

# 2022 Dorothy Killam Research Fellowship – Application FAQs

The 2022 Dorothy Killam Research Fellowships were announced in late April 2022, with [guidelines](#) and the [application portal](#) released on April 26, and both went through an update on May 17, 2022. The guidelines had (and continue to have) some vague elements to them, so UofT Research Services has been in touch with the Killam program staff at the National Research Council of Canada in order to clarify some things. The answers to the questions below are sourced both from the guidelines and the responses received from the Killam program staff.

Please continue to monitor the main [Killam webpage](#) and also the information on our [UofT funding opportunities webpage](#) for any updates (\*\*\*)and please also see that UofT webpage for information on internal deadlines for UofT applicants, including the MRA requirement).

## 1. What is the amount and duration of the Fellowship?

The Dorothy Killam Fellowships are valued at \$80,000 CAD per year for a total of up to \$160,000 for 2 years. A Dorothy Killam Fellow is relieved of all teaching and administrative duties for the period of the fellowship. The funds are intended to assist the institution (and in this case, the Fellow's UofT administrative unit/division) to cover the costs of replacement of the applicant while still paying regular salary and benefits (to the Dorothy Killam Fellow) during the 2-year fellowship period.

## 2. Can the Fellowship funds be used for research expenses/activities by the Fellow?

No, the awarded funds are not intended for research expenses/activities, and they are only intended to support the Fellow's release from teaching and administrative duties (so recipients must obtain support for research and laboratory costs from other sources).

## 3. If an application is successful, when would the Fellowship begin?

The [Killam guidelines](#) say the following: “A Dorothy Killam Fellowship provides 2 full years of release time, beginning no later than January 1, following notification of the fellowship”. Successful applicants will be notified at some point in 2023, so the start date of the fellowship is flexible at that point, but it could start no later than January 1, 2024.

## 4. The Killam guidelines say that the Fellowships support scholars who “are early- to mid-career researchers (typically have completed their PhD no more than 15 years prior)”. Is there any flexibility to this rule for those who completed their PhD longer than 15 years ago, or who have had career interruptions of some kind?

The word “typically” in the above suggested that there was some flexibility, and this flexibility has been confirmed by the Killam program staff. The text below is from some correspondence Research Services recently had with Killam staff:

“The guideline of no more than 15 years out from a PhD is intended as a bar to well established, late career researchers who have not encountered significant setbacks from an ideal career path. At the same time, we want to include researchers who have been unable to focus strongly on their research due to family responsibilities, heavy teaching loads, admin and committee work they’ve had to perform out of proportion to the norm. The applicants who will have less of a chance at the Fellowship, if we’ve designed and are

implementing the new program in accordance with our direction from the Killam Trusts, are people with a stellar 20 or 30 year career, a high h-index, and little impact in communities broader than their domain.

The Dorothy Killam Fellowships 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

We recognize that there are many circumstances and life events that may extend the mid-career phase of a researcher. The example of 15 years is provided as a guideline with the intention of providing flexibility to consider applicants who outside of this parameter”.

**5. If an applicant wishes to document in the application the career interruptions they have experienced, where in the application should it go?**

In correspondence with the Killam program staff, it was suggested that the “Academic and Other Employment History” section of the CV is a good place to provide indications of the gaps in the researcher’s career, or a sentence in the “Candidate’s statement” document would be in order, if it doesn’t push that document significantly over the word limit.

**6. The Killam guidelines say that information on the applicant’s knowledge mobilization plans should be part of the application. Which document should this be included with?**

There was some initial confusion over this, as there was conflicting information in the Killam guidelines, but that information has now been updated, and it has been confirmed that it should be part of the “Research Proposal” document. Please see the [Killam guidelines](#) (under “Application procedure”) for more.

**7. Can an applicant include citations/bibliographical information in (for example) the “Research Proposal” document? And if so, does that count toward the 1,000 word limit?**

In correspondence with the Killam staff, the following was confirmed: “Citations and bibliographies do not count towards the 1,000 word limit for the Dorothy Killam Fellowship research proposal. The portal will allow you to submit a file larger than 1,000 words”. So your actual research proposal must be limited to 1,000 words, but if you choose to include citations, this will not be counted against the word limit.

**8. The application is asking applicants to include an institutional contact. For UofT applicants, who should this be? And what does the institutional contact have to do in relation to the application?**

UofT applicants should include Mark Bold (Research Funding Manager, Social Sciences and Humanities funding, [mark.bold@utoronto.ca](mailto:mark.bold@utoronto.ca)) as the institutional contact in their Killam application. Once included in the application (and the “Validate and save” button is pressed by the applicant), then the institutional contact will receive an email from the Killam portal notifying them of this, and inviting them to complete the “Declaration of Affiliated Institution” for the application (which must be completed in order for the applicant to ultimately submit the application prior to the June 17 deadline).

More information on this is available on the [UofT Research and Innovation website](#) (under the “Application” heading). Please also note the information on that website concerning UofT’s internal deadlines for MRAs for this competition (May 27 for those taking the editorial review option, and June 10 for all other

applicants). Also note the information under the “MRA requirement” heading, as applicants in their MRA are required to answer “Yes” to this question in the “Planning/Resources” section of the MRA: “Does this project require/request teaching release?”. This is required to show that your administrative unit fully supports the teaching/admin release that comes with this Fellowship. Failure to do so will result in the MRA being returned to the applicant for revisions and resubmission, and would also delay the ability of the institutional contact to complete the “Declaration of Affiliated Institution” for your application.

