u>Menu</u> .	Kauréa Kili National Kill	ts LLAM + tes am Program > My rev	views			français	
Select <u>View</u> to view assigned reviews or <u>Edit</u> to download	National Kill My profile My submiss Reviewer Pr My reviews E Help	am Program Awards oons ofile	<u>Program name</u> ¢	<u>Review status</u> ≎	Modified on ≎		
and submit completed reviews.	R-23-01911 R-23-01912	Nominee Test KP	Killam Prize Dorothy Killam Fellowship	Accepted Awaiting response	2/23/2023 12:51 PM 2/23/2023 12:49 PM	View Edit	
	R-23-01913	Applicant Test DKF	Dorothy Killam Fellowship	Submitted	2/23/2023 1:12 PM	View	

· · ·		
To review a		
Dorothy	Applicant inform	nation
Killam		
Fellowship	Applicant information	Below is information about the applicant assigned for your review. Please review use this
Application,	Application: Research	review of this file.
review the	categories	Definition of Interests
Applicant	Reviewer acceptance	Conflict of interest is defined as a situation in which a person is in a position to derive
information,	•	personal benefit from actions or decisions made in their official capacity (i.e. in their
Application		capacity as a Peer Reviewer).
Research		<ul> <li>A potential conflict of interest is a conflict that could reasonably be foreseen to occur</li> </ul>
<u>categories,</u>		in the future.
Research		<ul> <li>An apparent conflict of interest is a conflict that could be perceived by a reasonable observer to exist, whether or not it is the case.</li> </ul>
Abstract and		Assessing Conflict of Interest
the conflict of		When assessing conflict of interest, please consider the following factors:
Interest		<ul> <li>whether you have a particular interest in an external entity or activity which may</li> </ul>
declaration in		subject you to demands that are incompatible with your role as peer reviewer; and
relation to		may impair, or be seen as impairing, your ability to perform your duties in an objective and impartial manner:
your review of		<ul> <li>whether your private interests, associations and commitments could result in you, or</li> </ul>
this file.		be perceived as resulting in you:
This is should a		<ul> <li>taking advantage of, or benefiting from the position you hold or the information that you obtained in the course of your role as peer reviewer and that is not</li> </ul>
This includes		generally available to the public,
checking if		<ul> <li>assisting private entities or individuals in their dealings with the National Killam</li> <li>Program where this would result in preferential treatment of the entities or</li> </ul>
there is an		persons, or interfering in the dealings between the two as to inappropriately
Institutional		influence the outcome.
conflict.		If you are unable to review due to a conflict of interest, please answer <b>will not review</b> on the Reviewer acceptance page
		If you would like more guidance on assessing conflict of interest, please contact the
		National Killam Program.
		Title
		Other/Autre
		Specify
		First Name
		Researcher
		Last Name
		Аррисаля
		Institution
		Institute of Research 2
		Department or school
		Next

To review a Killam Prize nomination, review <u>Nominator</u> <u>Information</u> , <u>Nominee</u> <u>Information</u> , and <u>Nomination:</u> <u>research</u> <u>categories</u> prior to accepting a review	Reviewer acceptance         Nominator Information         Nomination:: Research categories         Reviewer acceptance         Newiewer acceptance         Newiewer acceptance	
assignment	I will not be reviewing the application	
assignment.	Validate and save Previous Next	
To review a Killam NRC Paul Corkum Fellowship application, review Fellowship Applicant Information, NRC Applicant Information, Joint research abstract, and research categories for each applicant prior to accepting a review assignment.	Ediouxing Applicant   Information   Joint research abstrad   Houvening applicant research   Categories   Prevener acceptance 1	

For all awards, review the <u>Application:</u> <u>Research</u> <u>categories</u> or the <u>Nomination:</u> <u>Research</u>	Application: Research Application: Research categories Reviewer acceptance ()	This page displays the Please review these cat are unable to review re review on the Reviewe <u>Division</u> ↑	information about th tegories to confirm al search in these categ r acceptance page. <u>Group</u>	e applicant's researci ignment with your a jories, please answer <u>Class</u>	h categories. reas of expertise. If you <sup>-</sup> that you <b>will not</b> <u>Sub-Class</u>
Categories to ensure an alignment of research fields.		Medical, health and life sciences / Sciences médicales, de la santé et de la vie Previous Next	Health sciences / Sciences de la santé	Nursing / Soins infirmiers	Clinical nursing, tertiary (rehabilitative care) / Soins infirmiers cliniques tertiaires (soins de réadaptation)



