



National Killam Program Portal User Guide

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1. Overview

National Killam Program participants use a portal account to:

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

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

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

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

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

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

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

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

2.1. Redeem an invitation

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

Redeem an invitation

Click on the **[Access here to redeem your invitation](#)** link in the email sent on behalf of the National Killam Program.

le français suit

Dear Heather Salo1 :

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 [National Research Council Canada](#).

Information for Awards Administrators

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.

Providing your Institutional Attestation

Please log in to the portal for the National Killam Program by clicking the link below.

[Access here to redeem your invitation](#)

Once you are in the portal, please refer to the Award Administrator **checklist** below to provide attestation on behalf of your institution.

- Review applicant identification (may not edit)
- Review category of application (may not edit)
- Complete declaration of affiliated institution
- Upload documents where applicable
- Review applicant attestation of eligibility (may not edit)
- Complete summary and submit
- Notify applicant to complete their submission

The Killam Team is here to help. Should you require any assistance please contact us at KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

The link opens the portal sign in page <https://program.mekillamprogram.powerappsportals.com/en-CA/Register>.

Confirm there is text in the **[Invitation code](#)** field.

If you have an existing account, select the box. Click **[Register](#)**.

[français](#)



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

You can redeem your invitation code here.

- If you have previously created an account, select the check box below then proceed to the *sign-in page* by clicking the link below.
- 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.

* Invitation code

I have an existing account

The display shows the code that is used to connect your account to the appropriate application or nomination.

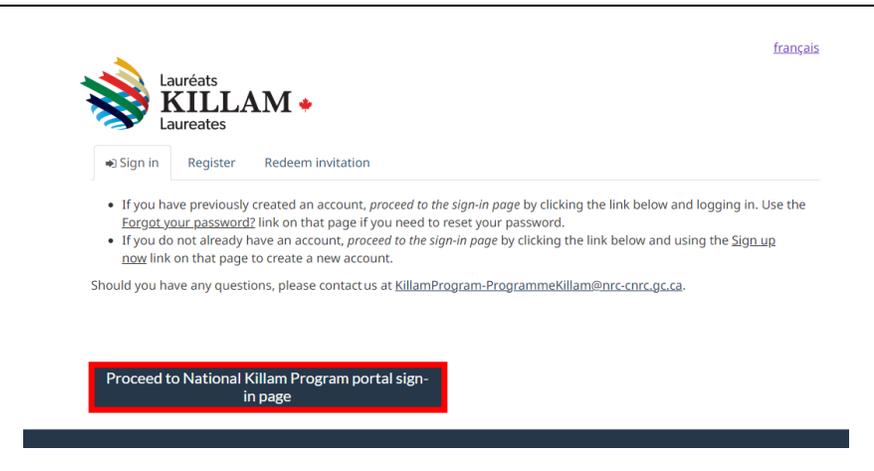
Click **Proceed to National Killam Program portal sign-in page.**

Continue through the remainder of the login or sign up process described below under **Existing account** or **Create an account.**

The screenshot shows the Killam Program website interface. At the top right, there is a link for "français". The logo for "Lauréats KILLAM Laureates" is on the left. Below the logo are three buttons: "Sign in", "Register", and "Redeem invitation". A bullet point states: "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." Below this is a link: "Should you have any questions, please contact us at KillamProgram.ProgrammeKillam@nrc-cnrc.gc.ca". A light blue box with a red border contains the following text: "Redeeming code: Yck-PdG-VR12l-iYIkZqqvYSjmBT0j7kVgsPaJtuH8QdFUe7UHRNzIlogcyKkE-vLf-61h9IQPpEO4WCHUihfh0ODu1SkjZUyNX5Fjr0oUKQO0jaMadi-YkQGOISHN7Uzu7crEluumWd8YHpNbep42FV194Scy9c-PTaiQWZf4-". Below this box is a red-bordered button that says "Proceed to National Killam Program portal sign-in page".

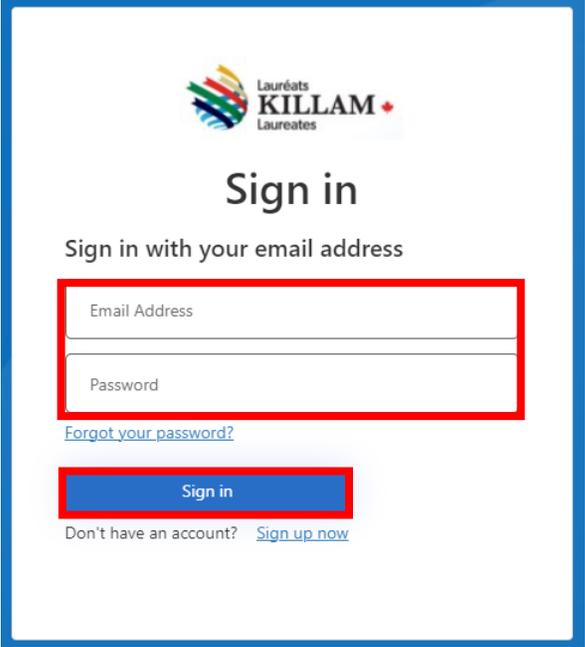
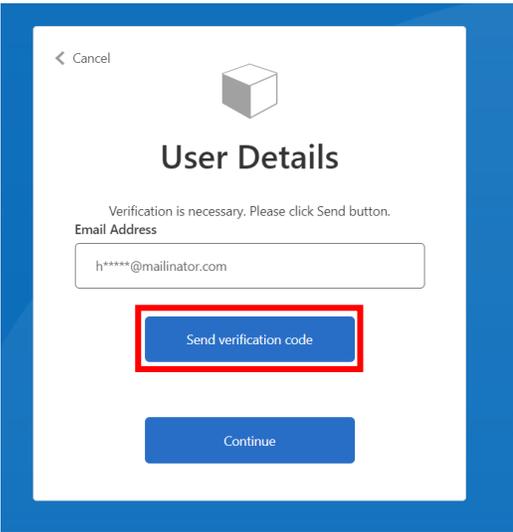
2.2. Log in with a new or existing account