**9. The application requires two reference letters. Are there any guidelines concerning who the applicant can choose to be a referee for their application?**

In correspondence with the Killam program staff, the following was confirmed: “The referees can be anyone of the applicant’s choosing who is capable of providing a professional opinion on the quality of the researcher’s work as well as their embodiment of the [Killam Values](#).”

**10. What happens after an applicant includes the contact information for the two referees in the “Identification of experts providing letters of support” section of the Killam application?**

After an applicant includes the contact details for each referee in the application, then the applicant should “Validate and save” the application, and press the “Send Invitations to Submission Experts” button. Subsequently, the referees will receive an automatically generated email from the Killam application portal (**the text of this email has been included here as “Appendix 1” below**). This initial email has little information, and mostly informs the referee that they should expect a second email.

This second email will contain significantly more information (**and has been included here as “Appendix 2” for your reference**). However, in correspondence with the Killam program staff, this second email is not automated, so some referees may not receive this second email until a few days after the first email (so applicants should include the contact details of their referees in their application, and press the “Send Invitations to Submission Experts” as soon as possible given the possible delays in the receipt of that second email by referees).

If they don’t already have one, your referees would need to create an account in the Killam application portal: <https://programmekillamprogram.powerappsportals.com/en-CA/Account/Login>. Note that the email address they use to create that account should be the same one that you identified for them in your application. Once they create an account, they should be able to see parts of your application. Once they have logged in, they will have to:

1. Confirm their personal information (in the “Expert” section)
2. Upload their letter (in the “Letter of support” section)
3. “Accept” their invitation to your application (in the “Validation and submit” section, where they would also press a “Validate and submit” button once they complete the above).

Any questions or concerns that a referee may have (including recommendations for structuring an effective letter of support) should be directed to the Killam program staff at [NRC.KillamProgram-ProgrammeKillam.CNRC@nrc-cnrc.gc.ca](mailto:NRC.KillamProgram-ProgrammeKillam.CNRC@nrc-cnrc.gc.ca).

The above all needs to be completed by each referee prior to June 17 in order to allow you, as the applicant, to submit the application by the June 17 deadline, **as it is the Applicant (not the institution) who is responsible for final submission of the application by the sponsor deadline.**

**11. I am trying to include the details of a referee who is based outside of Canada (for example, in the US). However, when I try to enter the referee's contact information in the "Identification of experts providing letters of support" section of the Killam application, I am receiving an error message. What should I do?**

When the Killam application portal was first released, it was only accepting Canadian addresses/postal codes. In correspondence with the Killam program staff, it was confirmed that the update to the application site that occurred on May 17, 2022, should have rectified the issue (yet the error still persists on some occasions). In response to this persistent error, Killam program staff have said the following:

"This problem may be related to cached information on the [internet] browser, in which case logging out [from the Killam application portal] and clearing cookies and cached information [from your internet browser] and starting a new session without restoring the previous session may correct the issue. If the system is still producing difficulties, you can select an arbitrary province and enter any postal code value with the country set to Canada, then change to the correct country. Our IT team will review address information at the end of the application cycle and strip out the extraneous provinces and postal codes for foreign contacts".

**12. Applicants need to include a CV with the application. Is there any flexibility in terms of the CV's formatting and content?**

In correspondence with the Killam program staff, it was confirmed that the listed requirements for the CV (that one can see in the "Supporting Documents" section of the Killam application portal) are suggestions, but applicants will not be penalized if this format is not strictly adhered to, and rather they are meant to serve as a guide, and one of many ways to structure a CV, so variance from this structure will not be an issue for applicants.

Additionally, it was acknowledged by the Killam program staff that there are some issues in requesting an applicant's h-index or number of citations, so as of May 24, 2022, it looks like that requirement has been removed from the CV guidelines in the Killam application portal. In the words of the Killam program staff:

"We are actively encouraging applicants and nominations for the National Killam Program this year to speak to their research impact beyond citations. This has been adopted in our definition of research excellence:

'The National Killam Program defines research excellence as research with consequence and impact, setting precedents and yielding transformative results to increase the scientific and scholastic attainment of Canadians. Research excellence embodies principles of inclusivity, integrity, and includes being conducted with the highest levels of rigor, transparency, collaboration, and constructive risk-taking. Research excellence is inclusive of various lived experiences, considers non-linear career paths or interdisciplinary work, is transformative in nature, and acknowledges non-traditional and Indigenous knowledge systems. The ability to support research through the National Killam Program that reflects this definition, depends on the adherence of the selection process to these best practices.'"

## 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).

### 1<sup>st</sup> 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](mailto: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](mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca).

Cordialement,

Bureau national du programme Killam

## Appendix 2: second email to referees

The text below is from the second 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 email (above in Appendix 1) and their receipt of this second email).

### 2<sup>nd</sup> 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](mailto: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](mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca).

Thank you.

Best Regards,

The National Killam Program Office  
[KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca](mailto: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](mailto: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](mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca).

Nous vous remercions.

Meilleures salutations,  
Bureau du programme national Killam  
[KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca](mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca)

*Document created on May 19, 2022*

*Update #1 on May 24, 2022 (question 12 (CV))*

*Update #2 on May 25, 2022 (question 11 (foreign referees and postal code/province error))*

