



Conseil national de recherches Canada National Research Council Canada



# National Killam Program User Guide

## Killam Prize Nominee

### Contents

- 1. Purpose of This Guide ..... 1
- 2. About the National Killam Program ..... 1
- 3. Equity, Diversity, and Inclusion Statement ..... 2
- 4. Roles – Participants in the Killam Prize nomination process..... 2
- 5. About the Selection Process ..... 3
- 6. Nominee Guide - Killam Prize ..... 3

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

## 6. 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

Open the portal and select **National Killam Program Awards** under the **Menu**.



National Killam Program

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

français

[Sign Out](#)

### National Killam Program

The National Killam Program consists of the Killam Prizes and the Dorothy Killam 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.

Choose the Killam Prize.

The nomination package requirements, including terms and conditions, are available under **Details**.

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

[Sign Out](#)

### 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.

Killam NRC Paul Corkum Fellowship

[Details](#)

Killam Prize Nomination

[Details](#)

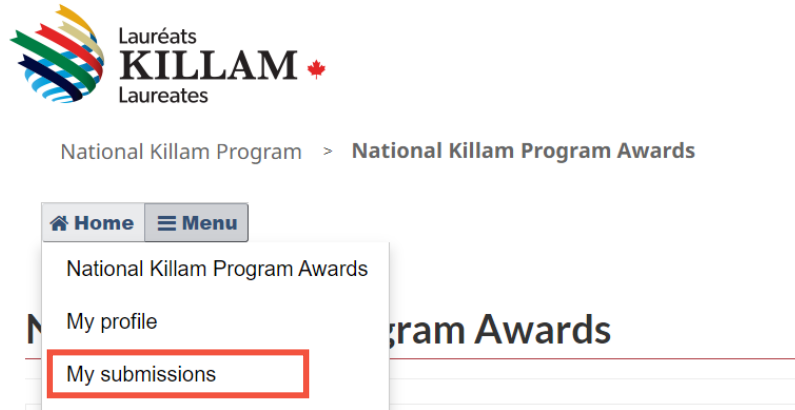
[Nominate](#)

Dorothy Killam Fellowship

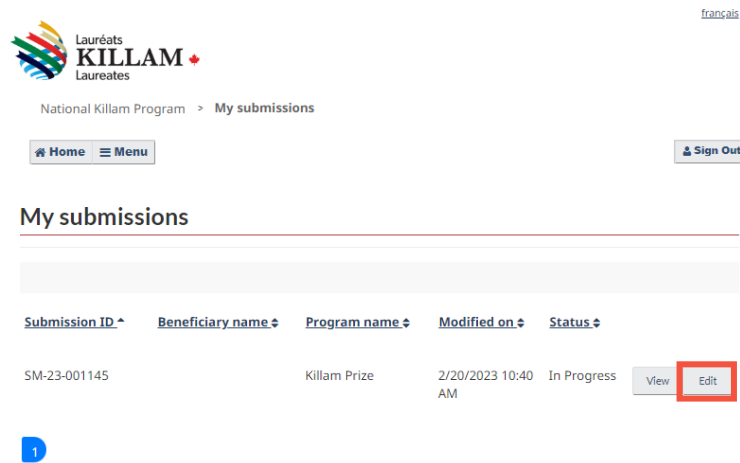
[Details](#)

[Apply](#)

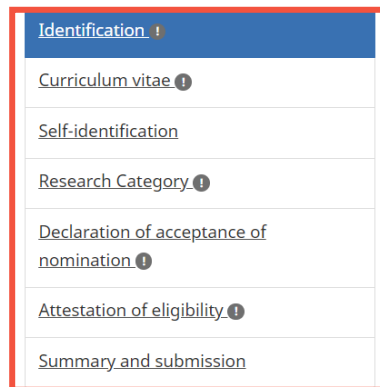
When you are ready to provide/confirm personal details and accept your nomination, select **My submissions** from the main **Menu**.



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.

The screenshot shows the top navigation bar with the Killam logo and 'français' language option. Below is the breadcrumb 'National Killam Program > My submissions > Killam Prize'. A 'Home' button and 'Menu' icon are on the left, and a 'Sign Out' button is on the right. The main heading is 'Self-identification'. A sidebar on the left contains links for 'Identification', 'Curriculum vitae', and 'Self-identification', with the last one highlighted in blue. The main content area explains that self-identification data is central to the Killam Trusts' commitment to equity, diversity, and inclusion (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.

The screenshot shows the 'Research Category' section with a progress bar at 20.00%. A sidebar on the left lists 'Identification', 'Curriculum vitae', 'Self-identification', 'Research Category' (highlighted in blue), 'Declaration of acceptance of nomination', 'Attestation of eligibility', and 'Summary and submission'. The main text explains the CRDC system and provides a link to the 'Canadian Research and Development Classification (CRDC) 2020 Version 1.0'. A 'New Category' button is highlighted in red. Below is a table with columns for 'Division', 'Group', 'Class', 'Sub-Class', and 'Actions'. A message states 'There are no records to display.' At the bottom are buttons for 'Validate and save', 'Previous', and 'Next'.

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 \(Field of Research\)](#)

The screenshot shows a 'Create' form with four input fields: 'Division', 'Group', 'Class', and 'Sub-Class'. Each field has a search icon on the right. A red box highlights the search icons for the 'Group', 'Class', and 'Sub-Class' fields. A 'Submit' button is located at the bottom of the form.

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

The screenshot shows a 'Lookup records' dialog box with a search bar and a list of categories. The categories are: Engineering and technology / Génie et technologies, Humanities and the arts / Sciences humaines et arts, Medical, health and life sciences / Sciences médicales, de la santé et de la vie, Natural sciences / Sciences naturelles, and Social sciences / Sciences sociales. The 'Social sciences / Sciences sociales' option is checked. At the bottom, there are buttons for 'Select', 'Cancel', and 'Remove value'.

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

The screenshot shows a 'Lookup records' dialog box with a search bar and a list of sub-groups. The sub-groups are: Political science and policy administration / Sciences politiques et administration des politiques (RDF506), Psychology and cognitive sciences / Psychologie et sciences cognitives (RDF501), Social and economic geography / Géographie sociale et économique (RDF507), and Sociology and related studies / Sociologie et études connexes (RDF504). The 'Social and economic geography / Géographie sociale et économique' option is selected. At the bottom, there are buttons for 'Select', 'Cancel', and 'Remove value'.

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

The screenshot shows an 'Edit' form with a search bar and a list of selected categories. The categories are: Division (Social sciences / Sciences sociales), Group (Social and economic geography / Géographie sociale et économique), Class (Urban and regional planning / Urbanisme et planification régionale), and Sub-Class (Community planning / Aménagement des quartiers). At the bottom, there is a 'Submit' button.

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](#)

<a href="#">Division</a> ↑	<a href="#">Group</a>	<a href="#">Class</a>	<a href="#">Sub-Class</a>	<a href="#">Actions</a>
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	<a href="#">Edit</a> <a href="#">Remove</a>
Social sciences / Sciences sociales	Social and economic geography / Géographie sociale et économique	Human geography / Géographie humaine	Behavioural geography / Géographie du comportement	<a href="#">Edit</a> <a href="#">Remove</a>
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	<a href="#">Edit</a> <a href="#">Remove</a>
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	<a href="#">Edit</a> <a href="#">Remove</a>

[Validate and save](#)

[Next](#)

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

[Declaration of acceptance of nomination](#) ✓

[Attestation of eligibility](#) ⓘ

[Summary and submission](#)

- I understand that I cannot receive prize money until all overdue final reports for National Killam Program Office grants and prizes have been submitted and approved.
- I accept the conditions of this prize and agree to accept the Peer Review Panel and the Killam Trusts decision for the National Killam Program.
- 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, I agree:

- to the use of my photograph and public information on my professional practice or relevant activities for promotion of these prizes and in other National Killam Program promotional initiatives.
- to participate fully in all prize-related activities.
- to keep the results confidential until the date of the public announcement.
- to participate in a mandatory "Giveback model" for the program.
- 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 confirm that: (required) \***

No  Yes

- I agree with the statements above.
- The statements in my nomination are complete and accurate, to the best of my knowledge.

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

**Confirmed on**

2/20/2023 12:36 PM

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

Yes

**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.

## Summary and submission

100.00%

Identification ✓	<p>Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.</p> <p>The nomination package must include the following items:</p> <ul style="list-style-type: none"> <li>• Letter of nomination (1000 words maximum)</li> <li>• Biography (500 words maximum)</li> <li>• Curriculum vitae (30 pages maximum)</li> <li>• Three (3) letters of support (1,000 words maximum)</li> <li>• Identification of Research category</li> <li>• Declarations by the nominator and nominee</li> </ul> <p><b>Instructions</b></p> <ul style="list-style-type: none"> <li>• Text files must be in .pdf, .doc, or .docx format.</li> <li>• Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.</li> <li>• The total maximum file size including attachments is 25 MB.</li> </ul> <p>Send your completed application on or before the deadline by 23:59 (local time).</p> <p>If you do not receive a confirmation email within 2 business days, please contact us.</p> <p>The National Killam Program Office will not assess incomplete or late applications.</p> <p><b>Submitted on</b></p> <p>—</p> <p><input type="button" value="Submit form"/></p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p>
Curriculum vitae ✓	
Self-identification ✓	
Research Category ✓	
Declaration of acceptance of nomination ✓	
Attestation of eligibility ✓	
<b>Summary and submission</b>	

When all sections are complete, the system automatically sends an email to inform your nominator to submit the nomination.

<b>Identification</b> ✓
Curriculum vitae ✓
Self-identification ✓
Research Category ✓
Declaration of acceptance of nomination ✓
Attestation of eligibility ✓
Summary and submission ✓

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