

2022 Dorothy Killam Research Fellowship – Process for Referees

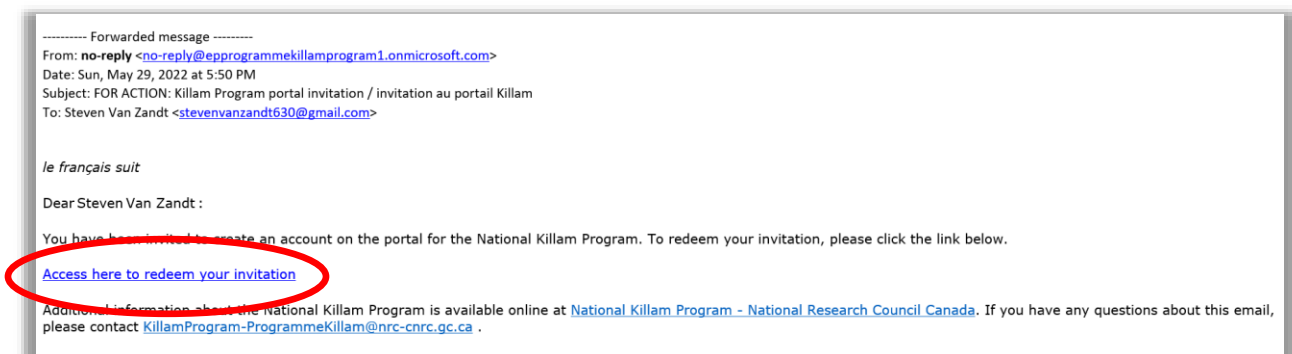
Applicants for the Dorothy Killam Research Fellowship require two reference letters. When an applicant includes the name and contact details (eg, email address) of a referee in their application, then the referee would receive three emails from the Killam program staff.

- The **first email** (text included here as Appendix 1) is just to notify the referee of their inclusion in the application.
- The **second email** (text included here as Appendix 2) is to invite the referee to create an account in the [Killam application portal](#). This second email contains a link with an invitation code (Killam staff have said this invitation code is necessary for referees to complete the upload of their letter of support).
- The **third email** (text included here as Appendix 3) includes information about the letter that is required and what is asked of the referee (in correspondence with Killam staff, it was said that there is a bit of a delay between the first and third emails, so if a referee has not yet received the second email, then they can consult Appendix 3 here for information on what is expected of their reference letter, or the screenshot on page 7, which also includes this information).

Once a referee has completed their reference letter, then that referee is required to upload the letter into the Killam site. The following screenshots illustrate how this can be done. For any technical assistance for questions that this document does not answer, then my apologies, but the Killam staff would have to be directly contacted at NRC.KillamProgram-ProgrammeKillam.CNRC@nrc-cnrc.gc.ca.

