



Conseil national de recherches Canada National Research Council Canada

National Killam Program User Guide

Killam Prize Nominee

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1. Purpose of This Guide

This guide provides information on how to accept a nomination for the Killam Prize on the following website: [National Killam Program · Portal](#).

Please note that the intended audience for this guide is the nominee (person being nominated for the Killam Prize).

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 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 role is to provide their research categories, optional demographic information for internal program purposes, and to accept 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.

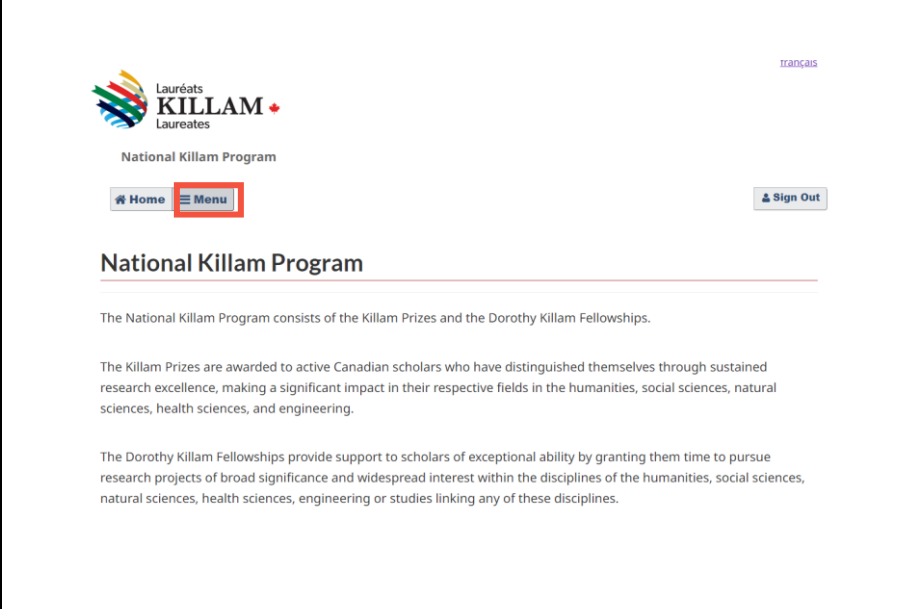
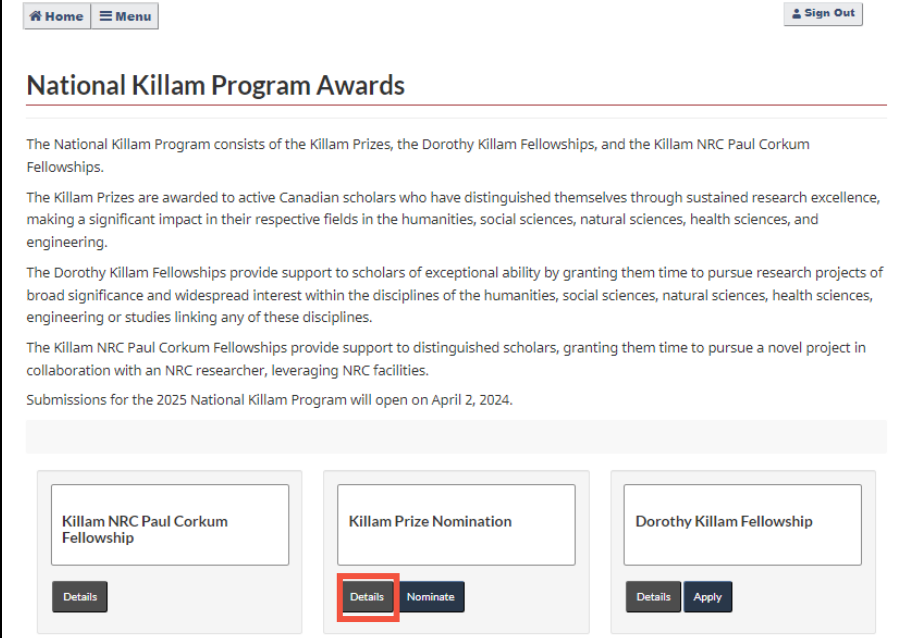
Prizes are offered to candidates considered outstanding by the Committee. Where a number of candidates are considered outstanding, and the assessments are not meaningfully different from each other, the Selection Committee will consider cohort factors that will contribute to a diverse and representative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

