



Canada Council
for the Arts Conseil des arts
du Canada

**The Killam Program of the Canada Council for the Arts:
Killam Research Fellowships**

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| Follow these three steps to apply for this fellowship: | |
| Step 1 | Read the Guidelines for details about the purpose of the program, who and what is eligible, amount of the fellowship, assessment process and criteria, etc. |
| Step 2 | Read the Important Information section. If you still have questions about the program or the application process, contact the program officer indicated below. |
| Step 3 | Send an email to the Killam Program (killam@canadacouncil.ca) requesting a user name, password and personal identification number (PIN) . You will need these to access the online application form, which you must use to apply. Go to killam.canadacouncil.ca to download the online Instructions for Submitting an Application and to access the application form. Be sure to use the application checklist to confirm that you have completed all sections of the online application form and submitted all required support material. |

The Canada Council is committed to equity and inclusion, and encourages applications from culturally diverse, Deaf, disability and official language minority artists, groups and organizations. The Canada Council recognizes and affirms the Aboriginal and treaty rights of the Indigenous peoples of this land and encourages applications from First Nations, Inuit and Métis individuals, groups, and organizations in all its programs. Measures are in place in all programs to support these commitments.

Deadline

15 May 2018

Note that your institution (generally a university or research institute) must authorize your submission and may have an internal deadline before the Canada Council deadline.

Your completed application and all required support material must be submitted electronically on or before the deadline. The support material that you are required to submit as hard copies must be postmarked on or before the deadline date.

The Canada Council for the Arts will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

Further Information

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1-800-263-5588 (toll-free) or 613-566-4414, ext. 4086

TTY: 1-866-585-5559 / PRG7025E 03-18



GUIDELINES

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| <p>Program Objectives</p> | <p>“My purpose in establishing the Killam Trusts is to help in the building of Canada’s future by encouraging advanced study. Thereby I hope, in some measure, to increase the scientific and scholastic attainments of Canadians, to develop and expand the work of Canadian universities, and to promote sympathetic understanding between Canadians and the peoples of other countries.”</p> <p style="text-align: right;"><i>—From the Will of Dorothy J. Killam, who died 27 July 1965</i></p> |
| <p>Program Description</p> | <p>The Killam Program offers two kinds of awards: Killam Research Fellowships and Killam Prizes. Note that the nomination guidelines and form for the Killam Prizes component is available on the Canada Council website at killamprogram.canadacouncil.ca.</p> <p>These awards, which are administered by the Canada Council, provide support to scholars of exceptional ability who are engaged in research projects of broad significance and widespread interest.</p> <p>The awards honour the memory and exceptional achievements of Mrs. Dorothy J. Killam’s husband, Izaak Walton Killam.</p> <p>The Killam Research Fellowships are funded through lifetime and testamentary gifts to the Canada Council from Mrs. Killam. The fellowships are awarded annually, on a competitive basis, to support scholars doing research in any of the following disciplines:</p> <ul style="list-style-type: none"> • humanities • social sciences • natural sciences • health sciences • engineering • studies linking any of the disciplines. <p>The Canada Council does not wish to specify or exclude any areas of research at this time.</p> <p>The fellowships provide two years of release time from teaching and administrative duties to individual scholars who wish to pursue independent research. The fellowships are awarded to individuals, but the funds are paid to and administered by the Canadian university or research institute that employs them.</p> |
| <p>Applicant Eligibility</p> | <p>Note that meeting the eligibility criteria does not guarantee that you will receive a fellowship.</p> <p>The Canada Council retains the right to interpret the contents of these application guidelines and of the online instructions and form.</p> <p>Eligible applicants</p> <p>Applications must be submitted by individuals, and not by their institutions (however, applicants must obtain their approval).</p> |