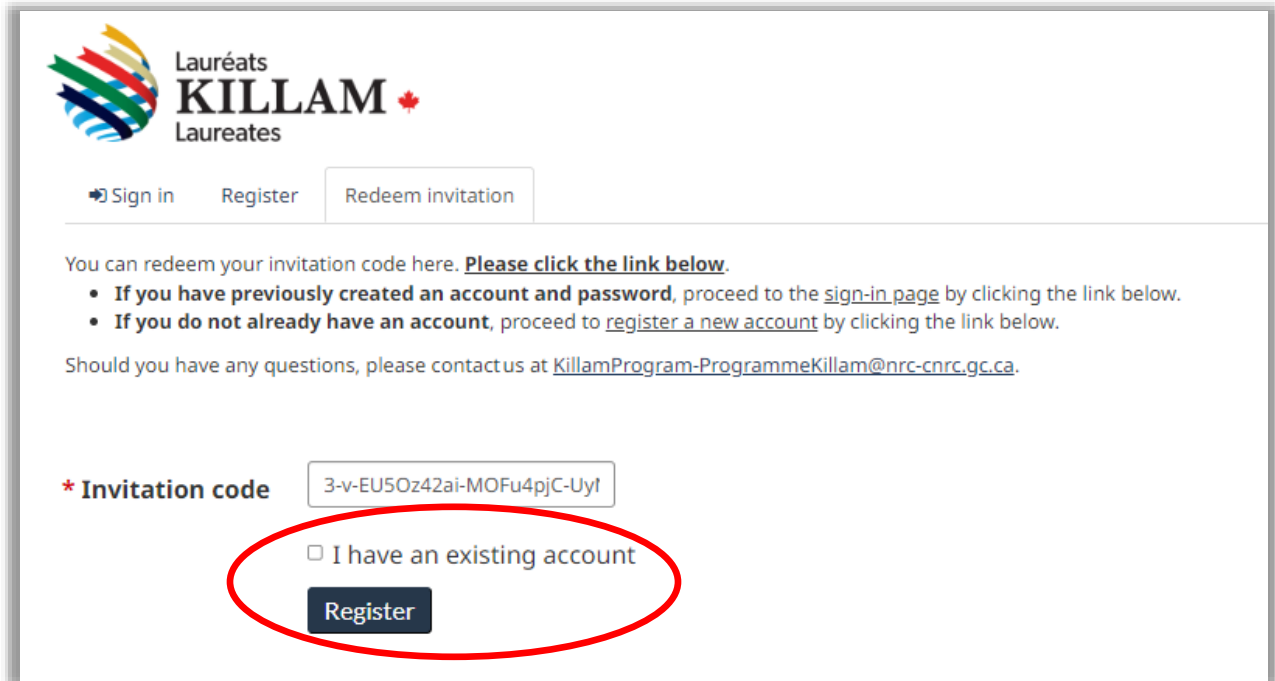
Instructions for a referee who has been asked to write a reference letter for a Killam Fellowship applicant:

1. **Open the second email you would have received from the Killam portal and click on the link to redeem your invitation as a referee to the applicant's Killam Fellowship application.**
 - a. Below is an example of the second email a referee would receive. Once a referee receives this second email, they can click where it says, "Access here to redeem your invitation". Note that the sender of the email is referred to as "no-reply", so look for that in your email inbox (and if not there, check your junk folder).



- b. Once you click on that link in the email, you will be brought to the [Killam application portal](#), where you can "Redeem invitation". If you don't already have an existing

account, click the “Register” button (if you do have an existing account, check the “I have an existing account” box, and click “Register”).



 **Lauréats KILLAM** Laureates

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

You can redeem your invitation code here. [Please click the link below.](#)

- If you have previously created an account and password, proceed to the [sign-in page](#) by clicking the link below.
- If you do not already have an account, proceed to [register a new account](#) by clicking the link below.

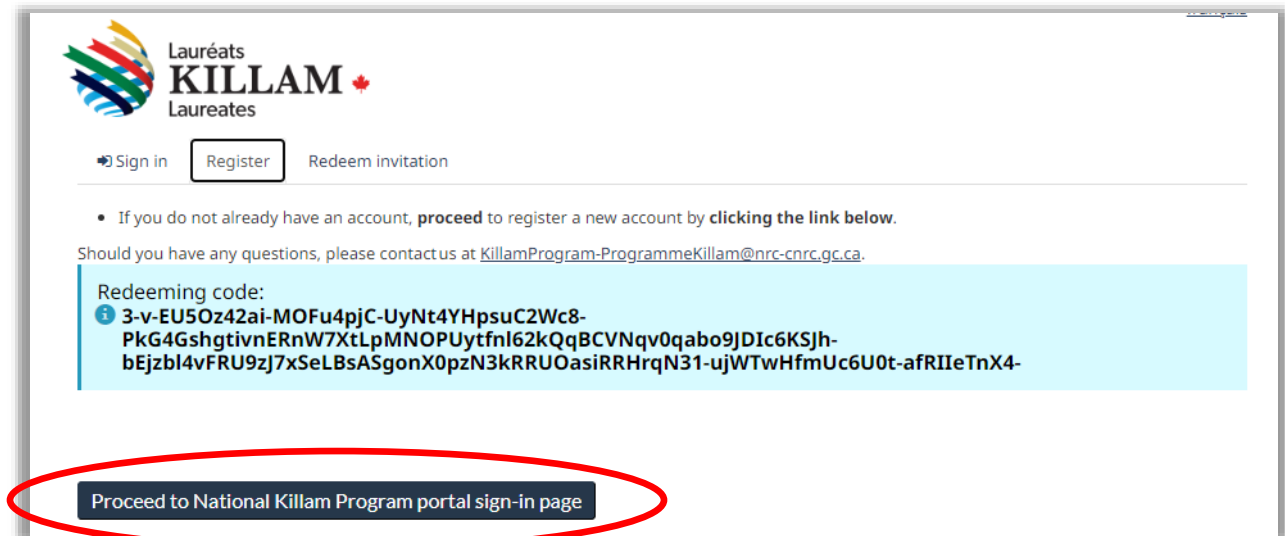
Should you have any questions, please contact us at KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

