



Canada Council  
for the Arts      Conseil des arts  
   du Canada

**ENDOWMENTS AND PRIZES**

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

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

**The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, including people with disabilities.**

**Deadline**

**15 May 2012**

**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.**

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required support material must be submitted electronically on or before the deadline. The support material that you are allowed 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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## PROGRAM GUIDELINES

<p><b>Program Objectives</b></p>	<p>“My purpose in establishing the Killam Trust is to help in the building of Canada’s future by encouraging advanced studies. Thereby I hope 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 people of other countries.”</p> <p style="text-align: right;">—From the will of Dorothy J. Killam, who died 27 July 1965</p>
<p><b>Program Description</b></p>	<p>The Killam Program offers two components of awards: Killam Research Fellowships and Killam Prizes. Note that <b>the nomination guidelines and form for the Killam Prizes component is available on the Canada Council’s website</b> at <a href="http://www.canadacouncil.ca/prizes/killam">www.canadacouncil.ca/prizes/killam</a> or from <b>Endowments and Prizes</b>.</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. 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 fields:</p> <ul style="list-style-type: none"> <li>• humanities</li> <li>• social sciences</li> <li>• natural sciences</li> <li>• health sciences</li> <li>• engineering</li> <li>• studies linking any of the disciplines within these fields.</li> </ul> <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 universities or research institutes.</p>
<p><b>Applicant Eligibility</b></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><b>Eligible applicants</b></p> <p>Applications must be submitted by individuals, and not by their institutions (however applicants must obtain their approval).</p>

<p><b>Applicant Eligibility (continued)</b></p>	<p>Killam Research Fellowships are intended 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. Researchers who are not employed by a university 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 apply, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p><b>Ineligible applicants</b></p> <p>You are not eligible if you are retired.</p> <p>You may not apply if you have already been awarded a fellowship from the Killam Program.</p>
<p><b>Project Eligibility</b></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><b>Institutional requirements</b></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 Financial 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 outstanding 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>
<p><b>Period and Amount of Award</b></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><b>Period and Amount of Award (continued)</b></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><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></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, Aboriginal 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>Fellowships will be offered to those applicants considered outstanding by the committee.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Decisions,” posted on the Canada Council’s website.</p> <p><b>Assessment criteria</b></p> <p>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><b>For the project</b></i></p> <ul style="list-style-type: none"> <li>• Scholarly significance of the project.</li> <li>• Creativity, originality and potential contribution to the advancement of knowledge.</li> <li>• Appropriateness and clarity of the theoretical approach, formulation of hypotheses and statement of problems.</li> <li>• Appropriateness of the research plans and methods, considering the objectives of the project.</li> <li>• Appropriateness of the proposed schedule for carrying out the research.</li> <li>• Accessibility of the required data.</li> <li>• Where this applies, the social relevance and (or) practical importance of the project.</li> </ul> <p><i><b>For the applicant</b></i></p> <ul style="list-style-type: none"> <li>• Qualifications and achievements.</li> <li>• Experience in areas related to the proposal.</li> </ul>

## How to Apply

There are no hard-copy application forms: you must submit your request through the Canada Council's online application system, at [killam.canadacouncil.ca](http://killam.canadacouncil.ca).

### **Access to the Online Form**

To gain access to the internet form, send an email to the Killam Program ([killam@canadacouncil.ca](mailto:killam@canadacouncil.ca)) requesting a user name, password and personal identification number (PIN). Note that the Killam Program has the right to verify a potential applicant's eligibility before issuing the requested access information.

### **Submission of required support material**

#### ***Documents to submit in electronic format***

You must submit your curriculum vitae through the Common CV website at [www.commoncv.net](http://www.commoncv.net). You will be guided through this process when using the online application system.

The Canada Council will not accept paper copies of letters of support, letters from editors or publishers, briefs, etc. Copies of a previous year's application form will not be accepted either.

#### ***Documents in paper format***

Only the following items will be accepted in paper format:

- The cover letter (signed) that you printed when you submitted your electronic application.
- Proof of your Canadian citizenship or permanent resident status, as defined by Citizenship and Immigration Canada.
- 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.
- Copies of figures or diagrams that are difficult to reproduce faithfully (more information about this is provided in the online application instructions).

The Canada Council will not return support material to you.

### **Institutional authorization**

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. The online application instructions include detailed information about the requirements and process related to institutional authorization.