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](#) website and follow these steps.

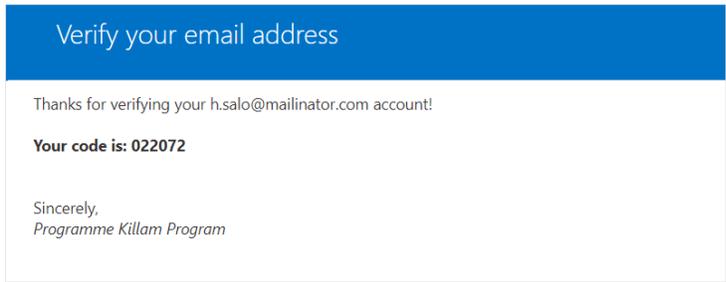
<i>Log in or create an account: common steps</i>	
<p>Choose your preferred language.</p>	 <p>The screenshot shows the top of the website with the URL https://programmekillamprogram.powerappsportals.com/en-CA/ and a language dropdown menu set to 'français'. The logo for 'Lauréats KILLAM Laureates' is visible, along with links for 'Login or register' and 'National Killam Program Awards'.</p>
<p>Click Login or register.</p>	 <p>The screenshot shows the same website as the previous step, but the 'Login or register' link is now highlighted with a red rectangular box.</p>
<p>Click Proceed to National Killam Program portal sign-in page.</p> <p>Continue through the remainder of the login or sign up process described below under Existing account or Create an account.</p>	 <p>The screenshot shows the sign-in page with options for 'Sign in', 'Register', and 'Redeem invitation'. It includes instructions for existing and new users and a contact email: KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca. A red box highlights a button that says 'Proceed to National Killam Program portal sign-in page'.</p>

2.2.1. Existing account

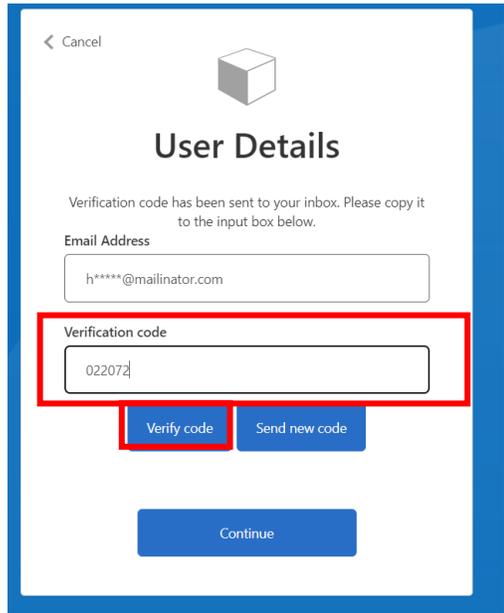
To log in to an existing account, follow these steps. If at any point you see a red message indicating "A user with the specified credential could not be found", please try the steps for [Create an account](#) as described in the following section.

<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 Sign in. 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 send verification code</p>	

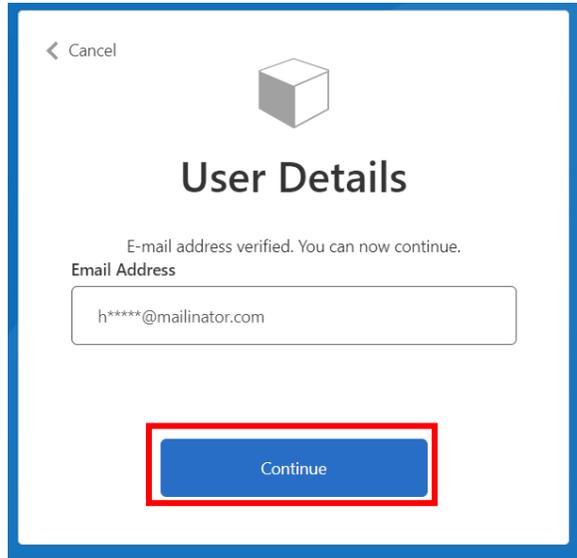
You will then receive an email with the subject line Programme Killam Program account email verification code.