* Invitation code

☐ I have an existing account

[Register](#)

- c. Once you click on “Register”, it will take you to the following kind of page, with the “Invitation code” appearing in full. Click on the “Proceed to National Killam portal sign-in page”. You will then be brought to the registration process.



 **Lauréats KILLAM** Laureates

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

- If you do not already have an account, **proceed** to register a new account by **clicking the link below.**

Should you have any questions, please contact us at KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

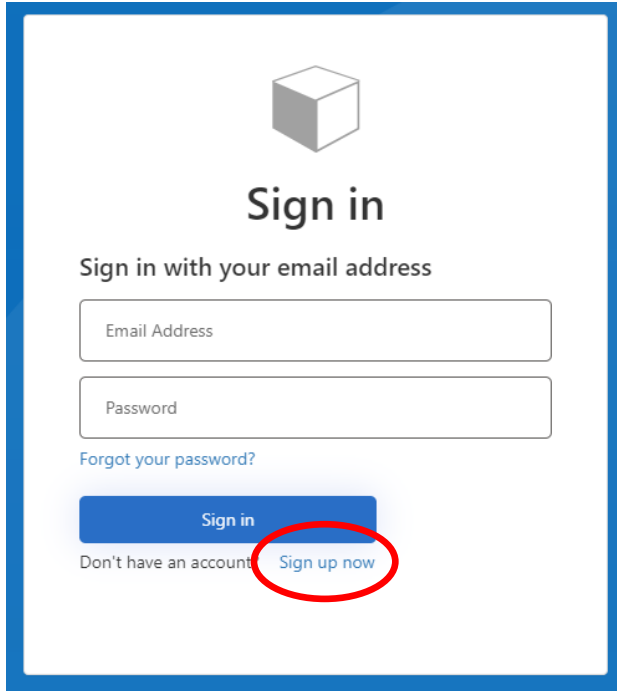
Redeeming code:
3-v-EU5Oz42ai-MOFu4pjC-UyNt4YHpsuC2Wc8-PkG4GshgtivnERnW7XtLpMNOPUytfnl62kQqBCVNqv0qabo9JDIC6KSJh-bEjzbl4vFRU9zj7xSeLBSASgonX0pzN3kRRUOasiRRHrqN31-ujWTwHfmUc6U0t-afRIIEtnX4-

[Proceed to National Killam Program portal sign-in page](#)

2. **Register for an account in the Killam application portal** (you would register for an account using the same email address that the Fellowship applicant would have identified for you in their Killam application, and where you had received the emails from the Killam portal (email #1 or

#2). ***NOTE: If you already have a registered account in the Killam portal, then just sign in to your account and skip to step 2f below and go from there.

- a. At the “Sign in” page of the Killam portal, click on the “Sign up now” option.



Sign in

Sign in with your email address

Email Address

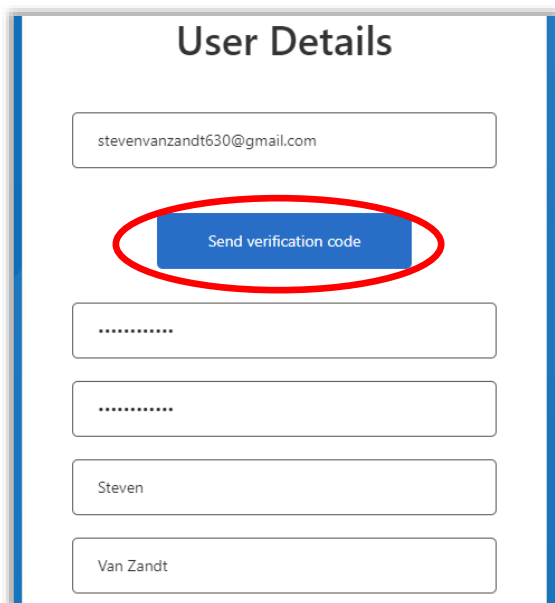
Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account [Sign up now](#)