<p><b>General Information on the Canada Council</b></p>	<p>The Canada Council for the Arts is a Crown corporation operating at arm's-length from Government. It was created by an act of Parliament in 1957 to support the study, enjoyment and production of works in the arts. As Canada's national arts funding body, its core business is to provide grants and services and to award prizes to professional Canadian artists and arts organizations throughout Canada, in a wide variety of artistic disciplines and practices. It also maintains the secretariat for the Canadian Commission for UNESCO and the Public Lending Right Commission.</p> <p>In addition to its principal role of fostering and promoting the arts, the Council administers and awards prizes and fellowships in the arts, humanities, social sciences, natural and health sciences, engineering, and arts management. These prizes and fellowships recognize the achievements of outstanding Canadian artists, scholars and administrators. The Canada Council is committed to raising public awareness and to celebrating these exceptional people and organizations on both a national and international level.</p> <p>An annual appropriation from Parliament is the organization's main source of funds. These grants are supplemented by income from an endowment fund that was established by Parliament in 1957. The Canada Council also receives private donations and bequests, and it uses the income generated by them for the purposes specified in the deeds of these gifts. The Killam Fund is the largest; it totaled approximately \$56.8 million as of 31 March 2011.</p>
<p><b>General Information on the Killams and the Killam Trusts</b></p>	<p><b>The Killams</b></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 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, Nova Scotia and Newfoundland, as well as pulp and paper companies in British Columbia 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>

**General Information on the Killams and Killam Trusts (continued)**

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.

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.

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.

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.

**The Killam Trusts**

In all, Dorothy Killam's lifetime and testamentary gifts amounted to some \$100 million and were given to the following institutions:

- The Canada Council for the Arts
- Dalhousie University
- The Montreal Neurological Institute
- The University of Alberta,\* and
- The University of British Columbia.

\*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.

**The Killam Trustees**

George T. H. Cooper, CM, QC, LLD, Halifax

John H. Matthews, LLD, Toronto

M. Ann McCaig, CM, AOE, LLD, Calgary

John S. Montalbano, CFA, Vancouver

## IMPORTANT INFORMATION

<p><b>Processing the Application</b></p>	<p><b>Acknowledgement of receipt</b> To check that the Canada Council has received your application, log on to <a href="http://killam.canadacouncil.ca">killam.canadacouncil.ca</a> and follow the online instructions.</p> <p><b>Response time</b> The Canada Council will notify the fellowship recipients, by telephone, of their selection. They must agree to keep the results confidential until the date of the public announcement.</p> <p>Other applicants will receive the results, by letter, in March. The Canada Council does not otherwise release results by telephone or email.</p> <p><b>Application preparation</b></p> <ul style="list-style-type: none"> <li>• You are responsible for providing all the information and support material requested.</li> <li>• The Canada Council will make decisions about your eligibility based on the information you provide in your application.</li> <li>• Submit only the material requested. Extra material will not be shown to the Killam Selection committee.</li> <li>• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each application.</li> <li>• Except for the signed cover letter, do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.</li> </ul> <p><b>Format and layout</b> Where this applies, all the documents requested must be submitted:</p> <ul style="list-style-type: none"> <li>• on separate sheets of <b>white</b> paper (letter format, 8½ x 11 inches)</li> <li>• printed on only one side</li> <li>• with a font size of 11 points or larger</li> <li>• with paper clips (documents cannot be bound, placed under plastic or stapled).</li> </ul> <p>Colour printing on coloured sheets and/or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p><b>Personal Information</b></p>	<p>The Privacy Act 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 Privacy Act. 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 Access to Information Act.</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>

<p><b>Fellowship Terms and Conditions</b></p>	<p><b>Before you apply for a fellowship</b>, please note the following condition:</p> <ul style="list-style-type: none"> <li>• All overdue final reports for your previous Canada Council grants and for Killam Research Fellowships received by your institution must be submitted and approved before you are eligible to apply.</li> </ul> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the fellowship notification that you will receive. These are some of the conditions:</p> <p><b>Payments and reporting requirements</b></p> <p>Killam Research Fellowships will be paid in three instalments to the university or research institute that employs you:</p> <ul style="list-style-type: none"> <li>• The Canada Council will send a first instalment of \$70,000 after it has received your acknowledgement form, which will be provided with your notification.</li> <li>• The second instalment (\$50,000) will be released upon receipt and approval of your interim report, and a signed letter from your institution confirming that you were released from all teaching and administrative duties, and that it continued to pay your full salary and benefits throughout the first year.</li> </ul> <p>This letter of confirmation should be submitted approximately nine months after you begin your fellowship.</p> <ul style="list-style-type: none"> <li>• The last instalment (\$20,000) will be released upon receipt and approval of your final report, and a signed letter of confirmation from your institution for the second year of your fellowship.</li> </ul> <p>The final report and the second letter of confirmation must be submitted no later than three months after the end of your fellowship.</p> <p>Your interim and final reports should be two to three pages in length and detail the progress and goals achieved. You should also list any publications resulting from your research project, and submit copies of these publications.</p> <p><b>Changes to proposed projects or programs of work</b></p> <p>If you cannot for any reason, or if you decide not to carry out your proposed project or program of work during the period stated in your application, you must notify the Canada Council immediately.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b></p> <p>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.</p>
<p><b>Recipients and Selection Committee Members</b></p>	<p>Visit <a href="http://www.canadacouncil.ca/prizes/killam">www.canadacouncil.ca/prizes/killam</a> for the list of recipients of the Killam Research Fellowships, and the names of the Killam Selection Committee members. A cumulative list of previous recipients is also available at this web address.</p>