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| <p>Applicant Eligibility (continued)</p> | <p>Killam Research Fellowships are intended as release time from employment for established scholars who have demonstrated outstanding research ability and who have published the results of their research in substantial publications in their field. Typically, a fellowship recipient is a full professor in a Canadian university with significant teaching and/or administrative responsibilities. Researchers who are employed in settings such as a hospital or a scientific institute etc. may qualify if they demonstrate outstanding ability and their proposed project meets generally accepted standards of scholarly merit.</p> <p>Killam Research Fellows are expected to continue contributing to the Canadian research community after they have completed their fellowship project.</p> <p>To be eligible, you must be a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada.</p> <p>In keeping with the Canada Council’s commitment to equity and inclusion, the Killam Program encourages the participation of women scholars and researchers.</p> <p>Ineligible applicants</p> <p>You are not eligible if you are retired.</p> <p>You are not eligible if you are not employed by a university or other research institute.</p> <p>You may not apply if you have already been awarded a fellowship from the Killam Program of the Canada Council for the Arts.</p> |
| <p>Project Eligibility</p> | <p>You must present a coherent project with a clearly stated objective and well-defined plan for reaching that objective. The award is not intended as a subsidy for the overall research or teaching program of a department, institute or centre, and it is not offered for work undertaken as part of a degree program.</p> <p>Your proposed research project should be conducted within a university or research institute that shows adequate interest in your project, including its willingness to provide basic facilities and other forms of assistance.</p> <p>Killam Research Fellowship recipients who are Canadian citizens may conduct their fellowship-supported research in Canada and/or elsewhere. Killam Research Fellowship recipients who are permanent residents must use their fellowship primarily in Canada.</p> <p>Institutional requirements</p> <p>All financial reports due for previous Killam Research Fellowships must be submitted and approved before the application deadline for this program component. Institutions with overdue Killam Research Fellowship final reports will be unable to approve applications for these research fellowships and will be ineligible to nominate anyone for future prizes from the Canada Council for the Arts until all overdue reporting requirements have been met.</p> <p>The Canadian university or research institute employing you must agree to accept and administer the Killam Research Fellowship funds, under the terms set out by the Killam Program. Your institution will receive the fellowship funds and is expected to relieve you of all teaching and administrative responsibilities. It must continue paying your full salary and benefits during the entire period of the fellowship.</p> |

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| <p>Period and Amount of Award</p> | <p>A fellowship from this program provides two full years of release time, beginning no later than 1 January following notification of the fellowship (you may not request less than the full two-year fellowship period). The support for the second year depends on approval of your interim report.</p> <p>Killam Research Fellowships are valued at \$70,000 per year. The funds assist your institution to cover the costs of replacing you (while still paying your regular salary and benefits) during the two-year fellowship period.</p> <p>You must obtain support for research and laboratory costs from other sources.</p> |
| <p>Application Assistance</p> | <p>Funds are available to pay for services to individuals who experience disability-related barriers within the application/nomination or final reporting processes of Canada Council programs. Individuals who are Deaf, have disabilities or who are living with mental illness, may apply for funding to contribute to costs for services to assist them specifically in completing a prize application, a prize nomination or in submitting a final report.</p> <p>Please submit your request at least four weeks prior to a deadline. Contact the officer responsible for this prize by phone or e-mail. For more information, please consult our website: http://canadacouncil.ca/commitments/equity/application-assistance</p> |
| <p>Assessment of Applications</p> | <p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by the interdisciplinary Killam Selection Committee, composed of 15 distinguished scholars. The Canada Council for the Arts appoints the committee members, taking into account the recommendations of specialists in the Canadian and international academic and research communities. Committee members will also be selected with consideration to fair representation of various artistic and scholarly disciplines, gender, generations, Canada’s two official languages, Indigenous peoples and the cultural and regional diversity of Canada.</p> <p>The Canada Council will send the applications, for critical assessment, to specialists chosen for their expertise in the areas of research presented in the submissions. Then the Killam Selection Committee will examine the applications and specialists’ assessments, and evaluate the applications on their merit, compared with each other in a national context.</p> <p>All selection committee recommendations are final.</p> <p>For further information on this subject, please consult the Canada Council website at canadacouncil.ca.</p> |