- b. Enter the required information in the “User Details” screen and then press the “Send verification code” button



User Details

stevenvanzandt630@gmail.com

[Send verification code](#)

Steven

Van Zandt

- c. The verification code would have been sent to your email address, so check your email inbox, and look for the email with the verification code. Then, copy the code, go back to the Killam “User Details” screen, paste the code into the “Verification code” field, and press the “Verify code” button. If the verification works, then you can press the “Create” button.

User Details

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

stevenvanzandt630@gmail.com

215914

Verify code Send new code

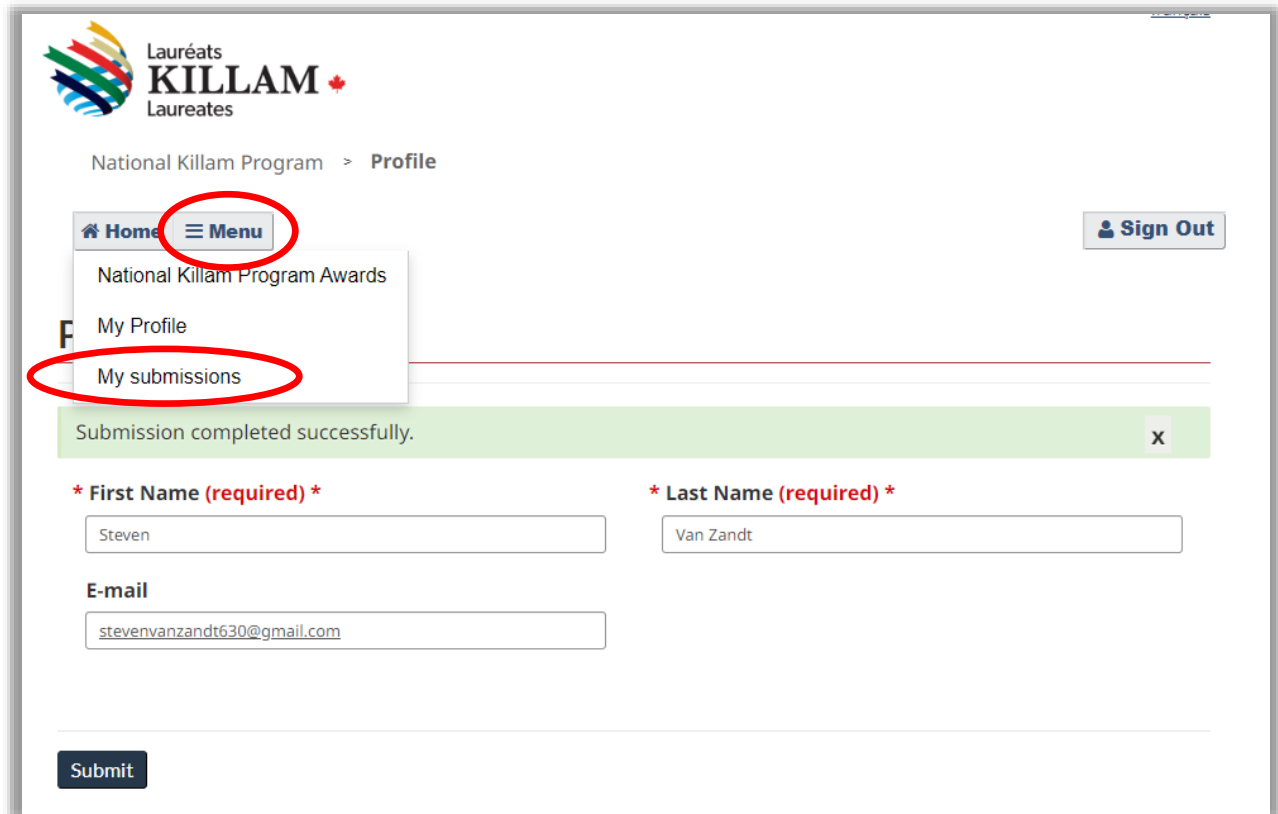
Steven

Van Zandt

Create

- d. You will then be taken to the “Terms and Conditions” page of the Killam portal (as if you are the applicant, which is not the case, but nonetheless). Just click on the “I agree to these terms and conditions” box and press the “Continue” button at the bottom of the page.
- e. You will then be taken to a “Profile” page, so just review the information to ensure it is correct, and then press “Submit”.