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

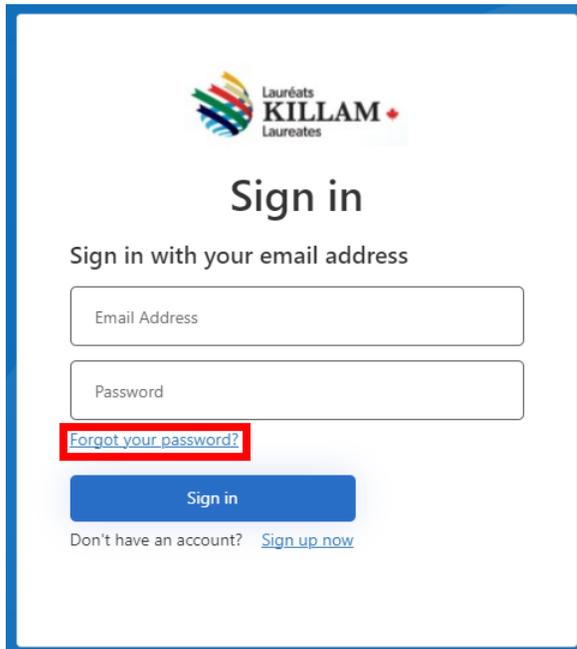


A new box will appear stating that the email address was verified. Click **continue** to enter the portal.



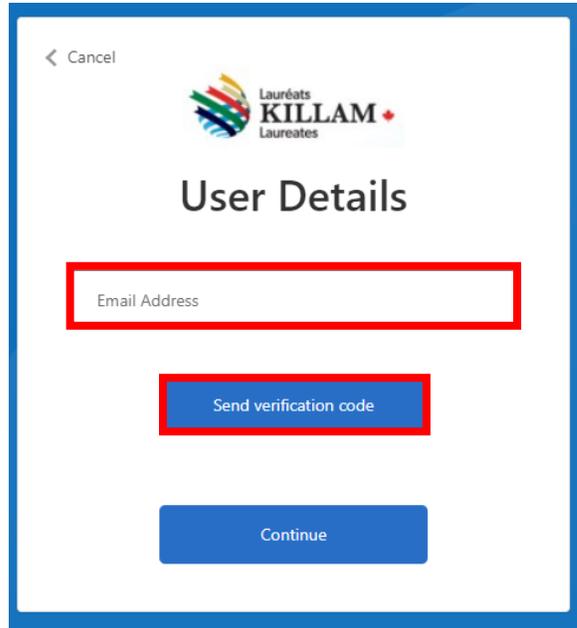
The screenshot shows a mobile application screen titled "User Details". At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon is the title "User Details". Underneath is the text "E-mail address verified. You can now continue." followed by the label "Email Address". A text input field contains the email address "h*****@mailinator.com". At the bottom center is a blue button labeled "Continue", which 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.

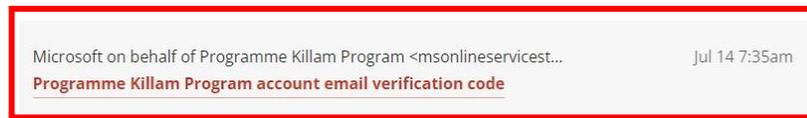


The screenshot shows a mobile application screen titled "Sign in". At the top center is the logo for "Lauréats KILLAM Laureates", which includes a colorful circular graphic. Below the logo is the title "Sign in". Underneath is the text "Sign in with your email address". There are two text input fields: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

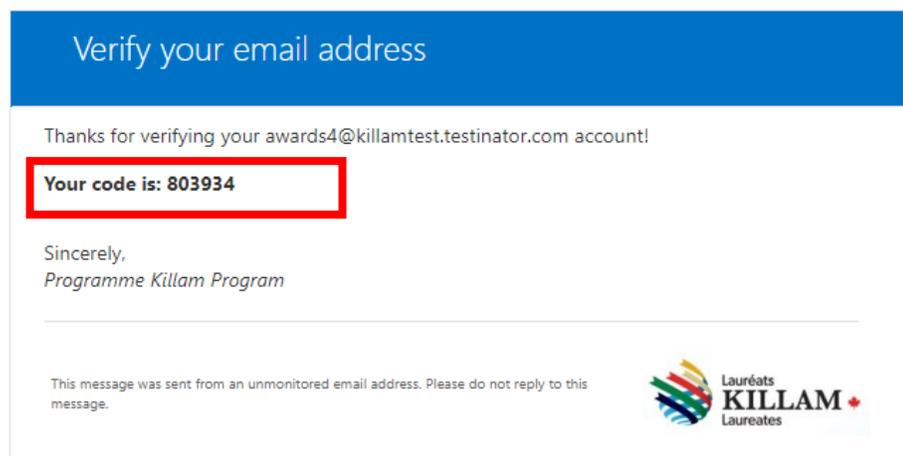
To set a new password, enter your email address on the **User Details** screen then click **Send verification code**.