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| <p>Assessment of Applications (cont'd)</p> | <p>Assessment criteria</p> <p>Fellowships will be offered to those applicants considered outstanding by the committee. Both the specialists consulted by the Canada Council for the Arts and the Killam Selection Committee will assess each proposal based on the following criteria.</p> <p><i>For the project</i></p> <ul style="list-style-type: none"> • scholarly significance of the project • creativity, originality and potential contribution to the advancement of knowledge • appropriateness and clarity of the theoretical approach, formulation of hypotheses and statement of problems • appropriateness of the research plans and methods, considering the objectives of the project • appropriateness of the proposed schedule for carrying out the research • accessibility of the required data • where this applies, the social relevance and/or practical importance of the project. <p><i>For the applicant</i></p> <ul style="list-style-type: none"> • qualifications and achievements • experience in areas related to the proposal. |
| <p>How to apply</p> | <p>There are no hard-copy application forms: you must submit your request through the Canada Council's online application system, at killam.canadacouncil.ca.</p> <p>Access to the online form</p> <p>To gain access to the internet form, send an email to the Killam Program (killam@canadacouncil.ca) requesting a user name, password and personal identification number (PIN). Note that the Killam Program reserves the right to verify a potential applicant's eligibility before issuing the requested access information.</p> <p>Submission of required support material</p> <p><i>Documents to submit in electronic format</i></p> <p>You must submit your curriculum vitae through the Canadian Common CV website at https://ccv-cvc.ca. You will be guided through this process when using the online application system.</p> <p><i>Documents in paper format</i></p> <p>Only the following items will be accepted in paper format:</p> <ul style="list-style-type: none"> • The cover letter (signed) that you printed when you submitted your electronic application. • For permanent residents only, evidence of your intention to stay in Canada after the period covered by the award. If you are a permanent resident, you must present a confirmation from your university or research institute that you have a firm appointment. |

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| <p>How to Apply (cont'd)</p> | <p>The Canada Council will not accept unrequired paper copies of letters of support, letters from editors or publishers, briefs, a previous year's application form, etc.</p> <p>The Canada Council will not return support material to you.</p> <p>Institutional authorization</p> <p>The head of research administration at your institution, or another authorized delegate, must approve your final submission to confirm the institution's awareness of the proposed research and its willingness to administer the award according to the terms set out by the Killam Program. By endorsing the application, the university or research institute confirms that you are employed and remunerated for your work. The online application instructions include detailed information about the requirements and process related to institutional authorization.</p> |
| <p>General Information on the Killams and the Killam Trusts</p> | <p>The Killams</p> <p>Izaak Walton Killam was born to modest circumstances, in 1885, in Yarmouth, Nova Scotia. He began his business career, at the age of 18, as a junior clerk in the Yarmouth branch of the Union Bank of Halifax. He was soon transferred to the bank's head office, in Halifax, where his talent and reputation caught the attention of Maxwell Aitken (who later became Lord Beaverbrook), who was in the process of setting up the Royal Securities Corporation. In 1904, Mr. Aitken persuaded the younger man to join Royal Securities, and this move became the foundation of his remarkable financial career.</p> <p>By 1914, Mr. Killam had replaced Lord Beaverbrook as president of Royal Securities, and shortly after that he acquired the former president's shares in the firm. Mr. Killam remained president of Royal Securities for the next 40 years. In that time, the company became one of Canada's most influential investment houses, and Izaak Walton Killam established himself as one of the outstanding figures in Canadian financial history.</p> <p>Recognizing the great potential of Canada's forest and hydro-electric industries and public utilities services, Mr. Killam played an active role in organizing and modernizing many companies in these fields. The various Royal Securities holdings included power companies in Alberta, Ontario, Québec, Nova Scotia and Newfoundland, as well as pulp and paper companies in British Columbia, Québec and Nova Scotia. He had interests in other companies as well, such as Moirs Limited of Halifax, which became one of the best-known chocolate companies in Canada after he had completely overhauled it.</p> <p>Despite his impressive professional accomplishments, Izaak Walton Killam was a reserved man who avoided publicity and was virtually unknown outside his small circle of close acquaintances. Characteristically, the substantial contributions he made to charities throughout his lifetime were always made anonymously.</p> <p>In his private life, he was a keen salmon fisher. He also shared with his wife, Dorothy, a passion for baseball, especially for the Brooklyn Dodgers.</p> |

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| <p>General Information on the Killams and Killam Trusts (continued)</p> | <p>Dorothy Killam was born Dorothy Brooks Johnston in St. Louis, Missouri in 1899. Her parents were moderately affluent, and she was well schooled, athletic and widely travelled, with a good knowledge of French and German. Unlike her husband, Mrs. Killam was an extrovert who loved company and people generally. After she and Mr. Killam were married in 1922, they lived in Montreal, the centre of the Killam financial empire.</p> <p>Izaak Walton Killam died suddenly and unexpectedly of heart failure in 1955, at his Quebec fishing lodge. He left all of his substantial estate to his wife, who demonstrated her own sound financial judgement by vastly increasing the fortune over the next 10 years. When Mrs. Killam died in 1965, after several years of poor health, her will set in motion the plans that she and her husband had discussed frequently in the later years of his life. While Mrs. Killam’s will generally reflected the intentions of her husband, it also included a substantial bequest to build a children’s hospital in Halifax as a memorial to him.</p> <p>The Killam Trusts</p> <p>In all, Dorothy Killam’s lifetime and testamentary gifts amounted to some \$100 million and were given to the following institutions:</p> <ul style="list-style-type: none"> • The Canada Council for the Arts • Dalhousie University • The Montreal Neurological Institute at McGill University • The University of Alberta* • The University of British Columbia. <p>*In 1978, part of the bequest to the University of Alberta was transferred to the University of Calgary, after the latter institution had obtained its own charter.</p> <p>The Killam Trustees</p> <ul style="list-style-type: none"> • Bernard F. Miller, QC, Halifax, Managing Trustee • Jim Dinning, LLD, Calgary • The Honourable Kevin G. Lynch, PC, OC, PhD, LLD, Toronto and Ottawa • John S. Montalbano, CFA, Vancouver. |
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IMPORTANT INFORMATION

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| Processing the Application | <p>Online application at killam.canadacouncil.ca</p> <ul style="list-style-type: none">• You are responsible for providing all the information and support material requested.• The Canada Council will make decisions about your eligibility based on the information you provide in your application.• Submit only the material requested. Extra material will not be shown to the Killam Selection Committee.• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each application.• Only the signed cover letter, which is generated when you electronically submit your application, is to be provided as a paper document bearing your original signature.• It is important to inform the Canada Council of any changes to your contact information. <p>Acknowledgement of receipt</p> <p>To check that the Canada Council has received your application, log on to killam.canadacouncil.ca and follow the online instructions.</p> <p>Response time</p> <p>The Canada Council will notify the fellowship recipients, by telephone and in writing, of their selection. They must agree to keep the results confidential until the date of the public announcement. The results are normally made public each spring.</p> <p>Other applicants will receive the results, in writing by the end of March.</p> <p>Visit killamprogram.canadacouncil.ca for the list of recipients of the Killam Prizes and Research Fellowships.</p> |
| Personal Information | <p><i>The Privacy Act</i> gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the <i>Privacy Act</i>. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the <i>Access to Information Act</i>.</p> <p>The Canada Council may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p> |

Fellowship Terms and Conditions

Before you apply for a fellowship, please note the following condition:

- All overdue final reports for the Canada Council must be submitted and approved before you are eligible to apply.

If your application is successful, the terms and conditions will be outlined in the fellowship notification letter that you will receive.

Changes to proposed projects or programs of work

You must notify the Canada Council immediately if you cannot use part or all of the grant during the period stated in your application or if you decide not to carry out your proposed activities.

The program officer must approve any changes to your funded activities (for example, changes in the start or end date) **before you carry them out**.

Acknowledgement of Canada Council for the Arts support

You must acknowledge the support of the Canada Council in all publications and promotional material associated with the fellowship. Details about the acknowledgement policy will be included with the notification letter.

Final report

You will be required to submit a final report on how you used the award within three months following the end of the project.