- f. Now press on the “Menu” option near the top of the “Profile” screen and select “My submissions”. Once on the “My submissions” page of your Killam account, you will be able to complete your role as Referee for the Fellowship applicant.



Lauréats
KILLAM
Laureates

National Killam Program > Profile

Home Menu Sign Out

National Killam Program Awards

My Profile

My submissions

Submission completed successfully. x

* First Name (required) *

Steven

* Last Name (required) *

Van Zandt

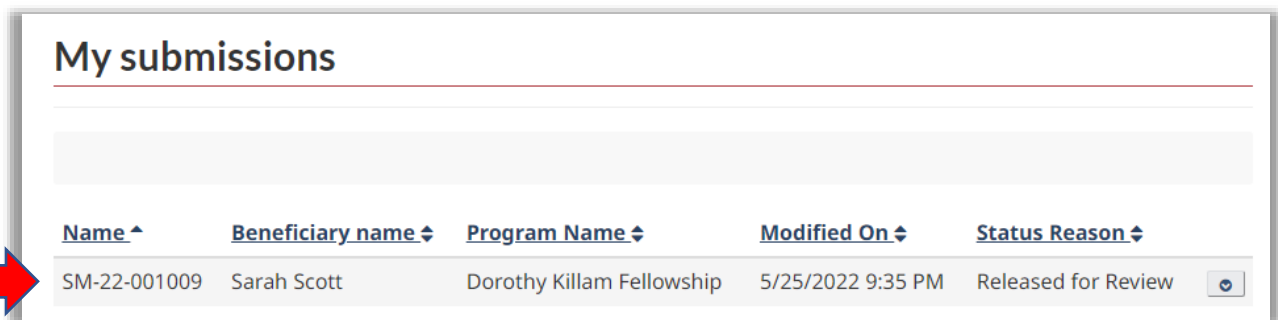
E-mail

stevenvanzandt630@gmail.com

Submit

3. Complete the Referee tasks in your Killam account

- a. When you get to the “My submissions” page of your Killam account, you should be able to see the application from the Applicant who requested your reference letter.



My submissions

Name ^	Beneficiary name ⇅	Program Name ⇅	Modified On ⇅	Status Reason ⇅
SM-22-001009	Sarah Scott	Dorothy Killam Fellowship	5/25/2022 9:35 PM	Released for Review

- b. Click on the box to the far right, and you will see an “Edit” option. Click on “Edit”.

My submissions

Name ^	Beneficiary name ^	Program Name ^	Modified On ^	Status Reason ^
SM-22-001009	Sarah Scott	Dorothy Killam Fellowship	5/25/2022 9:35 PM	Released for Review

Edit

- c. After pressing “Edit” (as above), you will be taken into the application. On the “Expert” page of the application, review your information there to ensure it is correct, revise if need be, and then click on “Validate and save” at the bottom of the page. Then press “Next”. (see screenshot on next page)

Expert

Home Menu Sign Out

Expert

Identify yourself as an Applicant

Letter of support

Research category

Validation and submit

Title

Dr

* First name (required) *

Steven

* Last name (required) *

Van Zandt

Department or school

* Institution (required) *

asdfd

* Address line 1 (required) *

asdfd

Address line 2

* Country (required) *

Canada

* City (required) *

asdfd

* Province or territory (required) *

British Columbia

* Postal code (required) *

M3B 2P7

Telephone

() -

Telephone type

* Email (required) *

steven.vanzandt30@gmail.com

Validate and save

Next

- d. You will then be brought to the “Identification of applicant” page. You can review the applicant’s information if need be, but referees are not required to do anything on this page, so just hit “Next” at the bottom of the page.
- e. You will next be brought to the “Letter of support” page where a referee can upload their letter for the applicant (this page also has details on what referees are asked to include in the letter, so see text in the screenshot below (on the next page) for your reference). To upload a letter:
 - click on “Add a letter of support” button
 - enter a “Description” (eg, “Letter of support for [Applicant name]”
 - press “Choose file” and attach your letter (note: if you upload a PDF document and it produces an error, then try a word document, as it will upload correctly)
 - Press “submit”
 - Back on the “Letter of support” main page, press the “Validate and save” button.
 - If all is well, press the “Next” button at the bottom of the page (see screenshot of this section of the application on the next page)