If you <b>will not</b> be reviewing	Reviewer accep	otance
please choose "I will	Applicant information	Please use the selection below to indicate whether you will be reviewing this application.
not be reviewing the application"	Application: Research categories	If you have a conflict of interest, an expertise mismatch, or other reason to not review, please indicate that you will not be reviewing the associated application, specify the reason, and describe any additional relevant details using the fields below.
and indicate	Reviewer acceptance 🗸	Agreement to Comply
the <b>Reviewer</b>	Research Abstract	<sup>O</sup> I do not agree <sup>®</sup> I agree
Rejection Response Reason from	Submitted documents for review	COI Agreement to Comply Stamp 2/23/2023 12:28 PM
the drop	Documents upload	* Please indicate whether you will be reviewing this application or if you will not be reviewing this application based on a conflict of interest or an expertise
down menu, or select	Validation and	mismatch (required) *
other and	submission	I will not be reviewing the application
provide information in		
the text box below.		Conflict of interest Expertise mismatch Other
Select <u>Validate and</u> <u>save.</u>		
Please complete this process for		
each application assigned for your review under <u>Menu</u> and <u>My</u> <u>reviews</u> .		Validate and save Previous Next



## 6. Documents and Evaluation Summary

Accessing and uploading documents						
For Dorothy Killam Fellowships and Killam NRC Paul	Research Abstr	act				
Corkum Fellowships, a <u>Research</u> <u>Abstract</u> is available to review. All other documents are available in <u>Submitted</u> <u>documents for</u> <u>review.</u> Please download and/or consult these documents in order to complete your evaluation.	Applicant information         Application: Research categories         Reviewer acceptance          Netwiewer acceptance          Submitted documents for review         Documents upload          Validation and submission          Namission				by the applicant. and to whom the research is ease the scientific and hation before determining uage summary (250 words te terms, describe the nature of mmes, and the manner in which of Canadians. It to the public in the event that de the summary in both official	
Note: Saved copies of documents must be deleted within 40 days of completing your review.						
Submitted documents are available for review. Please download	Submitted documen	ts for review page displays all relevant documen nload and/or consult these documen copies of documents downloaded for beting your review. Lame. ↑	ts associated with the ap nts in order to complete or review should be dele <b>Type</b> Candidate's	plication. Please your evaluation. ted within 40 days of <u>Created On</u> 2/21/2023 2:36 PM		
and/or consult these documents in order to complete your evaluation.	Research Abstract     Image: Constraint of the second	V new Killam One.pdf ofSupport 1 one Killam One.docx	Statement/Déclaration du candidat Curriculum Vitae Letter of Support/Lettre de soutien	2/21/2023 2:36 PM 2/21/2023 3:28 PM		
Note: Saved copies of documents should be deleted within 40 days of completing your review.	submission 2	ofSupport _copy_Killam_Three.docx tesearchProposal_Killam_One.docx viousNext	Letter of Support/Lettre de soutien Research Proposal/Proposition de recherche	2/21/2023 3:28 PM		

The rubric you will						
use to complete	Submitted docun	nents for review				
your review is a					-	
fillable PDF	Applicant information This page displays all relevant documents associated with the application. Please documents in order to complete your evaluation.					
document you can	Application: Research	<u>Application: Research</u> Any copies of documents downloaded for review should be deleted within 40 days of				
download from	categories	completing your review. Use the fillable PDF file below for your review.				
eitner the	Reviewer acceptance					
<u>Submitted</u>	Research Abstract	Name <b>↑</b>	Type	Created On		
documents for	Submitted documents	1 Alisa Nguyen.docx	Curriculum Vitae	2/23/2023 9:21 AM		
<u>review</u> tab of the Documents		Work Alisa Nguyen.docx	Proposal/Propositio	n		
unload tab. The	Documents upload	French	Community research	h 2/23/2023 10:50 AM		
Dorothy Killam	Validation and submission	Questions Alisa Nguyen.docx	supplement (option	al)		
Fellowshin and the			recherche			
Killam Prize use			(facultatif)			
senarate rubrics		Letter of support Alisa Nauwon docy	Letter of	2/23/2023 9:21 AM		
	Documents uplo	ad	Support/Lettre de			
You will use the	Documents apro	44				
Documents	Applicant information	Please upload your completed pe	er review including scor	ing below (accepted format		
upload tab when	Application: Research					
vour review is	categories	Dorotny Killam Fellowsnip peer re	view scoring rubric			
complete and you	Reviewer acceptance 🗸			Add document		
are ready to upload	Research Abstract	<u>Name</u> ↑	<u>Type</u>	Created On Action	s	
it for submission.	Submitted documents					
	for review There are no records to display.					
	Documents upload 1					
	Validation and					
	submission	Validate and save				
		Previous Next				
When you have						
completed your	Documents up	oad				
review, please		_				
select <u>Add</u>	Nominator Information	ominator Information Please upload your completed peer review including scoring below (accepted format				
upload your	Nominee Information         Killam Prize peer review scoring rubric					
completed peer	Nomination: Research			_		
review evaluation	categories			Ľ	Add document	
	Reviewer acceptance 🗸	<u>Name</u> ↑	<u>Type</u>	Created On	Actions	
	Submitted documents					
	for review	There are no records t	o display.			
	Documents upload 🗸					
	Validation and	•				
	submission	Validate and save				
		Previous Next				
	1					

Select Choose File	Create			×			
to upload your	Туре						
completed	Peer review scoring rubric/Grille de notation de l'examen par les pairs						
evaluation in PDF	Description						
form.							
Submit.	Attach a file *						
	Choose File No fi	le chosen					
	Submit						
The document(s)	-						
you upload will	Documents uplo	bad					
appear in Documents		Please unload your completed of	eer review including s	coring below (accen	ted format		
unload followed	Nominator Information	.PDF). Use the fillable PDF file be	low for your review.	coning below (accep			
by your name in	Nominee Information Killam Prize peer review scoring rubric						
the title.	Nomination: Research			A	dd document		
	categories	Name 🛧	Type	Created On	Actions		
You can click	Reviewer acceptance 🗸	Peer Review - Report and	Peer review	4/3/2023 11:06	Remove		
Remove on the	Submitted documents	Scoring Rubric -	scoring rubric/Grille de	AM			
documente	TOLLEVIEW	<u>Ki znise ngajen minapar</u>	notation de				
uploaded by you in	Documents upload 🗸		l'examen par les pairs				
error.	Validation and						
	SUDITISSION						
When finished		Validate and save					
uploading your		Previous Next					
review <u>Validate</u>							
and save.							
Confirmation that							
vour document was	Documents uplo	bad					
successfully							
uploaded will	Nominator Information	Please upload your completed p	eer review including	scoring below (acce	pted <mark>f</mark> ormat		
appear at the top of	f .PDF). Use the fillable PDF file below for your review.						
the page.	Nomination: Research	Namination: Descerta					
	categories	Submission completed succes	sfully.		<u>×</u> x		
	Reviewer acceptance 🗸				Add document		
	Submitted documents	Name_	<u>Type</u>	<u>Created On</u>	Actions		
	for review	Peer Review - Report and	Peer review	4/3/2023 11:06	Remove		
	Documents upload 🗸	Scoring Rubric - KP_Alisa_Nguyen MTA.pdf	scoring rubric/Grille de	AM			
	Validation and		notation de l'examen par les				
	submission		pairs				
		Validate and save					
		Previous Next					

When all of the	Validation and submission				
green checkmarks					
display, and your	Applicant information	Submitted On			
evaluation		The date and time will populate automatically when you agree to the statements			
document has	Application: Research	and click 'Submit form'			
been uploaded,					
navigate to	Reviewer acceptance 🗸	Submit form			
Validation and	Research Abstract	Previous Next			
submission and	Submitted documents				
select <u>Submit</u>	for review				
form to finalize	Documents unload				
your review.	<u>Documents apload</u>				
<b>-</b>	Validation and				
I hank you for	submission				
participating as a					
peer reviewer for					
the National Killam					
Program.					

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