Open your email inbox and find the message from **Microsoft** on behalf of Programme Killam Program, subject line **Programme Killam Program account email verification code**



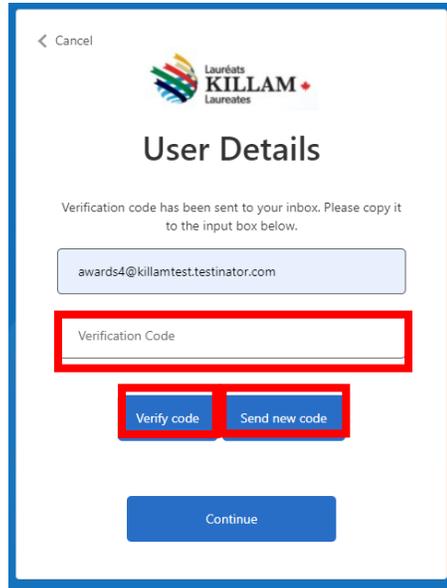
Note the 6-digit code in this email.



Back in your browser, enter the code in the **Verification Code** box and click **Verify code**.

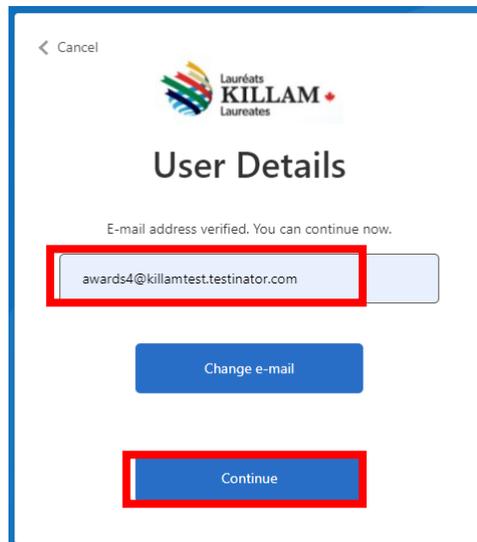
If you receive a red error message, confirm your email address and click **Send new code**.

NOTE: The verification code expires 10 minutes after it is requested.



A message appears indicating **E-mail address verified**. You can **continue now**.

Click on **Continue** to set your password. If you have any difficulty getting to this point, or using the portal in general, please contact the [National Killam Program Office](#) for assistance.

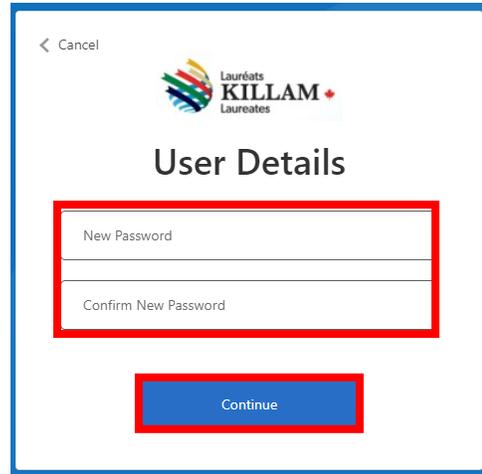


Set a password for your portal account.

The password must be between 8 and 64 characters and have at least 3 of the following:

- lowercase letter
- uppercase letter
- number
- symbol

Click **Continue**.

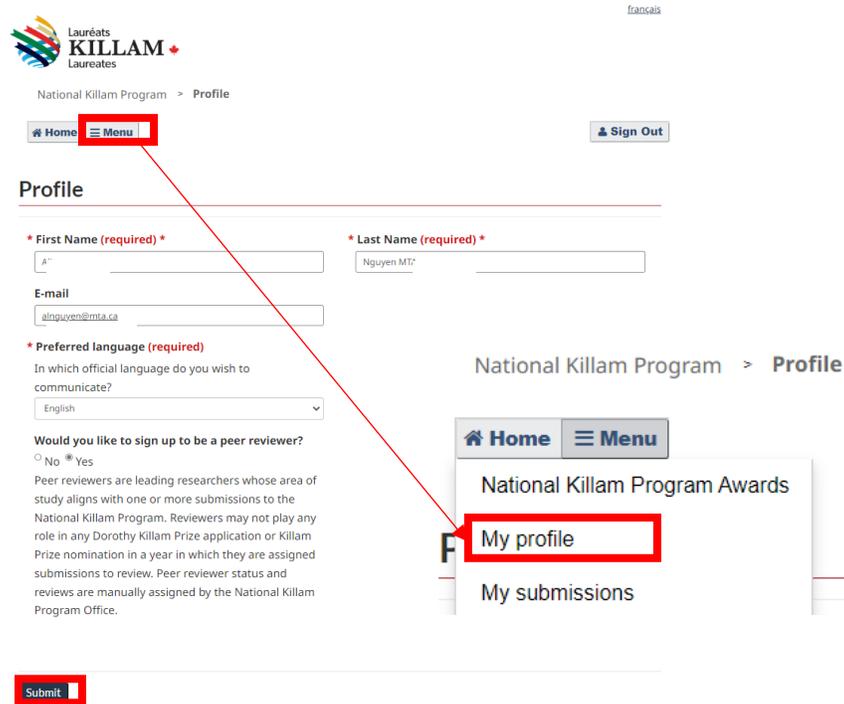


The screenshot shows a mobile interface for 'User Details'. At the top left is a '< Cancel' button. The logo for 'Lauréats KILLAM Laureates' is centered. Below the logo, the title 'User Details' is displayed. There are two input fields: 'New Password' and 'Confirm New Password', both highlighted with a red border. At the bottom, there is a blue 'Continue' button, also highlighted with a red 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**.