[Expert](#) ✓

[Identification of
Applicant](#)

[Letter of support](#) ✓

[Research category](#)

[Validation and submit](#)

Letters of support from referees in the field (maximum 1000 words in English, 1200 words in French)

- In English or French, from Canada or abroad
- If translated from another language, the original letter must also be submitted

You will need an understanding of the applicant's work, and be willing to speak to the exceptional quality of the candidate's research achievements, nationally and internationally where applicable, and the candidate's outstanding commitment, creativity and efforts to share research knowledge beyond the academic community.

For the Killam Prize

Please ensure your letter contains a review of the applicant which references the following:

- exceptional quality of the candidate's research achievements
- evidence of the candidate's outstanding commitment, creativity and efforts to share research knowledge beyond the academic community
- enduring contribution of the candidate's ideas and research results to Canadian society, including the nation's intellectual and/or cultural life
- scope of the candidate's research contributions, taking into account the norms of the field of study
- international stature of the candidate, where appropriate

For the Dorothy Killam Fellowship

A Dorothy Killam Fellow is a leading researcher whose superior, ground-breaking, best-in-class research stands to have significant impact on a national or global scale. A Fellow is someone who also reflects one or more of the 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 to create a multiplier effect within the research ecosystem

The Dorothy Killam Fellowship is meant to support scholars who:

- demonstrate commitment to building Canada's future and alignment with Killam attributes
- are early- to mid-career researchers (typically have completed their PhD no more than 15 years prior)
- are employed at a Canadian research institution

Please consider addressing in your reference letter how the applicant embodies at least some of the Killam attributes.

[Add a letter of support](#)

[Name](#) ↑

[Type](#)

[Created On](#)

[Referee letter test.docx](#)

Letter of
Support/Lettre de
soutien

5/29/2022 7:29 PM



[Validate and save](#)

- f. You will then be brought to the “Research category” page, but referees are not required to do anything on this page, so just hit “Next”.
- g. Finally, you will be brought to the “Validation and submit” page. Here you:
 - Click “Accept” under the “Letter of Acceptance” heading (as this confirms you are willing to submit a reference letter for the Fellowship applicant)
 - Click on “Submit form”
 - A “Submit” box will pop up, confirming that you understand that once you press “submit”, you won’t be able to modify your submission of the letter. If you agree, press “Ok”.

After the above has been completed, the applicant will receive an automatically-generated email that confirms that you, as the Referee, have accepted their request for a letter of reference.

***Information for Applicants:

After a referee has completed the above steps, then you will receive that automatically generated email (as above), and in your application in your own Killam portal account, go to the “Identification of experts providing letters of support” section of your application, and you should see that the “Status” of that referee has changed to “Expert submitted letter”.

Appendix 1: first email to referees

The following email message will be automatically sent to referees after an applicant adds the contact information for each referee in the “Identification of experts providing letters of support” section of their Killam application (and after the applicant presses the “Validate and save” and “Send Invitations to Submission Experts” buttons in that section of their application).

1st Email message:

le français suit

Dear [Referee name] :

[Applicant name] has requested a letter of support for the Dorothy Killam Fellowship. Please sign in and indicate whether you are able to provide a letter. Additional details will be provided by the National Killam Program Office in another message.

Additional information about the National Killam Program is available online at [National Killam Program - National Research Council Canada](#). If you have any questions about this email, please contact KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

Regards,

National Killam Program Office

Cher [referee name] :

[Applicant name] a demandé une lettre de soutien pour la bourse Dorothy Killam. Vous devez avoir reçu un e-mail d'invitation à créer un compte sur le portail. Veuillez vous connecter et indiquer si vous êtes en mesure de fournir une lettre. Des détails supplémentaires seront fournis dans une autre lettre.