Criteria	Description	Weight
Relevance	Extent to which the candidate's research achievements contribute to outcomes that stand to have a positive impact on Canada and the world. Demonstration of the candidate's outstanding commitment, creativity, and efforts to share research knowledge beyond the academic community.	33.3%
Impact	<p>Contribution of the candidate's ideas and research results to Canadian society, including the nation's intellectual and/or cultural life.</p> <p>Strong demonstration of sustained impact, commitment to future generations, and evidence of achieving results in alignment one or more of the Killam attributes.</p> <ul style="list-style-type: none">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/or technology stands to change the way we live. <p>Research leader - who activates thoughtful cooperation among scholars, disciplines and institutions to create a multiplier effect within the research ecosystem.</p>	33.3%
Merit	Exceptional 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, and the nature of the research environment. The quality of the candidate's research contributions is recognized internationally, including through international awards where appropriate.	33.3%

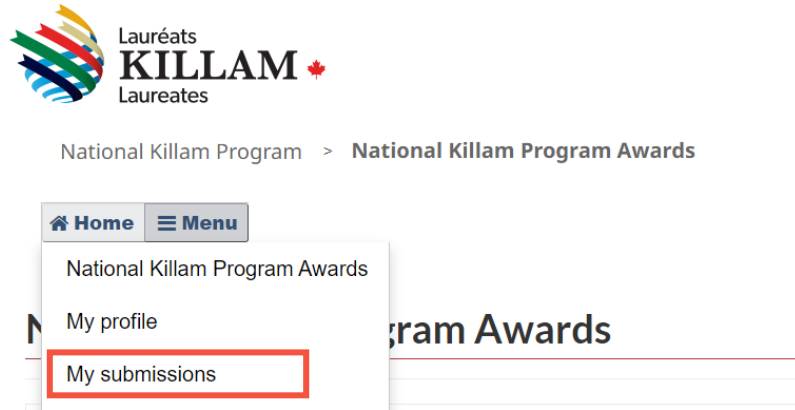
6. Nominee Guide - Killam Prize

Nominators play a key role in preparing submissions for the Killam Prize. As a Nominee, you will provide several key pieces of information that will aid review of your nomination. 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.

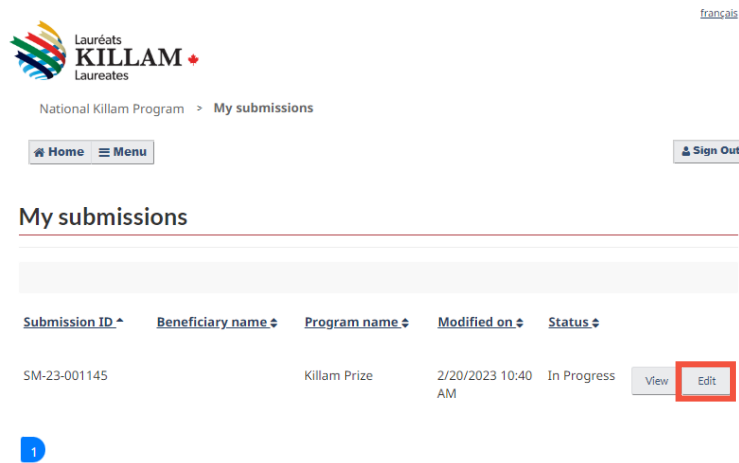
When your nominator identified you as a candidate for the Killam Prize, the web site sent you an email that includes a link to the portal and a checklist of items to complete your part in the nomination process. This section of the guide walks through the steps in this process starting from the point where you have successfully redeemed your invitation.

Accepting a nomination for a Killam Prize	
<p>Open the portal and select <u>National Killam Program Awards</u> under the <u>Menu</u>.</p>	 <p>The screenshot shows the top navigation bar with 'Home' and 'Menu' buttons. The 'Menu' button is highlighted with a red box. Below the navigation bar, the page title is 'National Killam Program'. The main content area contains introductory text about the program, including the Killam Prizes and Dorothy Killam Fellowships.</p>
<p>Choose the Killam Prize.</p> <p>The nomination package requirements, including terms and conditions, are available under <u>Details</u>.</p>	 <p>The screenshot shows the 'National Killam Program Awards' page. It features three main sections: 'Killam NRC Paul Corkum Fellowship', 'Killam Prize Nomination', and 'Dorothy Killam Fellowship'. Each section has a 'Details' button. The 'Details' button under the 'Killam Prize Nomination' section is highlighted with a red box. There is also a 'Nominate' button next to the 'Details' button for the Killam Prize Nomination.</p>

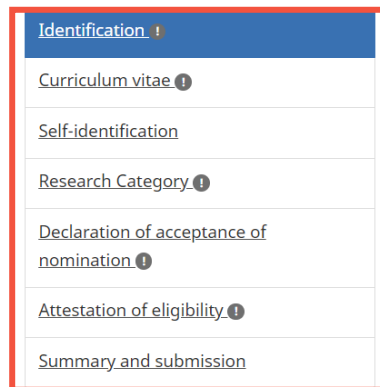
When you are ready to provide/confirm personal details and accept your nomination, select **My submissions** from the main **Menu**.



You will see a brief overview of the state of your nomination. Click on **Edit**.



The left side menu will be populated with the steps in the process. All sections marked with a grey indicator **must** be completed prior to submitting your application, and may be completed in any order.



Remember to **Validate and save** after completing each page.

If your nominator has uploaded a copy of your CV on your behalf, you have the opportunity to review it. You may upload your CV yourself if you prefer.

Curriculum vitae

20.00%

Identification ✓

Curriculum vitae !

Self-identification

Research Category !

Declaration of acceptance of nomination !

Attestation of eligibility !

Summary and submission

Curriculum vitae (30 pages maximum)

- 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, special characters, or more than 45 characters in your file names.
- The total maximum file size including attachments is 25 MB.

* CVs (required)

Add document

Name ↑	Type	Created On	Actions
CV_SM-24-001670_Heather_Salo.docx	Curriculum Vitae	3/26/2024 10:00 PM	Remove

Validate and save

Previous Next Add document

Select **Add document** to add a file, **Remove** to remove or delete a file. Once completed, click **Validate and save**.

Instructions

- Text files must be in .pdf, .doc or .docx format.
- Do not use punctuation, special characters, or more than 45 characters in your file names.
- The total maximum file size including attachments is 25 MB.

* CVs (required)

Add document

Name ↑	Type	Created On	Actions
! There are no records to display.			

Validate and save

Previous Next

The provision of self-identification data is strongly encouraged. Aggregated self-identification information provides the program office with insights into the composition of candidate pools, and signals gaps to be addressed by the program.

français

Lauréats **KILLAM** Laureates

National Killam Program > My submissions > Killam Prize

Home Menu Sign Out

Self-identification

Identification ✓
Curriculum vitae ✓
Self-identification ✓

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 the 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.

While nominators specify a category of consideration in their nomination letter, nominees identify additional details in the **Research Category** section to aid in the identification of peer reviewers.

Research Category

40.00%

Identification ✓
Curriculum vitae ✓
Self-identification ✓
Research Category †
Declaration of acceptance of nomination ⓘ
Attestation of eligibility ⓘ
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 \(statcan.gc.ca\)](#).

The nominee is responsible for entering their research categories. Once the nominee has entered their research categories, they will be visible here to the nominator. The nominator will not see a green checkmark in this section but can proceed when research categories from the nominee are visible.

* Research categories (required)

New Category

Division	Group	Class	Sub-Class	Actions
⚠ There are no records to display.				

Validate and save
Previous Next

Please identify at least one and up to five (5) relevant disciplines.

Enter your research categories by selecting **New Category**.

Create

Division 🔍

Group 🔍

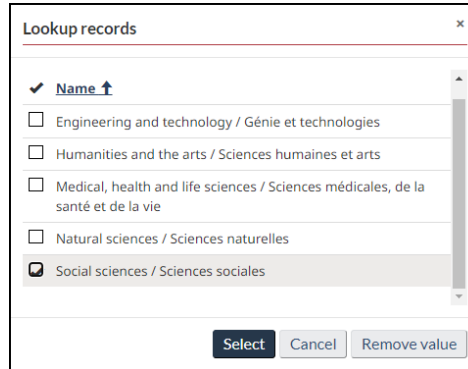
Class 🔍

Sub-Class 🔍

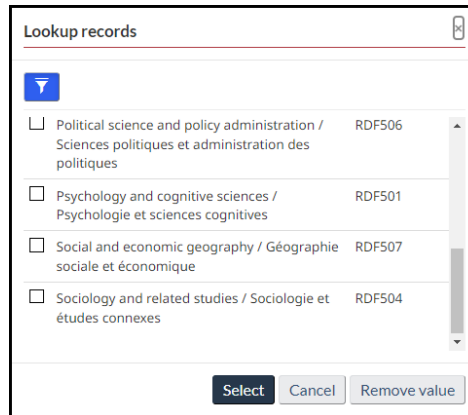
Submit

You will be able to identify your research by Division, Group, Class & Sub Class as defined by the Canadian Research and Development Classification (CDRC) system (Field of Research)

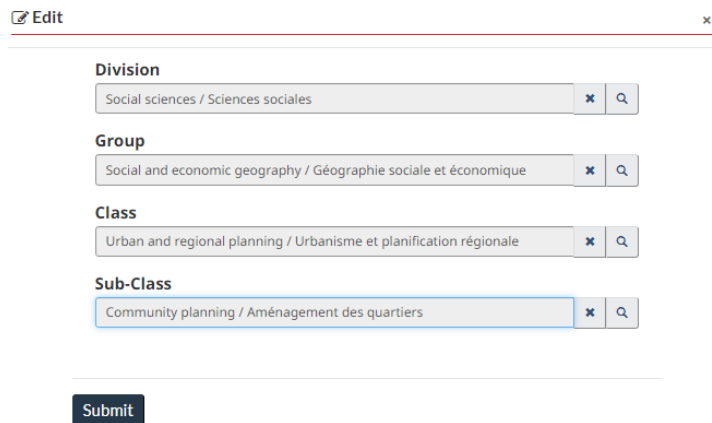
For example, the division indicated here is **Social Sciences**,



which allows the user to choose from the following groups. If **Social and economic geography** is chosen,



You will be presented class and sub-class options where you might select **Community Planning**.



Click **Submit** when you have completed entering a research category.

Please indicate up to five research categories to the Sub-class level.

Your data will be used for peer reviewer matching.

Research categories can be **Removed** or **Modified** by clicking on the Remove or Edit button.

Click **Validate and save** when complete.

[Add](#)

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	Community planning / Aménagement des quartiers	Edit Remove
Social sciences / Sciences sociales	Social and economic geography / Géographie sociale et économique	Human geography / Géographie humaine	Behavioural geography / Géographie du comportement	Edit Remove
Social sciences / Sciences sociales	Social and economic geography / Géographie sociale et économique	Urban and regional planning / Urbanisme et planification régionale	Housing market development and management / Développement et gestion des marchés de l'habitation	Edit Remove
Social sciences / Sciences sociales	Law and legal practice / Droit et exercice du droit	Law (except legal practice and international law) / Droit (sauf l'exercice du droit et le droit international)	Human rights / Droits de la personne	Edit Remove

[Validate and save](#)

[Next](#)

Read and confirm the **Declaration of acceptance.**

[Declaration of acceptance of nomination](#) | [Attestation of eligibility](#) | [Summary and submission](#)

Program Office grants and prizes have been submitted and approved.

- I accept the [conditions](#) of the prize and agree to accept the decision of the National Killam Selection Committee and the Killam Trusts.
- I am aware that the National Killam Program Office is subject to the [Access to Information Act](#) and [Privacy Act](#).
- I understand that all material submitted will not be returned and may be used in publicity or promotion for the prize.

If I receive the prize, agree to the following responsibilities:

- Confirm acceptance of the prize and keep the results confidential until the National Killam Program Office makes an official announcement
- Provide photographs and public information for use in promotion of the Prize and other National Killam Program promotional material.
- Provide copyright permission for the use of reproductions or clips of their work on collateral and press materials associated with the Killam Prize, and on the Killam Trusts', the National Research Council of Canada's and partner websites and social media channels.
- Participate in Prize-related activities and dedicated promotional campaigns which could include, but are not limited to: media interviews, speaking engagements, award ceremonies and receptions. Keep the results confidential until the date of the public announcement.
- Participate in a mandatory "Giveback model" for the program.
- 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 confirm that: (required) ***

No Yes

The date and time will populate automatically when you agree to the statements and click 'Validate and save'

Confirmed on

*** Do you wish to be on the National Killam Program Office mailing list? (required) ***

Select

[Validate and save](#)

[Previous](#) [Next](#)

Complete the **Attestation of eligibility** as it relates to your eligibility for the award.

Attestation of eligibility

40.00%

Identification ✓

Curriculum vitae ⓘ

Self-identification

Research Category ✓

Declaration of acceptance of nomination ⓘ

Attestation of eligibility ⓘ

Summary and submission

These prizes are only for individuals. The Nominee:

- Is a Canadian citizen or permanent resident of Canada, as defined by Immigration, Refugees and Citizenship Canada.
- Has made a substantial and distinguished contribution over a significant period.
- Is active and productive in their career.

*** I confirm that I agree with the statements above (required) ***

No Yes

Validate and save

Previous Next

Select **Summary and submission** and **Submit form**. This completes your part in the nomination process.

Please note that it is the nominators responsibility to complete the final submission. When you click **Submit form** your nominator will be emailed to complete the submission.

Summary and submission

100.00%

Identification ✓

Curriculum vitae ✓

Self-identification ✓

Research Category ✓

Declaration of acceptance of nomination ✓

Attestation of eligibility ✓

Summary and submission

The nomination package must include the following items:

- Letter of nomination (1000 words maximum)
- Impact Statement (500 words maximum)
- Curriculum vitae (30 pages maximum)
- Three (3) letters of support (1,000 words maximum). If applicable, one (1) additional letter of support for community-based research (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.

Submitted on

—

Submit form

Previous

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