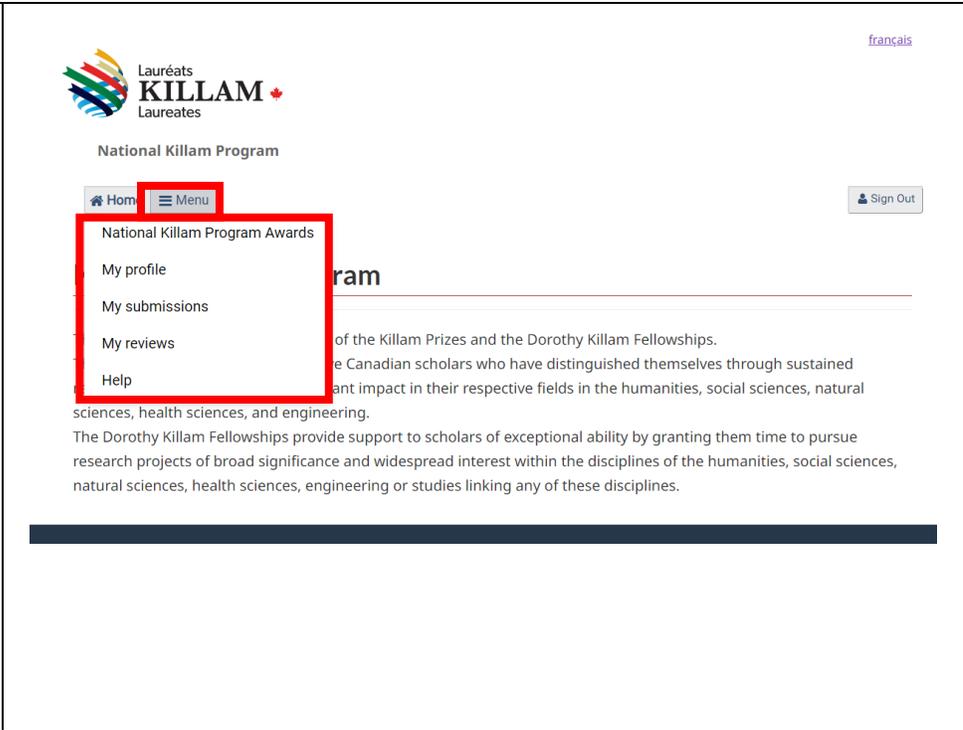
You can then choose the **Menu** and navigate through the portal as usual.



The screenshot shows the 'Profile' page of the National Killam Program. At the top right, the language is set to 'français'. The breadcrumb 'National Killam Program > Profile' is visible. There are 'Home' and 'Menu' buttons, with 'Menu' highlighted in red. A 'Sign Out' button is also present. The 'Profile' section contains several fields: 'First Name (required) *' with the value 'A', 'Last Name (required) *' with the value 'Nguyen MT', 'E-mail' with the value 'a.nguyen@mta.ca', and 'Preferred language (required)' set to 'English'. Below these is a section for 'Would you like to sign up to be a peer reviewer?' with 'No' selected. A dropdown menu is open from the 'Menu' button, showing options: 'National Killam Program Awards', 'My profile' (highlighted in red), and 'My submissions'. A 'Submit' button is at the bottom left.

You will return to the portal upon signing in. Click on the **Menu** to view available options. Not all options are available to all users.

More information about the menu options is available in the [Overview of Menu Options](#) section below.



2.2.2. Create an account

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

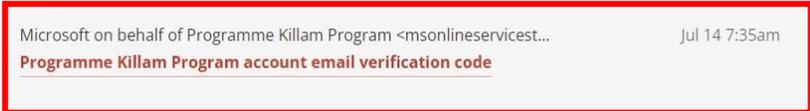
New account creation

Enter your email address and click **Send verification code.**

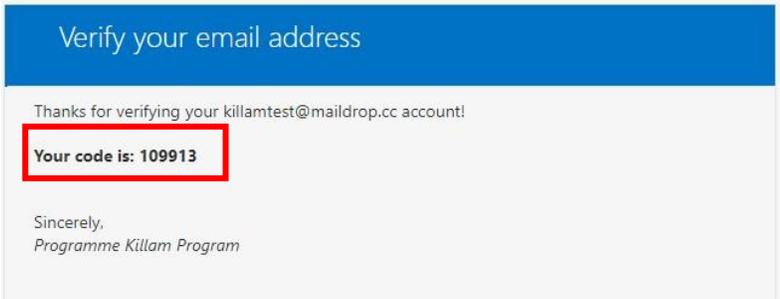
Enter the email address you will use to log in to the portal. If an email does not arrive within a few minutes of requesting your verification code, or if the system does not appear to recognize your email address, please contact the [National Killam Program Office.](#)

The screenshot shows a mobile-style form titled 'User Details'. At the top is a 'Cancel' link and a cube icon. The email field contains 'KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca' (highlighted with a red box). Below it is a blue 'Send verification code' button (also highlighted with a red box). Further down are input fields for 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. At the bottom is a blue 'Create' button.

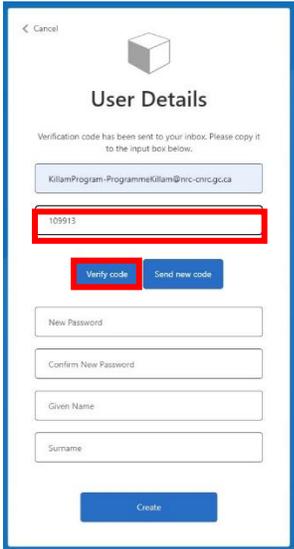
Open your inbox and open the email from **Microsoft** on behalf of Programme Killam Program with a Subject line **Programme Killam Program account email verification code**



Note your six-digit **code.**



Enter your code, and then click **Verify code.**

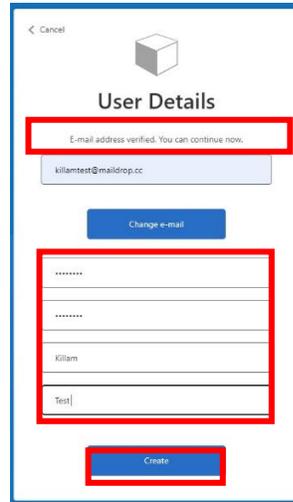


After verification, a message will appear **E-mail address verified. You can continue now.**

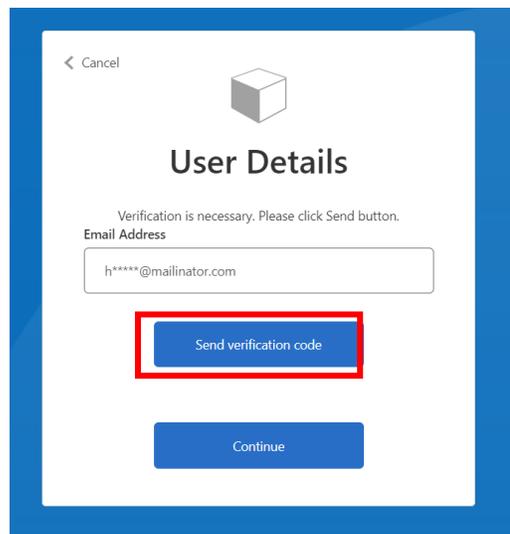
Enter a password and your name, and click **Create.**

The password must be between 8 and 64 characters and have at least 3 of the following:

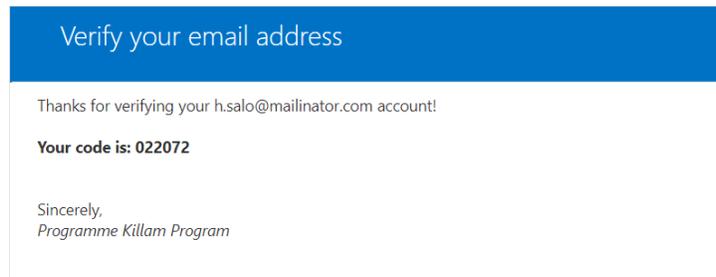
- lowercase letter
- uppercase letter
- number
- symbol



You will then need to complete the 2-factor authentication as you will do each time you login. You will see this screen with your email already entered with some letters hidden and you will click **send verification code**



You will then receive an email with the subject line Programme Killam Program account email verification code.



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

< Cancel



User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

h*****@mailinator.com

Verification code

022072

Verify code Send new code

Continue

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

< Cancel



User Details

E-mail address verified. You can now continue.

Email Address

h*****@mailinator.com

Continue

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 Sensible 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.testinator.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

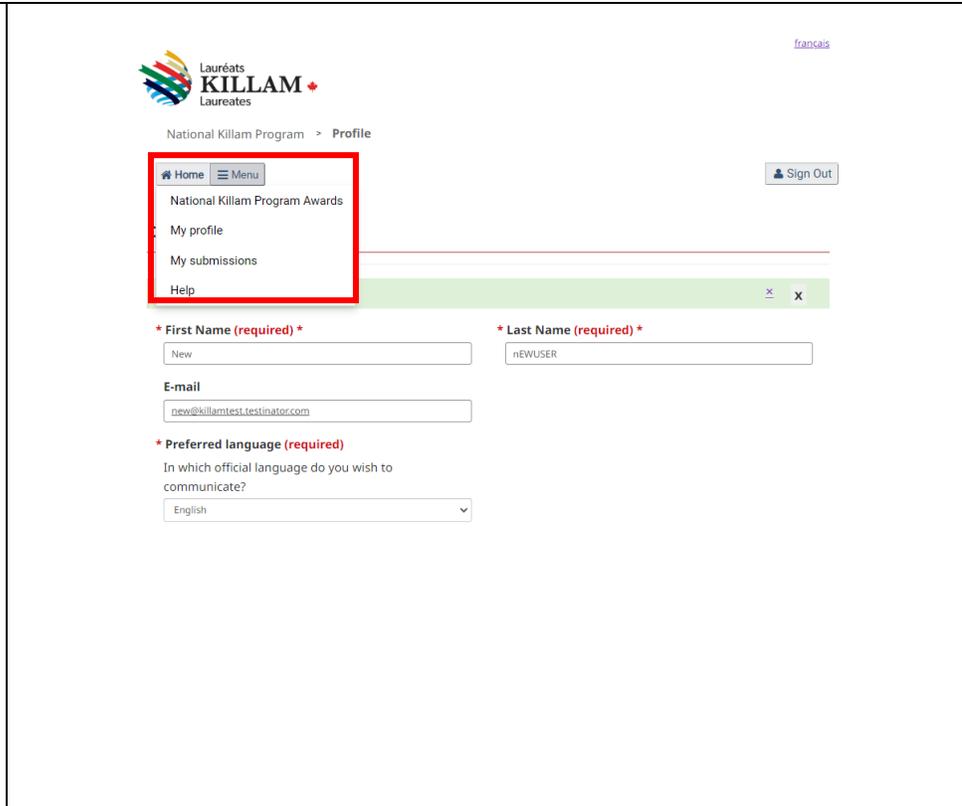
Peer reviewers are leading researchers whose area of study aligns with one or more submissions to the National Killam Program. Reviewers may not play any role in any Dorothy Killam Prize application or Killam Prize nomination in a year in which they are assigned submissions to review. Peer reviewer status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



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.

The image shows three buttons arranged horizontally. Each button has a title in a white box and a dark grey bar at the bottom with white text. The first button is titled 'Killam NRC Paul Corkum Fellowship' and has a 'Details' link. The second button is titled 'Killam Prize Nomination' and has a 'Details' link. The third button is titled 'Dorothy Killam Fellowship' and has both 'Details' and 'Apply' links. Red boxes highlight the 'Details' and 'Apply' text in each button.

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	View Edit
SM-23-001119	Applicant2 Applicanttwo	Dorothy Killam Fellowship	2/1/2023 4:20 PM	Under Review	View
SM-23-001127	Applicant Killam	Dorothy Killam Fellowship	2/7/2023 1:42 PM	In Progress	View Edit



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 conflict with or depart from generally-recognized standards of public behavior in order not 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

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://www150.statcan.gc.ca/n1/pub/28-263-x/2020001/article/00001-eng.htm).

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://www150.statcan.gc.ca/n1/pub/28-263-x/2020001/article/00001-eng.htm). 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
----------	-------	-------	-----------	---------

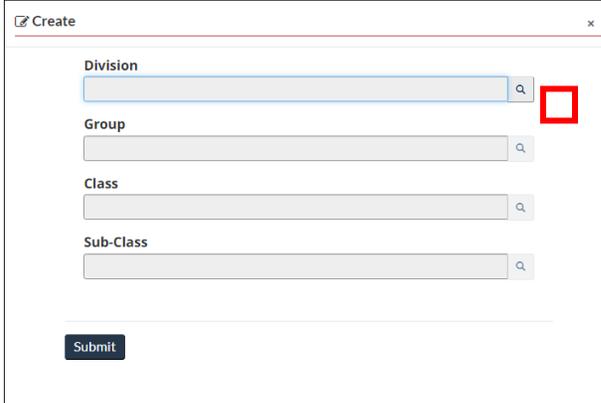
There are no records to display.

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.

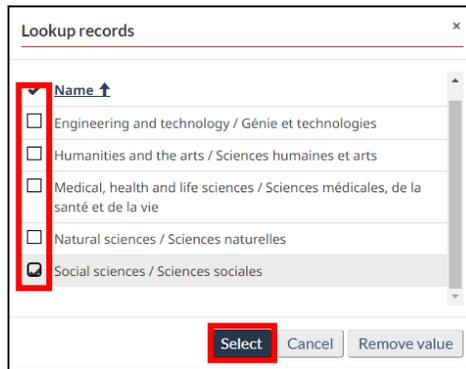
Click the **magnifying glass icon** to complete each section in order.



The screenshot shows a 'Create' window with four search 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**.



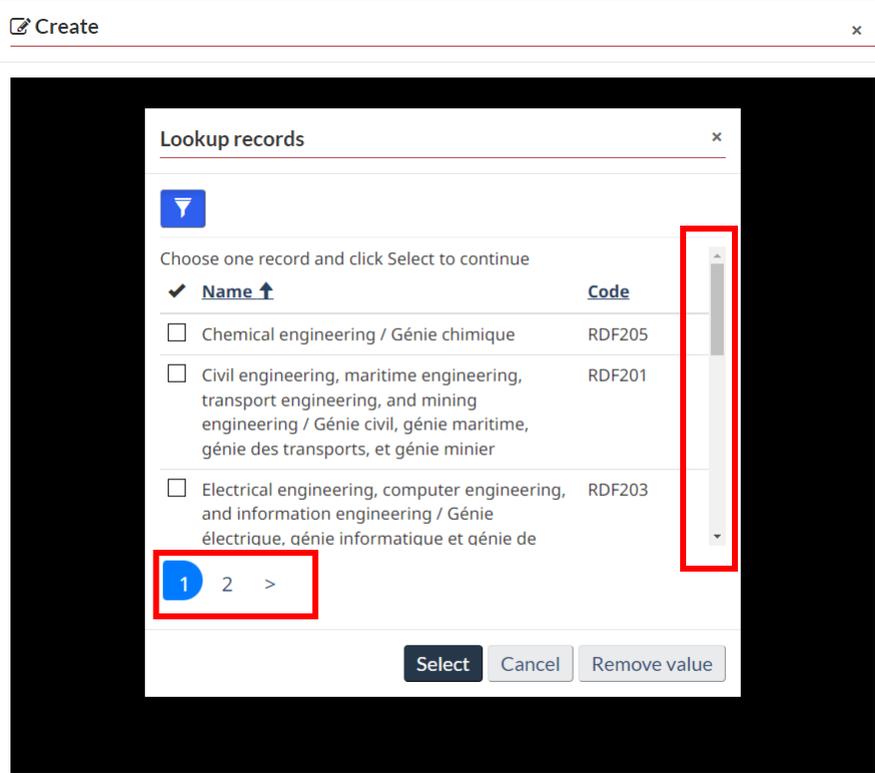
The screenshot shows a 'Lookup records' dialog box with a list of research divisions. The list is titled 'Name ↑' and includes the following items:

- 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
- Social sciences / Sciences sociales

A red box highlights the 'Social sciences / Sciences sociales' entry. At the bottom of the dialog box are three buttons: 'Select', 'Cancel', and 'Remove value'. The 'Select' button is highlighted with a red box.

A scroll bar appears on the right side of the lookup if there are more items in the display than will fit in the window. Use the scroll bar to find the desired classification on the current page.

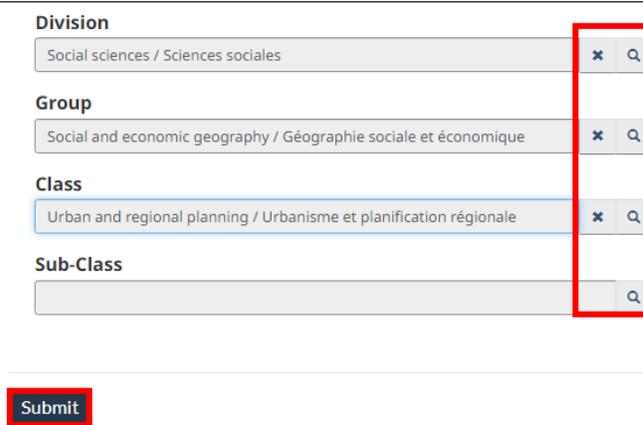
If there are several items in a category, other pages can be reached using the numbers or arrows near the bottom of the lookup window.



It is recommended to complete each category to the **Sub-Class** level to aid in matching peer reviewers to submissions.

If you make an error in any level while entering a research category, you can use the **x** to remove it.

When you have finished entering your research category, click **Submit**.



Please indicate at least one and up to five categories.

You can **Remove** or **Modify** research categories that have been entered.

Click **Validate and save** when this section is complete.

*** 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.

The screenshot shows a 'Create' form with a dropdown menu for 'Type' containing options: Curriculum Vitae, Candidate's Statement/Déclaration du candidat, Letter of Support/Lettre de soutien, and Research Proposal/Proposition de recherche. Below the dropdown is a 'Choose File' button with the text 'No file chosen' and a 'Submit' button.

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.

The screenshot shows an error message box with a red border and a red exclamation mark icon. The text reads: 'The form could not be submitted for the following reasons: There was an error uploading the file.' Below the error message is a 'Type' dropdown menu.

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.](#)

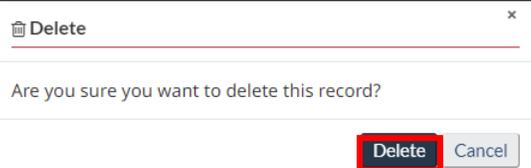
*** Supporting Documents (required) ***

[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 Remove button beside the name and type of the file from the list of files.</p>	 <table border="1"> <thead> <tr> <th>Name ↑</th> <th>Type</th> <th>Created on</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Sample document Applicant Killam.docx</td> <td>Curriculum Vitae</td> <td>2/16/2023 5:07 PM</td> <td>Remove</td> </tr> </tbody> </table>	Name ↑	Type	Created on	Actions	Sample document Applicant Killam.docx	Curriculum Vitae	2/16/2023 5:07 PM	Remove
Name ↑	Type	Created on	Actions						
Sample document Applicant Killam.docx	Curriculum Vitae	2/16/2023 5:07 PM	Remove						
<p>A confirmation dialogue box will pop up. Click Delete to delete the file. Deleted files cannot be recovered from the portal.</p>	 <p>Delete x</p> <p>Are you sure you want to delete this record?</p> <p>Delete Cancel</p>								

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