Des renseignements supplémentaires sur le Programme national Killam sont disponibles en ligne au lien [Programme national Killam - Conseil national de recherches Canada](#). Si vous avez des questions concernant cet e-mail, veuillez contacter KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

Cordialement,

Bureau national du programme Killam

Appendix 2: second email to referees

This second email contains a link with an invitation code (Killam staff have said this invitation code is necessary for referees to complete their upload of their letter). When a referee receives this second email, they can click on the “Access here to redeem your invitation” option to redeem their invitation (and register for an account in the Killam portal).

Dear [Referee name]:

You have been invited to create an account on the portal for the National Killam Program. To redeem your invitation, please click the link below.

[Access here to redeem your invitation](#)

Additional information about the National Killam Program is available online at [National Killam Program - National Research Council Canada](#). If you have any questions about this email, please contact KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

Regards,

National Killam Program Office

Cher Steven Van Zandt :

Vous avez été invité à créer un compte sur le portail du programme national Killam. Pour échanger votre invitation, veuillez cliquer sur le lien ci-dessous.

[Accédez ici pour échanger votre invitation](#)

Des renseignements supplémentaires sur le Programme national Killam sont disponibles en ligne au lien [Programme national Killam - Conseil national de recherches Canada](#). Si vous avez des questions concernant cet e-mail, veuillez contacter KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

Cordialement,

Bureau national du programme Killam

Appendix 3: third email to referees (the important details)

The text below is from the third email message that referees would receive (this is not an automatically generated message, so there could be a delay of a few days between a referee receiving the first and second emails (above in Appendix 1 and 2) and their receipt of this third email).

2nd email message :

le français suit

Dear [Referee name]:

[Applicant] has applied for [a Dorothy Killam Fellowship](#) and has named you as a referee. For each Dorothy Killam Fellowship application, reference letters are requested for a thorough, critical review of the scholarly merits and impact of the proposed research projects.

The purpose of a Dorothy Killam Fellowship is to provide two years of release time to an individual scholar who wishes to pursue independent research. An applicant must be an established scholar who has performed outstanding research and who has published the results of this research over a period of several years.

Further information about the Dorothy Killam Fellowship and the National Killam Program is available at [National Killam Program - National Research Council Canada](#).

If for any reason you are unable to provide a letter of reference, please send an email to KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca as soon as possible.

If you choose to accept, please provide the following in one document to be uploaded on or before **June 17, 2022**:

Letter of Reference (1000 words English, 1200 words in French)

You will need an understanding of the applicant's work and be willing to speak to their appropriateness for this Fellowship considering the *attributes of a Killam Fellow*.

Dorothy Killam had a vision of building Canada's future through advanced study. Through her will, she established a perpetual trust to realize her vision and fund generations of scholars in Canada.

A Dorothy Killam Fellow is a leading researcher whose superior, ground-breaking, best-in-class research stands to have significant impact on a national or global scale. A Fellow is someone who also reflects one or more of the 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 to create a multiplier effect within the research ecosystem

The Dorothy Killam Fellowship is meant to support scholars who:

- demonstrate commitment to building Canada's future and alignment with Killam attributes
- are early- to mid-career researchers (typically have completed their PhD no more than 15 years prior)
- are employed at a Canadian research institution

Please consider addressing in your reference letter how the applicant embodies at least some of the Killam attributes.

Please upload to the [National Killam Program portal](#) on or before **June 17, 2022**.

Because the selection committee for these prestigious awards is multidisciplinary, it relies heavily on the opinions of external referees in reaching a final decision on each candidate. Therefore, when preparing your reference letter, please bear in mind that you are writing mainly to a broad audience. If you do not consider yourself in a position to speak to these criteria in relation to this applicant, please feel free to decline submitting a reference letter.

The National Killam Program is subject to the Access to Information Act and the Privacy Act, under which applicants may access information regarding their application. While the National Killam Program may release evaluations from reviewers, it is under obligation to withhold the identity and any comments which may identify the reviewer.

The information provided to you is confidential and may only be used for the purpose of assessing this application.

If you have any questions concerning this e-mail, please contact KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

Thank you.
Best Regards,

The National Killam Program Office
KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca

Cher [Titre] [Prénom] [Nom] :

[candidat] a posé sa candidature pour une [bourse Dorothy Killam](#) et vous a désigné comme personne de référence. Pour chaque demande de bourse Dorothy Killam, des lettres de référence sont demandées afin de procéder à un examen approfondi et critique des mérites scientifiques et l'impacte des projets de recherche proposés.

Les bourses de recherche Dorothy Killam ont pour but premier de permettre à un chercheur de se libérer de son travail habituel pendant deux ans et ce, afin d'entreprendre une recherche indépendante. Elles sont destinées à des chercheurs canadiens reconnus qui ont fait des travaux de recherche exceptionnels et qui, au cours des ans, en ont publié les résultats.

Pour de plus amples renseignements sur la bourse Dorothy Killam et le Programme national Killam, veuillez consulter le site [Programme national Killam - Conseil national de recherches Canada](#).

Si, pour une raison quelconque, vous n'êtes pas en mesure de fournir une lettre de référence, veuillez envoyer un courriel à KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca dès que possible.

Votre rôle, si vous décidez d'accepter, est de fournir le document suivant au plus tard le 17 juin 2022 :

Une lettre de référence (1000 mots en anglais, 1200 mots en français)

Vous devrez comprendre le travail du candidat et être prêt à parler de son adéquation à cette bourse en tenant compte les attributs d'un boursier Killam.

Dorothy Killam voyait l'avenir du Canada se bâtir par le biais des études supérieures. Par son testament, elle a créé une fiducie perpétuelle afin de concrétiser sa vision et de financer les futures générations de chercheurs au Canada.

Les bénéficiaires d'une bourse Dorothy Killam sont d'éminents chercheurs ou d'éminentes chercheuses qui mènent des recherches de pointe, révolutionnaires et de premier plan, qui sont susceptibles d'avoir des répercussions importantes à l'échelle nationale ou mondiale. Ces personnes possèdent certaines caractéristiques associées au programme national Killam, faisant preuve :

- l'élimination des obstacles - le travail de la personne mobilise des connaissances et des technologies originales, transformatrices et axées sur l'avenir qui transformeront notre mode de vie;
- la collaboration inclusive - le travail de la personne représente un modèle d'inclusion et de compréhension des gens, des cultures et des besoins et comprend la participation de tous les milieux économiques, sociaux et culturels;
- le leadership en recherche - le travail de la personne facilite une collaboration réfléchie entre les chercheurs, les disciplines et les établissements afin de créer un effet multiplicateur au sein de l'écosystème de la recherche.

Les bourses Dorothy Killam appuient ceux et celles qui :

- affichent une détermination à contribuer à l'avenir du Canada et font montre de certains principes associés au programme national Killam;
- sont en début ou en milieu de carrière (c'est-à-dire ayant généralement terminé leur doctorat depuis 15 ans ou moins);
- travaillent dans un établissement de recherche canadien.

Veuillez fournir une lettre de référence comprenant une évaluation du candidat qui fait référence aux éléments précédents.

Veuillez télécharger sur le [portail du programme Killam](#) au plus tard le 17 juin 2022.

Le comité de sélection de ces prix prestigieux étant multidisciplinaire, il s'appuie largement sur l'avis de référents externes pour rendre une décision finale sur chaque candidat. Par conséquent, lorsque vous préparez votre lettre de référence, n'oubliez pas que vous vous adressez principalement à un large public. Si vous ne vous considérez pas en mesure de parler de ces critères en relation avec ce candidat, n'hésitez pas à refuser de soumettre une lettre de référence.

Le Programme national Killam est assujéti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels, en vertu desquelles les candidats peuvent avoir accès aux renseignements concernant leur demande. Bien que le Programme national Killam puisse publier les évaluations des évaluateurs, il est tenu de ne pas divulguer l'identité et tout commentaire pouvant identifier l'évaluateur.

Les informations que nous vous avons fournies sont confidentielles et ne peuvent être utilisées que dans le cadre de l'évaluation de cette candidature.

Si vous avez des questions concernant cet e-mail, veuillez contacter KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca.

Nous vous remercions.

Meilleures salutations,
Bureau du programme national Killam
KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca